

Master Syllabus

1. Course Information

College: College of Liberal Arts
Department: English Language and Literatures
Course Title: Academic Writing and Reading
Course Designation and Number: ENG 101
GE Area(s): I: Communication and Mathematical Skills

Writing Intensive: ___ Yes x No

For WI Courses: ___ All sections ___ Selected Sections are WI

Method(s) of Instruction: x Lecture
 x Discussion
 x Web-enhanced
 x Web-only (some sections)
 x Other
Small group activities
Individual conferences

Includes Lab: ___ Yes x No

Prerequisites: Placement after advising

2. Objectives

GE Program Objectives:

...to sharpen critical thinking, problem solving, and communication skills;
...to learn about the aesthetic, ethical, moral, social, and cultural dimensions of human experience needed for participation in the human community.

GE Area One Objectives:

- a. use writing processes to explore, think, and learn, and to write appropriately for various tasks and audiences.
- b. develop logical and fair arguments, and observe appropriate writing conventions.
- c. show ability to identify main ideas and evaluate, analyze and synthesize primary and secondary sources.

Course Objectives and GE Learning Outcomes:

Academic Writing and Reading focuses on the improvement of students' writing skills and the learning of key elements of critical reading of academic and nonfiction texts. Students write detailed critical analyses of those texts as well as reflective narratives. Students also learn to assess their own literacy skills.

Area One learning outcomes addressed:

Sharpens critical thinking, problem solving, and communication skills.
Teaches aesthetic, ethical, moral, social, and cultural dimensions of human experience needed for participation in the human community.
Uses writing processes to explore, think, and learn, and to write appropriately for various tasks and audiences.
Develops logical and fair arguments, and observes appropriate writing conventions.

Shows ability to identify main ideas and evaluate, analyze and synthesize primary and secondary sources.

For WI Courses: WAC Objectives

3. Suggested Course Materials

Text: *The St. Martin's Guide to Writing*, by Rise Axelrod and Charles Cooper; or
The Allyn and Bacon Guide to Writing, by John Ramage and John Bean; or
The Call to Write, by John Trimbur; or
The Norton Field Guide to Writing, by Richard Bullock
A Writer's Reference, by Diana Hacker
Access to computers with Microsoft Word required

4. Suggested Methods of Evaluation

A portfolio of writing drafted, revised, and edited during the course is required.
Tests, quizzes, and various brief, formal and informal writing assignments may also be required.

5. Grading Policy

All GE courses are graded A-F.

6. Suggested Weekly Course Outline Including Typical Assignments

- Wk 1: Introduction of Narrative essay assignment. Topic selection. Introduction to online computer programs used in course.
- Wk 2: Invention and drafting of Narrative essay. May include individual conferences between instructor and students. Readings from textbooks on developing and organizing information for a narrative.
- Wk 3: Drafting and revising of Narrative essay. In-class workshops on completed drafts, lessons on organization, development, coherence, and sentence structure, accompanied by text assignments on the same topics.
- Wk 4: Revising and editing of Narrative essay. In-class workshops. Introduction of self-assessment and compiling of midterm portfolio, with text assignments as appropriate.
- Wk 5: Introduction of Critical Analysis essay assignment. Principles of textual analysis. Sample essays analyzed in class and out, with text assignments as appropriate.
- Wk 6: Principles of critical textual analysis, continued. Essay to be analyzed by students introduced, and analysis begins, with text assignments as appropriate.
- Wk 7: Analysis of essay continues; assignments may include several brief analyses using a single method, with text assignments as appropriate.
- Wk 8: Complete draft of analysis due for in-class workshops. Draft may be revised several times.
- Wk 9: Analysis revision and editing continue, in class and out, with text assignments as appropriate.

Wk 10: Editing and proofreading of narrative and analysis. Final portfolio and its lengthy self-assessment introduced, with text assignments as appropriate.

7. Other

Syllabus distributed to students should employ the format approved by UCAP and must include:

- Instructor name, office hours, and contact information
- Office of Disability Services information
- Information on how grades will be determined
- Attendance policy