

INTRODUCING ES1102

Welcome to ES 1102, *English for Academic Purposes*. This module aims to help you deal with your academic English language and study skills needs. These *needs* include

- understanding and synthesising academic and non-academic texts;
- critically analysing and evaluating these same texts;
- selecting and integrating relevant information into your writing;
- writing a range of academic genres—problem-solution essay, critical response and critical reflection;
- monitoring your own progress, identifying your own strengths and weaknesses in writing, and devising a plan to improve your writing;
- understanding why and how to practice academic integrity; and
- using grammar and other language conventions accurately in context.

This module adopts a reading-into-writing approach using themed readings as springboard texts for your writing and provides opportunities for analysing and internalising ways of organising academic texts.

ES1102 runs for 12 weeks with two two-hour tutorials a week.

a) Learning Outcomes for the main skill areas

Reading

You should be able to understand the meaning and organisation of academic and non-academic texts by

- critically analysing the writer's thesis, thesis-paragraph connections, and connections between paragraphs;
- evaluating a writer's assertions, assumptions, values and beliefs; and
- exploring strategies, including those from your first language, which can be effectively used to access the meaning of texts.

Writing

You should be able to

- extend concepts from your reading for organisation into your writing;
- analyse and interpret essay prompts/examination questions;
- develop a thesis, support it with evidence, acknowledge others' opinions or views, and write with authority;
- summarise and synthesise information from reading and integrate this into your writing;
- write a critical response to an academic text;
- write a critical reflection on own learning experience;
- analyse the problem and its impact of a given issue, identify and critically evaluate the effectiveness of existing solutions, and logically propose one's own solutions;
- peer review other students' work;

- create and maintain a portfolio of your own writing; and
- know why and how to practise academic integrity by using in-text citations and end-of-text references appropriately.

Grammar

You should be able to

- develop and demonstrate a clear understanding of grammar conventions;
- develop an awareness of why you tend to make frequent errors in particular areas of grammar and work on rectifying the issues or words to that effect; and
- provide meaningful explanations of grammatical conventions for correcting grammatical inaccuracies in various texts.

Monitor own progress

You should be able to keep a writing portfolio, thereby

- monitoring your own progress through writing multiple drafts;
- identifying your own strengths and weaknesses in writing; and
- devising a plan to improve on own writing.

This module presupposes that with your tutor's instruction and guidance, you should be able to take charge of your own learning. Therefore, while you will learn through in-class instruction, tutor feedback and tutor-student consultation, you are also expected to learn through class discussions, peer reviews of your writing assignments, grammar tasks, small group discussions, and online grammar exercises. Your *active interaction* within all aspects of the course is essential.

b) Mode of Learning

This module presupposes that with your tutor's instruction and guidance, you should be able to take charge of your own learning. Therefore, while you will learn through in-class instruction, tutor feedback and tutor-student consultation, you are also expected to learn through class discussions, peer reviews of your writing assignments, grammar tasks, small group discussions, and online grammar exercises. Your *active interaction* within all aspects of the course is essential.

c) Awarding of marks

While your work will be continuously reviewed and you will be awarded marks for your efforts throughout the course, you will also have an opportunity to demonstrate your learning at the end of it with a Final in-class Essay. The marks are allocated as follows:

Continuous Review	70%
Final Exam Essay	30%
Total	100%

The weighting of the Continuous Review components are as follows:

Component	Weighting
Reader Response	10%
Problem-solution Essay -Essay Draft 2: 5% -Essay Final: 20%	25%
Critical Reflection	10%
Online Grammar Exercises	5%
Interaction	10%
Writing Portfolio	10%
Final Essay Exam	30%
	100%

d) Important Information about the Final Exam Essay and Final Course Grade

You must make sure you sit for the Final Exam Essay as there will not be any chance to re-do that portion of the course in the same semester. You will be required to re-take the whole module in the following semester if you do not obtain a “Pass”, i.e. Grade “D” or above. **You will not be allowed to graduate from NUS until you pass this module.**

Semester 2, AY2014/2015 Final Exam Essay: 24th April 2015, Friday

The Registrar’s Office will announce the Final Exam Essay venue at the Examination Timetable URL:

<http://www.nus.edu.sg/registrar/event/examschedule-sem1.html>

e) Course Policies and Expectations***Class Participation***

Classes begin with the **First Tutorial in Week 2.**

You are expected to participate actively in class.

