



ENG 018: Academic Writing

Term: 2020 Summer Session

Instructor: Staff

Language of Instruction: English

Classroom: TBA

Office Hours: TBA

Class Sessions Per Week: 5

Total Weeks: 5

Total Class Sessions: 25

Class Session Length (minutes): 120

Credit Hours: 4

Course Description:

This course is an introduction to and application of key principles of effective and efficient academic writing. It will provide significant techniques, guidelines and suggestions to improve students' academic writing. In this course, we will explore the writing process, including drafting, revising, editing and documentation, methods and conventions of academic argumentation and research with an emphasis on the skills and practices required to produce academic essays: finding and evaluating sources, formulating research questions, developing thesis statements, constructing arguments, and carrying out various types of analysis. By completing the course, students are expected to be able to think and reflect critically inside or outside the academy.

Learning Objectives:

- Understand writing process and method
- Develop research skills, integrate your own ideas with those of others
- Write compositions with a clear introduction, supporting details, and conclusion.

Course Materials:

1. In-class Handouts

2. Optional Texts:

The Norton Field Guide to Writing, Richard Bullock, 4th edition



A Brief Guide to Writing from Readings, Stephen Wilhoit, 7th edition

Course Format and Requirements:

Attendance:

Your attendance is mandatory. You will be required to sign in at the beginning of each class session. More than three unexcused absences will result in an automatic reduction in your participation grade, for instance from A- to B+. Your active participation in the class is expected and constitutes part of your grade.

Class Activities:

All students are strongly encouraged to participate in class activities, which will include mini-writing tasks (as in quizzes), reading and analysis of texts, drafting and editing work, class discussion and peer and instructor feedback. This component is of paramount importance for it helps you develop a clearer sense of writing as a process, in which a variety of factors are involved. It is expected that through active participation in these activities, you will learn to write more effectively and engagingly.

Grading Scale:

A+: 98%-100%

A: 93%-97%

A-: 90%-92%

B+: 88%-89%

B: 83%-87%

B-: 80%-82%

C+: 78%-79%

C: 73%-77%

C-: 70%-72%

D+: 68%-69%

D: 63%-67%

D-: 60%-62%

F: Below 60%

Course Assignments:

**Readings:**

A list of readings will be assigned throughout the course. They may be in the form of in-class handouts or take-home reading assignments. You will develop critical reading strategies and will learn the skills needed to be an effective reader and writer.

Quizzes:

There will be five quizzes administered throughout the whole semester. The format of the quizzes will be a combination of multiple-choice, short-answer questions and mini-writing tasks (for instance, sentence and paragraph structuring). Quizzes will always be completed within the first thirty minutes of class. There will be no make-up quizzes.

Writing projects:

For successful completion of this course, you are required to complete two major writing assignments, in the process of which, multiple skills in writing, including drafting, revising, editing and proofreading will be practiced.

Writing project 1 is a narrative or an argumentative essay.

For a narrative essay:

It could be a memoir, a personal experience you had that provoked your thoughts or emotions.

You are expected to write in as much detail as possible. While doing that, think how you can tell your story in a way that is interesting and appealing to your audience.

For an argumentation essay:

You may choose one from the following topics:

- a. Should tobacco be banned?
- b. Should same-sex marriage be legalized?
- c. Does religion cause war?

If you wish to write on something else, prior approval by the Instructor is required. You will need to submit your desired topic with an outline of the essay for the Instructor to assess and approve.

There will be several steps in this process, including a paper proposal, an outline, a rough draft and peer review, and finally a final draft.

Final project is a reflection paper.

You will write a reflection paper on a philosophical or scientific article of your own choosing.

You will begin by describing what it is, what is the idea or view that the author tries to convey, then move on to analyzing this idea or view, your interpretation of it, and finally your reflection on it. Final deliverables include a final paper and a 5 minute Presentation.



Please remember, this is an academic writing course and you are expected to write in an academic and professional manner. All completed work should be typed and printed. You must submit a hard copy of your work on the due date and each piece of completed work should be accompanied by drafts and revisions you have made.

Detailed information on the written assignments will be given in class.

Course Assessment:

Attendance	10%
Class Activities	15%
Quizzes	20%
Writing Project 1	25%
Final Project	30%
Total	100%

Course Schedule:

Week	Topics	Activities
1	Go through Syllabus+Course Overview Audience Purpose Common Types General Features Organization Presentation Positioning Writing Structure Abstract and Title Research Questions	Quizzes Discussion Project 1: narrowing down a topic



2	Literature review: Finding suitable Sources Developing Critical Approaches Avoiding Plagiarism Summarizing and Paraphrasing References and Quotations Organizing Paragraphs Introduction Discussion and Conclusion	Quizzes Discussion Project 1: outlining the research paper
3	Describing Narrating Argument and Discussion Cause and Effect Comparisons Definitions Examples Generalization Problems and Solutions	Quizzes Project 1: revising the first draft Peer Review
4	Types of visual presentation Functions and Principles of Visuals Making the right choice Creating the best design	Quizzes Discussion Project 1 Due



	Describing visuals and labeling	
5	Final Project: First draft Revising Rewriting and Proofreading Peer Review Presentation	Quizzes Final Project Presentation

Academic Integrity:

Students are encouraged to study together, and to discuss lecture topics with one another, but all other work should be completed independently.

Students are expected to adhere to the standards of academic honesty and integrity that are described in the Shanghai Normal University's *Academic Conduct Code*. Any work suspected of violating the standards of the *Academic Conduct Code* will be reported to the Dean's Office.

Penalties for violating the *Academic Conduct Code* may include dismissal from the program. All students have an individual responsibility to know and understand the provisions of the *Academic Conduct Code*.

Special Needs or Assistance:

Please contact the Administrative Office immediately if you have a learning disability, a medical issue, or any other type of problem that prevents professors from seeing you have learned the course material. Our goal is to help you learn, not to penalize you for issues which mask your learning.