Syllabus – ESL 0491-02: Transitional Level Writing

Instructor
Shaughn Kern
Email: skern@mtu.edu
Office: Walker 149

Classroom
Days: MTWR 9:35-10:55 pm
Classroom: Fisher 125
Office Hours: By Appointment

Required Books
• Sourcework: Academic Writing From Sources, 3rd Edition, by Nancy Dollahite and Julie Haun

Optional Books
• Keys for Writers, 6th edition, by Ann Raimes and Maria Jerskey
• Understanding and Using English Grammar (Chartbook), 4th Edition, by Betty Azar and Stacy Hagen

Helpful Websites
• owl.english.purdue.edu (research and writing information, grammar information, documentation)
• eslgold.com (many exercises and self quizzes for ESL students)
• davescafe.com (many resources, quizzes, etc.)
• hu.mtu.edu/wc (Michigan Tech's Multiliteracies Center)

Objectives
This class will focus on research papers in order to prepare you for your future academic courses. In particular, you will learn:
• Creating outlines, research questions and drafts
• Using sources
• Paraphrasing, summarizing, and quoting
• Documentation using APA style
• Revision and editing

Grading
Students receive a Pass or Fail grade:
72 points or above = Pass
71 points or below = Fail

I do not give grades. You earn grades. This class will have challenging work, and the average grade in my course is 81 points. Grades are calculated by the following:
• Daily Assignments 40 points
• Research Paper 1 20 points
• Research Paper 2 20 points
• Research Paper 3 20 points

If you turn in an assignment late, or cheat on an assignment, you receive zero points.
Class Policies

Preparation
Read material and complete homework before class. If I assign a reading, we will discuss it in class, and I will expect everyone to participate. If I feel that no one has read the material, I will give a quiz. I will collect all assignments in class. All assignments must be printed and stapled. I do not accept assignments in email. Late work is not accepted.

Participation
I am always happy to answer your questions inside class. Please ask questions in class when you have them. For example, if I use a word that you do not know, please raise your hand and ask me to explain or repeat it. This helps everyone in the class to learn. Only use English in this classroom, so everyone can understand what you are saying. This will make it easier for you to master English and easier for me to teach.

Attendance
You are required to attend this class. Arrive on time or early to class. If you are late, you will be marked absent. At 4 absences, I will deduct 6 points from your grade; at 5 absences I will deduct 12 points from your grade, etc. If you miss a class, you should contact me and tell me why you were absent. You should also ask a classmate about homework so that you do not miss any assignments.

Electronics
Turn off all cell phones, translators, MP3 players, laptops, etc. No electronics are allowed in the classroom. If I see you using a phone, MP3 player, etc. I will tell you to leave the classroom, and you will be absent for that day.

Email
Students at Michigan Tech are expected to check their email each day. If a class is canceled, or homework is changed, I will send an email to the class. If you send me an email about something I will get back to you quickly.

Michigan Teach Multiliteracies Center
The Multiliteracies Center is very helpful for learning English. Their job is to help you improve as a writer, and understand American culture. Do not go to the Multiliteracies center and ask them to just correct your grammar. The Multiliteracies Center coaches help make good writers, not good writing.

Cheating
Do not cheat on any assignment. This includes using another person’s work. DO NOT copy and paste from the internet. If you cheat on an assignment, I will know that you cheated. You will lose ALL of the points for the assignment, and risk being expelled from the university.
University Policies

Academic Integrity
http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html

Affirmative Programs Office
http://www.admin.mtu.edu/aaao/

Disability Services
http://www.admin.mtu.edu/dos/disability.htm

MTU complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act (ADA) of 1990. If you have a disability and need reasonable accommodation for equal access to education and services at MTU, please call the Dean of Students (7-2212). For other concerns about discrimination, you may contact your advisor, department chair, or the Affirmative Action Office (7-3310)