



Basic Course Information:

Course Prefix/Number: ENGL102

Course Title: Writing and Information Literacy

Class Meeting Times: MW (9:30am-10:45am)

Class Location: LA B102

Office phone: 3643

Course section: 11

Instructor: Heba Beidas

Office Location: B526

Email: hbeidas@auk.edu.kw

Office Hours: Tues, Thurs
(9:30am-12:30pm)

AUK MISSION STATEMENT

The American University of Kuwait is a liberal arts institution based on the American model of higher education. It is dedicated to providing students with knowledge, self-awareness, and personal growth experiences that can enhance critical thinking, effective communication, and respect for diversity. AUK seeks to create leaders and lifelong learners who aspire to the highest standards of moral and ethical responsibility in their societies.

DEPARTMENT/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.

ENGL102 – WRITING AND INFORMATION LITERACY – 3 CREDITS

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. Prerequisite: ENGL 101. A grade of "C-" or better must be earned to pass this course.

COURSE OUTCOMES

By the end of the course students will be able to:

1. Apply critical reading techniques to comprehend, analyze and assess a variety of intellectually challenging texts.
2. Recognize and question an author's argument through critical reading and research to distinguish unsupported opinion from evidence-based argument.
3. 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.
4. Use rhetorical, stylistic, and grammatical choices effectively for specific purposes and audiences.
5. 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, citations, and references for various disciplines.
6. Collaborate with others in analyzing and revising their own and others' writing processes, multimedia presentations and products.

REQUIRED MATERIALS

This course is based on a variety of resources summarized in **PowerPoint slides and other documents** on **Moodle**.

EXTENDED READING LIST

Ballenger, Bruce P. *The Curious Researcher: A Guide to Writing Research Papers*. 7th ed., Pearson Education, 2012.

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

MLA In-Text Citations: The Basics. Purdue Online Writing Lab. Purdue University.

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

Sword, Helen. *Stylish Academic Writing*. Harvard University Press, 2012.

DETAILED COURSE OUTLINE

This course is an introduction to the theory and practice of academic research. In line with AUK's focus on liberal arts philosophy, this course trains you to conceive and conduct smallscale research on topics and themes that broadly fall in the disciplines of social sciences and humanities. On the theoretical level, you will learn about different ways of reasoning that researchers adopt to seek answers to their questions. You will also learn about ethical and legal issues involved in conducting research.

EVALUATION & GRADING

The course evaluation will be based on the following assignments:

Summary/Analysis/Synthesis paper	20%
Annotated Bibliography	10%
Research Proposal	10%
Research Paper (multiple drafts)	40%
Presentation	10%
Exit Essay	10%

YOU MUST EARN A C- IN THIS COURSE TO FULFILL THE GENERAL EDUCATION REQUIREMENT. 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

ATTENDANCE POLICY

From the AUK Catalog (<http://www.aun.edu.kw/Catalog/acadpolicy.html#attendance>): The American University of Kuwait recognizes the importance of class attendance as being an important element of the student's classroom success and has set forth the following policy on class attendance as follows:

The American University of Kuwait recognizes that class attendance is an important element of students' classroom success. Students are expected to attend all classes, laboratories, and/or required fieldwork. Because excessive absences prevent students from receiving full course benefit, and disrupt orderly course progress, AUK has established the following policy on class attendance:

Any student who misses MORE THAN 15% of the class sessions of any course during a semester should expect to fail, unless s/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 absences, as determined by the course instructor. If a student does not submit documented evidence for her/his absences 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 or submit supporting documents for excessive absences will receive a grade of "FN" (failure for non-attendance).

DISABILITY ACCOMMODATIONS

If you believe that you need accommodations for a disability, you are requested to contact Dr. Huda Shaaban (hshaaban@auk.edu.kw), in the Student Counseling Center (located on the 2nd floor of the new Student Center building) to arrange an appointment to discuss your needs. You are also welcome to contact me to discuss your academic needs. However, since all disability-related accommodations require registration with the Student Counseling Center and are not applied retroactively, you should contact Dr. Huda Shaaban as soon as possible.

GENERAL COURSE GUIDELINES

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

- 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.
- **All assignments must be turned in on the specified due date.** Extensions are granted only at the instructor's discretion. **Late assignments are not accepted.**
- Use of mobiles or other personal electronic devices is not allowed.
- Disrespectful comments and/or disruptive behavior will not be tolerated.
- **Keeping track of your attendance is your responsibility.**

Student Work

It is understood that registration for and continued enrollment in this course constitutes permission by the student for the instructor to use any student work composed in this class for other academic purposes (share with other classes, research, etc.). All polished work submitted to your instructor becomes the property of the English Program and may not be returned to you. You are urged to make copies of your work and keep a duplicate file of your own. Late work, if graded, will receive a reduced score. **All student work must be submitted in the designated fashion (Moodle) or it will not be considered for evaluation.**

Computer Use

All formal assignments must use the formatting required by each particular assignment or by a particular genre. In general, formal assignments will follow MLA paper format. If you are unsure of the formatting requirements, ask your instructor before submitting the assignment. You are

required to **check your AUK email at least once per day**, so that you stay on top of changes to readings, assignments, due dates. You must also learn to be adept at solving your own Moodle, email, and browser issues. Do not come to class unable to access the necessary technologies.

