

Sample Syllabus

English for Academic Purposes Module

Transnational University

Instructor: Alex Barrett <email@XXX.edu>

Office hours: Tues-Wed 1:30-2:30 or by appointment

Class website: www.XXX.moodle.com

Course Description: This course is designed to prepare students for the writing, reading, listening, and speaking demands of advanced undergraduate study. Students receive extensive practice in listening to professional presentations and lectures; organizing and delivering a professional presentation in their field of study; researching, synthesizing, and evaluating information from multiple sources. Students also receive extensive support throughout all phases of the academic writing process, including essay planning, strategic reading, drafting, conferencing, and revising.

Materials:

[Reading and Writing Across the Curriculum \(5th Edition\)](#) By: Laurence M. Behrens, Leonard J. Rosen

Attendance Policy: Missing any class will negatively impact your grade. Missing the equivalent of 1 week of class (5 days) will result in failure. Missing, coming late, or coming unprepared for a scheduled conference will result in an absence.

Assessments:

Listening logs (10) **10%**

Due: March 9 (5), March 16 (5)

Mid-term: Professional Presentation **30%**

Due: April 9-13

Collaborative Synthesis Essay **20%**

Due: May 14

Final Exam: Independent Research Synthesis **30%**

Due: June 5-14

Homework **10%**

Due: Weekly

You must complete all assignments in order to pass the class. In addition, regardless of the grade of your Collaborative Synthesis Essay, you must receive an average grade of C on both your Professional Presentation (midterm) and Independent Research Synthesis (final). Late assignments will not be accepted unless arrangements have been made with the instructor prior to the deadline. Late assignments cannot receive full credit (minus 2 points for each day late).

Class Schedule

<u>Week #</u>	<u>Dates</u>	<u>Topic</u>	<u>Materials to Prepare for Class</u>
Week 1	February 26 - March 2	-Introduction to course -Self-study strategies -Listening and taking notes	- <i>Order textbook</i>
Week 2	March 5 - March 9	-Listening and taking notes -How to give a professional presentation	-5 listening logs for TED talks -Bring study log
Week 3	March 12 - March 16	-Professional presentation assignment begins (topic selection, selecting sources, synthesizing data)	-5 listening logs for your choice -Topic of presentation due March 16
Week 4	March 19 - March 23	-Using PowerPoint -Organizing data / building slides -Verbal summaries / paraphrase	-3 sources for presentation
Week 5	March 26 - March 30	-Avoiding intellectual property -Understanding peer feedback -Peer review workshop	-Rough draft of PowerPoint slides
Week 6	April 2 - April 6	~Preparation for midterm	-Final draft of PowerPoint slides uploaded to course website by April 6 st at 12 noon
Week 7	April 16 - April 20	-Reading strategies -Introduction to summary writing -Using paraphrase in Summ. writing	-Read "How to write a summary"
Week 8	April 23 - April 27	-Peer review workshop -Introduction to Synthesis writing -What does a Synth paper look like? -Avoiding plagiarism	-Bring a revision of your original summary of (ARTICLE A) on Monday -Final summary due Friday
Week 9	April 30 - May 4	-Group synthesis project begins -Reading academic articles -Note taking strategies -Where to find articles	-Read (ARTICLE B) -Read (ARTICLE C) -Read (ARTICLE of student's choice)
Week 10	May 7 - May 11	-Intro to online wiki (Google docs) -Group conferences (Thurs & Fri)	-Bring a rough draft of your section to the group conference -Final draft due May 14 at 12 noon
Week 11	May 14 - May 18	-Independent research paper begins -Intro to online and library research -Formatting research papers	-Internet research project due -Research proposal due -5 sources due
Week 12	May 21 - May 25	-Drafting and editing / peer review -Individual conferences (Wed. - Fri.)	-Bring draft of research paper, all notes, and all sources you have so far to the conference
Week 13	May 28 - June 1	~ Preparation for final exam	-Final draft of research paper due June 1 st at 12 noon

Sample Assignments

Listening Logs

You must complete ten *listening logs* between March 5 -16. Five of the *listening logs* must be taken from www.TED.com/talks. The other five may be taken from the websites listed below. The *listening logs* must be completely filled out in your own words.

5 TED talks: Go to the [TED website](#) and find talks which interest you that include subtitles in your native language. Watch each talk 3 times. First with no subtitles: watch without pausing the video and take notes. Second with English subtitles: don't pause and take additional notes. Third with subtitles in your native language: don't pause and take additional notes. Analyze your notes: What did you miss in the talk from each time you watched? Why do you think you missed this information? Finally, Write a 1-4 sentence summary of the talk.

5 your choice: Go to one of the following websites. Listen to a video lecture in English and complete the log by taking notes and writing a 1-4 sentence summary of the lecture.

<https://ocw.mit.edu/index.htm> (MIT open courseware)

<https://www.youtube.com/playlist?list=PL282BE1BDE789E82A> (5 minutes lectures)

5 TED talks (sample log)

Talk title: _____
Speaker Name: _____
Notes:
No Subs:
English Subs:
L1 subs:
Summary: _____

5 your choice (sample log)

Website: _____
Video title: _____
Topic: _____
Notes:
Summary: _____

Collaborative Synthesis Essay

What is a Synthesis Essay?

A synthesis essay is an in-depth investigation of a particular topic, through the reading and evaluation of a number of sources. The goal of a synthesis essay is to organize the information presented in multiple sources in a way that is easy to understand by someone who wants to learn more about the topic, but who does not have time to read all of the resources available. A synthesis does not simply summarize one article at a time, but is instead organized thematically, and answers important questions a person might have about the topic in focus.

Group member responsibilities

Each group member will be expected to:

- Read at least one additional article (these articles can come from our textbook, from the class website, or from another source you find).
- Take notes using the format we went over in class. Write down notes from 3 articles (the two we read together and one additional) using a separate sheet of paper for each major section of the synthesis paper.
- Share written notes with the group.
- Write one major section of the synthesis paper (e.g., Introduction/Conclusion, Body section 1, Body section 2, Body section 3, Body section 4)
- Read drafts of group member contributions and provide written feedback.
- Attend a group conference (with Mr. Barrett).
- Help create the reference list and check the formatting of the paper.

Task Schedule

April 30	Learn how to format
May 1	Learn how to collaborate through wikis
May 2	Meet in computer lab for research Decide on a plan for collaboration Start making your groups wiki
May 3	APA formatting guidelines Critical reading strategies
May 4	Critical reading and note taking
May 7-9	Wiki support
May 10-11	Group conferences
May 14	Assignment due -One typed final draft -Each group member's notes -Each group member's original draft of his/her section