Instructor Information
Instructor: Rebecca Karnosky
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Office Hours: Mondays 9:30-11:30am and by appointment

Course Identification
Course Number: ESL 0491
Course Name: Transitional Writing
Course Location: R.L. Smith MEEM Building, 0405
Class Times: MTWR 8:05-9:20am

Course Description/Overview
From the Michigan Tech course catalog: This course is designed for students of English as a second language, not for native speakers of English. Emphasis is on the writing skills needed for success in academic writing courses. Includes paraphrase, summary, writing from sources, avoiding plagiarism.

Course Learning Objectives
By the end of Transitional Writing, the student will be able to:
1. Write a university level 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. Recognize that there are different documentation styles.
   d. Apply the APA format correctly.
   e. Acknowledge the use of sources with proper citations.
   f. Find resources on documentation styles for self-learning.
   g. Evaluate sources for research.
   h. Incorporate quotes effectively in the text.
   i. Paraphrase and summarize from a source.
   j. Synthesize information from multiple sources.
   k. Describe and comment effectively on graphic representations of data.
2. Write a report on a research experiment.
   a. Use appropriate language, tense, and style in different sections (introduction, method, results, discussion) of the report.
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 a critical review of a text.
   a. Recognize different aspects of a text.
   b. Use hedging and qualifications to moderate strength of claim.
6. Review and edit a text written by a peer.
   a. Provide specific, constructive and polite feedback for their peers.
   b. Identify local and global errors in writing and find sources to solve them.
7. Demonstrate sentence variety in writing.
8. Use passive voice appropriately.
9. Identify the audience, purpose and tone of a text.
10. Utilize different reading strategies depending on the purpose of reading (i.e. skimming, reading to lead discussion, etc.).
11. Conduct error analysis of his or her own writing and find resources to fix the problems.

Course Resources

Required Course Texts
   Keys for Writers, Sixth Edition by Ann Raimes with Maria Jerskey.
   Sourcework: Academic Writing From Sources, Second Edition by Nancy Dollahite and Julie Ham

Suggested Course Texts
   Cambridge Academic Content Dictionary, Second Edition

or similar bound dictionaries – electronic dictionaries will not be allowed in class

Other Course Resources
   We will be working with other texts presented as printed handouts in class or available through Blackboard online.

Course Website
   Blackboard <http://www.courses.mtu.edu>
Grading Scheme

Grading Policy

Grades will be based on the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Five Paragraph Essays</td>
<td>15</td>
</tr>
<tr>
<td>Guided Research Paper</td>
<td>15</td>
</tr>
<tr>
<td>Critical Review of a Text</td>
<td>20</td>
</tr>
<tr>
<td>Report on Research Experiment</td>
<td>20</td>
</tr>
<tr>
<td>Independent Research Paper</td>
<td>20</td>
</tr>
<tr>
<td>In-Class Participation</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
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Grading Scale:
- 72-100 → Pass
- 0-72 → Fail

Promotion to the next level

<table>
<thead>
<tr>
<th>Post Test</th>
<th>Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>50%</td>
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</table>

 advancement to the next level of ESL classes

Classroom Policies

**Come to class every day.** 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.

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 excuse 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.

**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.

**Homework** is due at the beginning of class. Late homework will receive 0 points.
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 closely while they are talking.

**You should use your own words on assignments, so that you do not plagiarize.** This is very serious. A copied or plagiarized assignment will receive 0 points. 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 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

**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/

**Disability Services:**

http://www.admin.mtu.edu/urel/studenthandbook/student_services.html#disability

**Equal Opportunity Statement:**

This syllabus may be changed during the term to accommodate the needs of either the students or the professor.

Unit 1 – The Five Paragraph Essay

Monday August 29
First day of class

Tuesday August 30
Before class: Read in Keys For Writers, Part 1, sections 1a-1h on pages 3-27
Bring Keys For Writers to class

Wednesday August 31
Before class: Read in Keys For Writers, Part 1, sections 2a-2e on pages 27-40
Bring Keys For Writers to class

Thursday September 1
Before class: Read in Keys For Writers, Part 1, sections 3a-3f on pages 40-50
Bring Keys For Writers to class

Monday September 5
NO CLASS – Labor Day

Tuesday September 6
Bring Keys For Writers to class
Due: 5 Paragraph Essay, Rough Draft (see Project 1 Assignment Sheet, to be passed out on Wednesday August 31)

Wednesday September 7
Before class: Read in Keys For Writers, Part 1, 4a-4f on pages 51-80
Bring Keys For Writers to class

Thursday September 8
Before class: Read in Keys For Writers, Part 1, 5a-5h on pages 80-96
Due: 5 Paragraph Essay, Second Draft (see Project 1 Assignment Sheet)