

ENGCMP152A WRITING CENTER TUTORIAL

Instructor: Professor David Jeffrey

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Office: Zone 3 - Room 320A (Next door to the Writing Center Room #318)

Telephone number (Main Office): 28-6259-6919

Writing Center Consultation hours:

- Mondays and Tuesdays from 13:30 to 18:30, and Thursdays from 9:00 to 18:30 in the Writing Center Room #318

Academic Writing Workshop Dates, Venue, and Hours:

- Friday afternoon of Week 4, in Zong C Room 203 for Group A from 13:40 to 14:25, and for Group B from 14:45 to 15:30. Group A will be students who major in IE/ME and MSE, and Group B will be students who major in CS and ECE
- Friday afternoon of Week 8, in Zong C Room 203 for Group A from 13:40 to 14:25, and for Group B from 14:45 to 15:30. Group A will be students who major in IE/ME and MSE, and Group B will be students who major in CS and ECE
- Friday afternoon of Week 12, in Zong C Room 203 for Group A from 13:40 to 14:25, and for Group B from 14:45 to 15:30. Group A will be students who major in IE/ME and MSE, and Group B will be students who major in CS and ECE
- Friday afternoon of Week 16, in Zong C Room 203 for Group A from 13:40 to 14:25, and for Group B from 14:45 to 15:30. Group A will be students who major in IE/ME and MSE, and Group B will be students who major in CS and ECE

Required Text and Workshop Material

- Hacker, D. & Sommers, N. (2017). A writer's reference (9th ed.). Boston, New York: Bedford/St. Martin's. This is the base-text for your ENGCMP152 classes, and it is essential to carefully read and understand the parts of it that are required for the **proposal**, the **formal outline**, and the **final essay** stages of your English Academic writing for this semester. The workshops will provide supportive insights into these three stages of English Academic writing. To fully understand and benefit from these workshops, it is crucial to have read and comprehended these stages of English Academic Writing in the textbook, and to have fully participated in your classes beforehand.
- The material for each upcoming Academic Writing Workshop will be uploaded to Black Board @ 2024 ENGCMP152-A Writing Tutorial by Professor Jeffrey two weeks in advance. It is essential to take the time to thoroughly read through all the material before each workshop to ensure that you can both understand and fully participate in them. Only in doing so will you have a better chance to succeed in the critical requirement of mastering the skill of English Academic Writing once you transfer to the University of Pittsburgh, or to similarly high quality Western universities.

ENGCMP 152A Writing Center Tutorial Description

This one-credit course is designed to equip all SCUPI students who are taking ENGCMP152 with a working knowledge of the key aspects of academic writing. It is comprised of Writing Center consultations and Academic Writing workshops. It is compulsory for each student to attend a minimum of two 30-minute (or longer depending on unfolding needs and circumstances) Writing Center consultations with Professor Jeffrey throughout the semester, as well as four one-hour Academic Writing Workshops (which will also be hosted by Professor Jeffrey).

Student Learning Outcomes

With the successful completion of the ENGCOMP152A consultations and workshops, the students will be able to supplement the skills derived from their ENGCOMP152 course in terms of:

- Using writing strategies for the fluent, appropriate and accurate expression of professional, academic, and personal genres in SCUPI and beyond with the use of an appropriate tone, style, content, organization, format, and diction;
- Structuring the content of their writing assignments in a clear, logical, and well-organized manner through understanding and employing strategies for writing as a process – and which includes the critical stages of planning, drafting, revising, and editing;
- Appreciating the value of working collaboratively on writing projects, using writing to organize, plan, report, and give feedback;
- Comprehending the contributions of critical reading and listening strategies in academic situations and providing appropriate responses through oral, written, visual, and electronic communication forms;
- Understanding and employing rhetorical concepts necessary for sound academic reasoning and argumentation;
- Applying APA (7th Edition) formatting requirements in terms of in-text citations and end-of-text references;
- Writing grammatically correct sentences with no punctuation errors, and without misspelled words.

Activities and Evaluation

Successful completion of the consultations and the workshops will be determined by multiple factors, including attendance, bringing the assigned materials, and consistent participation.

Attendance of a minimum of two Writing Center consultations	<p>Each student is required to attend a minimum of two Writing Center consultations of at least 30-minutes in duration. <u>Each unexcused absence of the minimum requirement of the two consultations will result in a full letter grade deduction.</u></p> <p>The attendance of more than the minimum requirement of two consultations will carry the recommendation from Professor Jeffrey to the ENGCOMP152 Professors to award some extra credit to students who show dedication and commitment beyond the minimum requirements.</p>
Attendance of all four Writing Center workshops	<p>Students will be required to attend all four Writing Center workshops. <u>Each unexcused absence will result in a full letter grade deduction.</u></p> <p>Students must attend the workshops to which they are assigned, and <u>no switching between Group A workshops</u></p>

	and Group A workshops will be allowed. Also, a missed workshop (whether excused or not excused) cannot be made up with a consultation as a substitute.
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Schedule – please note that consultations and workshop timings and activities may be subject to change at the discretion of Professor Jeffrey

