Instructor: Xing, Qing; Email: miaojue66@163.com

Class meets: Every two weeks---Even weeks

Shahe campus: Tuesday, 2nd teaching building, 314 class periods 1-6 (二教314）;

Qingshuihe campus: Wednesday, Liren building A108, class periods 1-6 （立人楼 A108）

**Academic Reading and Writing for Graduate Students I**

Fall **2018**

**Course objectives**

* Demonstrate learning autonomy and be able to do critical reading after class.
* Demonstrate understanding of the characteristics of academic writing; the difference between formal and informal English.
* Demonstrate the ability to collaborate with group members and write an outline and a formal persuasive/argumentative essay on a relevant topic with a limiting thesis statement, well-developed paragraphs in a proper essay format.
* Demonstrate the ability to use the following aspects of the writing process: multiple drafts, peer reviews, and independent revision for organization and grammar.

**Course activities**

* **Online section (self-study at home):** eight weeks**.** You should study the assigned content in a textbook through an online course by yourself and complete tasks given by the instructor.
* **Offline section (meet in the classroom):** eight weeks. You will attend lectures and acquire knowledge about academic writing.
* **Major Writing Assignment:** You will work with group members and complete an outline and a group essay.
* **Homework Assignments:** The instructor will assign you homework assignments which are designed to help you practice the knowledge you gain in this course.
* **Other:** There may be other appropriate activities as determined by the instructor.

**Evaluation**

* Your final grade will be a composite of the work you have done for this course. Each component of the course will be weighted according to the following percentages:

Assignments related to the online section 30%

Group essay 30%

Assignments related to the offline section 30%

Participation 10%

Total 100%

**ESL program policies**

* 1. **Participation:** Active listening and participation are expected in all class activities and discussions. Students need to be involved in answering questions posed by the instructor, and ask questions when a topic is not fully understood.
  2. **Attendance:** Attendance is required. You are considered responsible for all announcements, assignments, and handouts given in each class whether you are there or not. If you miss a class, you must check with a classmate or your instructor for anything you may have missed.
  3. **Tardiness (coming to class late):** If you arrive after the time the class is scheduled to begin, you will be considered tardy (late). **Three** **tardies** will be counted as one absence.
  4. **Late work:** Late assignments will not be accepted. The writing/homework assignments are due on the day of the class! If you have a problem, please contact the instructor before the due day to turn in the assignment early. If you miss a class, no matter what excuse you have, you **will not** be able to make up the in-class assignment given in that class.

* 1. **Cheating (Read this carefully!)**
* **Definition of cheating**
* Dishonesty for the purpose of gain
* ‘Purposes of gain’ include getting a better grade or getting credit for an assignment you have not personallydone.
* **Students cheat when they…**
* copy from another person’s work during a test
* copy from another person’s assignments or homework
* write a test, assignment, or homework, for another person
* allow another person to copy their test, assignment, or homework
* **Consequences**
* A person who cheats will receive zero for the test/assignment.
  1. **Plagiarism (Read this carefully!):**
* **Definition**
* copying others’ writing, or even a small part of their writing, without proper permission
* taking credit for any writing that is not your own
* using other authors' material and changing it somewhat without stating next to the material exactly where it came from
* not using quotation marks around any and all material which has not been changed in very major ways from the original to give the impression that it has not been largely quoted
* cutting various sentences out of a variety of different sources and combining them together, even if you make a few small changes in each one
* **Consequences**
* You will get zero for that assignment.

**TENTATIVE TOPICS AND ASSIGNMENTS**

We will do our best to follow this schedule. However, it may be necessary to make changes in the schedule as the course develops. These changes will be announced in class, and if you miss a class you need to be responsible for getting in touch with a classmate and following through as necessary on any announced changes.

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| **Weeks** | **TOPICS** | **Contents** |
| Week-1 Sept. 4/5  Self-study |  |  |
| Week-2 Sept. 11/12  Class meeting | Introduction to the course | Program and course introduction  Types of academic writing |
| Week-3 Sept. 18  Self-study | Assigned Tasks |  |
| Week-4 Sept. 25/26  Class meeting | Characteristics of Academic Writing I  Effective group work | Style and tone,  Group work policy |
| Week-5 Oct. 2/3 | National Day holiday |  |
| Week-6 Oct. 9/10  Class meeting | Characteristics of Academic Writing II | Audience and purpose,  Academic vocabulary |
| Week- 7 Oct. 16/17  Self-study | Digital material -Unit 2 |  |
| Week-8 Oct. 23/24  Class meeting | The Essay | Topic selection  Essay structure  Outline  Assignment: group essay given |
| Week-9 Oct. 30/31  Self-study | Digital material -Unit 3 |  |
| Week-10 Nov. 6/7  Class meeting | Plagiarism | Definition of plagiarism  Avoiding plagiarism  Paraphrasing  Citation (briefly) |
| Week-11 Nov. 13/14  Self-study | Digital material -Unit 4 |  |
| Week-12 Nov. 20/21  Class meeting | The Essay | The introduction  Thesis statement |
| Week-13 Nov. 27/28  Self-study | Digital material -Unit 5 |  |
| Week-14 Dec. 4/5  Class meeting | The essay | The body paragraphs |
| Week-15 Dec. 11/12  self-study | Digital material -Unit 6 |  |
| Week-16 Dec. 18/19  Class meeting | The essay | The conclusion  Coherence  Assignment: group essay due |