

Academic English (ENGL 100)

SUMMER 2019

GENERAL INFORMATION

Instructor: Ms. Ann Newman

Office Hours: 11:00-11:50 SMTWTh

Telephone: 2530-7402

E-mail: newman.a@gust.edu.kw

Office: W1-170

Credit Hours: 3

COURSE DESCRIPTION

Serves as a bridge between GUST's program of English as a Foreign Language and its Freshman Composition I (ENGL 110) and carries academic credit. Facilitates students' entry into full university life by developing their high-intermediate level writing, reading, and critical thinking skills to the level required in GUST degree courses. Prerequisite: ENGL 098 or placement test.

LEARNING OUTCOMES

After successful completion of this course, students will be able to:

1. Develop familiarity with various rhetorical patterns and genres;
2. Employ the various steps of the writing process, including planning, drafting, revising, and editing written work;
3. Produce unified and coherent essays with introduction, body and conclusion paragraphs;
4. Demonstrate grammar competence by writing clear, error-free essays;
5. Develop their reading skills through reading and comprehending texts of various lengths and genres.

REQUIRED TEXTBOOK AND SUPPLIES

1. MySkillsLab access code (In Concert, An Integrated Approach to Reading and Writing, 2/e).
2. As the course requires electronic submissions and the writing process is to be completed in-class, your personal computer and charger **MUST** be brought to each scheduled class. Mobile phones are not allowed to be used in the classroom. You should borrow a laptop for the class if yours is not working.

ASSESSMENT

MySkillsLab	40%
3 Response Essays (to be submitted on Turnitin)	15%
Midterm 1 (In class essay writing C&E)	10%
Midterm 2 (In class essay writing P&S)	10%
Exit Examination	25%
Reading	10%
Writing	15%

GRADE SCALE

A	95-100	C+	77-79	F	0-59
A-	90-94	C	73-76		
B+	87-89	C-	70-72		
B	83-86	D+	65-69		
B-	80-82	D	60-64		

It is important to note that – while an ENGL 100 course grade of 60 (D) is passing – students must earn a course grade of 70 (C-) or higher to advance to ENGL 110.

Grades are posted in MyGUST. After each assignment grade has been posted to MyGUST, you have two days, 48 hours, to dispute the grade given to you. The 48 hours begins on the day the instructor posts marks in MyGUST for the graded papers. If you wish to dispute your grade, see your instructor

during her office hours. You must have a viable reason(s) for the instructor to change your grade. If you do not dispute your grade within the 48 hours, the posting of the grade is final and will not be changed.

BONUS CREDIT:

For each 30-minute tutoring session in the English Department's Writing Lab located on the first floor of the GUST Library, you will receive 0.5% extra credit per tutoring session if you stay the entire 30 minutes and if you work sincerely. You may receive tutoring with your writing assignments. To receive help with your writing assignments, you must bring a soft (electronic) copy of your rough draft on a flash memory as well as a hard (photocopy) copy of the rough draft. The English Department's Writing Lab is normally open from 9:30 a.m. until 2:30 p.m. in N2-103 on the first floor of the GUS Library. The maximum extra credit you can earn is 5%. Your participation must be documented on the [Bonus Credit Form for English Dept Writing Lab Tutoring](#).

ACADEMIC HONESTY & PLAGIARISM:

The University Student Code of Conduct Rules on Academic Honesty defines cheating and plagiarism as follows:

- a. The term cheating includes, but is not limited to, (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests, or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.
- b. The term plagiarism includes, but is not limited to:
 - use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with citations or bibliographical reference;
 - unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials;
 - essays that have been produced through collaboration with others (spouses, parents, siblings, cousins or friends, etc.) other than the Writing Lab TAs;
 - use of your own work from other classes, as well as the using of your own work from the same class if you are repeating the class;
 - use of Google Translate = plagiarism as it is not using your own words.

Faculty will follow best practices established by the Department, including but not limited to submitting all written work to TURNITIN, to determine when Academic Honesty violations have occurred. Every assignment with a similarity index above 5% (excluding references and quoted material) will result in a score of zero (0).

In case the instructor suspects plagiarism or cheating that is not detected by TURNITIN, he or she may take the following steps in any order that is deemed appropriate:

- The instructor may ask the student to prove the authenticity of the work in any method that she or he deems suitable. If the student does not cooperate, declines to provide any proof, and delays the process of producing proof, the paper will automatically get a zero.
- The instructor may forward the essay to the Writing Coordinator who will set up an ad hoc committee with a minimum of two other writing instructors. The committee members will scrutinize the essay in question along with all the other evidence submitted by the instructor showing student's level of English and will reach a conclusion in max 1 or 2 days. The conclusion will be shared with the Coordinator, Instructor and the student.

ATTENDANCE

Attendance will be taken by swiping your GUST I.D. in every class. Students will be counted absent if they are more than 10 minutes late. **Students will be marked as absent if they leave the classroom**

before the end of the class and dismissal by the instructor or if they have their mobile visible during class or use the mobile during class.

***If you have LOST your ID or FORGOTTEN to take it with you, you will be marked ABSENT.**

* If a student misses 9 hours of class time, the student will be dropped automatically from the course and an “FA” will be posted as a final grade.

You will need to provide documentation for your absence in the case of:

- 1) Hospital admission.
- 2) Death of a first degree relative.
- 3) Participation in sport tournaments representing Kuwait.

* The documentation has to be provided in hard copy or emailed to Ms. Reem Adnan at (Mustafa.r@gust.edu.kw). Ms. Reem will be emailing your faculty about your absence and copying you on the email.

LATE WORK

Work submitted after the due date will not be accepted except in the case of excused absences with official written verification (e.g. medical excuse). The official excuse must be submitted upon the student’s initial return to class and the work must be made up within two days of the student’s initial return to class.

GUST E-MAIL

Students must check their GUST e-mail account daily for announcements sent by their instructor. After each class, students will receive an e-mail listing what was covered that day in class, what the homework is and the due date for the homework, and what will be covered in the next class. This same information is available by accessing the announcements in MyGUST or by going to the class blog at <https://anewman1.wordpress.com/>.

STATEMENT OF REASONABLE ACCOMODATION FOR STUDENTS WITH DISABILITIES

GUST will make every reasonable effort to create an equal academic environment for all students. For students with medical conditions and disabilities, attempts will be made to access auxiliary aids and services in an effort to provide reasonable accommodations, to ensure that students are given the opportunity to be successful in educational programs and/or activities at the Gulf University for Science and Technology. For the purpose of this document and subsequent services, ‘Disability’ and ‘Reasonable Accommodation’ are defined as:

***Disability** includes a physical, learning, or mental impairment that substantially limits one or more major life activities. Major life activities include such things as caring for oneself, performing manual tasks, walking, sitting, standing, lifting, reaching, seeing, hearing, breathing, learning, and working.*

***Reasonable Accommodation** includes any modification or adjustment to the educational environment of the university to enable a student to meet and perform requisite academic standards or to enjoy equal benefits and privileges of education.*