ES1103
Course Information

Welcome to ES1103, *English for Academic Purposes.* This module carries 4 modular credits and aims to help you deal with your various academic English language and study skills needs.

1. Aims, Intended Learning Outcomes and Learning activities/teaching approach

ES1103 aims to:

- Develop your proficiency in reading and writing in an academic context
- Enhance your discourse ability and audience awareness
- Prepare you to meet the language requirements in your university programme

Course Intended Learning Outcomes (CILOs)

On successful completion of ES1103, you should be able to:

CILO	
1	read critically and select appropriately from a range of texts and paraphrase/ summarise/ synthesize to integrate into your own writing
2	demonstrate an awareness of the process of writing academic texts, including appropriate metacognitive strategies
3	write coherent and accurate academic texts using discourse semantic and lexico-grammatical choices appropriate to the task and context
4	demonstrate an awareness of academic integrity and citation conventions
5	Develop some understanding of your discipline discourse specificity and how ES1103 knowledge might be applied in your undergraduate modules

Teaching and Learning Activities (TLAs)

To help you achieve the intended learning outcomes, the following TLAs have been designed:

TLA	
CILO	In this course, you will work individually, in pairs or in groups to:
1,2,3,4	Produce context-appropriate, cohesive and accurate writing through a process of drafting, revising, peer and tutor feedback. In particular,

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	writing a range of academic genre: a synthesis, a problem-solution essay and a critical reflection
2, 5	Analyse assignment prompts from various disciplines
5	Explore the texts/genres used in various disciplines at the university
1,2,3,4,5	Complete text analysis activities to increase your awareness of common academic language features and how these contribute to the meanings made in various disciplines and contexts
1,2,3,4,5	Search, evaluate and select sources to support your arguments/claims
1,4	Practice paraphrasing and synthesizing skills
4	Practise using APA as a citation style and learn how to use source management platforms
5	Relate your knowledge and skills to the expectations of your disciplines (and other modules)
1,2, 5	Analyse various academic writing contexts to make the appropriate genre and register choices in your writing
1,2,3,4,5	Compile an e-portfolio and reflect on your learning experience and progress
1,2,3,4,5	See texts from the reader's perspective by engaging in guided peer reviewing tasks

Throughout the semester, you will be required to engage actively in all tasks both in and out of the classroom. With your active engagement, you will learn through in-class instruction, tutor feedback and tutor-student consultation, as well as through class discussions, presentations, peer reviews of your writing assignments, text analysis, and online grammar exercises. Your *active interaction* within all aspects of the course is essential.

2. Assessment

There are 4 coursework assessments. The continuous assessment carries 100% of the marks for the module.

The weighting of the Continuous Review components are as follows:

Component	Weighting
CA1: Synthesis Task CA2: Essay Draft 2 (Part I) CA3: Timed Essay (Part II) CA4: Essay Final Draft	10% 10% 30% 10%
CA5: Critical Reflection	20%
Participation	20%
	100%

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3. Course Policies and Expectations

Class Participation

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

Participation includes accessing the course readings from ES1103 IVLE workbin and completing the requested reading assignments before each tutorial. During the tutorials we will apply the concepts in communicative and analysis activities, so it is essential that you read the handouts and visit the websites recommended before each tutorials.

Punctuality

Please ensure that you are punctual so as not to disrupt the lessons and activities. Speak with or email your tutor if you know you will be late or if you have a valid reason to leave early.   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.
Always keep your tutor informed if you miss a class or must miss several classes. Your tutor can then give you access to the materials covered and help you catch up.

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 ES1103 coordinators do not handle "Withdraw" and "Drop" matters. The Add /Drop module guidelines are on the Registrar's Office website.

ES1103 IVLE platform

You must regularly consult the IVLE Workbin for ES1103.
A common folder will contain the core resources and information about the assessment. Your class will also have its own folder for additional, specific materials, and for assessment submission.
Other online resources such as discussion forums may be assigned by your individual tutor.

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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:*
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> 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/).

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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 at http://www.nus.edu.sg/registrar/adminpolicy/acceptance.html
- NUS online module on Academic Culture at http://emodule.nus.edu.sg/ac/
- Turnitin at the NUS CIT 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 behaviour 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.

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> 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.
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> 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