DEPARTMENT: SOCIOLOGY & SOCIAL WORK

COURSE TITLE: PROFESSIONAL ENGLISHCREDIT HOURS: 2

1. TITLE:

Professional English for Sociology

Instructor: Xiaozhao Y. Yang

OURSE DESCRIPTION AND PREREQUISITE(S):

This class teaches students knowledge about the appropriate styles of English in applicable settings and prepares students the skills to apply the use of professional English to contexts that require social scientific expertise. The course involves two parallel components that will synchronously deliver: basic sociological concepts and theory formulations presented in English as part of my attempt to instill professional knowledge for students of social sciences; and knowledge and skills of professional English language education in the domains of grammar, semantic choices, and contextual application.

By the end of the course, you will be able to:

Develop basic skills to communicate, orally and in written forms, in professional English

Increase their knowledge of English language used in social sciences

Write and read basic sociological articles published in the English language

Expand vocabulary related to sociological concepts

Develop confidence to deal with people and basic issues in writing and reading

Identify differences and similarities between using English in various contexts

Professional spoken English: recitation and presentation.

Professional written English: essays and assignments.

Professional communication: lectures and participation.

1. EVALUATION AND GRADING PROCEDURES:
2. **Written assignments (70%)**
3. Thematic assignments. The course is divided into several thematic Applied English using in professional settings for sociologists. You may consult a template, you may use grammar checker software, but may **not** plagiarize. These assignments may include topics such as:
   1. Paraphrasing
   2. Email
   3. Argument essay
   4. Statement of Purpose
   5. Personal statement & diversity
   6. Grant proposal
   7. Cover letter for job
4. **Presentations (30%)**
5. Recitation of items of your choice from the Oxford Dictionary of Sociology (15%).
   1. Once a week, I will call on five people using random dialing to recite the paragraph publicly. This will continue for the entire semester.

If the passage for a chosen topic in the Dictionary is longer than 200 words, just recite the first paragraph.

This weekly exercise is used for attendance too.

* 1. Explain why did you choose this item.

1. Group presentation (15%)

Choose any topics in sociology

Present definition and background of the topic

Teach us this topic

Make a project plan to study this topic

Present the division of labor in the project: who did what

15-20 minutes

1. General content (may subject to change)

Contents marked by \* indicate a session based on substantive sociology topic, others are language-related sessions

Academic integrity

General Writing

Audience

Genre

Writing process

Sociology as a career

Logics

Academic Writing

Rhetorical situations

Arguments

Essay writing

Conciseness

Adding emphasis

Appropriate language

Active and passive voice

Email etiquette

Non-English in writing

\*Understanding Sociology\*

Reference and Citation Styles

\*Socialization\*

Common writing works

Argument paper

Research paper

Annotated bibliographies

Book reports

Proposals

\*Social stratification\*

Grammar

Spelling

Adj & adv

Articles

Pronoun

Count and noncount nouns

That vs. which

\*Deviance and social control\*

Punctuation

Visual Rhetoric

Graduate School Applications

Researching programs

Statement of Purpose

Recommendation letters

\*Race and ethnicity\*

Job search writing

Cover letter

Resume & CV

\*Gender\*

1. ATTENDANCE POLICY:

Students are expected to adhere to the SYSU Attendance Policy.

1. LATE POLICY

I do not accept late submissions after the third week anymore. Students do not need excuses to miss a homework, because you have an allowance of two misses. That means, when there are n-assignments and each is worth k-point, the maximum score is (n-2)\*k. Those whose score exceeds the maximum will be awarded extra points.

1. ACADEMIC HONESTY POLICY:

SYSU takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students’ academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

**Violations of Academic Honesty include:**

**Cheating** - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized com­munication of information by any means to or from others during any academic exercise.

**Fabrication and Falsification** - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

**Multiple Submission** - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

**Plagiarism** - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one’s own in any academic exercise, without due and proper acknowledgement.