ESL 0420 Advanced Writing Course Syllabus
College of Science and Arts
Fall 2011

Course Identification
Course Location: 130 Walker Arts & Humanities
Class Times: M-T-W-TR-F 2:05 pm-2:55 pm

Instructor Information
Instructor: Katherine Wu
Office Location: 312 Walker Arts & Humanities
E-mail: khwu@mtu.edu
Office Hours: T-TR 10:00-12:00 and by appointment

Course Description
This course is designed for ESL students to develop writing skills that meet the requirements for college level courses. Students will learn to write different types of academic essays (descriptive, narrative, expository and argumentative) through multiple drafts and revisions. Students will also write a short research paper under the close guidance of the instructor. A variety of activities, such as text analysis, group work, class discussion, peer review, and individual session with the instructor, will be used to reinforce and assess students’ writing skills. For a complete list of course objectives, please see Student Learning Outcomes attached at the end of this document.

Course Resources
Course Website
- Blackboard (http://www.courses.mtu.edu)
- Dropbox (http://www.dropbox.com)

Required Course Texts
Grading Scheme

Grading Policy

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Homework / Reflective Papers</td>
<td>15%</td>
</tr>
<tr>
<td>Descriptive/Narrative Essay</td>
<td>20%</td>
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<tr>
<td>Expository Essay</td>
<td>20%</td>
</tr>
<tr>
<td>Argumentative Essay</td>
<td>20%</td>
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<tr>
<td>Guided Research Paper</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100%</strong></td>
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</tbody>
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Grading Scale

72-100 → Pass

0-72 → Fail

Promotion and Exit

<table>
<thead>
<tr>
<th>Post Test</th>
<th>Course Grade</th>
<th>= promotion to the next level of class or exit ESL</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>50%</td>
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Course Policies

Come to class every day.

- If you miss a class, you should contact me and tell me why you were absent. If you do not contact me about your absence, you may be reported to IPS, and your visa status may be affected.
- After three unexcused absences, your final course grade will be lowered 5% for each absence. Excused absences include: if you are sick with a doctor’s note, religious holidays, etc. You can see a full list of excused absences here: [http://www.mtu.edu/dean/conduct/policy/attendance/](http://www.mtu.edu/dean/conduct/policy/attendance/)
- Make up tests, quizzes, and presentations will not be given unless arranged in advance. You should ask a classmate about homework so that you do not miss any assignments.

Come to class on time.

- If you arrive to class late three times, it will be counted as one unexcused absence.
- If you are 10 minutes late or more, you will be marked absent for the day.

Hand in homework on time

- Homework is due at the assigned deadline. Late homework will receive a 0.
Participate in class.

1. Use only English in this classroom, so everyone can understand what you are saying.
2. Turn your cell phone to vibrate or silent. Leave all other electronic devices at home. Texting in class is against MTU rules.
3. Come prepared with all of your class materials and homework completed.
4. Actively participate in class. Respect others by listening attentively while they are talking.

Don't plagiarize.

- Use your own words. A copied or plagiarized assignment will receive a 0. This is very serious. Plagiarism could result in suspension or expulsion from MTU. If you have questions about plagiarism, ask one of your instructors for help.
- Academic regulations and procedures are governed by University policy. Academic dishonesty cases will be handled in accordance with the University's policies. You are required to read the university's Academic Integrity policy listed below.
- Academic Integrity: [http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html](http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html)

Disabilities

If you have a disability that could affect your performance in this class or that requires an accommodation under the Americans with Disabilities Act, please see me as soon as possible so that we can make appropriate arrangements. The Affirmative Action Office has asked that you be made aware of the following:

*Michigan Tech complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990. If you have a disability and need a reasonable accommodation for equal access to education or services at Michigan Tech, please call the Dean of Students Office, at 487-2212. For other concerns about discrimination, you may contact your advisor, department head or the Affirmative Action Office, at 487-3310.*

Affirmative Action: [http://www.admin.mtu.edu/aao](http://www.admin.mtu.edu/aao)

Disability Services: [http://www.mtu.edu/dean/disability](http://www.mtu.edu/dean/disability)

Student Learning Outcomes

By the end of advanced writing, the student will be able to:

1. write a short research paper through multiple drafts and revisions
   a. utilize the library to find resources for research
   b. understand the concept of plagiarism and ways to avoid it
   c. apply the APA format correctly
   d. acknowledge the use of sources with proper citations
   e. evaluate sources for research
   f. incorporate quotes effectively in texts
   g. paraphrase and summarize from sources
   h. synthesize information from multiple sources
   i. describe and comment on graphic representations of data

2. write an appropriate academic email

3. write a five paragraph essay in response to a prompt in a timed environment
   a. demonstrate basic organization, coherence and unity, and logical development

4. write reflective responses to a variety of texts
   a. express one’s subjective personal response

5. write academic essays of various genres on familiar topics
   a. demonstrate basic organization, coherence and unity, and logical development

6. review and edit a text written by a peer
   a. provide specific, constructive and polite feedback for their peers

7. distinguish between the use of different registers

8. demonstrate sentence variety in writing

9. identify the audience, purpose and tone of a text

10. conduct error analysis of his or her own text and find resources to fix the problems

Welcome to 0420 Advanced Writing! Mutual understanding and communication are very important to the success of this class and to your learning. I am open to receive any comments or suggestion that you may have. Please feel free to contact me via e-mail or come in during office hours. I will do my best to assist you in your language learning needs.