



University of Louisville
Intermediate College Writing
Syllabus

Professor: Pushpa Mirchandani, MATESOL
Contact: pmirchandani60@gmail.com
Schedule: Monday - Friday 8:00 a.m. – 12:00 p.m.
Code: ENGL 102
Office Hours: 12:00 p.m. - 12:30 p.m. (by appointment)

Course Description

Being able to write well is fundamental to your success at the University. Hence, there are two writing courses designed to achieve this purpose. Freshman English Composition 102 builds and improves on the skills acquired in English 101. The emphasis is on developing academic writing skills while focusing on critical thinking skills that integrate reading and analyses. Therefore, considerable stress is placed on the writing process and revision.

Course Objectives

By the end of the course, students should be able to

- Use the English language effectively to organize and write clear, logical and well-developed essays
- Develop a range of definite strategies to successfully deal with college-level writing assignments based on understanding, expectation, and potential created by each writing situation
- Plan, draft and revise a paper, incorporating suggestions received, to produce a finished research paper with appropriate documentation
- Use effective strategies for analyzing, interpreting and evaluating information in research sources for the purpose of writing

Required Materials

The Academic Writer, 4th Edition Lisa Ede. Bedford/St. Martin's, 2017.

References

Aaron, Jane E. *The Little, Brown Compact Handbook*. Pearson. Eighth Edition. 2012

Methods of Instruction

These methods will be used to make you a better writer

- Class Lectures
- Group discussions/presentations
- Reading assignments
- Writing assignments
- Internet Research and Practice
- Workshops

Student Materials

- Access to a computer with Internet
- Supplies for printing (ink/toner, white paper, printer)
- Subject notebook, writing utilities
- USB for information storage
- Cash for copies, when needed
- Folder for storing handouts
- Portfolio folder for storing drafts and completed assignment

Course Policies

Academic Integrity

Academic dishonesty is prohibited at Quality Leadership University. It is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty. Academic dishonesty includes, but is not limited to: cheating, falsification, plagiarism, multiple submission, fabrication, and complicity in academic dishonesty. Penalizations for engaging in academic dishonesty may include: an F on the assignment, an F on the course, a permanent letter placed in the student's file, suspension, and expulsion. The extent of the penalization will be decided by the professor with due support from the university's academic authorities.

For more information regarding academic integrity, you may access the document "Student's Rights and Responsibilities" at www.qlu.ac.pa.

Disability Policy

Quality Leadership University is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodation to participate in and complete requirements for this class, contact the Academic Vice President of QLU, Mariana León, for verification of eligibility and determination of specific accommodations." Please speak to me about any concerns you may have. You may also access the complete Disability Policy at www.qlu.ac.pa.

Attendance- Students are required to attend every class session in its entirety. If you are sick or have to be excused from class due to illness or other extenuating circumstances, please inform me, with a legitimate reason, in writing before or immediately after your absence. Otherwise, all absences and late arrivals or early departures will have a significant impact on the student's class participation grade. Students are required to attend 80% of classes which means that you are allowed a maximum of one absence during the summer semester. You should save that absence for when you are sick or an urgent matter. Two absences will result in an "F" regardless of your progress. Absence, however, does not constitute as an excuse for not completing assignments or keeping yourself updated. **You are responsible for all the class work and handing in papers on-time in spite of your absence.**

Class Preparation- **Students are expected to prepare for class by reading the assigned material before the class.** This enables you to engage actively in class discussions as they relate to the topics. **Academic discussion that demonstrates knowledge and understanding of the topic is essential.** There might be a short quiz to test your knowledge of material assigned for reading at the instructor's discretion.

Besides the material listed in the syllabus, additional reading assignments will be given for class preparation.

Electronic Devices- Cell phones must be muted at all times, as matter of professional courtesy. The use of such equipment is prohibited unless in case of an emergency or extraordinary circumstances. You will be asked to leave the classroom if your attachment to attending your mobile device is persistent.

Laptops- You will be allowed to use your laptops in class **strictly** to prepare drafts, write papers and conduct research.

