

## **ENGCMP150: Foundations of English Writing and Communication**

### **Course Information – Section 7**

Credit Hours: 50% of 152A	Instructor: Professor David Jeffrey Email: davidjeffrey@scupi.cn Office: Room 106B (New SCUPI Building) Tel (Main Office): 28-6259-6919 Classroom hours: Thursdays 16:45 – 18:25 Office hours: Fridays 14:00 – 17:00
Room: 3-103 (Old SCUPI Building)	Prerequisites: None

#### Required Text:

1. Hacker, D. & Sommers, N. (2017). *A writer's reference* (9<sup>th</sup> ed.). Boston, New York: Bedford/St. Martin's.
2. Supplementary materials handed in class or posted on Blackboard.

#### **Course Description**

This course is designed to transition ESL (English as a Second Language) college freshmen from high school English to college-level academic English writing. It prepares students for ENGCMP152 by developing foundational writing and communication skills. It aims to provide college freshmen with the skills and confidence needed to excel in academic writing and communication at the college level. Students will develop skills necessary for successful academic writing, including grammar, mechanics, sentence style, and word choice. The course will also address common challenges ESL students face in their college-level academic English writing courses. Through a combination of workshops, assignments, and feedback, students will transition smoothly from high school English to the demands of college academic English writing.

#### **Outcomes**

By the end of the course, students will be able to perform the following:

- Gain proficiency in the proper use of punctuation, capitalization, and other basic writing conventions.
- Learn to apply APA formatting style in academic writing.
- Master grammatical rules and learn to identify and correct common grammatical errors.
- Develop an understanding of specific sentence styles and word choice in academic writing.
- Understand the importance of tone and style in academic writing and how to adjust them according to the audience and purpose.
- Enhance unity and coherence in writing.
- Effectively communicate ideas in writing.

## Assignments and Evaluation

Below is a breakdown of the course's assignments and grading scale. Each workshop will provide students with opportunities to participate and practice. Homework will be assigned to reinforce students' understanding of specific topics discussed in the workshop. Unless discussed with the instructor previously, late submissions will **not** be accepted, and the failure to complete your work will result in a failing grade.

Each **unexcused** absence will bear a penalty of half a letter grade (e.g., from a B to a B- or from a B- to a C+). For each part of a class period missed, a student will receive a deduction of half the point value of a full absence. More than three absences will result in a failing grade for the semester. If you are feeling unwell or need to miss a class, inform the instructor ahead of time by email.

The final grade will be greatly affected by students' attendance and participation. Participation will be assessed holistically throughout the semester. Late attendance, use of electronic devices without the instructor's permission, non-participation in the online/in-class activities will all be negatively reflected in your grades.

- Participation and Attendance: 20%
- Weekly Assignments: 60%
- Final Project: 20%

**Schedule** (subject to change according to the instructor's discretion)

Week	Writing Topic	Reading	Assignment (A) Due
1+2	Freshmen Student Orientation		
3	Introduction to academic writing conventions; APA (font, margin, spacing, and indents) and punctuation (comma and period)	Syllabus A APA-5 APA format P (Punctuation and mechanics)	
4	Parts of speech, verb tense and mood	B1 & B2, G2	A1 (from Week 3)
5	Sentence types and patterns, subordinate word groups	B3 & B4	A2 (from Week 4)
6	Subject-verb agreement, repair sentence fragments and run-on sentences	G1, G2, G3	A3 (from Week 5)
7	Review and individual conference		A4 (from Week 6)
8	Comprehensive Writing Test		
9	Mixed constructions, parallelism	S5	
10	Sentence emphasis & variety	S6 & S7	A5 (from Week 9)

Week	Writing Topic	Reading	Assignment (A) Due
11	Word Choice: Appropriate language	W4	A6 (from Week 10)
12	Paraphrasing and summarizing	M6	A7 (from Week 11)
13	Paragraph structure	C3 - a & b	A8 (from Week 12)
14	Paragraph unity & coherence	C3 - c	A9 (from Week 13)
15	Instructor conference		A10 (from Week 14)
16	Instructor conference		Final Project

Scheduled assignments, lectures, materials, and activities may be subject to change based on the needs of the class at the instructor's discretion.

**SCUPI Honor Code:** Students in this course must follow the SCUPI Honor Code. Accordingly, the class adopts a zero-tolerance policy towards plagiarism, translator, and AI use.

**Student Use of Electronic Technology Policy:** Students must use electronic technology (including cell phones, laptops, tablets, and iPads) in appropriate ways during classes. Out of respect, cell phones should generally be turned off or on silent and stored out of sight. They should not be used during classroom activities unless the instructor has given permission. Electronic devices are forbidden during quizzes, tests or other in-class graded assignments, unless the instructor has given permission.

**Recording:** To ensure the free and open discussion of ideas, students may NOT record classroom lectures, discussions, and/or activities without the advance permission of the instructor, and any such recording properly recorded in advance can be used solely for the student's own private study. Any reposting of recorded course materials may result in expulsion from course.

**Make-up Policy for Missed Assignments and Tests:** Students are responsible for the assignments in their classes. Assignments include in-class activities, quizzes, tests, homework, and any other work related to classes.

- If you are absent from class, you should try to contact one of the students in your class to find out what work was missed.
- If you cannot find out from another student about what work you have missed, when you return to class you must talk to your instructors about the missed work and if/when you can make up the work. You are responsible for talking to your instructor; your instructor is not responsible for reminding you about missed work.
- If you are absent from class on the due date of an assignment, you must hand in the assignment and be prepared to make up tests the day that you return to class or on a date decided with your instructor.
- If you know you will be absent, talk to your instructor before you leave or email your instructor to find out about the work that you will miss while you are away.
- If you have not been absent from class and you want to hand in an assignment late, you must first discuss the reason with your instructor before or on the due date. Do

not assume that your instructor will accept late assignments. Also, you may lose points for late work based on instructor discretion.

- If you and your instructor arrange to meet so that you can make up an assignment and you miss that meeting, you may receive a “0” for that assignment.