



AMERICAN UNIVERSITY OF BEIRUT
Faculty of Arts and Sciences
Department of English
English 102 – Academic English (3 credits)
Fall Semester 2017-2018

Instructor's Name: Jessy Bissal

Course & Section: Eng 203, Section 44

CRN: 11573

Meeting Date/Time & Venue: TR: 11-12.15pm in Physics 333

Office Hours: TR, 9.30am – 10.45am

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Course Description: English 203 is a sophomore level academic writing course designed specifically for the AUB student who will think, read, and write critically about contemporary themes and texts provided in its custom reader, *Pages Apart*, edited by AUB Instructors for the Anglophone Middle Eastern student. Throughout the semester, students explore the various stages of the writing process, learn how to invent and develop ideas, write multiple drafts, review peers' essays, and evaluate and reflect on their own writing, which should demonstrate the use of key rhetorical devices and rich content that are inherent in effective writing.

This course seeks to develop students' intellectual viewpoints and a writing voice through open class discussions; self-reflection developed through regular journaling; and reflective pieces on their writing. Combining a stronger self-knowledge with the understanding of the conventions of academic writing, students will produce approximately 40 pages of both formal and informal writing that ask questions and investigate possible answers through reflection, analysis, and synthesis.

General Instructional Objectives and their respective Course Learning Outcomes

By the end of English 203, students will

1. Use active and critical reading strategies to learn, assess, and apply rhetorical strategies such as structure, diction, tone, audience, and purpose, as demonstrated through the reading selections.
2. Actively respond to and discuss assigned themes and texts in class and online discussions and in writing.
3. Apply knowledge of the phases of the writing process – invention, drafting, and revising – toward a well-organized, structured, and documented exploratory essay.
4. Find, evaluate, and ethically incorporate Internet and library sources, along with course texts, into documented writing.
5. Develop knowledge of classmates' and one's own writing progress through participation in writing workshops, peer review sessions, writing conferences, and reflective assignments.
6. Gain the basic skills of oral communication to persuade and inform the audience.
7. Learn how to communicate and present writing through various and alternative mediums.
8. Collaborate with peers on written and oral communication.

Required Texts and Materials

Communication Skills Policy on Original Books: The Communication Skills Program requires all students to purchase original copies of the textbooks for this course. Purchasing a photocopy of course textbooks is not allowed.

Kirszner, Laurie G. and Stephen R. Mandell. *The Wadsworth Handbook. International Edition. 10th ed.* Australia: Wadsworth, Cengage Learning. 2014.



Ward A., R., Hodeib H., Lincoln K., Moghabghab E., Rantisi R., Sinno Z. (Eds.). *Pages Apart: A Reader for Academic Writing*. Educart (Middle East) Publishing: Beirut, 2018.

Course Requirements

Include all major and minor requirements for the course, including informal writing or participation accompanied by a brief description. The below Grade distribution describes the nature and workload of each assignment.

Grade Distribution

Informal Work: 20%

- Blogs (4): 15%
- Reflective Journal (1): 5%

Formal Work: 55%

- Essay Draft One: 15%
- Essay Draft Two: 25%
- Written Responses (2): 10%
- Oral Response (1): 5%

Oral Presentation: 10%

- Individual Pres. (TEDxTalk): 10%

Other Activities: 5%

- Peer Review: 5%

Participation: 10%

- Attendance
- Involvement

Detailed Task Descriptions

- **Blogs:** The blogs are informal writings (like immediate reaction papers) on specific topics or prompts provided by the instructor.
- **Reflective Journal:** This is the very final reflective piece that will be written and submitted towards the end of the course. The aim of this journal is to provide an accurate and objective assessment of every task completed in this course.
- **Essay:** The students will write two drafts of a Problem-Solution Essay in this class.
- **Responses:** There are three response assignments in this course but only two of them will be written; the third response is to be presented orally. Responses are like blogs in that they include a well-developed opinion formulated as an answer to the prompt given by the teacher, but they are unlike blogs in that the kind of work required is more formal and standardized (includes in-text citations and mild research).
- **Individual Presentation:** The individual presentation will be a TEDxTalk. An explanation of what TEDxTalks are, and samples of “good” TEDxTalks will be given before the students deliver their own talks.
- **Peer Review:** The peer review is the feedback that a student offers another student with the intention of providing useful tips and strategies for improving their work. Guidelines will be provided before students complete their peer reviews. The peer reviews will take place online.
- **Participation:** Participation is more than just mechanically converting oxygen to carbon-dioxide: In order to earn a near-perfect participation score, you need to be attending classes regularly, completing all of your assignments on time, actively engaging in class discussions, and taking part in any activity done in class (in-class activities, writing conferences, debates, etc.)