Participation includes accessing the course readings from the course website or from *ES1102 IVLE Library e-Reserves* workbin and **completing the requested reading assignments before each tutorial.** If you have not done this your interaction grade may be lowered.

Participation does not include arriving late, doing work unrelated to ES1102 during tutorials, sleeping in class, or using computers or other electronic devices for matters unrelated to ES1102.

Punctuality

Please take note that

- you may be considered absent if you arrive more than 20 minutes late.
- you should not leave a tutorial before the class officially ends without notifying your tutor. Your tutor may allow you to leave early if you have a valid reason for doing so.
- classes will begin on the hour and end 25 minutes to the hour. For example, a class that is scheduled as 8:00 to 10:00 am will begin at 8:00 am and end at 9:35 am.

Excessive Absence

It is your responsibility to inform your tutor if you will be absent. If you have two consecutive absences or a total of two absences or more, the Vice Dean of your faculty will be informed.

Leave of Absence

If you apply for leave or attend university events for reasons considered valid by your faculty, you must complete your leave application at the Vice Dean's office of your faculty and give your tutor an official notice of the approval and inclusive dates of your leave.

Withdrawal

It is your responsibility to handle the requirements for withdrawal from any university course yourself. You must complete the full paperwork for your withdrawal with your faculty Vice Dean and the Registrar's Office. Your tutor and the ES1102 coordinators do not handle "Withdraw" and "Drop" matters. The Add /Drop module guidelines are on the Registrar's Office website.

IVLE ES1102 and Course Website

You must regularly consult the ES1102 website and your IVLE Workbin for ES1102. Other online resources such as class blogs or Facebook sites may be assigned by your individual tutor.

NUS Email Inbox

Please check your NUS email regularly for course-related messages.

Late Submission

Assignments which are submitted late may receive **a deduction of marks.**

Make-up Assignments

If you are going to miss any assignment for legitimate and foreseeable reasons, email your tutor at least one week before to request the opportunity to make alternative arrangements. For legitimate and unforeseeable reasons, email your tutor no later than one week after the assignment to request the opportunity to do the assignment. Your reason must be supported with written confirmation (e.g., medical certificate or official communication from the Faculty Dean or Vice Dean). Otherwise, you will not be allowed to do a make-up assignment.

Note on links to websites:

The URLs provided here may be updated by office webmasters, in which case you will need to conduct a web search, or look for the link at the Registrar Office's website (<http://www.nus.edu.sg/registrar/>) or the main NUS website (<http://www.nus.edu.sg/>).

Academic Integrity and NUS Code of Conduct

Make sure you have a clear understanding of the following resources which provide information on academic honesty and plagiarism:

- [NUS Honour Code](http://www.nus.edu.sg/registrar/adminpolicy/acceptance.html) at <http://www.nus.edu.sg/registrar/adminpolicy/acceptance.html>
- [NUS online module on Academic Culture](http://emodule.nus.edu.sg/ac/) at <http://emodule.nus.edu.sg/ac/>
- [Turnitin at the NUS CIT](http://www.cit.nus.edu.sg/plagiarism-prevention/) site, <http://www.cit.nus.edu.sg/plagiarism-prevention/>

Plagiarism, collusion, other unethical text borrowing practices, and scholastic dishonesty are subject to university/faculty proceedings.

Statements and E-Resources on Plagiarism

It is important to note that plagiarism is an academic offence that is taken very seriously by the University, as stated in the NUS Code of Student Conduct (Clause 4) and the notice on plagiarism on the NUS website:

NUS Code of Student Conduct (Clause 4)

The University takes a strict view of cheating in any form, deceptive fabrication, plagiarism and violation of intellectual property and copyright laws. Any student who is found to have engaged in such misconduct will be subject to disciplinary action by the University.

