Course Syllabus  
ESL 420 L02/R02  
College of Science and Arts  
Spring 2012

Instructor Information
Instructor: Hana Kang Ph.D.  
Office Location: 337 Walker Arts and Humanities Bldg  
Telephone: Office – (906) 487-1483  
E-mail: hanak@mtu.edu  
Office Hours: Tuesday 10:30pm – 11:30 pm and by appointment

Course Identification
Course Number: ESL 420- L02/R02  
Course Name: Advanced Writing  
Course Location: Walker 144 (M,W,F)/Chem. Science building 104A (T,Th)  
Class Times: MTWRF 9:05am – 9:55am

Course Description/Overview
This course is for students of English as a second language, not for native speakers of English. Emphasis is on the process approach to writing, collaborative workshop approach to revision, and APA style documentation in writing academic essays and research paper.

Course Learning Objectives
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

**Course Resources**

**Course Website**
- Blackboard <http://www.courses.mtu.edu>

**Required Course Text**
- Cambridge Dictionary of English

**Grading Scheme**

**Grading Policy**
Grades will be based on the following:

<table>
<thead>
<tr>
<th>Major Assignments</th>
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<tbody>
<tr>
<td>Percentage</td>
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<tr>
<td>20%</td>
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<td>40%</td>
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<td>20%</td>
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<td>15%</td>
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<td>5%</td>
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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>
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<tr>
<td>50%</td>
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= advancement to the next level of ESL classes

**Late Assignments**
No late assignments will be accepted after the deadline.

**Course Policies**

**Come to class every day.** If you miss a class, you should contact your instructor and tell her
why you were absent. You should also ask your instructor 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 excused absences here: 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.

Participate in class:

Attendance Policy

You are allowed a maximum of 3 unexcused absences. After 3 absences, your grade will be lowered 5% for each absence.

If you are absent, it is YOUR responsibility to contact your instructor if you have missed any assignments, tests, etc. If you are absent for an unexcused reason, you understand that you may have to take a zero for some in-class assignments/presentations/quizzes/etc (unless arranged in advance).

*Excused absences include: if you are sick with a doctor's note, religious holidays, emergencies, etc. I understand that I MUST submit paperwork/email to my instructor in order to have this absence excused. It is up to the discretion of the instructor to excuse an absent/not.

Lateness: If you arrive to class late three times, you understand that it will be counted as one excused absence. If you are 10 minutes late or more, you will be marked absent for the day.

Cell Phone Policy

You understand that cell phone use (texting, internet use, etc.) is against MTU rules. Before entering the classroom you should turn my cell phone to vibrate or silent, and put it away.

If you choose to use your cell phone in class you understand that you will receive a warning and must put it away and turn it off. If you choose to use it for any subsequent times after that you will receive an absence for the class each time.

English Only Policy

You understand that since we are a learning community, you will use only English in this classroom, so everyone can understand what you are saying.
If you choose not to do speak only English in this classroom, you understand that you will **first receive a warning**, and any subsequent times after that you will receive **an absence** for the class each time.

**Homework Policy**

**Homework** is due at the beginning of class. Late homework will receive 0 points.

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.

Come prepared with all of your class materials and homework completed.

Actively participate in class. Respect others by listening closely while they are talking.

You should bring your textbook, notebook, dictionary and pens to class.

All ESL students are required to submit at least one work for the newsletter.

If they don't submit it, 10 points will be deducted from their final writing grade.

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/aa&o/

**Disability Services:** http://www.mtu.edu/dean/disability/

**Equal Opportunity Statement:** http://www.admin.mtu.edu/admin/boc/policy/ch5/ch5p2.htm