Add/ Drop Policy

Students who wish to add/drop a class must fill in an Add/ Drop form (available at the front desk). After filling out the form, you will need to have it signed by me, and then by Katisha at the administrative office. Last day to drop without penalty will be May 15th. Students who wish to withdraw from the course must do so before May 19th. The same procedure of authorizing the withdrawal applies as in add/drop. Students who stop coming to class, do not hand-in assignments on time or do not drop or withdraw from the class will receive an **F** as a grade.

Assignments Policy

Your papers are work-in-progress. You have specifically designated dates to bring in drafts, 2nd drafts and final papers **in print**. The purpose of this is to allow you to work, improve and develop an effective final paper with peer editors. Please use the peer-editing discussions and our meetings to advance and refine your papers. If improvements are not obvious, your grades will not get better just for handing in an assignment with minor improvements.

The focus and attitude of delivering assignments on-time is to be that of professional standards expected in an academic setting. **Thus, late work is as unacceptable. Assignments are due on the morning of the date assigned. Late work will be downgraded by one letter per business day late. It will not be accepted more than a day late. Please deal with any printing and/or electronic problems in time as they are not acceptable excuses for handing in assignments late.**

All assignments must be handed in on paper in class. The same rule applies for drafts. Please do not send them via email unless I have given you such authorization.

Each **essay packet** (a minimum of an outline, a draft with peer editing forms filled out in advance, and a final) will receive a grade. Notice that **NO FINAL PAPERS WILL BE ACCEPTED WITHOUT THE PRELIMINARY DRAFTS, PEER EDITING FORMS AND ANY OTHER MATERIAL REQUIRED. SINGLE DRAFT SEQUENCES WILL NOT RECEIVE A CREDIT AND RE-WRITES FROM EARLIER ASSIGNMENTS WILL NOT BE ACCEPTED IN THE LAST TWO DAYS OF THIS COURSE.**

Grades- Your work will be graded using the University of Louisville Grading System.

| Grade | Grade Point | Percentage | Grade | Grade Point | Percentage |
|-------|-------------|------------|-------|-------------|--------------|
| A+ | 4.0 | 97 – 100 | C | 2.0 | 73 – 75 |
| A | 4.0 | 94 – 96 | C- | 1.7 | 70 – 72 |
| A- | 3.7 | 90 – 93 | D+ | 1.2 | 66 – 69 |
| B+ | 3.3 | 86 – 89 | D | 1.0 | 63 – 65 |
| B | 3.0 | 83 – 85 | D- | 0.7 | 60 – 62 |
| B- | 2.7 | 80 – 82 | F | 0.0 | 59 and lower |
| C+ | 2.3 | 76 – 79 | | | |

Minimum requirement for Towson scholarship is a B for ENGL 101/102

Your final grade in this course will be determined by the following criteria:

- 15% Paper # 1 Introduction Essay (2-3 pages)
- 25% Paper # 2 Persuasive Essay (3-4 pages)
- 40% Paper # 3 Individual Research Paper for your discipline (6-7 pages) (30 % Written / 10 % Using creativity in your presentation)
- 10 % Following through an effective process in writing-Topic approval, outline, drafts for all assignments / Portfolio
- 10 % Class attendance, In-class assignments/ presentations, including being able to answer questions about the material to be covered during class periods.

100%

Note

- Length of assignment is based on actual content writing and does not include cover page or bibliography. No cover page is needed in any of your assignments.

-Please make arrangements to print and staple your outline, drafts and final paper before you come to class. We will not waste valuable class time towards such endeavors.

- Your final paper should be a polished, making sure you have taken great care of follow MLA guidelines, revised content and cleaned up any spelling, grammar or punctuation errors.

-Late assignments will not be accepted without a documented medical excuse.

Plagiarism

All papers will be sent to TURNITIN for a plagiarism check. Any attempts to plagiarize will become evident and your paper will immediately be disqualified if a high degree of plagiarism is detected.

Turnitin Enrollment Password: **qlu2016** Class ID: **15311672**

Please note that plagiarism is considered a very serious violation and will result in a failing grade. The assumption is that students understand what constitutes plagiarism. If there are any questions about the nature of plagiarism (what you can and cannot do), please let me know at the beginning of the course. In the absence of such questions (or after they have been answered), I will assume that students have an understanding of what constitutes plagiarism, and will hold students fully accountable. If you plagiarize on your first paper, you will fail the paper. However, if you plagiarize on your second paper, you will fail the course.

