Western Illinois University Center for International Studies

WESL Institute

**Course Syllabus**

**University Preparation Writing**

**Section B/Spring 2014**

**Class Days, Times, and Locations:**

Writing Class: MWF 3:00-3:50; R 11:00-12:15

**Instructor**: Dustin Tower

Office: Memorial Hall 19

Telephone: (309) 298-5150 or (309) 298-2485 (WESL Secretary)

E-mail: d-tower@wiu.edu

**Office Hours**:

Monday 12:00-2:00 p.m. Wednesday 1:00-2:00 p.m. Friday 1:00-2:00 p.m. (or by appointment)

**Course Textbooks:**

*Blueprints 2: Composition Skills for Academic Writing,* Keith S. Folse, M. Kathleen Mahnke, Elena Vestri Solomon, Lorraine Williams. ISBN: 978-0-618-14410-5

Students will also need a university-level textbook, preferably related to their future studies.

**Course Goals:**

This course prepares students to perform a variety of academic writing tasks, including essays and essay test answers. Through writing in a variety of rhetorical patterns, the curriculum focuses on pre-writing skills, topic selection, proofreading skills, revision, and editing skills. The course goals are to communicate effectively, to learn to edit and revise, to recognize and use a variety of rhetorical patterns, to increase writing fluency, and to effectively answer essay test questions.

**Student Learning Outcomes:**

Students will:

* will write multiple drafts and revisions of essay assignments in the following rhetorical modes: classification, cause-and-effect, reaction, and argumentation (including anticipation and refutation of counter-arguments and logical fallacy);
* be tested by writing in-class, short-answer essays showing an increasing familiarity and facility with accurate use of English and modes of discourse;
* be graded on 4-6 multiple-draft essays in rhetorical modes mentioned above;
* show relationship between ideas by structuring paragraphs and essays in common rhetorical modes as mentioned above;
* receive a grade for length, comprehensibility, and timeliness in their writing journals;
* be tested by writing 4-6 in-class impromptu essays showing an increasing familiarity and facility with the accurate use of English;

**CLASS CONDUCT AND ATTENDANCE:**

All members of the class are expected to treat each other with respect and courtesy at all times. Use of foul or abusive language is never acceptable.

Attend each class and complete all class activities and homework on time. The only excused absences are illness documented by a doctor’s note or other extreme circumstance acceptable to the instructor. Please note the attendance policy below. Students are still responsible for any assignments due or assigned during the missed class.

A student **will not be given a makeup test if absent** from a class session in which a test was given unless one of the following 3 conditions is met:

1. he/she has told the teacher **before** the day of the test that he/she would be absent, or
2. he/she has called the teacher (or the WESL/ Center for International Studies secretary) on the morning of the day of the test to let the teacher know about the absence, or
3. he/she brings the teacher a signed note from a doctor or nurse at Beu Health Center after the test indicating illness on the day of the test.

If none of the above 3 conditions are met, the student will be able to take the test only at the discretion of the teacher. Please be sure to attend and not to come late when there is a test because a 0% score can greatly influence your final grade for the course.

LATENESS:

If you **arrive late** and a test is already in progress, you may take the test, but you must turn it in at the same time as the other students. In other words, you will not be allowed to continue the test beyond the time that the test ends for the students in the class as a whole.

Class starts on time, please come prepared. Students who arrive 1-15 minutes after class has started will be counted as late. Students who arrive 15+ minutes late will be counted absent.

1 absence = one missed class session

Late to class = 1-15 minutes after the class starts

20+ minutes late = 1 absence

3 lates = 1 absence

**\*Leaving class early is the same as coming late.**

MAKE-UP WORK

It is your responsibility to ask your teacher what class work or homework you missed as a result of being late or absent from class. Students are expected to make up all class work and homework assignments missed due to absence or lateness.

**Late Work:**  Major assignments submitted **1 to 3 days** after the due date, will be accepted, but the penalty will be **20% off your total grade on the assignment.** Late homework is not accepted, and any major assignments **4 or more** **days** after the due date will not be accepted, and will receive a zero (0) score.

UNEXCUSED ABSENCES

If a student’s unexcused absences reach 8 hours in a class (4 hours for summer term), s/he will receive a written notice from the instructor. If a student’s unexcused absences reach 16 hours in a class (8 for summer term), the instructor will send a notice to the WIU Immigration Advisor and the WESL Director. The student s/he will be out of status as a full-time ESL student according to U.S. immigration requirements and be placed on Academic Probation.

ACADEMIC PROBATION

After 16 hours (8 for summer term) of unexcused absences in a class, a student will be informed that s/he is on academic probation for the remainder of the semester. While on probation, the student must attend classes regularly and make progress. If the Director and the student’s instructors determine that the student is not seriously interested in studying English at WESL Institute, he/she may be refused further enrollment in WESL.

**ACADEMIC HONESTY STATEMENT**

*Tests and Quizzes*

A student may not look at another student’s test or quiz paper. A student cannot look for answers in a textbook, on papers or in any other place unless the teacher gives permission. A student cannot give his/her answers to another student.

*Out of Class Work*

A student’s writing and answers must be his/her original writing. A student cannot copy sentences or paragraphs from books, from other printed material or from other students’ papers.

**ASSESSMENT:**

The final grade for the course will be based on the following:

Students will write an out of class multiple draft essays in each of the four genres (classification, cause and effect, reaction, and argumentation). There will also be an essay timed and written in class for each unit. In addition, there will be regular homework and editing questions on the Midterm and Final Exams. Homework, including journal writing, will be assigned nearly every class, and will also be an important part of your fluency development and your grade.

WESL Grading Scale

A (90-100): Excellent

B (80-89): Above average.

C (75-79): Sufficient

U (74 or less): Unsatisfactory

Essays written for class: 30%\*

Homework & quizzes 15%

Midterm Exam 20%

Final Exam 35%

\*These percentages and most other information in this syllabus are subject to change.

To pass this class, you must attend and participate actively in class, complete all homework satisfactorily, and receive an **average of 75% or better** on tests and other graded assignments.

**University Disability Statement:**

“In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. For the instructor to provide the proper accommodation(s) you must obtain documentation of the need for an accommodation through Disability Resource Center (DRC) and provide it to the instructor. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she is not legally permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuations (i.e. fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Contact Disability Resource Center (DRC) at 298-2512 for additional services.”