1. **Instructors Information:**

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| **Instructor’s Name** | Sarah Alzeer |
| **Office Number** | Building 1, 3rd Floor, Office 126 |
| **Office Hours** | Sun. & Tues. 12:00-2:00 P.M.Or by appointment. |
| **Email Address**  | salzeer@ksu.edu.sa |
| **Website**  | <http://fac.ksu.edu.sa/salzeer> |

1. **Course Information:**

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| **Course Title** | Foundations of Rhetoric and Writing |
| **Course Number** | ENG214 |
| **Course Description**  | * This is an introductory course, emphasizing writing as a process that involves prewriting, drafting, revising, and editing.
* The course focuses on introducing foundational rhetorical concepts and strategies, generating and organizing ideas, developing paragraphs and essays, and improving sentence structure;
* Students will learn to read critically as they study and practice various modes and styles of writing.
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| **Course Objectives (i.e. Learning Outcomes as specified in the Course Specifications)** | * Write coherent and well-developed essays.
* Focus on the writing process while diversifying writing purposes.
* Integrate scholarly resources into the writing process.
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| **Text Book** | Randall VanderMey, et al., The College Writer: A Guide to Thinking, Writing, and Researching. 2nd Edition. Boston: Houghton Mifflin Company, 2007. |
| **Supplementary Resources** | Will be provided as the course progress. |

1. **Method of Assessment:**

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| **Type** | **Distribution of Marks** | **Date of Administration** | **Date of Feed-back (approximate)\*** |
| Reading Quizzes | 10%5 quizzes, 2 each | 1st Reading Quiz 10/102nd Reading Quiz 10/103rd Reading Quiz 24/104th Reading Quiz 7/115th Reading Quiz 12/12 | Next Class |
| Speed Writing5 min session | 10%2 sessions, 2 each | 1st Speed Writing Session 1/112nd Speed Writing Session 21/11 | Next Class |
| Free Writing20 min | 8 %2 sessions, 4 each | 1st Free Writing Session 28/112nd Free Writing Session 12/12 | Next Class |
| Library Visit report | 2% | 10/10 | Next Class |
| General Essay | 10% | Thesis Statement + Outline: 1/11Final Essay: 7/11 | Two Weeks After Submission |
| Comparison- Contrast Essay | 10% | 5/12 | Two Weeks After Submission |
| Argumentative Essay | 10% | 19/12 | Two Weeks After Submission |
| **Final Exam** | 40% | 19/1/2017 |  |
| **Additional notes:** * **No make-ups will be offered for quizzes** with or without an excuse. Late submissions of assignments will be penalized with a one-point-deduction each late day.
* Assignments, LMS quizzes, & Essays **cannot be retaken.**
* ALL assignments must be submitted via LMS.
* Participation and attendance in this class are very important. If students miss an in-class assignment, there will not be given a second chance.
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\*\* These dates are subject to change at the instructor’s discretion.

