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   ___ No

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

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

   Includes Lab:   ___ Yes   ___ 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.

   ENG 101 Master Syllabus
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