JINAN UNIVERSITY

College English Writing

Lecturer: Dana (Dean) Simpson
Time: Monday through Friday (June 29 – July 31, 2015);
Location: Management School
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Course Description
This course is designed to teach the students the conventions of academic writing and help them develop their critical thinking skills. They will work on all aspects of writing, including summaries, outlines, responses and the critique of a wide range of readings, as well as learn to give feedback in peer editing sessions and self-reflect on their own skills and development. They will learn the mechanics of writing research papers, from developing a thesis to properly citing external sources. There are a number of papers and writing assignments, in addition to student presentations and metacognitive exercises.

Course Goals
At the end of the course the students will be able to:
- Write short and long summaries of texts
- Write outlines of existing texts and create outlines for papers
- Write effective thesis statements for different types of papers
- Critique texts and state opinions effectively
- Write a research paper in the MLA format
- Express ideas in a range of structures
- Properly use and cite external sources
- Peer edit research papers and give constructive feedback
- Self-reflect on their writing in a variety of contexts
Required Texts


Course Hours

The course has 25 sessions in total. Each class session is 120 minutes in length. The course meets from Monday to Friday. (50 hours)

Academic Honesty

Jinan University defines academic misconduct as any act by a student that misrepresents the student’s own academic work or that compromises the academic work of another. Scholastic misconduct includes (but is not limited to) cheating on assignments or examinations; plagiarizing, i.e. misrepresenting as one’s own work any work done by another; submitting the same paper, or substantially similar papers, to meet the requirements of more than one course without the approval and consent of the instructors concerned; sabotaging another’s work. Within these general definitions, however, instructors determine what constitutes academic misconduct in the courses they teach. Students found guilty of academic misconduct in any portion of the academic work face penalties ranging from lowering of their course grade to awarding a grade of F for the entire course.

Course Evaluation

- Two minor papers 15%
- Three major papers with drafts 30%
- Unit quizzes and in-class writing 10%
- Oral presentations on style and essays 10%
- Participation and attendance 20%
- Final exam 15%

Class Policies

*Attendance and promptness*

Attendance is mandatory. Be on time and stay for the duration of each class. Students are allowed three free absences without penalty. Beginning with the fourth absence, students will receive a two-point penalty from their final grade for every day missed. Any students with more than six absences will automatically fail the course. I will make no distinction between excused and unexcused absences, so there is no need to provide me with a doctor’s note or any other written excuse. **Attendance reward:** Any students with perfect attendance will receive two points on their final grade.
Class participation and preparation
Attendance and active participation are important. It’s best not to skip a class just because you didn’t do the reading. You are still required to hand in things on time even if you don’t show. Send your assignments via a class partner or put them in my box. Please be sure to communicate any absences with me. It might do you best to find appropriate documentation to cover your tracks. **Please don’t send any assignments by email.** They won’t be accepted.

Class participation involves volunteering answers and contributing to the class discussions. Inhibition is the enemy of language acquisition. Being prepared for class means that you demonstrate knowledge of assigned homework by participating actively in the discussions and turning in written homework upon request. Prepare the work assigned to a particular day the night before.

Course Schedule
The planned schedule sketched out below may be modified to suit the interests or abilities of the enrolled students or to take advantage of special opportunities or events that may arise during the term.

**WEEK ONE**
Monday
Introduction to course  
Student presentations  
Writing and Speaking Diagnostics

Tuesday
Developing Summaries  
Discussing presentations and feedback  
*TSIS*, Part I, Chapter 1  
Assigned Web material for Summaries  
*MHR*, p 2-9; 23-30; 148-151

Wednesday  
*MHR*, p 30-35  
*TSIS*, “Introduction”, Chapter 2  
Assigned Web material on Avoiding Plagiarism

Thursday
Minor paper 1 due: Basic Summary  
Assigned Web material for Prewriting  
*MHR*, 44-53; 71-75  
*TSIS*, Part One, Chapter 3 and Part Two, Chapter 4

Friday
Quiz #1  
Discussion
WEEK TWO
Monday  
*MHR*, 53; 100-105  
*TSIS*, Part Two, Chapter 5  
Assigned Web material for Creating a Thesis Statement

Tuesday  
*MHR*, 9-12, 278-280  
*TSIS*, Part Two, Chapter 6  
Assigned Web material for MLA formatting

Wednesday  
Minor paper 2 due: Personal Reaction  
*MHR*, 649-655  
*TSIS*, Part Two, Chapter 7  
Assigned Web material for MLA Sample Papers

Thursday  
*MHR*, 691-700  
*TSIS*, Part Three, Chapter 8 and Part Three, Chapter 9  
Assigned Web material for Reverse Outlining

Friday  
Quiz #2  
Discussion

WEEK THREE
Monday  
*MHR*, 465-467  
*TSIS*, Part Three, Chapter 10  
Peer editing in class

Tuesday  
Major paper 1 due: Analysis  
*MHR*, 69-70; 86-90  
*TSIS*, Review of Templates  
Assigned Web material for Proofreading

Wednesday  
*MHR*, 120-133; 133-134  
Assigned Web material for Establishing Arguments

Thursday  
*MHR*, 54-55; 59-60; 264-267  
Assigned Web material for Paragraphs and Paragraphing  
Major paper 2 due: Comparison
Friday  
Quiz #3  
Discussion  

**WEEK FOUR**  
Monday  
*MHR*, 135-147; 155-157; 157-163  
Assigned Web material for Conciseness  

Tuesday  
*MHR*, 304-310  
Assigned Web material for Appropriate Language  

Wednesday  
*MHR*, 321-327  
Assigned Web material for Sentence Clarity  

Thursday  
*MHR*, 64-65; 405-408  
Assigned Web material for How to Use Articles  
Assigned Web material for Subject/Verb Agreement  
Major paper 3 due: Thesis Driven Research Paper  

Friday  
Quiz #4  
Discussion  

**WEEK FIVE**  
Monday  
*MHR*, 656-659; 472-475 498-504  
Assigned Web material for Relative Pronouns  

Tuesday  
*MHR*, 498-504  
Assigned Web material for Verb Tenses  

Wednesday  
*MHR*, 485-496  
MLA format review  
General review  

Thursday  
Final exam  

Friday  
Metacognitive exercises  
Evaluations