

**LING0007 (SCUPI ENGCMP150) Semester**  
**FOUNDATIONS OF ENGLISH WRITING AND COMMUNICATION**

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**Course Information**

<p>Credit hours: 3</p> <p>Room: TBA</p>	<p>Instructor:</p> <p>Email:</p> <p>Office:</p> <p>Tel (Main Office):</p> <p>Office hours: T/Th 10-12:00; Weds 1-4pm</p>
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**Required Text:**

1. *Course Pack* prepared by instructor
2. Diana Hacker, Nancy Sommers, *A Writer's Reference*  
Bedford/St. Martin's
3. *Cambridge English for Engineering*, Mark Ibbotson

**Course Description**

This 3-credit course prepares students for ENG152 by developing foundational writing and communication skills. In this course students will develop grammatical and communicative competencies through active learning modules designed to develop writing on sentence, paragraph, and essay levels. The course uses collaborative projects, multi-modal communication, academic readings, and student-led research to answer questions and solve problems to improve writing and address their language needs. Students will also develop critical speaking and listening skills through routine presentations and class discussion, allowing them to identify different registers, conduct business, and engage intellectually in an academic setting. Students are required to attend one Writing Center visit per week.

**Outcomes**

By the end of the course, students will be able to perform the following:

1. Write grammatically correct sentences using a variety of types and structures
2. Compose clear and coherent paragraphs
3. Respond to prompts using essays that conform to standard academic genres
4. Critically and creatively use writing to express concepts or ideas in an essay
5. Discuss topics, give criticism, and share ideas using appropriate registers of speech and writing
6. Participate in activities, and solve problems collaboratively
7. Compose and present ideas using multi-modal compositions and public speaking

**Objectives**

In this course students will complete the following:

Assignment	Outcomes Addressed	Percentage of Final Grade
Descriptive Paragraphs	Outcomes 1, 2, 4	10%

Instruction Set	Outcomes 1-5	20%
Five-Paragraph Essay	Outcomes 1-6	30%
Blog Podcast	Outcomes 1-7	30%
Routine Writing and In-Class Activities (Forum, Blog, Journaling, Short Responses, Social Media Posts)	Outcome 3	10%

Tentative Schedule (subject to change according to the instructor's discretion)

Week	Topic	Reading	Assignment Due
1	Introduction; asking questions; note taking		In-class introductory email; using discussion boards;
2	Telling stories; sentence types; prepositions; note taking; organizing paragraphs; topic sentences; reporting		Assign Paragraphs; podcast activity; 35-39
3	Peer review Giving feedback; verbal phrases; note taking		Paragraph Drafts; 40-49
4	In-class activity: Teaching how to do something; dictation; dialogues		Due: 3 Descriptive paragraphs; Writing Center Visit Form
5	Different moods/modes of sentences Active passive voice; note taking; parts of an instruction set		Assign Instruction Set
6	Images and text and formatting; dictation; using articles; instruction set paragraph structure		Internet research
7	Peer review and workshop of instruction set; note taking		Draft of instruction set
8	In-class activity Debate: reasoning and support; podcast activity		Instruction Set Due
9	Giving examples, and reasons to support an idea; transition words; dictation		Assign 5 paragraph essay
10	Five paragraph structure; writing introductions and conclusions; note taking		Position paragraph
11	5 Paragraph essay peer review		5-paragraph essay draft
12	Writing Dialogues; reporting; assign blog		Five Paragraph essay

Week	Topic	Reading	Assignment Due
13	Writing Summaries; Blog and Podcast; registers of formality and politeness		1 blog; 1 podcast
14	Blog and Podcast workshop		2 blogs; 2 podcasts
15	Peer review blog posts and podcast voice		5 blogs/podcasts
16	Blog and Podcast presentations		Blog and Podcast Due

Note: This schedule may be subject to change based on the needs of the class at the instructor's discretion.

### **Attendance Policy**

After two unexcused absences students will lose 3 points or half a letter grade from their final grade. Students with more than five absences will fail the course.

### **Student Use of Electronic Technology Policy:**

Students must use electronic technology (including cell phones, laptops, tablets, and iPads) in appropriate ways during classes. Out of respect, cell phones should generally be turned off or on silent and stored out of sight. They should not be used during classroom activities unless the instructor has given permission. Electronic devices are forbidden during quizzes, tests or other in-class graded assignments, unless the instructor has given permission.

