

600 WC
Written Communication
International Gateways
San José State University

Term: Fall 2023

Class Time: 9am-11:50am Mon/Wed

Location: Clark Hall 12X

Instructor: Katie Stoy

Email: katherine.stoy@sjsu.edu

Text: +1 650-450-6703

Office Hours: By Appointment

Course Goals: The goal of 600 WC is to introduce organizational structures for essays and to increase students' ability to use and cite outside sources in academic essays through quoting, paraphrasing, and summarizing. Students develop knowledge of parallel forms and begin to use more complex sentences.

Course Objectives:

Composition:

- To identify, analyze, and produce different essay structures typical of U.S. universities, including comparison, argument and/or response
- To write a well-supported argument essay under timed conditions with complex constructions, some complexity of ideas, and appropriate academic tone
- To provide evidence to support their points using quotations and paraphrases from reputable outside sources
- To use academic collocations and phrases in essays
- To identify audience and purpose in writing
- To avoid plagiarism and cite sources using basic in-text citations and reference lists in APA style
- To complete a five-paragraph essay under timed conditions
- To write multi-draft essays of a minimum of 700 words with 1-2 sources quoted in each

Accuracy:

- To begin developing knowledge of parallel structures
- To recognize reduced adjective and adverb clauses
- To use complex sentences, including noun clauses, adjective and adverb clauses
- To apply knowledge of gerunds and infinitives in appropriate contexts
- To choose the appropriate modals and verb tenses to express real and unreal conditionals
- To incorporate feedback on content, organization and accuracy using self-editing skills, peer review, and instructor comments

Student Learning Outcomes:

Composition:

- ✓ Students are able to identify, analyze, and produce different essay structures typical of U.S. universities including comparison, argument and/or response.
- ✓ Students are able to write a well-supported argument essay under timed conditions with complex constructions, some complexity of ideas, and appropriate academic tone
- ✓ Students are able to provide evidence to support their points using quotations and paraphrases from reputable outside sources
- ✓ Students are able to use academic collocations and phrases in essays
- ✓ Students are able to identify audience and purpose in writing
- ✓ Students are able to avoid plagiarism and cite sources using basic in-text citations and reference lists in APA style
- ✓ Students are able to complete a five-paragraph essay under timed conditions
- ✓ Students are able to write multi-draft essays of a minimum of 700 words with 1-2 sources quoted in each

Accuracy:

- ✓ Students are able to begin developing knowledge of parallel structures
- ✓ Students are able to recognize reduced adjective and adverb clauses
- ✓ Students are able to use complex sentences, including noun clauses, adjective and adverb clauses
- ✓ Students are able to apply knowledge of gerunds and infinitives in appropriate contexts
- ✓ Students are able to choose the appropriate modals and verb tenses to express real and unreal conditionals
- ✓ Students are able to incorporate feedback on content, organization and accuracy using self-editing skills, peer review, and instructor comments

Class Participation and Teamwork

In class, you will often work in pairs or groups with your peers. You are expected to participate fully in class, small group and pair activities. These communication and teamwork skills will be very helpful for your future studies and career.

Course Materials

This course requires a textbook (paper or ebook) and an online workbook.

Folse, K.S., Muchmore-Vokoun, A. & Vestri, E. (2019). Great Writing 4: Great Essays, 5th Edition. National Geographic Learning.

Paperback textbook (including online workbook): ISBN-13: 978-0357021088

[Purchase from the publisher](#) (code ELTNGGL25 for 25% off) or [purchase from Amazon](#).

The textbook is also available as an ebook.

E-textbook: ISBN-13: 978-0357020852

[Purchase from the publisher](#) (code ELTNGGL25 for 25% off) or [purchase from Amazon](#).

If you purchase the ebook from Amazon or a used or rental textbook, you will need to purchase the online workbook access code separately.

[Online workbook access code](#): ISBN-13: 978-0-357-02108-8 (no discount code)

Grading Criteria

In-Class Activities:	15%
Homework:	15%
Process Writing:	35%
Quizzes & Exams:	35%

In-Class Activities: Includes in-class work in pairs and small groups and Canvas discussion posts. Graded according to the rubric provided with each assignment.

Homework: Grammar skills practice or writing practice completed outside of class. Graded according to the rubric provided with each assignment.

Process Writing: Includes brainstorming, outlines, peer reviews, first draft, revised drafts incorporating peer and instructor feedback, and final draft. Each step of the process will be graded according to the rubric provided.

Quizzes and Exams: In-class timed writing activities and multiple-choice unit quizzes on vocabulary and grammar from the textbook. In-class final exam will include a multiple-choice grammar component and the SWEET (SJSU Written English Essay Test) timed writing test.

Your final grade will be determined as follows:

97-100	A+	93-96	A	90-92	A-
87- 89	B+	83-86	B	80-82	B-
77- 79	C+	73-76	C	70-72	C-
67- 69	D+	63-66	D	60- 62	D-
Below 60	F	No IG Certificate of Completion will be awarded.			

To progress to the next course level, students must receive a minimum grade of 80% ("B-" or higher) based on the achievement of all course learning outcomes.

Grades of "C", "D" or "F" require students to repeat a course until all course learning outcomes are achieved.

Most students require two sessions to achieve all course learning outcomes.

Course Requirements and Expectations

IF YOU ARE SICK: Do not attend class if you are feeling ill or if you are taking fever-reducing medication. Even if it's not COVID-19, no-one wants to get sick! Please contact me as soon as possible to arrange make-up assignments and remote participation, if appropriate.

Attendance: Except in case of illness or emergency, regular attendance is mandatory. Low attendance will affect your F-1 student visa.

Academic Integrity: It is helpful to study with other students and use outside resources. However, it is wrong to copy homework or other assignments and to cheat (or to help someone else cheat) on a quiz or a test. If you copy materials from someone else (including from the Internet and AI tools) and submit that as your own work, *even if it is just a sentence or short phrase*, you have committed *plagiarism*. Plagiarism is a serious offense at the university and IG teachers will not accept plagiarized work.

Technology in the Classroom: Please bring the device you use to access Canvas to class each day. When class is in session, please use your devices (phone, laptop, tablet, smartwatch) only for class-related activities. Avoid using devices - including online dictionaries or translation software - while other people are speaking. It is distracting to others and will make it more difficult for you to listen and understand. If you have difficulty understanding something, please ask me for clarification.

Late work: Late work will not be accepted without prior notification or documented emergency. This means that you need to contact me *before the assignment due date* to let me know you will be submitting late, or provide a doctor's note or other evidence of a true emergency situation. Writing is a collaborative process, and it is important for everyone to submit assignments and feedback on time so that we can move forward together.

Absences and make-up assignments: If you will be late or absent, you must *notify me as soon as possible*. Make-up assignments will be discussed on a case-by-case basis. If you missed class, *do not submit in-class activities to Canvas* without first consulting with me. Anticipated absences must be discussed at least one week in advance. Make-up tests will be available only in case of *emergency or contagious illness*.

Course Accommodations for students with disabilities

If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please see the Associate Director in the IG main office to establish a record of your disability and determine appropriate services.

Thank you and welcome!

I am excited to be a part of the International Gateways community and I am looking forward to working together as we work to become better writers, editors, and communicators. Please let me know if you have questions, concerns, or suggestions, or if you need extra help. I'm always happy to hear from you.