Late Work

If for whatever **justifiable** reason you feel you are unable to meet the deadline set by your instructor, you need to send an email early on explaining your case. If your excuse is not justifiable (examples of unjustified excuses: too much work in other courses, exams, simply not being able to finish on time) it will result in the deduction of 5 points from your overall assignment grade. If you are more than 2 days late, your assignment will not be graded.

COMMUNICATION SKILLS PROGRAM POLICIES

Participation Policy: The Communication Skills program defines participation in the writing process as: completing all assignments; participating in all in-class activities (including completion of free-writing assignments, participation in writing workshops, and participation in peer review sessions); participating in student-teacher conferences; and showing evidence of progress.

Attendance Policy: Attendance is required in all Communication Skills Program courses.

The table below illustrates the maximum number of permitted absences:

Classes	Before Week 10	Total
M/W/F	6	9
T/R	4	6

Automatic Withdrawals and Failures Due to Absences: If a student is enrolled in more than 12 credit hours for the semester and misses more than the allowed number of absences by Week 10, the instructor will automatically request that the student be withdrawn from the course. If a student is only enrolled for 12 credit hours but has missed more than the allowed number of absences by Week 10, he/she will automatically earn a failing grade of 40 for the course. If a student misses more than the total number of allowed absences in a given semester, he/she will automatically earn a failing grade of 40 for the course.

Excused Absences: If you must miss class due to an illness and wish to be excused, you must provide your instructor with a medical report and/or professional opinion issued by a qualified AUB employee, AUBMC doctor, or University Health Services. Students who seek excused absences for university-sanctioned events must provide an official letter from the sponsoring organization notifying your instructor of the absence at least one week before the event. Students are expected to complete assignments on time, actively participate in other class sessions, and to make up missed work as agreed with the faculty member.

Schedule Conflicts: Note that no mandatory university exams, labs, or meetings are to be scheduled that conflict with students enrolled in this class. You are responsible for communicating with all parties involved prior to the date of the conflict. Please note that any student who misses this class to take an exam or attend a lab is not excused from this class and is responsible for arranging for makeup work, should the instructor allow it.

Students are allowed to register for a Communication Skills course a maximum of three times, the third requiring permission of the student's advisor and the Department of English. Students withdrawn will be counted as having registered for the course one time.



Academic Integrity and Plagiarism Policy:

In all writing, ideas, and words taken from elsewhere should be documented. Failure to credit ideas or material taken from any source constitutes plagiarism which is a violation of the University's academic regulations and subject to disciplinary action. Please, view section 1.1 of AUB Student Code of Conduct. Course policy is that credible evidence of cheating will result in course failure.

All writing you do for this course must be your own and must be exclusively for this course, unless the instructor stipulates differently. Please pay special attention to the quotes, paraphrases, and documentation practices you use in your papers. (Note: if you are referring to work previously submitted for this course, then you must cite yourself.)

Students in Communication Skills courses are required to apply the following standards to **all submitted work**:

- Documenting all information that is taken from other sources, including books, articles, websites, lectures, interviews, television, radio, etc.
- Putting quotation marks around the words that were originally written or spoken by someone other than you.
- Clearly indicating your use of ideas by other authors, even if they are paraphrased (written in your own words) or summarized.

