



### **Basic Course Information:**

**Course Prefix/Number:** ENGL100

**Course Title:** Foundation of Academic Reading and Writing

**Core/Elective Course:** Gen. Ed.

**Class Meeting Times:** UTR 10-10:50

**Instructional Modality:** Onsite

**Class Location:** B101

**Instructor:** Prof. Kheiriyeh Ahmadi

**Office Location:** B525

**Office Phone:** 3778

**Email:** Kahmadi@auk.edu.kw

**Office Hours:** 12-1pm UTR and by appointment

### **AUK Mission Statement:**

The American University of Kuwait is a liberal arts institution dedicated to teaching, learning, and scholarship. The University offers programs that provide students with the knowledge and skills necessary for lifelong learning and professional success. AUK enriches society by fostering an environment that encourages critical thinking, effective communication, personal growth, service, and leadership.

### **College Mission Statement:**

The College of Arts and Sciences (CAS) is committed to cultivating lifelong learning that empowers students to pursue technical competency in professional fields, self-awareness, a sense of civic and moral responsibility, and a breadth of vision in the tradition of liberal arts education. The College offers quality undergraduate programs leading to a bachelor's degree.

### **Department Mission Statement:**

In keeping with the American University of Kuwait's liberal arts tradition, the English Department provides students with the ability to use the English language effectively, think critically, and reach their full potential as creative individuals, engaged citizens, and lifelong learners. Through its emphasis on developing cultural awareness, rhetorical flexibility, information literacy, and appreciation for literary traditions, the department prepares students for the increasingly complex challenges of the 21st century.

**Catalog Course Description:**

This course is a preparatory course in reading and writing for academic purposes. Through a small-class workshop environment centered on reading and writing activities, class discussion, small-group collaboration, individual conferences with instructors, and supplemental lab workshops, students will develop their understanding of and facility with a variety of reading and writing strategies necessary for success in university coursework. Particular emphasis will be given to summarizing, analyzing, and synthesizing ideas as well as to revising and editing strategies. A concurrent lab section is required.

**Course Learning Outcomes:** Upon successful completion of the course, students will be able to:

Course Learning Outcomes (CLOs)
CLO1: Reading: Recognize and employ active reading strategies to comprehend and analyse introductory college-level texts.
CLO2: Interpretation: Compose accurate interpretations and analyses of texts.
CLO3: Contextualization: Understand that the elements of the rhetorical situation and that they occur within social/academic contexts and influence authorial choices.
CLO4: Integration: Produce texts that are informed, persuasive, and engaging; and support them with different types of evidence.
CLO5: Construction: Apply various composing processes to develop, refine, and focus their ideas for specific purposes and audiences while applying the basic conventions of MLA quotation, citation, and formatting.
CLO6: Collaboration: Collaborate with others to appraise and revise their own and others' writing processes and products.

**Course Delivery/Methodology:** For this course we will be meeting in-person three days per week and material will be presented through lectures and assigned videos/readings done ahead of time. All course material, aside from the supplemental readings, will be posted on Moodle, which can be accessed at [lms.auk.edu.kw](https://lms.auk.edu.kw). All assignments must also be submitted through Moodle. You will be completing the following evaluations for this course: forums, essays, and in-class reading responses and a final writing portfolio. To successfully complete this course, you must complete readings ahead of time, post regularly on the discussion forum, actively participate in class discussions, etc., by the posted due dates and times.

**Required Textbook/Required Readings:** There is no textbook for this course; each week you will be reading different articles which are posted on Moodle and the order in which we will cover the readings are available on the course schedule.

**Recommended/Supplemental Readings:**

\* Recommended for academic writing in the most updated 9th edition of MLA style: MLA Handbook. 9th ed. MLA, 2021.

Crene, Phyllis, and Mary R. Lea. *Writing at University. [Electronic Resource]: A Guide for Students*. 3rd ed., Open University Press.

Koll, Travis J. *Better Writing: Beyond Periods and Commas*. R&L Education, 2012.

*Understanding Media and Culture: An Introduction to Mass Communication,*

<https://open.lib.umn.edu/mediaandculture/>

### **Evaluations and Grading:**

<b>Evaluation Type</b>	<b>Weight</b>
Attendance/Participation (including in-class work/HW)	15%
Discussion Forum Posting	10%
Reading Response(s) (1-2)	10%
Midterm Writing Assignment	10%
Essay 1 (Film Analysis paper)	20%
Essay 2 (Research paper)	20%
Final Writing Portfolio	10%
Labs	5%
<b>Total</b>	<b>100%</b>

### **AUK Official Grading Scale:**

<b>Letter Grade</b>	<b>Percentage</b>	<b>University Points</b>
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	0-59	0.0

### **AUK Attendance Policy:**

Any student who misses more than 15% of class sessions of any course during a semester should expect to fail, unless she/he submits documented evidence to the course instructor of inpatient medical care, death of an immediate family member, academic instructional activities, or national athletic activities. If excused, students are required to satisfy all coursework due or assigned

during their absence as determined by the course instructor. If a student does not submit documented evidence for her/his absence exceeding the limit, it is the student's responsibility to withdraw from the course by the specified deadline, as indicated on the academic calendar. Students who withdraw from a course receive a grade of "W". Students who do not withdraw from a course nor submit supporting documents for excessive absences will receive a grade of "FN" (failure for non-attendance).

