



AUK Syllabus

Basic Course Information:

Course Prefix/Number: ENGL 102-7
Semester: Spring 2023
Course Title: Writing & Information Literacy
Core/Elective Course GenEd
Class Meeting Times: 12:00—12:50 UTR
Class Location: B102

Instructor: Dr. Malek Mohammad
Office Location: B527
Office Phone: 3628
Email: mmohammad@auk.edu.kw
Office Hours: UTR 5:00—6:30
MW 2:45—3:30

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.

Catalog Course Description: ENGL 102 – WRITING & INFORMATION LITERACY– 3 CREDIT HOURS

This course introduces students to the academic, intellectual, and public activities of research. Through a focus on research as a process of inquiry generated by particular purposes, audiences, and contexts, students will develop a more complex understanding of multiple research processes and genres. Students will formulate their own critical analysis of and response to a range of academic and public issues. Students will develop and conduct an extended research inquiry. The primary aim of this course is to develop students' critical and information literacy.

| Course Learning Outcomes (CLOs) |
|---|
| <ul style="list-style-type: none"> • CLO1: Apply critical reading techniques to comprehend, analyze, and assess a variety of intellectually challenging texts |
| <ul style="list-style-type: none"> • CLO2: Recognize and question an author's argument through critical reading and research to distinguish unsupported opinion from evidence-based argument |
| <ul style="list-style-type: none"> • CLO3: Use appropriate sources effectively to contextualize your own research, as well as extend, expand, or argue with current ideas or theories on your particular topic of inquiry |
| <ul style="list-style-type: none"> • CLO4: Use rhetorical, stylistic, and grammatical choices effectively for specific purposes and audiences. |
| <ul style="list-style-type: none"> • CLO5: Employ composing processes and rhetorical choices to construct an extended research-based argument in a suitable genre for a specific topic of inquiry while applying all the appropriate conventions of quotation, citation, and references for various disciplines |
| <ul style="list-style-type: none"> • CLO6: 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 3 days per week and material will be presented through lecture, readings, and videos. All course material will be posted on Moodle, which can be accessed at lms.auk.edu.kw. Several assignments must also be submitted through Moodle. You will be completing the following evaluations for this course: writing submitted on Moodle, forum posts on Moodle, in-class writing, in-class group work, a presentation and general participation. To successfully complete this course, you must complete readings ahead of time, post regularly on the discussion forum, actively participate in class discussions, and turn in original work by the posted due dates and times.

Required Textbook/Required Readings:

- The MLA Formatting and Style Guide, provided by the Purdue Writing Lab on this link:

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

- Handouts to be posted on Moodle regularly

Recommended/Supplemental Readings:

--Hacker, Diana, and Nancy I. Sommers. *A Writer's Reference with Exercises*. Bedford/St. Martin's, 2017.

--The AUK Library Subject Guides page is also a useful tool: <https://libguides.auk.edu.kw/>

Please note that ENGL102 relies heavily on our library databases for research. The AUK Library provides you with the necessary support to conduct research and find additional readings for your class work. Besides your instructor and the Writing Center, the AUK library can help you learn how to find and use online resources (books, data, articles...etc.). Library instruction is available through email, MS Teams, Zoom.

Contact the library at: library@auk.edu.kw or go to <https://www.auk.edu.kw/academics/Library> to begin your search!

Evaluations and Grading:

| Evaluation Type | Weight |
|---|---------------|
| Participation (joining class on time; paying attention; contributing to group work and discussion) | 10% |
| Discussion Forum Posting [at the beginning and end of class—You should be equipped with a device to type and post in case a working computer station is not available in class] | 30% |
| Summary, Analysis, and Synthesis Paper | 15% |
| Research Portfolio (Research Proposal 5/Research Presentation 5/Annotated Bibliography 10/Research Paper 25) | 45% |
| Total | 100% |

AUK Official Grading Scale:

| Letter Grade | Percentage | University Points |
|---------------------|-------------------|--------------------------|
| 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. 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:

ENGLISH DEPARTMENT POLICY ON PLAGIARISM

The Department, while acknowledging the current University Code of Academic Honesty and Integrity, feels that, in view of its responsibility for the required writing courses taken by all students as well as its own English major program, a more definitive and detailed policy is needed in order to identify plagiarism, prevent it by whatever means possible and standardize procedures and penalties in the event of its occurring.

A. Definitions of plagiarism

- **Using sources without acknowledgment: when a student copies material from a print or a Web source or sources, either word for word or partially paraphrased, without including quotation marks where needed and an in-text citation. Reference to the source in a Works Cited list only is not adequate.**
- Copying another student's paper: when an existing paper, whether from AUK or another institution, is presented, either wholly or partially, as the student's own.
- Copying one's own previous submission: when a student presents a paper that he/she has previously submitted for another class without substantial alteration and updating to fit the given assignment, and without proper citation of the previous paper.
- Purchasing an assignment: when a student seeks a ghost writer to complete an assignment, from either local sources or the Internet, and presents it as his/her own.
- Collusion: when two or more student papers are found to be similar and the students have thus either worked closely together or one has allowed the other to copy or paraphrase an assignment.
- **Obtaining excessive help: when a student has asked for help and the resulting paper is clearly not the student's own work because of the quality and nature of either the content or the language, or both.**

- Academic dishonesty in the use of sources: when a paper includes improper and/or fabricated citations or misrepresented sources.

B. Penalties

Penalties as below will apply to any level of course from 100 upwards, as sanctioned by University policy and as warranted on pp.175-77 of the Student Handbook.

