

GC120 College Composition Session

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| Professor: Leo Balayon | |
| Class Hour: Thursdays, 8:00 – 10:00 PM | Class Room: TBA |
| Office: ESL Department Office 3rd Floor | Phone: (714) 683-1435 |
| Office Hours/ Consultation: By appointment only | E-mail: ProfBalayon@Gmail.com |
| TA: TBA (To Be Arranged) | Credit Unit: 3 |

A. **Mission Statement**

1. Bethesda University

Mission of the Bethesda University

Bethesda University is a Christ-centered community of higher education preparing Korean/English speaking men and women with professional competence, academic excellence, and spiritual integrity to be servant leaders in the Church, community, and global society.

2. Bethesda University General Education Mission Statement

The Mission of General Education at Bethesda University is to facilitate the acquisition and integration of knowledge, abilities, ethics and spirituality in order to form a foundation for lifelong learning through the interdisciplinary study.

B. **Course’s Academic Level and Place in Curriculum:**

This is one of general education courses for all undergraduate students. This course may be taken at anytime. But, it fits best if it is taken at the first stage of your course of study.

C. **Course Description**

This course introduces the necessary academic writing skills that students need in order to be successful in college level classes. By design, this class intends for the students to apply the writing skills they are learning to all written academic projects and tasks in their other courses.

D. **Course Objectives & Student Outcomes**

The objective of this course is to equip students with the knowledge and technical skills to become effective college level academic writers. At the end of the semester students will be able to write academic papers for all their college courses.

| Expected Student Outcomes | |
|----------------------------------|---|
| Spiritually | Students will be able to glorify God through their writing competence |
| Intellectually | Students will become competent Christian academic writers |
| Socio-Emotively | Students will be able to articulate their ideas in formal writing |
| Vocationally | Students will explore their Christian vocation in writing |

E. Class Formation

The class has both online and onsite versions.

F. Required Textbook(s)

a. The Process of Research Writing (E-Book)

by Steven D. Krause, Ph.D. of Eastern Michigan University

Originally written for McGrawHill Publishing, this electronic college textbook provides a clear and effective presentation of the process of research writing.

Download link: <http://www.stevendkrause.com/tprw/>

b. Instructor Generated Handouts for Various Essay Types

G. Recommended Reading and Other Course Resources (All reserved for reading)

Please, provide at least 5-10 recommended book on the subject and prioritize by importance and popularity. The library will try to buy those books if not already there.

| No. | Title | Author | Publisher | Library code | Year |
|-----|--|----------------------------------|--|--------------|------|
| 1 | <i>Great writing 5: From great essays to research</i> (3rd ed.) ISBN: 978-1-285-19496-7 | Folse, K. S. & Pugh, T. | National Geographic Learning/Cengage Learning. | | 2015 |
| 2 | Stylish Academic Writing | Helen Sword | Harvard University Press | | 2012 |
| 3 | Academic Writing and Plagiarism: A Linguistic Analysis | Diane Pecorari | Academy of management journal | | 2010 |
| 4 | Needs and Attitudes towards Academic Writing. A Practice-informed Course Structure | Christina Bojan & Sonia Pavlenko | Scientific Journal of Humanistic Studies | | 2014 |
| 5 | Academic Writing and Genre: A Systematic Analysis | Ian Bruce | Continuum International Publishing | | 2008 |

H. Tentative Course Calendar/Schedule

| Week | Theme | Reading | Assignments |
|--|------------------------------------|--------------------|--|
| 1 | Introduction and Timed Essays | Syllabus & Handout | Student Contact Info |
| Last Day to Request Add/Drop is Friday of First Week | | | |
| 2 | What is Academic Writing | Intro & Ch.10 | Chapter summary and reflection |
| 3 | Thinking Critically about Research | Ch.1 | Chapter summary and reflection |
| 4 | Resources for Research | Ch.2 | Chapter summary and reflection |
| 5 | The Working Thesis | Ch.5 | Chapter summary and reflection |
| 6 | Quotations and Citations | Ch.3&12 | Chapter summary and reflection & Research Topic List |

| | | | |
|---|---|-------|---|
| 7 | Annotated Bibliography | Ch.6 | Chapter Review & List of Potential Sources for research paper |
| 8 | Midterm Exams | | List of potential papers to be included in your portfolio |
| Last Day to Request Grade Withdrawal "W" is Friday of 8 th Week | | | |
| 9 | Categorization and evaluation | Ch.9 | Chapter summary and reflection |
| 10 | Collaborate on Writing | Ch.4 | Chapter summary and reflection |
| 11 | Reading Response Essay | Ch.7 | Chapter summary and reflection |
| 12 | Persuasive Essay | Ch.8 | Chapter summary and reflection Reading Response Essay |
| 13 | Alternative Ways of Presenting Research | Ch.11 | Chapter summary and reflection Persuasive Essay |
| 14 | Thanks Giving Break | | |
| 15 | Portfolio Presentation | | Academic Writing Portfolio |
| Last Day to Request Grade Incomplete "I" is Friday of 15 th Week | | | |
| 16 | Final | | |

I. Assignments

Written Chapter Summary and Reflection:

All students are required to write a short one page summary of the required reading for each week. The summary must answer the following questions:

1. What did we learn in the reading?
2. How can I apply what I learned to a current or future writing project for the other courses I am taking?