Plagiarism: Engaging in any of the following activities constitutes plagiarism:

- Submitting a paper written by another student
- Requesting or paying someone to complete an assignment for you
- Taking material from secondary sources without proper documentation.
- Copying, word for word, someone else's writing without putting that passage in quotation marks and identifying the source
- Taking someone else's writing, changing some of the words, and not identifying the source
- Taking someone else's ideas or organization of ideas, putting them into your own words, and not identifying the source
- Having someone else change your writing – a tutor, friend, or relative, for instance – and creating the impression that this writing is your own work.
- Purchasing or downloading papers or passages from the Web.
- Using **facts, data, graphs, charts, photographs, or other information** without acknowledging the source with a footnote, caption, or bibliography entry. Borrowed facts or information obtained in one's research or reading must be acknowledged unless they are "common knowledge." Students should check with their teachers regarding what can be viewed as "common knowledge" within a specific field or assignment, but often the student will have to make the final judgment. When in doubt, footnotes or references should be used.

Disciplinary Action: When confronting plagiarism, all instructors in the Communication Skills Program abide by the guidelines stipulated in [AUB's Student Code of Conduct](#), which states:

It is the responsibility of the faculty to uphold university policies. Thus, the immediate responsibility for dealing with instances of cheating, plagiarism, and other academic violations rests with the faculty member. If a faculty member has good reason to believe that a student has violated academic standards, it is his or her responsibility to discipline the student expeditiously. A faculty member who has good reason to believe that a student has violated academic standards must give a grade of zero on the exam or assignment where the violation occurred. When the instructor has taken the initial disciplinary action, he or she should send a letter to the office of the Dean of the Faculty or School, in which the incident occurred, informing him/her of the incident and the initial action he/she



has taken. A copy of the letter will be placed in the student's file, and another copy forwarded to the student's advisor for follow-up. (10)

Turnitin: Turnitin is an online plagiarism-detection tool accessible via Moodle that many faculty at AUB use. Once your work is uploaded, it will be compared with an extensive database of student and publicly accessible writing. When you upload an assignment to Moodle, your assignment may also automatically be scanned through Turnitin. If your instructor has authorized Turnitin to scan the assignment Moodle, you must comply or risk losing credit for the assignment. If you have questions about how the software works or how the Turnitin report will be (or has been) used, please ask your instructor.

Grievance Procedure: If at any time during the semester you have concerns about the course, an assignment, or assessment, please set up a meeting to talk with your instructor about it. If you have met with your instructor and are unable to resolve the issue, you may request a meeting with the Director of Communication Skills by sending an email to commskills@aub.edu.lb. The goal of any meeting with the Director will be to improve communication between the student and course instructor, and to resolve the issue in such a way that course learning outcomes are achieved. **Please note that the instructor for the course is the final decision-maker for any issues that arise, and the Director does not override the instructor's decisions or policies.**

RESOURCES FOR STUDENTS:

Writing Center: The Writing Center offers free, 30-minute or 1-hour consultations about your writing. The WrC is located on the 2nd floor balcony of Ada Dodge Hall and in Room 336 of West Hall. To meet the tutors and find writing resources, go to <https://aub.edu.lb/writingcenter>. To make an appointment, go to <https://aub.mywconline.com/> or just stop by during opening hours: M-W 9:00-7:00, Th 9:00-5:00, and F 9:00-3:00.

Library Information Services: Reference librarians and information specialists in the AUB libraries can support you individually with finding academic sources for your research. Jafet information librarians can be contacted in person in their office in the Jafet Library lobby, by email at libinfo@aub.edu.lb, or by phone, extension 2629.

Counseling Center, Student Affairs: The center offers counsel and help to students with a range of academic and non-academic problems. If anything happening in your life is causing you distress and influencing your academic performance, and you feel you could benefit from professional help, contact Dr. Antoine Khabbaz (Ext. 3178, ak28@aub.edu.lb), Ms. Nay Khatcherian (Ext. 3152, nk63@aub.edu.lb), Ms Ola Ataya. (ext. 3158, oa03@aub.edu.lb) or visit West Hall, room 210.

Accessible Education Office: AUB strives to make learning experiences as accessible as possible. If you anticipate or experience academic barriers due to a disability (including mental health, chronic or temporary medical conditions), please inform me immediately so that we can privately discuss options. In order to help establish reasonable accommodations and facilitate a smooth accommodations process, you are encouraged to contact the Accessible Education Office: accessibility@aub.edu.lb; +961-1-350000, x3246; West Hall, 314.