- For a first offence in a course, 0 may be given for the assignment. The student is not able to resubmit the assignment, but may continue with the course and pass it if the final grade is adequate.
- For a second offence in the same course, the student is informed that he/she may receive a final grade of F for the course. If so, the Department Chair and Dean will be informed, and the Academic Advising Center notified.

The instructor should determine the severity of the plagiarism based on Department guidelines.

Violations of Copyrights: International copyright laws must be observed by all students. Violations of copyright laws include making unauthorized use of printed materials, duplicating computer software, duplicating copyrighted materials, and reproducing audio-visual works. Students found in the possession of materials violating international copyright laws will be referred in writing to the Department Chair of the appropriate discipline and to the appropriate Academic Dean.

Dishonesty in Papers: Papers submitted in courses must be the original work of the student with appropriate citations and references. Papers or other reports prepared by another person or purchased from another person or company and submitted as one's own work is a violation of academic honesty.

Work for One Course Submitted for Another: Work submitted for one course may not be submitted for another. It is a violation of academic integrity to submit the same work in more than one course. The incorporation by students of past writing or research into current projects must be clearly indicated.

Falsification of Data: Deliberate falsification of data for coursework, research papers or projects and other academic activity is a violation of academic integrity.

Inappropriate Collaboration: Working and collaborating with a fellow student or others without acknowledging their assistance is a violation of academic integrity.

Dishonesty During Exams: This includes the use of unauthorized materials, receipt of information and/ or answers from others during the examination, or the transfer of unauthorized materials, information or answers to another student.

Adjudication of Academic Dishonesty and Integrity: The University reserves the right of imposing on the violators of academic honesty disciplinary action ranging from a failing grade in the exam, paper or course to suspension or dismissal from the University. (*Student Planner and Handbook 2019-2020*, p. 34-7).

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 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 if you need assistance in booking a session.

Course Policies/Student Responsibilities:

Late and Missing Work Policy: Late work is not accepted unless you have given good reason in advance of the due date. Late work may be accepted on bigger assignments, but with as much as 50% taken off.

Make-Up Work Policy: If you miss class due to serious illness or other emergencies it is important for you to tell me your situation by email in a timely way so that arrangements can be made for make-up work.

Communication Policy:

You are required to **check your AUK email and our Moodle page at least once per day**. Check both “Focused” and “Other” tabs of your AUK Outlook inbox.

Do not expect me to answer your email immediately. If sent during my office hours, you should expect a prompt response.

In your personal email communication with me, please use spellcheck and proper grammar.

Please be sure to use your official AUK email account, write your full name, and indicate which class and section you are taking 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 24 hours of receiving them; if I do not respond within 24 hours, please re-send the email.

In your personal email communication with me, please use spellcheck and proper grammar, and structure your emails according to the following:

Subject: *a brief descriptor of the email's content (a key word or phrase indicating subject matter)*

Dear Dr. Malek,

This is _____ in ENGL 102-7. I am writing about _____

Regards,

Your Name

Technology Issues:

Many 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 notify me immediately via email. In general, always be sure to frequently save your files and keep backups of your assignments. Email assignments to yourself.

Course Schedule:

| Week | Topic | Assignments and Readings |
|----------------|--|---|
| 2/5--2/9 | -Course Introduction -Diagnostic Writing | Read syllabus carefully |
| 2/12-- 2/16 | What Is Information Literacy? | Read "Information Literacy as a Liberal Art" by Shapiro and Hughes |
| 2/19-- 2/23 | <i>Holiday</i> and SAS Assignment | - <i>No class on Sunday, February 19</i> -Read "Solitude and Leadership" by William Deresiewicz -Read SAS samples |
| 2/26-- 3/2 | <i>Break</i> | <i>No classes this week</i> |
| 3/5-- 3/9 | - <i>Cont.</i> SAS Assignment -Discuss basic database search | -Be Prepared to write about "Solitude and Leadership" in class. -Choose and carefully read opinion article for SAS |
| 3/12-- 3/16 | - <i>Cont.</i> SAS Assignment -Discuss summary, evaluation, and synthesis | You will start bringing in preliminary drafts of SAS paper for review |
| 3/19-- 3/23 | Review of SAS paper | -Be ready to produce an in-class basic SAS of a surprise article. -Prepare SAS drafts (final version due Saturday, March 25) |
| 3/26-- 3/30 | -Choosing Research Topics -Proposal Assignment | -Read Research Proposal Samples -Carefully think about a topic for research |
| 4/2-- 4/6 | -The AUK library databases -Library Tutorial | -Prepare questions about your specific topic's keywords and kinds of sources |
| 4/9-- 4/13 | Review of Research Proposal | Prepare Proposal drafts (final version due Saturday, April 15) |

| | | |
|----------------|--|---|
| 4/16-- 4/20 | Conferences | Individual Conferences to discuss proposed topics |
| 4/23-- 4/27 | <i>Break</i> | <i>No classes this week</i> |
| 4/30-- 5/4 | -Annotated Bibliograph & Research Paper Assignments | -Read Assignment Samples |
| 5/7-- 5/11 | -Quotation vs Paraphrase -Plagiarism | -Be ready to share your sources for the Annotated Bibliography and Research Paper in class. |
| 5/14-- 5/18 | -MLA style -Organization | -Be ready to produce an in-class basic annotation of a surprise source. |
| 5/21-- 5/25 | Research Presentations | Present Research |
| 5/28-- 6/1 | Research Review | -Be ready to bring in progressive drafts of Research documents -Final Annotated Bibliography and Research Paper Due June 1 |
| 6/4-- 6/8 | Final Exam Week | No Exam—Optional office Conferences |

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.