### **Code of Academic Honesty and Integrity:**

Upon admission to the American University of Kuwait, students agree to act responsibly in all areas of academic, personal and social conduct and to take full responsibility for their individual and collective action. Such regulations are found in the American University of Kuwait Catalogue, Student Handbook, and the AUK website at [www.auk.edu.kw](http://www.auk.edu.kw). Any question of interpretation regarding the code of academic honesty and Integrity shall be reported to the appropriate academic dean. The Code shall be reviewed annually at the discretion of the academic deans. Any student or student organization found to have committed the cited violations or misconduct, either on or off campus, is subject to the disciplinary sanctions outlined in adjudication procedures.

### **Plagiarism:**

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own.

## **Cheating:**

The term “cheating” includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when not approved by the instructor, looking at and/or copying text, notes or another person’s paper during an examination when not permitted to do so. Cheating also includes the giving of work information to another student to be copied and/or used as his or her own. This includes but is not limited to giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic semester; giving or selling a term paper, report, project or other restricted written materials to another student.

## **Academic Support:**

### **Writing and Tutoring Center**

The Writing and Tutoring Center (WTC) focuses on empowering students to become independent and successful learners by developing their literacy skills, enhancing their understanding, and helping them improve their academic and study skills. WTC offers tutoring and writing consultations to all AUK students.

Students can schedule appointments through the [TutorTrac](#) online appointment system, or email [wtc@auk.edu.kw](mailto:wtc@auk.edu.kw) for assistance.

## **Disability Accommodations:**

AUK provides equal and inclusive educational environment in order to enable all students to meet and perform requisite academic standards and to participate in the opportunities and activities of its community. If you believe you can benefit from accommodations for a learning, physical, or mental health disability, [click here to book a session through the Counseling Center/Disability Services Booking Page](#), to ask about disability services at AUK, initiate an accommodation plan, or receive disability services. You can also email [counseling@auk.edu.kw](mailto:counseling@auk.edu.kw) if you need assistance in booking a session.

## **Course Policies/Student Responsibilities:**

In order to create a productive learning and teaching environment, we will adhere to the following policies:

- Attendance is mandatory. One day of absence is allowed for free. Please save it for emergencies.
- Students who miss class for any reason are responsible for all homework and assignments missed AND for making sure they are up-to-date with all materials and ready to participate in class.
- Use of mobiles or other personal electronic devices is not allowed.
- Disrespectful comments and/or disruptive behavior will not be tolerated.
- **Students who arrive more than ten minutes after the class starting time will be marked absent.**
- **Keeping track of your attendance is your responsibility.**
- When formal documentation is required, students should follow the recommendations of the Modern Language Association (MLA).

**Late and Missing Work Policy:** All assignments must be turned in on the specified due date. Extensions are granted only at the instructor's discretion.

**Make-Up Work Policy:** It will be granted only at the instructor's discretion.

**Communication Policy:**

Please be sure to use your official AUK email account, write your full name, and indicate which class and section you are taking (Class ###, DAY/TIME section) when you send me an email. If you have a question, please check the syllabus first and if your question is not answered there, then please feel free to send an email and I will be happy to clarify. I respond to questions via email within 48 hours of receiving them; if I do not respond within 48 hours, please re-send the email. Please note I normally respond during these working hours: Sunday-Thursday from 10:00AM-6:00PM. Emails sent on weekends will be responded to on Sunday.

**Technology Issues:**

All assignments must be submitted through Moodle. However, you may experience trouble submitting an assignment due to technology or internet issues. If such a situation does arise and you are unable to submit your assignment through Moodle, please send me an email at [kahmadi@auk.edu.kw](mailto:kahmadi@auk.edu.kw) and include the **completed** assignment. Please make sure that you email me the assignment **before** the deadline as this documents that you did finish everything by the due date and time, but that you just had a technology issue. This will ensure that your assignment will be accepted, and you will not receive a late penalty. Once the technology or internet issue is resolved, please upload the assignment to Moodle. In general, always be sure to frequently save your files and keep backups of your assignments.

**Course Schedule:**

**TBA**

**Syllabus Changes:**

There may be changes to the schedule and syllabus during the semester. When this happens, I will inform you in class and over email.