

**Writing 2 (TRAJ 211)**

 **Fall 2019/1441**

**Credit Hours**: 3

**Instructor**: Nouf Alfouzan

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**Office Location**: Building #04, 2nd Floor, Office #27.

**Office Hours**:

* Mondays 10am -12pm, Tuesday 9am-10am, Thursday 9am-10am.
* You will be informed in advance if any circumstances make me miss some office hours.
* You can always schedule a meeting with me anytime by appointment.

**Class Hours & locations**:

* 3A (54850): Sunday 8 am-10am, Tuesday 10am-11am. Building #04, 2nd Floor, Room#043.
* 3B (55045): Sunday 10am-12pm, Tuesday 11am-12pm. Building #04, 2nd Floor, Room#041.
* 3C (55048): Monday 8am-10am, Thursday 8am-9am. Building #04, 2nd Floor, Room#041.

**Course Overview:**

Writing 2 (TRAJ211) is designed to prepare students for Writing 3 (TRAJ221), “Academic Writing,” and, more generally, to introduce you to the kinds of writing assignments you will encounter as college students. It is intended to equip you with the knowledge and strategies you need to be able to write academic paragraphs with confidence and skill. You’ll do short writing assignments that will prepare you to work with the fundamental concepts of academic writing that all students and scholars use: reading closely to analyze texts and question sources; responding to prompts; organizing well-structured paragraphs; and communicating your ideas in clear and effective prose. From brainstorming ideas and developing a solid topic sentence, to editing, proofreading, and formatting drafts, this course will walk you through the process of developing an effective comprehensive paragraph that is the building block for writing academic essays. The course offers numerous opportunities for practicing relevant grammar points when structuring your paragraph.

This course is divided into units in which you will write short exercises, then drafts of paragraphs, and

then full revisions of those paragraphs. Together as a class, we will explore specific writing issues and

challenges common to college writing assignments.

Bear in mind that your writing grows strongest when you treat it as a process. You will develop and

write preliminary response drafts, for which you will receive feedback. You will then

revise those early papers into a full draft, giving your analysis time to evolve and grow more

interesting and complex.

Any good piece of writing do not appear spontaneously. It emerges, usually, from many drafts.

After exploring and developing their ideas through these drafts, writers can then transform their drafts to a form of communication with their potential readers. That is to say that all the exercises and drafts you will be doing in this course are designed to help you explore your ideas from a writer perspective, and your final draft turns those ideas into a paragraph that readers will find clear and persuasive.

This is a seminar class in which everyone’s active participation is not only encouraged, but expected.

I hope that even if you are generally reserved, you will make an effort to participate in discussions.

Sharing ideas—especially those you may feel uncertain about—is a sign of “intellectual generosity” and confidence.

**Evaluation:**

 Course requirements will be weighted as follows:

* 3 assignments 10% of which:

1st assignment is 3%

2nd assignment is 3%

3rd assignment is 4%

* 1st midterm 25%
* 2nd midterm 25%
* Final 40%

**Course Policies and Requirements:**

* No cell phone or other electronic device use is permitted during class time. You’ll be

reminded at the beginning of every class to turn off your electronic devices (except those used for accessibility purposes). Your fellow students and the subject matter deserve the respect of your undivided attention.

* **Attendance:**
* Because class participation is an integral component of this course, all students are expected to attend all class sessions. While attendance is expected, it is recognized that absences are at times unavoidable. If an absence is necessary, a student should take responsibility for contacting me as soon as possible to discuss the ramifications of being away from class. In some instances, significant personal issues result in the need to seek additional assistance from the Counselling Center.
* It is important for you to realize that when classes are missed you may be at a disadvantage as it is often impossible for me to reconstruct activities that took place in the classroom during your absence. Additionally, missing any classes may result in lower grades because you may miss foundational material needed to succeed in the class. Even under the best of circumstances, extended absences can be problematic, with the real possibility that the student may not be able to complete the course successfully.
* **Please keep in mind that according to KSU policies, you are to be banned from the final exam if you are absent for %25 and more which will result in failing the course.** To learn more please follow the link <https://dar.ksu.edu.sa/ar/Banned> .
* If you are more than 15 minutes late to class, you will be marked “late” that day. You will be marked “absent” for every 3 times you are late.
* **Late assignments and makeup exams**:
	+ - Absence from an exam requires the provision of a verifiable excuse to the exam committee for you to be eligible to take a makeup exam.
		- Penalties for late submission of assignments (unless otherwise specified):
			* 1 day past the due date (including weekends) will result in losing 1 point.
			* 2 days past the due date (including weekends) will result in losing 1.5 points
			* 3 days past the due date (including weekends) will result in losing 2 points
			* 4 days and more days past the due date (including weekends) your assignment will not be accepted.

**Required Texts:**

* **For you to buy**:
* Effective Academic Writing 1: The Paragraphs by Alice Savage &Masoud Shafiei
* A booklet of worksheets for proofreading practice will be available in the photocopy center. It is **NOT** the one that includes a copy of the book. It is a booklet of proofreading worksheets **ONLY**. I am going to arrange for making it available for you very soon, under the title: **Groups 3A+ 3B+3C writing2**.
* **For you to Access frequently:**

 In addition to the required text book used in class, you will need to access these websites frequently:

* My website: <https://fac.ksu.edu.sa/nalfouzan>
* King Saud University LMS website: [https://lms.ksu.edu.sa](https://lms.ksu.edu.sa/webapps/login/)
* Your KSU email.

These websites will be used throughout the semester to make announcement and access assignments, feedbacks, grades, and to view and submit assignments. Self-study online material will also be available on my website.