Title IX Coordinator: AUB is committed to facilitating a campus free of all forms of discrimination including sex/gender-based harassment prohibited by Title IX. The University's non-discrimination policy applies to, and protects, all students, faculty, and staff. If you think you have experienced discrimination or harassment, including sexual misconduct, we encourage you to tell someone promptly. If you speak to a faculty or staff member about an issue such as harassment, sexual violence, or discrimination, the information will be kept as private as possible, however, faculty and designated staff are required to bring it to the attention of the University's Title IX Coordinator. Faculty can refer you to fully confidential resources, and you can find information and contacts at www.aub.edu.lb/titleix. To report an incident,



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contact the University's Title IX Coordinator Trudi Hodges at 01-350000 ext. 2514, or titleix@aub.edu.lb . An anonymous report may be submitted online via EthicsPoint at www.aub.ethicspoint.com

Eng 203 Week by Week Course Schedule

Week	Activities & Readings
Week 1 Thurs. Aug 30	Opening Riddle & Introductions
Week 2 Tues. Sept 4 Thurs. Sept 6	Diagnostic writing activities Course policies and attendance regulations Reading H.W
Week 3 Tues. Sept 11: NO CLASS (Hijra New Year) Thurs. Sept 13	<u>Thurs. Sept 13:</u> How to quote, summarize, and paraphrase + In-class blog 1 (reacting to the Reading H.W by writing a small paragraph in which students quote, summarize, and paraphrase)
Week 4 Tues. Sept 18 Thurs. Sept 20: NO CLASS (Ashoura ?)	<u>Tues. Sept 18:</u> How to write a Reading Response + in-class reading
Week 5 Tues. Sept 25 Thurs. Sept 27	<u>Tues. Sept 25:</u> How to format a Reading Response, APA documentation (PPT), + Wadsworth pp. 302-317 Reading Response 1 due Tues Oct.2 <u>Thurs. Sept 27:</u> How to write a problem-solution essay
Week 6 Tues. Oct 2 Thurs. Oct 4	<u>Tues. Oct 2:</u> In-class Freewriting Blog 2 <u>Thurs. Oct 4:</u> Discuss an in-class reading & map out an outline in class: (Thesis, Main Ideas, Supporting Details) Deadline for choosing the Topics: Friday, Oct. 5 (by correspondence)
Week 7 Tues. Oct 9 Thurs. Oct 11	<u>Tues. Oct 9:</u> Library Session // Draft 1 of essay due Tues. Oct. 25

	<p><u>Thurs. Oct 11:</u></p> <p>Reading + Blog 3 H.W</p>
<p>Week 8 Tues. Oct 16 Thurs. Oct 18</p>	<p><u>Tues. Oct 16:</u></p> <p>Reading + Analysis</p> <p><u>Thurs. Oct 18:</u></p> <p>Reading + Blog 4 H.W</p>
<p>Week 9 Tues. Oct 23 Thurs. Oct 25</p>	<p><u>Tues. Oct 23:</u></p> <p>Essay Draft 1 due Tues. Oct. 25 In-class Peer Review</p> <p><u>Thurs. Oct 25:</u></p> <p>How to give a TEDx Talk</p>
<p>Week 10 Tues. Oct 30 Thurs. Nov 1</p>	<p><u>Tues. Oct 30:</u></p> <p>Reading + Analysis</p> <p><u>Thurs. Nov 1:</u></p> <p>Reading + Analysis</p> <p>Reading Response 2 due Tues. Nov. 20</p>
<p>Week 11 Tues. Nov 6 Thurs. Nov 8</p>	<p>Writing Conferences</p>
<p>Week 12 Tues. Nov 13 Thurs. Nov 15</p>	<p>TEDx Talk Week</p>
<p>Week 13 Tues. Nov 20 Thurs. Nov 22: NO CLASS (Independence Day)</p> <p>Fri Nov 23: last day for withdrawal</p>	<p>How to give an Oral Presentations (Oral Reading Response)</p>



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<p>Week 14 Tues. Nov 27 Thurs. Nov 29</p>	<p>Oral Reading Response Week Guidelines on how to write the final reflective journal</p>
<p>Week 15 Tues. Dec 4 Last day of class <i>(Reading Period Dec. 6 - 9)</i></p>	<p>Submit Final Draft of Problem-Solution Essay Submit Final Reflective Journal</p>