



Professor Kent Lee

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ENGL 434

English Writing for English Teachers – Fall 2014

Time	Tue./Thu. 5:00-6:15pm
Location	서관 314A
Website	http://en434.kentlee7.com [alternate: www.tinyurl.com/kentlee7-eng434]
Office hour	MW 10:30am; Tue/Thu. 3-4pm; or by appointment ¹
Email	kentlee@korea.ac.kr , kentlee7@gmail.com kentlee7+e@gmail.com (For submitting assignments)

1. Course description

The goals of the course are as follows:

1. Improving your English writing skills; expressing yourselves better in academic English.
2. Learning the expectations, conventions (standards) and style of academic writing.

This will include addressing common issues and problems that Korean writers of English have, such as essay structure, style, wording, and pragmatics issues. We will also learn about the writing process, as we take a process and genre based approach to writing. The skills and linguistic knowledge from this course will be helpful if you teach English writing in the future.

Note: This course is designed for juniors and seniors. It will require you to write critically about your field of study, and thus requires at least a junior level knowledge of your field.

1.1. Readings and materials

There is no textbook for this course, but a course packet and other materials will be provided via the course website (extra handouts will also be on the website).

1. [The Academic English Writing Manual \[AEWM\]](#) (main course packet)
2. [Résumé Guide; CV Guide; SOP Guide](#)
3. [Guide to Definite & Indefinite Articles](#) (forthcoming)
4. [English Word Choice Issues](#)

2. Tentative schedule

This is tentative, so minor changes may be made as the semester progresses. HW = homework; SE = short essay; GF = Google Form assignment. Not all assignments are listed here – others may be given, particularly on the website. Assignment dates are approximate; for these, bear in mind that major assignments will involve draft versions, peer editing, and final versions.

1 Please note that my office is not in the 서관 but the 국제관, 7th floor. This syllabus is tentative; please check back later for revised versions. Room assignments can change without notice during the first two weeks; check the EKU schedule regularly.

week	topics	assignments
<i>Writing process & genre</i>		
1	02 Sept. Course intro; writing process	GF
2	09 Sept. Writing process [추석, 7-10 Sept.]	Writing process HW
<i>Professional writing</i>		
3	16 Sept. Résumés, CVs, cover letters, SOPs	Professional writing assignments (HW)
<i>Academic genres</i>		
4	23 Sept. Genre & contrastive rhetoric	GF
5	30 Sept. Genre; rhetorical structure	Genre analysis essay (SE)
<i>Argumentation & support</i>		
6	07 Oct. Genre, rhetorical structure; support [09 Oct. 한국날]	GF: argument #1
7	14 Oct. Support, argumentation	GF: argument #2
8	21 Oct. [no midterms]	HW: argument #3
9	28 Oct. Source use, paraphrasing, & citations	Topical structure analysis
<i>Discourse grammar & style</i>		
10	04 Nov. Paraphrasing; transitionals, coherence	
11	11 Nov. Cohesion, lexical usage	HW: final paper proposal
12	18 Nov. Definite & indefinite articles	
13	25 Nov. Sentence & clause types; lexical issues; perfect tense	
<i>Pedagogy & other topics</i>		
14	02 Dec. Other types of academic writing; Reading & writing pedagogy	
15	09 Dec. Reading & writing pedagogy; Peer editing / consulting	final essay draft [=SE]
16	16 Dec. [no final]	final essay due

3. Course components and evaluation

You will be graded according to the following criteria. See the website for grading and evaluation criteria. Points are deducted for late assignments.

Attendance and participation	10%
Short essay assignments (SE)	20%
Major homework assignments (HW)	30%
Minor assignments (Google Forms)	10%
Final essay	30%

Hard copies can be turned in at my mailbox in 208A International Studies Hall (국제관 208A). Electronic copies should be submitted to kentlee7+e@gmail.com and/or kentlee@korea.ac.kr.²

3.1. Attendance & participation

You are allowed two free absences without any penalty. Not only is attending class important, but participating in class discussion and group activities. If you are absent, please check with classmates, their notes, the website, and then me. **Participation** refers to participation in class discussions and group activities; the quality and quantity of your participation and contributions to class discussions will be considered. Excessive absences will be penalized.