* **Recommended but not required**: A good dictionary—not a pocket-sized but a college-edition dictionary.
* **Electronic resources:**

While you are registered for a course, you have access to the Saudi Digital Library (SDL) that can provide you with “The largest gathering of e-books in the Arab world, more than (310.000) e-books, in full text in various scientific specializations.” <https://portal.sdl.edu.sa>

Electronic resources are accessible from most computers within King Salman central library or remotely by using a KSU ID number and PIN. The use of electronic resources for non-scholarly or commercial purposes is prohibited.

**Course Expectations:**

* **Assignments:**

You’ll write 3 (three) 200-250 words paragraphs. The first assignment will ask you to write a Descriptive Paragraph; the second will be an Example Paragraph; and the third will be a Process paragraph. **Because we want to be consistent with other groups that take this course, assignments will be done and submitted in class AS FINAL DRAFTS. I will collect them from you, and they will be graded. You will then get your grade and feedback on your work. *If you have any questions about the assignments, please don’t hesitate to email me.***

Toward the end of every class, you will practice writing a paragraph on various topics. During this time, I will be giving feedback on your writing. In some classes, we will do peer-reviews of paragraphs, in which you will be asked to read and revise your fellow student’s paragraph and share your feedback with the class. You will also practice proofreading/editing of worksheets that you will download from my website or the LMS.

* **Plagiarism and Cheating:**

**No points will be awarded for cheating or plagiarism.**

Plagiarism involves copying material, either word from word or as a paraphrase, from anything ranging from books, to internet sites, course notes, oral or visual presentations, lab reports, computer assignments, or artistic works. Plagiarism does not refer to words alone - it can also refer to copying images, graphs, algorithms, tables, and ideas. A "presentation" means more than written work: it means any method by which you submit work to your instructor. Even translating the work of another person into another language without citation is plagiarism.

**How to avoid plagiarism?**

When you write a research paper, you have to explain where you got your information. Some of the ideas you use will be your own, but many will have come from information you have read or people you have interviewed about the topic. To explain where the information comes from, you have to give (cite) the source correctly. Be careful about asking someone to review your paper, or if any editor changes your paper substantively.

**Why cite your sources?**

* To give your writing credibility. You show that you have gathered ideas from worthwhile sources.
* To help the reader, by enabling them to check and read those sources if they wish.
* To prevent yourself from committing plagiarism.

**What counts as 'other people's ideas'?**

* All words quoted directly from another source.
* All ideas paraphrased from a source.
* All ideas or materials borrowed from another source: images, videos, artwork, statistics, graphs, algorithms, charts, etc.
* All ideas or materials taken from the Internet.

**What doesn't count?**

*General knowledge*

You do not have to cite sources for knowledge that is generally known, like the dates of famous events in history or the names of past Prime Ministers. Similarly, phrases like the "generation gap" are generally understood by the public.

*Disciplinary common knowledge*

Within your field, there may be terms which are "common knowledge" because they are part of the knowledge shared by people in that field, like the "language experience approach" for educators, or the term "Impressionism" for art enthusiasts.

*Direct quotations*

When you are using someone else's exact words, you need to place quotations marks ("...") around the words. You also need to be careful not to rephrase or reorganize the words; otherwise you could be misrepresenting the author. If you want to leave out part of the author's sentence you can use three ellipsis points (...) to show the words which have been omitted. Directly after the quotation, you should indicate where the information comes from, using one of the standard citation methods (such as MLA, APA, Chicago, IEEE, etc.) to document your sources.

**Paraphrasing**

Many students are unclear about paraphrasing. It is not acceptable to take the original phrasing and to rearrange a few of the original words, or to use synonyms to replace those words in order to produce a paraphrase; neither is it acceptable to use the same sentence structure, but just rephrase a few key words. When you paraphrase, it is important that the words used to express an idea are different from the original. It is your understanding of the content/text in your own words and not just the author’s text in your own words.

*Note: The abovementioned information on Plagiarism was taken from :* [*http://www.concordia.ca/students/academic-integrity/plagiarism.html*](http://www.concordia.ca/students/academic-integrity/plagiarism.html)

* **Accessibility**

It is my goal to create a learning experience that is as accessible as possible. If you anticipate any issues related to the format, materials, or requirements of this course, please meet with me outside of class so we can explore potential options. Students with disabilities may also wish to work with the King Saud University Universal Access Program (UAP) to discuss a range of options to removing barriers in this course, including official accommodations. Please visit their website for contact and additional information: <http://uap.ksu.edu.sa> or contact them by phone: 0114697305 – 0114696414 or email: accessibility@ksu.edu.sa . You can also meet with me so we can develop an implementation plan together.

In addition, psychological services are offered by the Psychological Counseling Center to students on campus.

* **Other Support Services:**
* **The Language Assistance Center (LAC):** Located at S/32, Building 4, the center supports your language learning, and help you further your writing and research skills.
* **The Center for Writing in English (CWE):** The center provides free consultations in academic writing at King Saud University. More information can be found here: <http://cwe.ksu.edu.sa/> and <https://twitter.com/cwe_ksu?lang=en>

**Tentative Weekly Schedule**



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| --- | --- | --- | --- | --- |
| **15** | **Sun.,** **Dec. 8** | **11/4/1441** | Unit 6 – Opinion Paragraph (Assignment 3 – 4 pts.) | Proofreading |
| **16** | **Sun.,** **Dec. 15** | **18/4/1441** | COLT’S ORAL EXAMS WEEK |
|  |  |  | FINAL EXAMS |
| **Mid-Year Break**  | From: Sunday 7/5/1441 هـ - 2/1/2020 م  To: Thurs. 21/5/1441 هـ - 16/1/2020 م |