Technology use in this class is meant to improve the learning environment for all students. Please be respectful of your instructor and classmates and use the technology appropriately.

If you have questions about what this means, please talk to your individual instructor.

### **Recording:**

To ensure the free and open discussion of ideas, students may NOT record classroom lectures, discussions, and/or activities without the advance permission of the instructor, and any such recording properly recorded in advance can be used solely for the student's own private study.

### **Make-up Policy for Missed Assignments and Tests:**

Students are responsible for the assignments in their classes. Assignments include in-class activities, quizzes, tests, homework, and any other work related to classes.

- If you are absent from class, you should try to contact one of the students in your class to find out what work was missed.
- If you cannot find out from another student about what work you have missed, when you return to class you must talk to your instructors about the missed work and if/when you can make up the work. You are responsible for talking to your teacher; your teacher is not responsible for reminding you about missed work.
- If you are absent from class on the due date of an assignment, you must hand in the assignment and be prepared to make up tests the day that you return to class or on a date decided with your teacher.
- If you know you will be absent, talk to your teacher before you leave or email your teacher to find out about the work that you will miss while you are away.
- If you have not been absent from class and you want to hand in an assignment late, you must first discuss the reason with your teacher before or on the due date. Do not assume that your teacher will accept late assignments. Also, you may lose points for late work based on teacher discretion.

- If you and your teacher arrange to meet so that you can make up an assignment and you miss that meeting, you may receive a “0” for that assignment.

## **Use of Machine Translation and Other Online Writing and Language Tools**

While students are encouraged to use dictionaries and other language resources, they should not rely on machine translators for large sections of text. Papers must be written in English. Any paper that is written in Chinese and then processed through an online translator will be considered unacceptable.

If an instructor believes that a paper was written using machine translation, the instructor reserves the right to ask the student to re-write (potentially with a different topic), or give an alternative assignment, which may include a timed-writing essay assignment. Until the re-write is submitted the student will have an F for the assignment.

## **Use of non-English sources**

[Policy suggestions: the idea here, is to emphasize that non-English sources need to be cited and the translations of source materials have to be treated as quoted material]

All non-English sources must be cited. The translation of non-English sources is equivalent to quoting. When using Chinese sources, use quotation marks to directly quote the sources and include the original source in brackets. For example,

Wang Chao in describing nanocarriers says, “Interaction between nanomaterials and organisms, especially Interaction between the Immunological Effect of Nanomaterials and the Immune System in vivo further clarification is needed to optimize the shape, physicochemical properties, size and surface of nanocarriers” [纳米材料与生物机体内的相互作用，特别是纳米材料本身的免疫学效应与体内免疫系统的相互作用需要进一步阐明，优化纳米载体的形状、大小、表面、理化性质等。] (Wang 96).

## **Policy on Graduating Seniors Course Requirements During the Spring Semester of Their Senior Year**

Seniors taking HSS courses during the spring semester will have to complete course assignments by week 14. The instructor will provide an alternative final project/exam for graduating seniors that will be due by week 14. If a senior does not submit all work, fails assignments, or does not attend class regularly, the student may not graduate, and will have to retake the course in its entirety in a later semester in order to graduate.

**SCUPI Honor Code:**

Students in this course must follow the SCUPI Honor Code. This includes:

- must not get help from anyone to do his/her work without the teacher's permission.
- must not get help from any outside sources to do his/her work without the teacher's permission.
- must not copy the words of another and present those words as his/her own work.

Participating in these activities can result in an F. Turning in work that is not your own can result in an F.

Writing Center Policy: first instance will result in failure in assignment with option of re-write; second instance will result in failure of assignment and meeting with Writing Center director; third instance will result in failure in the course and referral to university officials for Honor Code violation.

**Participation:**

Active participation is crucial for language learning. Participating in class makes you an engaged learner of English. In this class, participation means:

- arriving to class on time
- staying on task (including appropriate use of technology)
- actively listening to your classmates and teacher when they speak in class
- asking questions
- bringing all class materials
- attending class regularly
- completing all homework on time
- actively and constructively participating in class activities
- being prepared to answer questions
- using only English in class

**Student Responsibility**

This syllabus is a contract between you and the instructor. It is the first place you should look for answers to your questions about course requirements, expectations, and policies. By enrolling in this course, you are agreeing to adhere to the requirements, expectations and policies outlined in this syllabus, including sections on the SCUPI Honor Code. Students who fail to submit their work on time or miss more than 5 classes could receive a failing grade and may not graduate.