

Course ID Number: LGC4011
Course Title: Academic English I

No. of Credits: 1

Graduate School of International Relations

International University of Japan

Term: Fall 2013

Instructor: ELP Faculty

Course Description:

This is a basic level course on academic writing skills. It focuses on developing skills for organization and logical development in short academic papers. It also focuses on accurate and clear sentence structure as well as the use of appropriate academic vocabulary.

Academic English I, Fall 2013

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Enrollment Policy

A detailed description of the enrollment policy of this course is presented in the “Tentative Syllabus,” which has been available online for inspection since July, 2013. In summary, the enrollment policy is to give a strong first priority to the enrollment of students who are required to take the course. If any vacancies remain after all the required enrollments have been counted, such vacancies will be announced on the Language Programs Notice Board as soon as possible after the start of the course on Wednesday, October, 2.

Classes and individual tutorials:

There will be three 90-minute classroom periods each week. In addition, there will be two individual tutorial sessions during the term.

Components

The course consists of two related components:

1. Skills for academic English writing and vocabulary (two periods a week)
2. Grammatical accuracy (one period a week)

In the first component, students will:

- summarize and comment on data in charts and tables;
- summarize a published article;
- write a short essay on a general topic;
- start documenting common types of sources.

In the first component, students will learn how to:

- select material for written composition;
- organize and sequence the material in coherent paragraphs;
- connect sentences and paragraphs in a logically coherent manner; and
- use accurate and precise vocabulary.

Models and examples of well-organized and well-developed writing will be discussed in class. Students will also start to become familiar with how some common sources are documented.

In the second component, selected grammatical features that pose difficulties for students in academic writing will be introduced. Students will develop their understanding and skills through a series of grammar exercises.

Individual tutorials

The first tutorial will be held during the first ten days of the course. It has the general purpose of offering an opportunity to the instructor to find out more about the individual student and to the student to ask questions about the course. The second tutorial will focus on the second writing assignment, which will go through a two-draft revision process.

Graded assignments & schedule:

	Assignments/ Requirements	Scores	Weeks
1.	Single-draft take-home writing assignments (two short papers)	30%	3 & 9
2.	Two-draft take-home writing assignment (summary)	30%	5 (Draft 1) & 7 (Draft 2)
3.	In-class vocabulary quizzes	10%	5 (mid-term); 9 (final)
4.	In-class grammar quizzes (including mid-term and final tests)	20%	5 (mid-term); 9 (final) There may be short quizzes during other weeks.
5.	Homework, attendance preparedness & participation in classes & tutorials	10%	<i>Always...</i>

Texts/Materials

1. Oshima, A., & Hogue, A. (2006) *Writing academic English* (4th Ed.). White Plains, NY: Pearson Education.
2. Hogue, A. (2003). *Essentials of English: A writer's handbook*. White Plains, NY: Pearson Education.
3. Zwier, L. (2002). *Building academic vocabulary*. Ann Arbor, MI: The University of Michigan Press.
4. A good English/English dictionary such as the *Collins COBUILD Dictionary for advanced learners* (3rd edition), 2001.
5. *Academic English 1, Fall 2013, Writing Materials Packet*.
6. Handouts & exercises prepared by the instructor.

Notes on texts:

- Each student is required to have a copy of *Writing academic English* (#1), *Essentials of English* (#2), *Building Academic Vocabulary* (#3), and *Academic English 1, Fall 2013, Writing Materials Packet* (#5).
- Note: if students have trouble buying copies of any of the textbooks, they may be made available at the library as reserve materials.

Network Folders:

Electronic files of support materials will be placed in the following network folder:

\\Iuj-home\ELP Materials\AE_&_ETW_Reg_Terms_(Open_Access_&_common_course_files)

A note about Plagiarism and Cheating.

GSIM and GSIR have developed strong policies in regard to plagiarism, cheating, and other dishonest academic behaviors. The English Language Program (ELP) fully concurs with and supports these policies.

Instances of academic dishonesty such as cheating on graded quizzes and the submission of writing assignments that contain plagiarized elements or that bear a close resemblance to the work of other students will incur penalties ranging from a partial loss of grade for the assignment to a failing grade for the entire course. ELP members will consult each other to determine the appropriate penalty in each case.