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| WEEK | MONDAY |
| **READING QUIZ** | **LECTURE** | **EXERCISE** | **IN-CLASS WRITING** |
| 1H: 17 - 21/ 12 G: 18 - 22/9 | **Registration Week**  |
| 2H: 24 – 28 / 12G: 25 – 29 /9 | **Introduction & Syllabus Discussion** | **Annotate a text:**“Why Change is so hard?” | Introductory writing  |
| 3H: 1 – 5 / 1G: 2 – 6 / 10 | **Library Mandatory Visit** |
| 4H: 8 – 12 / 1G: 9 – 13 / 10 | **READING QUIZ Ch.31-32:** MLA & APA | Open book in-class quiz on MLA and APA |
| 5H: 15 – 19 / 1G: 16 – 20 / 10 | **Ch.1:** Critical Thinking**Ch.1:** Q&A + Summarizing a text | Summarizing |  |
| 6H: 22 – 26 / 1G: 23 –27 / 10 | **READING QUIZ** **Ch.2:** Beginning the Writing Process | **Ch.2:** Q&A + Paraphrasing a text | Paraphrasing  |  |
| 7H: 29/1 – 3 /2G: 30/10 - 3/11 | **Ch.3:** Planning**Ch.3:** Q&A + **Evaluate & Discuss:**1. Thesis statement2. Outline | **General Essay**Submit Thesis statement + outlineat the end of the class | **SPEED WRITING** |
| 8H: 6 – 10 / 2G: 6 – 10 / 11 | **READING QUIZ** **Ch.4:** Drafting | **Ch.4:** Q&A**Ch.5-6:** Revising- Editing & Proofreading | **General Essay**Submission at the end of the class. |  |
|  9H: 13 – 17/ 2G: 13 – 17 / 11 | **Mid-Semester Break** |
| 10H: 20 – 24 / 2G: 20 – 24 / 11 |   **READING QUIZ** **Ch. 12:** Compare & Contrast | Techniques for outlining compare & contrast essay | **Annotate a text** | **SPEED WRITING** |
| 11H: 27/ 2 – 2 /3G: 27/11 -1/12 | **Exercise:** **-** Usage of connecting words | **Annotate a text** | **FREEWRITING** |
| 12H: 5 – 9 / 3G: 4 – 8 / 12 | **Compare and Contrast Essay** Submission at the end of the class. |
| 13H: 12 – 16 / 3G: 11 – 15 / 12 | **READING QUIZ****Ch.16:** Argumentation& Persuasion | Techniques for outlining argumentative essay | **Annotate a text** | **FREEWRITING** |
| 14 H: 19 – 23 / 3G: 18– 22 / 12 | **Argumentative Essay** Submission at the end of the class. |
| 15H: 26 – 30 / 3G: 25 - 29 / 12 | Oral Debate on prepared topic | Outline + Thesis Statement  |
| 16H: 3/3 – 7 / 4G: 1 – 5 / 1 | **Review Week** |

1. **Weekly Syllabus**

\*\* This is an estimation of the course plan

1. **Ground Rules:**

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| Attendance  | * It is the policy of the university that missing 25% of classes results in the automatic failure of the course.
* Attendance is not graded, however in-class writing will count as part of the student's total grade.
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| Exams & Assignments | * Assignments, LMS quizzes, & Essays **cannot** be retaken.
* **ALL assignments must be submitted via LMS.**
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| Grading | * There is a zero tolerance policy for **plagiarism** and/or **cheating** which carry heavy penalties. (Please note **SafeAssign** will be used to deduct similarities).
* Students who are under suspicion of hiring ghost writers will be questioned about their paper and penalized for their actions.
* No bonus points will be given.
* Students are advised to drop the course if class work total is less than 30 points. The deadline for course withdrawal is **Thursday 16/3/1438H – 15/12/2016G.**
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| Internet Access | * Students are responsible for checking LMS (<https://lms.ksu.edu.sa>) before attending every class for comprehensive course information, material, and latest course updates and assignments.
* All communication must use KSU email (<http://student.ksu.edu.sa>).
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1. **Center for Writing in English:**

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| **Appointments & walk-in sessions** | * Appointments and walk-in sessions are available free of charge for this course at the Centre for Writing in English (CWE), located in Building 1, 3rd floor, room 107. Appointments can be made by email (cwe@ksu.edu.sa) or phone (0118055940). Tip sheets can be downloaded from [www.cwe.ksu.edu.sa](http://www.cwe.ksu.edu.sa) .
* The CWE is a place to work on your writing assignments, from writing an outline to proofreading. Other services include writing workshops throughout the semester and consultations to work on resumes, cover letter, and personal statements.
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| **How to get the most out of a CWE session:** | * Start early. Students who visit the CWE early in the writing process typically do better than those who wait.
* Go prepared. Take a description of your assignment from your instructor, relevant reading material, and a list of your specific questions. The more you prepare, the more you will get out of the session.
* Go to learn! You can certainly proofread with a CWE consultant, but the aim is for you to become a better writer. Come away from your sessions with ideas you can use when writing at home."
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\*\* The syllabus may be modified at the discretion of the instructor. Changes will be discussed in class and/or via LMS.