ACADEMIC INTEGRITY

Real learning and teaching can only occur in an environment of integrity and responsibility. The academic community requires ethical behavior from all of its participants. For writers, this means that the work we claim as ours must truly be ours. At the same time, we are not always expected to come up with new ideas; we often build our thinking on the ideas of others. We are expected, however, to credit others with their contributions and to clearly indicate the boundaries of our own thinking. Failure to do so in the university in general and in this course in particular will result in serious consequences for the offender, including reprimands such as lowered grades, failure, or even dismissal.

I expect each student to read, understand, and abide by AUK's Code of Academic Honesty and Integrity. This Code is detailed in your *AUK Student Planner/Handbook*. The following are explanations of some forms of academic dishonesty:

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/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. Some forms of dishonesty are detailed on the next page.

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/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. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

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

As sanctioned by University policy and as warranted in 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.

TENTATIVE COURSE SCHEDULE (subject to change at instructor’s discretion)

Weeks	Dates	Material Covered	Assessments/ Reading
Week 1	5 February – 11 February	<ul style="list-style-type: none"> - Course syllabus & outline - Diagnostics 	
Week 2	12 February – 18 February	<ul style="list-style-type: none"> - SQ3R method - Methods for text summarization - Paraphrasing & quoting - MLA style 	<p><i>Text #1: What is social media addiction?</i></p> <p><i>Text #2: Does social media addiction really exist?</i></p> <p><i>Ch. 3 “Quoting” in The Curious Researcher: A Guide to Writing Research.</i></p>
Week 3	19 February – 25 February	<ul style="list-style-type: none"> - Rhetorical Analysis: purpose, audience, logos, pathos, ethos. - Transitions & Reporting Verbs 	
Week 4: 26 February – 4 March (Spring Break)			
Week 5	5 March – 11 March	<ul style="list-style-type: none"> - Grammar, punctuation, sentence structure - Synthesis - Critical thinking and writing in research 	<i>Ch. 3 “Your Voice And Theirs: Using Sources Responsibly” in The Curious Researcher: A Guide to Writing Research.</i>
Week 6	12 March – 18 March	<ul style="list-style-type: none"> - Primary/secondary sources & reliability - Research cycle & process - Choosing/Narrowing down your research topic - Searching for resources (articles & research papers) 	<p><i>Summary, Analysis, Synthesis paper due</i></p> <p><i>Ch. 1 “Narrowing the Subject” in The Curious Researcher: A Guide to Writing Research.</i></p>
Week 7	19 March – 25 March	<ul style="list-style-type: none"> - How to read a research paper? - Research paper summarization - Synthesis for Annotated Bibliography 	
Week 8	26 March – 31 March	<ul style="list-style-type: none"> - How to conduct a study? - Qualitative & quantitative data - Ethical consideration - Researcher’s guidelines 	

Week 9	2 April – 8 April	<ul style="list-style-type: none"> - Data collection - Conducting interviews - Data Transcription - Research proposal: Introduction, Literature Review, Research questions, Method & Conclusion 	<i>Annotated Bibliography due</i> Ch. 6 “Tempting Titles” in <i>Stylish Academic Writing</i> .
Week 10	9 April – 15 April	<ul style="list-style-type: none"> - Research proposal revisit - Research paper: Intro, LR, RQ 	
Week 11	16 April – 22 April	Research paper: Method & Data Analysis	<i>Research proposal due</i> <i>Data collection file due</i>
Week 12: 23 April – 29 April (Eid El-Fitr)			
Week 13	30 April – 6 May	<ul style="list-style-type: none"> - Research paper: Conclusion (Limitations & Implications) - Research paper: Work Cited and Appendices - Overall review: Research paper 	<i>Research paper - Draft #1 due</i>
Week 14	7 May – 13 May	Individual Conferencing - Draft #1	<i>Research paper - Draft #2 due</i>
Week 15	14 May – 20 May	Individual Conferencing - Draft #2	
Week 16	21 May – 27 May	Presentation week	
Week 17	28 May – 3 June	<ul style="list-style-type: none"> - Presentations cont’d - Exit essay 	<i>Research paper - Final draft due</i>