



蘇州大學  
Soochow University

## ENG 234 Academic Writing Skills

Summer 2023

**Course Credits:** 4

**Contact Hours:** 55 hours

**Instructor:** TBA

**Email:**TBA

### **COURSE OBJECTIVES**

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This course focuses on the academic skills and basic elements of academic writing. Students will learn how to engage with scholarly sources effectively and incorporate them into their own texts and consider subject, audience, and purpose in their writing. It will provide students with the necessary tools and strategies to produce clear and concise academic writing.

Upon Completion of this Course, students will be able to:

1. Understand the principles of academic writing and how it differs from other forms of writing
2. Identify and apply appropriate research methods and citation styles
3. Analyze various academic writing genres and understand how to write within those genres
4. Consider audience and purpose when writing and adapt writing style accordingly
5. Develop critical thinking skills and the ability to synthesize information

### **PREREQUISITES**

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N/A

### **GRADING**

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Grades will be determined by accumulating points, with 100 points being the maximum, as follows:



ITEM	POINTS
Quizzes	20 Points
Essays	20 Points
Midterm	25 Points
Final Exam	35 Points
Total	100 Points

Late submissions will be graded at the end of the course. Grades will be assigned according to the following rule:

$A \geq 90 > B \geq 80 > C \geq 70 > D \geq 60 > F$ .

We reserve the right to make adjustments to the overall grading policy.

### COURSE MATERIALS

**Required Texts:**

John M. Swales, Christine B. Feak, *Academic Writing for Graduate Students: Essential Tasks and Skills*, 3rd Edition, University of Michigan Press, 2012.

**Recommended (Optional) Texts or Other Materials:**

None

### COURSE TOPICS

MODULE	TASKS
Module 1	<p><b>Topics:</b>            Topic 1: Understanding the Purpose of Academic Writing            Topic 2: Considering Your Audience            Topic 3: Selecting and Narrowing a Topic            Topic 4: Developing a Thesis Statement</p> <p><b>Assessments:</b>            Quiz#1</p>
Module 2	<p><b>Topics:</b>            Topic 5: Understanding Research Methods            Topic 6: Organizing Your Writing            Topic 7: Developing Coherent Paragraphs            Topic 8: Avoiding Common Errors in Grammar and Punctuation</p> <p><b>Assessments:</b>            Essay#1</p>



	Midterm
Module 3	<b>Topics:</b> Topic 9: Using Evidence Effectively Topic 10: Citing Sources and Avoiding Plagiarism Topic 11: Structure of Different Writing Genres Topic 12: Writing Literature Reviews <b>Assessments:</b> Quiz#2
Module 4	<b>Topics:</b> Topic 13: Writing Research Papers Topic 14: Reflecting on Writing Progress and Setting Goals Topic 15: Compiling a Reflective Portfolio Topic 16: Reviewing and Evaluating Portfolio Contents <b>Assessments:</b> Essay#2 Final Exam

## ATTENDANCE

1) Class attendance is required. Missing classes without permission will lead to decrease in overall grade.

Missing less than two classes: no penalty.

Missing more than two classes: 7% will be taken off from the overall grade.

If the instructor reports a student's frequent missing of class to the Soochow University Academic Administration Office, the student might get a written warning and might be prohibited from attending final exam.

2) Participants in this course are expected to arrive in class promptly and adequately prepared. The primary objective of this course is to critically engage with the readings and the subject matter. Therefore, course participants are expected to have completed the reading prior to class and prepare thoughtful reflections/commentaries to share with fellow colleagues.

## LEARNING REQUIREMENTS

- 1) Late assignments are not acceptable and are subjected to grade deductions.
- 2) Assignments submitted in the wrong format will be counted as not submitted.
- 3) Failure to submit or fulfill any required course component results in failure of the class.



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- 4) Make-up for midterm and final exams only with valid excuses, as defined by the University.
- 5) In order to earn a Certificate of Completion, participants must thoughtfully complete all assignments by stated deadlines and earn an average quiz score of 50% or greater.

### **TECHNOLOGY POLICY**

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The use of electronic devices in class is distracting, both for the user and for the rest of the class. Only non-programmable calculators can be used in the tests and exam. Any attempts to use cell phones and other electronic communication devices will be seemed as cheating. Laptops are discouraged, unless you use them for activities DIRECTLY related to the course (eg., note taking, reading course documents).

### **ACADEMIC INTEGRITY POLICY**

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Soochow University highly values the academic integrity and aims to promote the academic fairness, honesty and responsibility. Any academic dishonesty behaviors and any attempts to cheats and plagiarism will be reported to the university administration office. A written warning and the relevant penalties will be imposed. The record might be shown on the official university transcript.

### **DISABILITY ACCOMMODATION**

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Soochow University is committed to maintaining a barrier-free environment so that students with disabilities can fully access programs, courses, services, and activities at Soochow University. Students with disabilities who require accommodations for access to and/or participation in this course are welcome.

Note:

Please contact the University Administrative Office immediately if you have a learning disability, a medical issue, or any other type of problem that prevents professors from seeing you have learned the course material.