

Gulf University for Science and Technology
ACADEMIC ENGLISH (ENGL 100)
Spring 2022 Syllabus

GENERAL INFORMATION

Instructor: Ann Newman
Telephone: extension 7402
Office: W1-155

E-mail: newman.a@gust.edu.kw
Office Hours: 11:00-11:50 STT 12:30-1:25 MW
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. In this course, students develop key academic reading and writing skills by working on writing projects that span different writing genres and modes.

Prerequisite: ENGL 098 or placement test.

INTENDED LEARNING OUTCOMES (ILOs)

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

1. Produce unified, coherent, and error-free problem-solution essays that reflect mastery of punctuation, grammar, mechanics, and spelling.
2. Develop well-organized review essays that demonstrate mastery of academic writing cannons (five-paragraph essay).
3. Demonstrate mastery of 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 comprehension to identify main ideas and supporting details.
6. Write a well-developed argumentative essay on a controversial topic and support the argument with several supporting ideas.

ASSESSMENT

Reading test	10%
In class essay 1: Problem-solution essay (ILO#1)	15%
In class essay 2: Review essay (ILO#2)	20%
Writing Lab activities (ILO#3)	10%
Classwork	15%
Exit Examination: Reading and writing (ILOs#5&6)	30%

All writing exams will be administered on campus on a SEB enabled computer or on paper.

TEXTBOOK AND SUPPLIES

1. Revel *The Writer's World*, P&E, 5th Ed by Gaetz & Phadke
2. This is a paperless course, which requires electronic submissions to be completed in-class, therefore, you need to have a good internet connection, fully charged computer, a microphone and a camera that you may be asked to turn on during exams.
3. Safe Exam Browser must be installed on your computer to be able to take certain exams.

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.

WRITING LAB

To schedule an appointment for tutoring, send Ms. Fatemah Husain (Husain.F@gust.edu.kw), Ms. Sara Al Obaid (Alobaid.S@gust.edu.kw), or Ms. Fatimah Alakhwand (Alakhwand.F@gust.edu.kw) an email message requesting an appointment.

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.
 - using 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.
 - using 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 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 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 is mandatory and will be taken at the beginning of every class by scanning a QR code. Students will be counted absent if they are late by more than five minutes.

Students can receive an FA for excessive absence. For classes that meet on S-T-T (50-minute-classes), a student will receive an FA on the tenth absence, and in classes that meet M-W (90-minute-classes), a student will receive an FA on the seventh absence. The allowed hours of absence covers all types of absences including sick leaves, medical appointments, car traffic accidents, etc.

Absences are excused and removed in the following cases ONLY:

- 1) Hospital admission
- 2) Death of a first degree relative (three days)
- 3) Participation in sport tournaments representing Kuwait or GUST (up to two weeks)
- 4) Child-birth (two weeks)

If you are in one of these situations, you need to email documentation of your situation to your PSC advisor within one week to get an official excuse. It's also a common courtesy to email your faculty about your absence so they are aware of your circumstances. If granted an excuse, Mr. Ahmad AlFadhli (Fadhli.A@gust.edu.kw) or Mr. Nawaf AlObaid (Obaid.A@gust.edu.kw) will communicate your case to your faculty member(s), 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 instructor of the course and if necessary documented by screenshots and/or immediate e-mails reporting the problem.

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.*