3.2. Minor assignments (Google Forms)

These are more informal, short write-ups, usually via online Google Forms (GF) on the website. They are graded on a scale of 1-10, based on effort, as well as quality and depth of thought. These often pertain to a current or upcoming topic of discussion (sometimes a pre-lecture assignment). These will be posted several days in advance.

3.3. Major homework assignments (HW)

These are usually brief papers of 2-3 pages each, and include the following:

- Writing process assignment
- 2-3 professional writing assignments (résumé, CV, SOP, cover letter)
- Argument paper[s]
- Proposal for final essay

3.4. Short essay assignments (SE)

There will be several short essay assignments (3-4 pages).

- Short essay #1: Genre analysis essay
- Short essay #2: Draft of major essay or research paper

3.5. Final essay

For the final paper, you will most likely use a paper that you are working on for another course. That is, a paper you are working on (or have done) for another course can be used for the final paper in this course. Aren't I nice? Yes.

- Final essay: Major essay or research paper (from another course)

² Other emails (comments, questions, etc.) can be sent to kentlee7@gmail.com; the "+e" is a filter specifically for assignments. Note that Gmail does not tell you whether I've checked your mail. Also note that email transmission failures may have happened between Gmail and Korean email servers, so it is advisable to send assignments to both my Gmail and KU email addresses.

Paper format. Papers should have margins of 2-2.5cm, with 1.5-2× line spacing, in the equivalent of a normal 12 point font (e.g., Garamond 13pt., Times 12pt., Arial 10-10.5pt.). Hard copies are generally preferred for drafts and certain assignments, and they may be printed double-sided. For the final paper, an electronic copy is fine, especially in PDF.

4. General policies

The schedule and readings are tentative and subject to change or adjustment at my discretion.

4.1. Academic integrity

Students are responsible for conducting themselves with integrity and academic honesty. Plagiarism consists of copying ideas, sentences, unique wording, or whole portions of papers, and representing them as your own; not citing sources for ideas and direct words of others; and not properly paraphrasing and summarizing others' words when you discuss their work. Penalties may include, depending on the type and degree of plagiarism, any of the following:

1. Points may be deducted on an assignment, or the grade may be reduced.
2. Grades on assignments may even be reduced after the paper has been graded and returned, if I realize later after grading it how much plagiarism has occurred, or, say, if plagiarism still occurs on a later, revised version of the assignment (e.g., the midterm and final paper assignments).
3. Your final course grade may be lowered by one or more letter grades, regardless of the final average.
4. For more serious cases, you may receive an F or 0 [zero] for the assignment, or even an F for the course.

4.2. Expectations

Professional performance is expected from all students; i.e., (1) assignments completed on time and in a thorough and quality manner; (2) regular attendance and class participation; (3) all cell phones turned off or placed on silent mode during class; and (4) not being late for class.

4.3. Attendance & participation

1. You are allowed two free absences without any penalty. Afterward, unexcused absences will significantly affect your attendance / participation grades.
2. Excused absences under KU policy are those with written documentation, namely, deaths in the family, illness, or other documented absences. Job interviews do not count as excused absences.
3. Part of your final grade is based on class participation. The class participation portion of your grade is based the level of professionalism and class interaction you display over the course of the class, as well as attendance.
4. If you are graduating at the end of the semester, you must still attend class and finish your assignments on time in order to pass the course. **You should not take this course if you are going to leave before the end to take a job or look for a job.**
5. If you miss a class, it is your responsibility to check the website and borrow notes from classmates to catch up on what we missed, and then to see me if you need to catch up on information or materials.
6. In class, please do not wear strong or noticeable perfumes or colognes, as this affects my allergies, and can such smells can bother others.

4.4. Personal contact and SNS

I keep my cell phone number private, so I don't share my number with students (or most others); email is the best way to contact me. I don't allow current students to connect with me via SNS services, though you could connect with me after you are no longer taking my courses.