Source: NUS Office of Student Affairs website (www.nus.edu.sg/osa/coc)

NUS Notice on the NUS Code of Conduct

NUS students are expected to maintain and uphold the highest standards of integrity and honesty at all times, as well as embrace community standards, diversity and mutual respect for one another, both within the University and the wider Singapore community.

The Code of Student Conduct (published by the Office of Student Affairs) is intended to guide students' conduct in both the academic and non-academic aspects of their University life by providing an overview of the behavior generally expected of them as a member of the University community.

One of the fundamental principles on which this Code is based is that of "Academic, Professional, and Personal Integrity".

In this respect, it is important to note that all students share the responsibility for upholding the academic standards and reputation of the University. Academic honesty is a prerequisite condition in the pursuit and acquisition of knowledge.

Academic dishonesty is any misrepresentation with the intent to deceive or failure to acknowledge the source or falsification of information or inaccuracy of statements or cheating at examinations/tests or inappropriate use of resources. There are many forms of academic dishonesty and plagiarism is one of them. Plagiarism is generally defined as 'the practice of taking someone else's work or ideas and passing them off as one's own' (*The New Oxford Dictionary of English*). The University does not condone plagiarism.

Students should adopt this rule - You have the obligation to make clear to the assessor which is your own work, and which is the work of others. Otherwise, your assessor is entitled to assume that everything being presented for assessment is being presented as entirely your own work. This is a minimum standard. In addition, the following guidelines will provide some assistance.

- When using the ideas, phrases, paragraphs and data of others in work presented for assessment, such materials should be appropriately credited and acknowledged, so that it is clear that the materials being presented is that of another person and not the student's own.
- The amount of detail required when referencing and acknowledging a source will vary according to the type of work and norms of the discipline. For instance,
 - Supervised examinations will require less detail in referencing and acknowledgement.
 - Papers written other than under examination conditions will require a full citation of all the sources utilised. While a particular style of citation is not prescribed, the citation should provide enough information for the reader to locate the sources cited.
- Research materials (including texts, graphics and data) obtained from the internet or other electronic resources should be treated in the same way as research materials obtained from traditional sources.

Any student found to have committed or aided and abetted the offence of plagiarism may be subject to disciplinary action. In addition, the student may receive no grade for the relevant academic assignment, project, or thesis; and he/she may fail or be denied a grade for the relevant subject or module. Such a student caught plagiarizing would have to take that module for grade and not be allowed to exercise the S/U option for that module.

A student may not knowingly intend to plagiarise, but that should not be used as an excuse for plagiarism. Students should seek clarification from their instructors or supervisors if they are unsure whether or not they are plagiarising the work of another person.

Source: NUS Registrar's Office website (<http://www.nus.edu.sg/registrar/adminpolicy/acceptance.html>)

To ensure that students taking CELC courses understand what plagiarism is and how to avoid it, they are required to view the e-module entitled NUS Academic Culture module and read the articles listed below. Students will then have to take a quiz on plagiarism in the CELC module that they are taking.

Academic Culture Module

Click on the following link and view at least the two sections on "Plagiarism" and "Penalties": <http://emodule.nus.edu.sg/ac/launch.htm>

- Go to Academic Ethics > Plagiarism

This section answers the questions:

1. What is plagiarism?
2. How can plagiarism be avoided?

- Go to Academic Ethics > Penalties

This section answers the questions

1. What happens when someone is caught for plagiarism?
2. Does being found guilty of plagiarism mean expulsion from the University?

Articles on Plagiarism

Click on the links below and read the three articles on plagiarism.

1. "Plagiarism: What It Is and How to Recognize and Avoid It"
<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>
2. "Avoiding Plagiarism"
<http://sja.ucdavis.edu/files/plagiarism.pdf>
3. "Plagiarism and How to Avoid It"
<http://www.cdtl.nus.edu.sg/success/sl7.htm>