Advanced Academic Writing
SYLLABUS | Winter 2020

Course Description
This course is designed to help you improve your academic English skills and prepare you to be successful in your studies at Seattle University. Specifically, in this course, you will develop and practice reading and writing strategies that are necessary for analyzing and responding to academic texts on various topics. This course will help you learn how to critically read academic texts, extract information from sources, and develop writing that addresses a particular assignment’s topic, purpose, and audience.

Course Information
Course code: ELCB 0900
# of credits: 3
Location: ADMIN 205
Class times: M, W, F 12:30-1:20

Instructor Information
Instructor: Aleksandra Petrovich
Phone: 206-296-6056
Email: apetrovich@seattleu.edu
Office: ADMIN 131
Office hours: Tu/Th 1:00-3:00 or by appointment

Important Dates:
First Class: January 6th, 2020
Last Class: March 16th, 2020
No Class: January 20th (Martin Luther King Jr. Day)
February 17th (Presidents’ Day)

Communication:
Please use the course Canvas page email function to email me about the class. You can email me at any time, but you may not receive a response outside regular business hours.

Learning outcomes
On successful completion of this course, you will be able to:
• Use strategies for active reading of academic texts such as previewing and annotation
• Analyze academic texts for meaning, style, and structure
• Demonstrate understanding of readings through summarizing, paraphrasing, and written critical responses
• Develop an effective thesis, relevant supportive details, and appropriate rhetorical patterns
• Use MLA/APA style of documenting sources correctly

Materials
Required Textbooks:
1. New Directions: Reading, Writing, and Critical Thinking by Peter S. Gardner
Textbook is available at the Seattle University Book Store.

Suggested Materials:
• a 3-ring binder for organizing course materials
• lined, white, 3-hole punched paper or a notebook
Evaluation and Grading

To pass this class, you must earn a C - grade or above. If your grade is below that you will be required to repeat this course the following quarter. In this case, the letter grade F will appear on your student transcripts, but it will not affect your GPA.

Your final grade will be calculated as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Value (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>20%</td>
</tr>
<tr>
<td>Writing Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Midterm</td>
<td>20%</td>
</tr>
<tr>
<td>Final Portfolio</td>
<td>30%</td>
</tr>
</tbody>
</table>

GRADING SCALE

- **A** 100–94 Superior
- **A–** 93–90
- **B+** 89–87
- **B** 86–83 Good
- **B–** 82–80
- **C+** 79–77
- **C** 76–73 Adequate
- **C–** 72–70
- **D+** 69–67
- **D** 66–63 Poor
- **D–** 62–60
- **F** 59 or less Failing

PARTICIPATION

Students are expected to actively participate in all class activities. To actively participate in class, you should:

- Listen carefully to your classmates and the instructor.
- Answer questions in class posed by the instructor or by other students
- Contribute to class discussions by making comments and asking questions
- Complete in-class assignments
- Show that you are doing the homework by asking or answering questions or making comments

Your participation grade will be negatively influenced if you:

- Miss class
- Show up late to class
- Are disruptive in class by interrupting others, dominating the conversation, etc.
- Fall asleep in class!

ASSIGNMENTS:

Please submit your assignments on Canvas unless otherwise directed by the teacher. All assignments must be word processed, left-aligned, double-spaced, 11 or 12-point, in a font such as Arial, Calibri, or similar. At the top right of the page, please include your name, class, and date.

No late assignments will be accepted.
Class Expectations

My goal is to create a learning environment in which you can be successful. I will work hard to improve the class throughout the quarter based on my own observations and your feedback. For example, I may decide that we need to spend more time on a certain topic and less on another.

My hope is that you will take an active role in the class in order to make the most of this learning opportunity. You are responsible for:
- Coming to class on time
- Being prepared for class: complete HW assignments, have note paper and pens, etc.
- Participating actively
- Following the class rules
- Getting support when needed (please see information about support services such as ELLC tutoring center, library, etc. on the next page)

Class Rules

ATTENDANCE

I will take attendance every day the class meets. It will be difficult to pass the course and/or receive a high grade without regular attendance since the participation part of your grade will be negatively affected if you miss classes: You cannot participate when you’re not in class.

If for any reason you do miss a class, be sure to get notes from one of classmates. If you have questions you are always welcome to meet me during office hours.

CELL PHONES, ELECTRONIC AND RECORDING DEVICES

The use of electronic devices such as phones and laptops in class is allowed for academic purposes only (i.e. dictionaries or research). Please keep your devices on silent during class times. The use of recording devices is allowed only with the permission of the instructor and all class participants.

All mobile devices must be TURNED OFF and PUT AWAY during exams. If you do not do this, you may receive a grade of “0” on the test and fail the course.

ACADEMIC HONESTY AND INTEGRITY

Academic honesty and integrity are important values in the educational process at Seattle University. Examples of academic dishonesty include but are not limited to:
- Plagiarism
- Cheating on exams and other assignments
- Academic fraud such as submitting work for multiple purposes or submitting false data

Academic dishonesty in any form is a serious offense against the academic community. Acts of academic dishonesty or fraud will be addressed according to the Academic Integrity Policy. For more information please see Academic Integrity Policy (link on the next page) and Academic Integrity Tutorial below:

ACADEMIC INTEGRITY TUTORIAL:
https://www.seattleu.edu/academic-integrity/resources-for-students/
General Course and University Policies

SUPPORT FOR STUDENTS WITH DISABILITIES
If you have, or think you may have, a disability (including an “invisible disability” such as a learning disability, a chronic health problem, or a mental health condition) that interferes with your performance as a student in this class, you are encouraged to arrange support services and/or accommodations through Disability Services staff located in Loyola 100, (206) 296-5740. Disability-based adjustments to course expectations can be arranged only through this process.

NOTICE ON RELIGIOUS ACCOMMODATIONS
It is the policy of Seattle University to reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of their academic course or program. Please see, Policy on Religious Accommodations for Students (https://www.seattleu.edu/media/policies/Policy-onReligious-Accommodations-for-Students---FINAL.PDF)

ACADEMIC POLICIES ON THE REGISTRAR WEBSITE
https://www.seattleu.edu/redhawk-axis/academic-policies/
Be sure that you understand the following university academic policies, posted on the Registrar’s website:

- ACADEMIC INTEGRITY POLICY
  https://www.seattleu.edu/media/redhawk-service-center/registrar/registrar-policies/Academic-Integrity-2011-3.pdf
- ACADEMIC GRADING GRIEVANCE POLICY

Academic Resources
Please take advantage of the academic support services available to you at the university. These services can help you excel in your studies.

ENGLISH LANGUAGE LEARNING CENTER TUTORING
Get help with your assignments with tutors specializing in working with non-native speakers of English.
https://www.seattleu.edu/ellc/ellc-tutoring/

LIBRARY AND LEARNING COMMONS
http://www.seattleu.edu/learningcommons/
- research services
- learning assistance
- writing center
- math lab
- media production center