

**Gulf University for Science and Technology  
Academic English (ENGL 100)  
Fall 2022 Syllabus**

**GENERAL INFORMATION**

Instructor: Ms. Ann Newman  
Telephone: 2530-7402  
Office: W1-155  
Credit Hours: 3

E-mail: [newman.a@gust.edu.kw](mailto:newman.a@gust.edu.kw)  
Office Hours: 9:00-9:50 (STTh) & 3:00-3:50 (ST)  
Class Blog: <http://anewman1.wordpress.com/> (link in MyGUST)

**COURSE DESCRIPTION**

This is an introductory course in academic discourse which emphasizes key academic reading and writing skills. In this course, students practice reading for main ideas and details and learn how to write coherent academic essays in different modes.

**INTENDED LEARNING OUTCOMES (ILOs)**

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

1. Write a range of essay types (e.g., problem solution, compare contrast, opinion) in a coherent manner while demonstrating adequate mastery of punctuation, grammar, mechanics, and spelling conventions.
2. Develop voice in academic writing and using coherent arguments to support ideas.
3. Demonstrate competence in the process of academic writing including planning, outlining, drafting, and editing.
4. Demonstrate competence in key digital literacies including using word processors, Power Pont slides, email managers, and learning management systems.
5. Apply active reading skills in reading to identify main ideas and relevant details.

**TEXTBOOK AND SUPPLIES**

Gaetz, L. and Phadke, S. (2018). *The writer's world: Paragraphs and essays, with enhanced reading strategies*. 5<sup>th</sup> Ed. Boston: Pearson

This paperless course requires electronic submissions to be completed in class; therefore, you need a good internet connection and a fully charged computer. Safe Exam Browser must also be installed on your computer to take certain exams.

**ASSESSMENT**

<b>Assessment</b>	<b>ILOs</b>	<b>Percentage</b>
Essay 1	ILO 1, 2, 3, 4	20%
Essay 2	ILO 1, 2, 3, 4	20%
Reading	ILO 5	15%
Writing Project (Writing Lab)	ILO 1, 2, 3, 4	10%
Classwork	ILO 1, 2, 3, 4, 5	15%
Exit Exam (Writing)	ILO 1, 2, 3, 4	20%

**GRADE SCALE**

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

Students must earn a course grade of 70 (C-) or higher to advance to ENGL 110.

Grades are posted on MyGUST. After each assignment grade has been posted to MyGUST, students have two days (48 hours) to dispute the grade obtained. The 48 hours begins on the day the grade is posted on MyGUST.

**Essays 1 and 2**

Each essay is completed in class. Students will be required to write a different type of essay for each exam based on an unseen prompt. Two essay types will be studied and practiced in class before the exam: classification and the compare contrast essay. Each essay type will be set for the exam. Each essay must be written following the basic structure of academic essays: an introduction with a clear thesis statement, body paragraphs and a conclusion. Each essay should be about 400 words in length. The content of the essay will of course depend on the type of essay.

### **Reading**

This assignment is completed in class in exam conditions. Students will need to answer questions about an unseen text. Students must answer a range of questions to demonstrate their ability to skim for main ideas and scan texts for specific details. Skimming, scanning, and reading comprehension activities will be done in class as a preparation.

### **The Exit Exam**

The exam session is 50 min, administered using the safe exam browser. Students will have to write an argumentative essay of 300-400 words, with at least four paragraphs (introduction, two body paragraphs and a conclusion).

Students are not allowed to start an exam after the first fifteen minutes of the scheduled period unless technical difficulties arise, for which evidence must be provided.

