

Academic Writing / Fall 2015-16

English Department, Aoyama Gakuin University

Course Outline:

In our Academic Writing course, you will learn how to write a research paper using the writing process. Your paper will go through the stages of brainstorming, drafting, peer editing and revision. In addition, you will learn how to paraphrase, summarize and cite outside sources using APA citation style. Finally, you will learn how to read critically so that you can distinguish between facts and opinions. Classroom discussions, pair and group work will play a key role in helping you develop your critical thinking skills.

- Goals:
1. to understand and use the writing process
 2. to learn how to do research and integrate sources into a research paper
 3. to develop critical thinking skills

Grading Criteria:

Research Essay First Draft	40%	Final Research Essay	20%
a. Bibliography	5%	Library Activity	10%
b. Outline	5%	Peer Editing Task	10%
c. Introduction	10%	Blog Postings	10%
d. Body Paragraphs	20%	Course Test	10%

Contact Information:

Students can arrange a meeting with me or ask questions about the course at anytime by contacting me at my email address:

Nicole Takeda ntakeda.aogaku@yahoo.com

Course Website: <http://www.nicoletakeda.com>

You are required to check the course website for lesson summaries, homework assignments and supplementary materials. You are also required to submit a blog posting at the end of each weekly lesson summary for your course.

Course Requirements:

Attendance & Lateness

- If you **miss four or more classes** without a medical certificate (診断書), you will not receive credit for the course.
- If you arrive more than **20 minutes late**, you will be marked absent.
- It is your responsibility to come to class on time. Be at your seat before the bell rings.
- If you are late for class, come in quietly and take a seat. If you need to talk with me, you can meet with me after class.
- ***If you are absent from a class, it is your responsibility to check our course website and blog for lesson materials, and to get explanations from your classmates.***

Expectations

- ***You are expected to use English at all time in class.*** Students will lose -1% from their final grade each time they use English in class.
- You are expected to be on time and attend all classes.
- You are expected to participate in all pair and group activities.
- You are expected to submit all tasks on time and in class.
- You are expected to come to class with the required textbook and materials.
- ***You are expected to submit your own original work. Copying from another student or from the internet will result in a failing grade***

Submitting Assignments

- Your drafts (e.g. introduction, body paragraphs, etc.) must be submitted on time.
- If you are absent on a draft submission day, you must email your draft before the deadline.
- You must ask for permission ***before the deadline*** to submit your drafts late.
- Your drafts are checked ***only once***. Drafts cannot be resubmitted for more corrections.
- Late drafts will lose -2% each day. Drafts are not accepted once they have been corrected and returned in class

Blog Posts

- You are required to submit a blog post after each lesson. Your weekly post must be submitted no later than the following ***Wednesday at 6pm.***
- Each blog post will be worth 1% and you are required to submit 10 during the semester.
- Posts submitted after 6pm on Wednesday will receive 0%.

Classroom Manners

- **All cell phones are to be on silent mode and put away during lessons.** You will lose -1% from your final grade each time you use your phone in class.
- Take your hats off when you come into the classroom.
- No chewing gum in class.