You should review the concept of Plagiarism by watching these tutorials

<https://www.youtube.com/watch?v=2q0NIWcTq1Y>
<https://www.youtube.com/watch?v=EF5eFeJMplA>
<http://library.acadiau.ca/sites/default/files/library/tutorials/plagiarism/>

MLA Format for Writing Assignments

For detailed information on formatting MLA style, read
<https://owl.english.purdue.edu/owl/resource/747/01/>

All drafts and final papers must be typed and stapled

Font- Times New Roman

Size - 12, double-spaced with 1” margins

Insert- page numbers

Papers that do not meet the MLA criteria will not be accepted.

Tentative Class Schedule

| Class | Reading | Papers due |
|--------------|---|---|
| 1 | Introduction to writing -Agenda and perspectives Assessing writing Preparing your college application essay in class | |
| 2 | Unit 5- Analyzing and Synthesizing Texts The Stasis Theory Aristotle's Ethos Pathos and Logos Fallacies | Draft # 1 - College Application essay |
| 3 | Unit 6-Making and Supporting Claims The Persuasive Essay Tutorial | Draft # 2- College Application Essay Topic approval of Persuasive essay |
| 4 | Unit 7-Doing Research: Joining the Scholarly Conversation Review Process of Writing a Research Paper | <u>Due College Application Essay</u> Draft # 1 Persuasive Essay |
| 5 | Selecting sources p. 207 Documenting Sources and References In-text and Works Cited page Review MLA Guidelines | Draft # 2 Persuasive Essay Topic approval of individual research paper |
| 6 | Unit 8- Writing in the Disciplines: Making Choices as You Write Individual Conference to review outline and sources selected for your final research | <u>Due Assignment# 2- Persuasive essay</u> Outline of Research Paper for your discipline |

| | | |
|----|---|--|
| | paper. | |
| 7 | Unit 9 –Strategies for Invention, Planning & Drafting Review & Fortify Process | Draft # 1- Research Paper for your discipline |
| 8 | Unit 14-Strategies for Revising, Editing and Proofreading | Draft # 2- Research Paper for your discipline |
| 9 | Preparing to present Prepare Demo slides / Polishing your Research Paper (Editing) | Draft # 3- Research Paper for your discipline |
| 10 | Final Presentations | <u>Due Assignment# 3- Research Paper for your discipline</u> |

***Note:** This syllabus is subject to change. Modifications to it will be announced in due time if any may be necessary.

Web Pages for Reference

Primary Reference Source-

<http://owl.english.purdue.edu/owl/resource/679/01/>

1. Interesting reading and visuals on widely varied topics, academic and otherwise

<http://webexhibits.org>

2. Valuable advice about writing processes <http://owl.english.purdue.edu/owl>

3. Ideas to get started to overcome the writer's block

<http://leo.stcloudstate.edu/catalogue.html>

4. Advice across academic disciplines for finding, narrowing, and working with topics

<http://writing.colostate.edu/tools.cfm>

<http://writing.colostate.edu/learn.cfm>

5. For developing a thesis statement, click on “Writing Tips” for advice from the Writers’ Workshop at the University of Illinois, Urbana Champaign
<http://www.cws.illinois.edu/workshop/>
6. 11 Rules of Writing at <http://www.junketstudies.com/rulesofw/> points out the basics
7. A Guide to Grammar and Writing <http://grammar.ccc.commnet.edu/grammar/>
8. A Writer's Reference, <http://www.bedfordstmartins.com/hacker/writersref/>
9. Common English errors <http://www.wsu.edu:8080/~brians/errors/errors.html>
10. For Help on Sentence Structure, Punctuation, and Improving your English
<http://bcs.bedfordstmartins.com/exercisecentral/exercises.html>

Enter Basic Study Plan for practice with punctuation, grammar and sentence construction.

Enter Comprehensive Study Plan to do the diagnostic test, get a report and advanced writing practice activities

Enter ESL Study plan to reinforce English skills for bilingual writers

<http://bcs.bedfordstmartins.com/exercisecentral/tutorials.html>

for help with grammar issues

Citation

<http://guides.lib.umich.edu/content.php?pid=80367>

<http://www.bibme.org/>

<http://easycite.net/>