KAIST Business School

BUS929: Academic Writing in English Spring 2013

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Office: S245 Office Hours: By appointment

**Instructor’s Emphasis:** This course is to build academic English writing proficiency using a range of rhetorical forms.

**General Course Description:**

Academic Writing in English is an advanced academic writing course. This course will help students improve, and add greater complexity to their writing. During this course, students will organize and develop academic papers in a systematic way using the process writing approach. Students will also write different genres of essays. The course will additionally address grammar problems that persist in student writing. The appropriate use of in-text citation and referencing is also important for all assignments. Students taking this course should already be very good at writing academic paragraphs and should have some previous experience writing academic essays in English.

**Course Goals:**

By the end of this course, students will be able to:

1. Plan and write an essay that is mechanically, grammatically and organizationally sound.
2. Plan and write a research paper that is mechanically, grammatically and organizationally sound.

**Course Objectives:**

To achieve the goals listed above, students will develop competencies in the categories listed below:

1. *Process Writing*: Apply brainstorming, outlining, drafting, self-editing, peer-editing, and revision.
2. *Rhetorical Forms*: Apply various rhetorical forms such as, but not limited to, chronological, comparison/contrast, cause and effect, and argumentative writing styles. Summarizing of short articles will also be explored.
3. *Mechanics*: Develop a greater accuracy with basic punctuation, spelling, and capitalization.
4. *Grammar*: Write mostly compound, complex, and compound-complex sentences.
5. *Organization*: Clarify the relationships among ideas through unity, the appropriate choice of organizing principles (such as chronological, spatial, and logical), and the appropriate use of coherence and/or cohesion devices such as conjunctions, transition signals, consistent and appropriate pronoun usage, and the repetition of keywords.
6. *Academic integrity*: Avoid plagiarism through appropriate application of direct and indirect quotation, paraphrasing, and summary. Accurately apply systematic citation.

**Evaluation:** The final grade for this course is determined by the following factors and existing KAIST grading and attendance guidelines. Essays listed below may be subject to change according to the needs of the students.

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| --- | --- |
| Attendance | 10% |
| Class Participation | 10% |
| General Essay | 10% |
| Chronological Order/Process Analysis | 10% |
| Classification Essay | 10% |
| Cause/Effect Essay | 10% |
| Comparison/Contrast Essay | 10% |
| Argumentative Essay | 15% |
| Final Research Paper | 15% |
| **Total** | **100%** |

**Deadlines:**

Students must complete the assignments before class on the day they are due. If you do not submit an assignment on time, it will be considered one day late. This will automatically lower your grade for that assignment, and it will also affect your participation grade for that class session. Be responsible for your assignments. If something prevents you from submitting assignments on time, speak with the professor.

**Attendance/Class Participation:**

You are expected to attend every class of the semester. You are also expected to participate in class discussions and activities. Students in some majors are allowed a longer period to add or drop a class. Nevertheless, the professor will begin marking attendance from the second week of class. Five or more unexcused absences will result in an automatic F in the course. When you do not attend class, your attendance and participation grades for the class will decrease. Be responsible. If you know you might be absent from class, please write an e-mail to the professor explaining the reason for your upcoming absence. Regardless of any absence, students are still responsible for each weekly assignment.

**Rough Drafts:**

For each writing assignment, you must complete and bring a hardcopy of your rough draft for peer-review. If you do not bring a hard copy to class on peer-editing dates, you will lose participation points. Also, please submit all organization work, outline, and rough drafts with the final draft of each essay.

**Revisions:**

Throughout the first half of the semester, I will provide in-depth revisions on some of your writing in terms of grammar, vocabulary and other structural mistakes. However, I am not your personal editor, nor is it my responsibility to edit your paper into a higher grade. After the ninth week of the semester, you will be responsible for recognizing mistakes, self-editing and collaborating with others in peer-editing sessions.

**Plagiarism:**

Plagiarism will NOT be tolerated. All papers will be checked using Turnitin.com, an academic plagiarism detector service. If you use another person’s writing without citing it appropriately, even unintentionally, you will receive a zero for the assignment. In order to avoid this circumstance, please cite your sources in each essay. If you use another person’s material, attach a reference.

**Class Schedule:** TBA