



English Composition

Oikos University

OIKOS UNIVERSITY MISSION STATEMENT:

The mission of Oikos University is to educate men and women to be the leaders to serve the church, local communities, and the world by using their learned skills and professions in the areas of biblical studies, music performance, Asian medicine and practical vocational nursing.

Course Number and Title: ENG 101 -- English Composition

Semester: Fall, 2014

Professor: David Sylvester

Office: # A109

E-mail address/Phone: davidasylvester@gmail.com -- 510-435-9017

Office Hours (Students may meet with their professor by appointment or during the following regularly scheduled office hours or during or after the class):

Day and Time:

Tuesday, 2 p.m. – 4:50 p.m.

Place:

Classroom A109

1. RELATIONSHIP OF COURSE TO OIKOS UNIVERSITY'S MISSION:

This course will improve English writing skills in everyday, general writing as well as in academic writing. The course will help students develop their foundation in English that is essential for their success in other undergraduate academic courses.

2. COURSE DESCRIPTION:

In this course, students will learn the basic forms of written English and increase their understanding of correct usage through the study of the English language structure and logic. Students will improve their knowledge of English grammar through diagramming and analysis. They will practice the new forms that they learn in formal writing and in creative writing expression.

3. COURSE OBJECTIVES (STUDENT LEARNING OUTCOMES) After completing this course, students will have achieved the following:

Student Learning Outcomes	Assignments for Assessment
1) Display greater understanding of structure and logic of English language.	Handouts and In-class exercises, discussion
2) Demonstrate a greater knowledge of correct English grammatical forms.	Handouts, in-class exercises, diagramming.
3) Practice correct English usage in composition as needed for future study.	Student writing from formal exercise handouts, discussion and, revisions.
4) Improve ability to use English creatively in free expression.	Student writing from story combining, reflections and discussion.

4. COURSE MATERIALS **STUDENTS SHOULD NOT BUY ANY BOOKS BEFORE THE CLASS BEGINS. WE WILL DISCUSS THESE BOOKS.**

- 1) Required texts
 - (1) Class Handouts
 - (2) English-Korean Dictionary. (Student's choice.)
- 2) Recommended reading:
 - (1) Lester, Mark. *McGraw Hill's Essential ESL Grammar: A Handbook for Intermediate and Advanced Grammar Students*. (New York: McGraw Hill, 2008).
http://www.amazon.com/McGraw-Hills-Essential-ESL-Grammar-Intermediate/dp/0071496424/ref=pd_sim_b_8

(2) Page, Mary Ellen. *ESL Writing: Intermediate and Advanced*. (Research & Education Association, 2010).

http://www.amazon.com/gp/product/0738601225/ref=ox_sc_act_title_1?ie=UTF8&psc=1&smid=ATVPDKIKX0DER

(3) Swick, Ed. *Writing Better English for ESL Learners*. (New York: McGraw Hill, 2009).

http://www.amazon.com/Writing-Better-English-Learners-Edition/dp/0071628037/ref=pd_sim_b_4

3) Other Resources Helpful for the Course:

(1) Hacker, Diane and Sommers, Nancy. *A Writer's Reference*. 7th Edition (Bedford/St. Martin's, 2010)

http://www.amazon.com/Writers-Reference-Diana-Hacker/dp/0312601433/ref=sr_1_2?s=books&ie=UTF8&qid=1376957632&sr=1-2&keywords=english+composition+esl

(2) Notebook.