<i>Week</i>	<i>Topic(s)</i>	<i>Materials</i>
Week 1	Consultations related to writing a proposal for an academic essay.	Students must arrive on time, and bring their laptops (or iPads), assignments and related materials.
Week 2	Consultations related to writing a proposal for an academic essay.	Students must arrive on time, and bring their laptops (or iPads), assignments and related materials.
Week 3	Consultations related to writing a proposal for an academic essay.	Students must arrive on time, and bring their laptops (or iPads), assignments and related materials.
Week 4	First Workshop: Fundamentals of good academic writing based on brainstorming for a holistic perspective of intentions, eye-catching titles, and introduction paragraphs which capture and orientate the audience with thesis statements. In addition, there will be an exercise focusing on the most commonly used grammatical forms of expression.	Students must arrive on time, and bring their laptops (or iPads), assignments and related materials. It is essential that students thoroughly read through all the material beforehand so that they can fully participate in the workshop, and thereby gain the maximum benefit from it.
Week 5	Consultations for transitioning from writing a formal outline to writing an academic essay.	Students must arrive on time, and bring their laptops (or iPads), assignments and related materials.
Week 6	Consultations for transitioning from writing a formal outline to writing an academic essay.	Students must arrive on time, and bring their laptops (or iPads), assignments and related materials.
Week 7	Consultations for transitioning from writing a formal outline to writing an academic essay.	Students must arrive on time, and bring their laptops (or iPads), assignments and related materials.
Week 8	Second Workshop: The focus will be an exercise on APA formatting requirements. In addition, it will explain how to write supporting paragraphs with appropriate topic and conclusion sentences, as well	Students must arrive on time, and bring their laptops (or iPads), assignments and related materials. It is essential that students thoroughly read through all the material beforehand so that they can fully participate in the workshop, and

	<p>as how to structure the conclusion paragraph. In addition, there will be another exercise of choosing the best topic and conclusion sentences, summaries and conclusions, transitions, and the major types of errors encountered by Chinese students while writing Academic English.</p>	<p>thereby gain the maximum benefit from it.</p>
Week 9	<p>Consultations for transitioning from writing a formal outline to writing an academic essay.</p>	<p>Students must arrive on time, and bring their laptops (or iPads), assignments and related materials.</p>
Week 10	<p>Consultations for transitioning from writing a formal outline to writing an academic essay.</p>	<p>Students must arrive on time, and bring their laptops (or iPads), assignments and related materials.</p>
Week 11	<p>Consultations for transitioning from writing a formal outline to writing an academic essay.</p>	<p>Students must arrive on time, and bring their laptops (or iPads), assignments and related materials.</p>
Week 12	<p>Third Workshop: The focus will be on practical ways of making grammatical corrections at the sentence level to enhance the benefits of proofreading assignments. Excellent examples will be shown of student writing to emphasize competency with its requirements. In addition, there will also be a grammatical exercise on prepositions of time and place, as well as the use of modals as expressions of ability, possibility and advice.</p>	<p>Students must arrive on time, and bring their laptops (or iPads), assignments and related materials. It is essential that students thoroughly read through all the material beforehand so that they can fully participate in the workshop, and thereby gain the maximum benefit from it.</p>
Week 13	<p>Consultations for refining a final academic essay.</p>	<p>Students must arrive on time, and bring their laptops (or iPads), assignments and related materials.</p>
Week 14	<p>Consultations for refining a final academic essay.</p>	<p>Students must arrive on time, and bring their laptops (or iPads), assignments and related materials.</p>
Week 15	<p>Consultations for refining a final academic essay.</p>	<p>Students must arrive on time, and bring their laptops (or iPads), assignments and related materials.</p>
Week 16	<p>Fourth Workshop: Recapping things worth remembering from the experience of a semester of academic writing, and a</p>	<p>Students must arrive on time, and bring their laptops (or iPads), assignments and related materials. It is essential that students thoroughly read through all the material</p>

	checklist to follow before handing in the final assignment.	beforehand so that they can fully participate in the workshop, and thereby gain the maximum benefit from it.
Week 17	Reflections on making the final adjustments to an academic essay, and sharing insights.	Students must arrive on time, and bring their laptops (or iPads), assignments and related materials.

Attendance Policy

Each unexcused absence will result in a full letter grade deduction. 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 consultations and workshops. Out of respect, cell phones should generally be turned off or on silent and stored out of sight. They should not be used during consultations and workshops unless permission has been given. The use of technology in the consultations and workshops is meant to improve the learning environment for all students. Please be respectful and use the technology appropriately.

Recording:

To ensure the free and open discussion of ideas about academic writing, students may NOT record the consultations and workshops without the advance written permission of the consultant and host, and any such recording properly recorded in advance can be used solely for the student's private study.

Participation:

Active participation is crucial in both the consultations and the workshops. Participating in them makes you an engaged scholar. In both the consultations and the workshops, participation means:

- arriving on time;
- attending two consultations and all four workshops;
- staying on task (including appropriate use of technology);
- actively and constructively participating in all the activities;
- asking questions;
- being prepared to answer questions;
- bringing all the required materials;
- using only English.