Quizzes and Tests:

Short quizzes on the readings and lectures will be given frequently. Tests will either be in the form of an in-class essay or a series of multiple choice/fill in the blank/short prose questions.

Midterm and Final Exam:

Both exams will be a combination of an in-class essay as well as a series of multiple choice/fill in the blank/short prose questions.

Academic Writing Portfolio:

The portfolio will be a collection of 5 written works which demonstrates a student's use of any knowledge and/or technical skills gained from this course. Four can be projects or assignments written for this or other classes. The fifth one will be a final research essay (not a research paper) on a topic chosen by the student and approved by the professor.

Projects, tests, and exams must be turned in or taken on the assigned dates. Except in cases of medical emergency, make-up exams are not permitted without prior approval from the instructor.

J. Evaluation/Assessment Rationale for Grade Determination

1. Grade Assessment

(Onsite Students) **Points**
Grading Rubric

Assignments & Test

| | |
|---------------------|------------|
| Attendance | 5 |
| Class Participation | 10 |
| Chapter Report | 10 |
| Quizzes, and Tests | 20 |
| Midterm Exam | 20 |
| Final Exam | 20 |
| Academic Writing | 15 |
| Portfolio | |
| Total | 100 |

(Online Students) **Method of Submission** **Points**
Grading Rubric

Assignments & Test

| | | |
|--|---------------------------------------|------------|
| Attendance (Summaries of each lecture session) | To the professor's e-mail address | 10 |
| Participation in Peer Interaction/ Discussion | Via the class online discussion board | 5 |
| Chapter Report | To the professor's e-mail address | 10 |
| Quizzes, and Tests | To the professor's e-mail address | 20 |
| Midterm Exam | To the professor's e-mail address | 20 |
| Final Exam | To the professor's e-mail address | 20 |
| Academic Writing Portfolio | To the professor's e-mail address | 15 |
| Total | | 100 |



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2. Grade definition

- A Excellent
- B Good
- C Satisfactory
- D Poor
- F Failure

3. Grade scale

| Letter Grade | Numeric Grade | Grade Points |
|--------------|---------------|--------------|
| A | 95-100 | 4.0 |
| A- | 90-94 | 3.7 |
| B+ | 87-89 | 3.3 |
| B | 84-86 | 3.0 |
| B- | 80-83 | 2.7 |
| C+ | 77-79 | 2.3 |
| C | 74-76 | 2.0 |
| C- | 70-73 | 1.7 |
| D+ | 67-69 | 1.3 |
| D | 64-66 | 1.0 |
| D- | 60-63 | 0.7 |
| F | 59 or below | 0 |

K. Course Policies

1. Attendance, Preparation, and Participation:

Attendance:

Online students are required to email a short summary of at least 100 words for each video lecture. This will serve as a substitute to physically attending class lectures. Summaries are due 12 midnight of the Sunday of each class week.

Students attending the campus sessions are required to arrive to class on time. Any missed quizzes, tests, and in class writing activities due to absences cannot be made up except in cases of illness and other emergencies.

Participation in Peer Interaction/ Discussion:

The professor will post a question on the course's online discussion board after each class date. Students are required to participate by posting at least one entry per week.



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2. **Deadlines:**

For deadlines please refer to the class schedule above. Late papers will not be accepted without a valid excuse.

3. **Advance Assistance:**

For advance assistance, please contact the professor via e-mail.

4. **Assignment Options:**

Assignment options will be announced by the teacher.

5. **Make up work:**

There will be no make-up work for this class.

6. **Extra-credit work:**

There will be no extra-credit work for this class.

7. **Emergency procedures:**

For fires, earthquakes, and other emergency situations during class hours, we will follow university procedures for evacuations and other emergency contingency plans. We will also call 911 in cases where life and security are involved.

8. **Other policies on Withdrawal and Grade Permanence, Academic Integrity, and Appeals and Grievance procedures refer to the Student Handbooks and Catalog.**

Contact the professor first before taking any further action.

L. Support Services

For support with disabilities, please consult with General Affairs Department.
For writing and English language support please consult the ESL Department.



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M. Bibliography

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