### **The Writing Project**

This project involves the writing of a classification essay in class and in the writing lab. Students will be given the choice of several essay topics. The essay can only be written in class or in the writing lab. The essay should be written over two weeks with the help of the WL instructors or the class teacher. The essay should be written in standard academic English and follow these guidelines:

- Size 12 font Times New Roman OR Arial
- Double spaced
- Your name and section should at the top right of the page
- Include a clear title in **BOLD** (centred)
- The essay should be between 500-600 words
- No sources are required

### **Extra Credit**

You can earn up to 5% extra credit by attending Writing Lab tutoring sessions (½% credit for each 30-minute session, with a maximum of 5%). To schedule an appointment for tutoring, send Ms. Fatemah Husain ([Husain.F@gust.edu.kw](mailto:Husain.F@gust.edu.kw)), Ms. Sarah AlObaid ([Alobaid.S@gust.edu.kw](mailto:Alobaid.S@gust.edu.kw)), or Ms. Fatemah Al Akhwand ([Akhwand.F@gust.edu.kw](mailto:Akhwand.F@gust.edu.kw)) an email message requesting an appointment. It is suggested that you send a screenshot of your schedule to enable them to find a time that is convenient for you and for them. Also, you must let them know which section you are in.

- Ms. Fatemah Husain: [Husain.F@gust.edu.kw](mailto:Husain.F@gust.edu.kw)
- Ms. Sarah AlObaid: [Alobaid.S@gust.edu.kw](mailto:Alobaid.S@gust.edu.kw)
- Ms. Fatemah Al Akhwand: [Akhwand.F@gust.edu.kw](mailto:Akhwand.F@gust.edu.kw)

### **The Writing Lab**

Students are strongly encouraged to seek the help of the writing lab instructors if they need support. To schedule an appointment, please contact the lab instructor directly. Students will also be referred directly to the writing lab by their class instructor. For example, when working on the writing project, students will be referred to the writing lab individually or in groups during class time to receive targeted support.

### **Academic Honesty & Plagiarism**

All work presented and submitted in your name must be your own. Submitting work that is not yours is cheating and will be subject to the policies of academic honesty at GUST. This includes using text copied from the Internet or other sources, using materials prepared by a paid agency or individual, using unauthorized help from anyone other than GUST academic staff and approved tutors, or even re-using your own work from other classes and assignments. Remember, anything more than five consecutive words written by someone else can be considered plagiarism and must be put in “quotes”, cited in text, and include an accompanying

reference at the end of the paper, as per the course standards. Violating the rules of academic integrity can result in failing grades, loss of university privileges, and even permanent dismissal.

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

The term “cheating” includes, but is not limited to:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
- Acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff
- Knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.

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.
- Use of 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 use of your own work from the same class if you are repeating the class.
- Use of Google Translate 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 of cheating that is not detected by TURNITIN, if the instructor still suspects plagiarism, 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 the student’s level of English and will reach a conclusion in one or two days. The conclusion will be shared with the coordinator, instructor and student.

### **Attendance**

Attendance is mandatory and will be taken at the beginning of every class by scanning a QR code or by the class instructor. Students will be counted absent if they are late by more than five minutes. Students can receive an FA for excessive absences.

For classes that meet on S-T-T (50-minute-classes), a student will receive an FA on the ninth absence. For classes that meet M-W (90-minute-classes), a student will receive an FA on the sixth absence.

The allowed hours of absence cover all types of absences, including sick leaves, medical appointments, car traffic accidents, etc.

Absences are excused and removed in the following cases:

- Hospital admission
- Death of a first-degree relative (three days)
- Participation in sports tournaments representing Kuwait or GUST (up to two weeks)
- Childbirth (two weeks)

If you are in one of these situations, you need to e-mail documentation of your situation to your PSC advisor within one week to get an official excuse:

Mr. Ahmad Al Fadhli: [Fadhli.A@gust.edu.kw](mailto:Fadhli.A@gust.edu.kw)

Mr. Nawaf Al Obaid: [Obaid.A@gust.edu.kw](mailto:Obaid.A@gust.edu.kw)

It is also a common courtesy to e-mail the faculty about an absence, so they are aware of the student's circumstances, but there is no need to send any documentation to the teacher unless asked to do so.

If granted an excuse, the PSC advisor will communicate your case to all your teachers, and you will be allowed re-sit any missed assessments and submit any delayed work.

### **Late Work**

Late/missed work due to technical problems should be discussed with the course instructor and documented by screenshots and/or immediate e-mails reporting the problem.

### **Statement of Reasonable Accommodation 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 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.