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Korea University
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FLS 306

Academic English Writing – Humanities & Social Sciences

Time	306-01: Tue/Thu 9.00-10.15am (1 st period); 306-02: Tue/Thu 12.00-1.15pm (3 rd /4 th period)
Location	국제관 511A
Website	www.kentlee7.com/306.htm and/or Blackboard
Office hour	Mon/Wed 2:30-3pm; or by appointment
Email	kentlee@korea.ac.kr , kentlee7@gmail.com ; kentlee7+e@gmail.com (for submitting assignments)

1. Course description

This course is designed mainly for juniors and seniors in social science and humanities fields (science, business, and other majors are welcome, too). It will require you to write critically about your field of study, and thus entails at least a junior level knowledge of your field. This course is similar to ENGL 434, which I previously taught.

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.

1.1. Readings and materials

There is no textbook for this course, but a course packet and other materials will be used.

1. Course packet: *Academic English Writing Manual* [AEWM] (available from the 空문화사 [공문화사] print shop near the 후문)
2. Other materials available via email, online, or Blackboard: Résumé Guide; CV Guide; SOP Guide; Guide to Definite & Indefinite Articles/Determiners; English Word Choice Issues (other handouts will also be available online)

2. Tentative schedule

This is tentative, so 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 online. Assignment dates are approximate; for these, bear in mind that major assignments will involve draft versions, peer editing, and final versions.

week	topics	assignments
<i>Writing process & basics</i>		
1	01 Sept. Course intro; writing process	GF
2	08 Sept. Writing process; thesis statements, topic sentences	Writing process HW
<i>Academic genres</i>		
3	15 Sept. Genre & contrastive rhetoric	
4	22 Sept. Genre; rhetorical structure [추석, 28-29 Sept.]	GF
5	29 Sept. Genre; rhetorical structure	Genre analysis essay (SE)
<i>Argumentation & support</i>		
6	06 Oct. Genre, rhetorical structure; support	GF: argument #1
7	13 Oct. Support, argumentation	GF: argument #2
8	20 Oct. Midterm exam	HW: argument #3
9	27 Oct. Source use, paraphrasing, & citations	Topical structure analysis
<i>Discourse grammar & style</i>		
10	03 Nov. Paraphrasing; transitionals, coherence	
11	10 Nov. Cohesion, lexical usage	HW: final paper proposal
12	17 Nov. Definite & indefinite articles	
Sentence & clause types; lexical issues; verbs		
<i>Other writing genres</i>		
13	25 Nov. Résumés, CVs, cover letters, SOPs	Professional writing assignments (HW)
14	01 Dec. Other types of academic writing	
15	08 Dec. Peer editing / consulting	final essay draft [=SE]
16	15 Dec. [no in-class final]	final essay due

Holidays: 28-29 Sept. 추석 (秋夕) 03 Oct. 개천절(開天節) 09 Oct. 한글날

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)	20%
Minor assignments (incl. Google Forms)	10%
Midterm exam	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.¹

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.

¹ 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 happen between Gmail and Korean email servers, so it is advisable to send assignments to both my Gmail and KU email addresses.

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

4. General policies

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

4.1. Assignments & grading

1. Paper format. Papers should have margins of 2-2.5cm, with 1.5-2× line spacing, in a normal font that looks like 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 [양면]. For the final paper, an electronic copy is fine, especially in PDF. Acceptable formats for emailed assignments include: ODT, DOC/DOCX, PDF, HTML, RTF, and shared Google Docs. Unacceptable: non-universal formats like HWP, or uncommon formats.
2. Late assignments will receive a penalty, depending on how late they are, and how often your assignments are late.

4.2. 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.

4.3. 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.

4.4. 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. Your in-class participation grade [p] will be penalized for ≥ 3 absences [a], ≥ 3 times late (tardy) [t], times very late [v], for the final participation grade [P'], which will be something like this:
$$P' = p - 3a - t - 2v$$
6. 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.
7. In class, please do not wear strong or noticeable perfumes or colognes, as this affects my allergies,

and can such smells can bother others.

8. Participation grades can be penalized for the following:

- using personal computers or mobile devices in class, except for class-related purposes
- repeatedly coming to class late (e.g., more than 10 min. late)
- not trying to speak in English in class, but using your native language too much
- sleeping in class, or coming in with a hangover
- not paying attention, or working on things unrelated to this class
- coming to class without having done assignments or readings
- disrespectful or rude behavior
- regular interruptions from your mobile devices (these should be off or in silent mode)
- not participating actively in class / group discussions & activities.

9. A student will receive an F for 7+ unexcused absences.

10. In class, please do not wear strong or noticeable perfumes or colognes, as this affects my allergies, and such smells can bother others.

11. I may confiscate devices and materials that are not being used for class purposes if they become too much of a distraction (e.g., if you excessively use devices for non-class purposes).

12. Be sure to call the professor “Prof. Lee” or “Dr. Lee,” and not his first name – no 반밀 address forms. If you want to be more formal, then “Your Highness,” “Your Majesty,” or “Your Holiness” are acceptable.

4.5. 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.