5. COURSE REQUIREMENTS AND TIME ESTIMATES (at least 15 hours/credit):

Requirements	Time Estimate
Reading reflections	10
Quizzes	10
Presentations	10
Final Report	15
Total Hours	45

6. GRADING INFORMATION:

1) Grading Scale

Letter Grade	Numerical Grade	Grade Points	Quality of Performance
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A	95-100	4.0	Outstanding
A-	90-94	3.7	Excellent
B+	87-89	3.3	Good +
B	84-86	3.0	Good
B-	80-83	2.7	Good -
C+	77-79	2.3	Satisfactory +
C	74-76	2.0	Satisfactory
C-	70-73	1.7	Satisfactory -
D+	67-69	1.3	Poor
D	64-66	1.0	Very Poor
D-	60-63	0.7	Extremely Poor
F	59 or lower	0	Failure

2) Grading Rubric

Requirements	Points
Attendance	10
Participation	20
Grammar Diagramming & Quizzes	15
Formal and Creative Student Writing	15
Final Exam Presentation	40
Total	100

Test policy: Tests must be taken on the assigned dates. Except in cases of medical emergency, make-up exams are not permitted without prior approval from the instructor.

7. INCOMPLETE POLICY:

All course work is due on the dates assigned. Students who fail to submit assignments on time will be subject to the course's late grading policy. In all other cases and unless otherwise stated by the instructor, all course work is due by 4:00 p.m. on the last day of the semester.

A grade of incomplete will only be awarded to students who cannot physically complete their course work by the last day of the semester due to an avoidable situation such as a serious illness. In such cases, students must provide valid evidence of their condition. After a semester has ended it is no longer possible to request an incomplete. Incompletes will not be granted simply because of poor time management. Students who assume that an incomplete will be issued because they failed to finish their course work by the end of the semester will automatically receive a grade of F.

Incompletes must first be approved by the Academic Affairs office. To apply for an incomplete, students must fill out an incomplete-grade-request form and submit it to the office by the required deadline in December 2013. After receiving approval from the office, the student must then obtain approval from his or her instructor.

8. ATTENDANCE POLICY: Students must be present and on time for every class. A large part of the final grade is based on attendance and active participation in the class meetings. Attendance is taken at the beginning of every class. Absences reduce the final grade as follows:
 - First absence: Minus 10 points in final grade.
 - Second absence: Minus 10 points, total of 20 deducted from final grade.
 - Third absence: Minus 10 points, total of 30 deducted from final grade.
 - Fourth absence: F.
 - Three late arrivals or early departures = 1 absence.

9. ACADEMIC INTEGRITY: Plagiarism and cheating are unacceptable. Plagiarism is defined as the use of someone else's ideas, arguments or other original material without acknowledging the source. This includes using any material either verbatim or by "cut and paste" from the web without direct quotations or paraphrasing in students' own words. Written papers will be checked. Any signs of cheating will be referred to the academic dean for possible disciplinary sanctions.

10. COURSE PRAYER SUBJECTS:
 - 1) Pray for improving writing skills to be able to communicate effectively with English-speakers seeking to know God.

2) Pray for confidence in learning English and the faith to overcome the fears about learning new skills.

3) Pray for greater appreciation of the use of written English in the Bible, both KJV and NIV translations.

11. COURSE SCHEDULE:

Week	Date	Class Topic	Reading	Assignments
1	8/26/14	Intro. to Composition	Handout	ESL Diagnostic
2	9/2/14	Basic Grammar Review	Handout	Class exercise
3	9/9/14	Writing Sample		In-Class Writing
4	9/16/14	Simple Sentences	Handout	Class exercise
5	9/23/14	Formal Letter (Report 1)		In-Class Writing
6	9/30/14	Combined Sentences	Handout	Class exercise
7	10/7/14	Complex Sentences		In-Class Writing
8	10/14/14	Complex Sentences	Handout	Class exercise
9	10/21/14	Intro. to Essay Structure	Handout	In-Class Writing
10	10/28/14	Intro to Essay (cont.)	Handout	
11	11/4/14	Academic Essay		In-Class Writing
12	11/11/14	Essay (Report 3.)		In-Class Writing
13	11/18/14	Presentation		
14	11/25/14	THANKSGIVING	No Class	
15	12/2/14	Final Review		Discussion, reflection
16	12/9/14	FINAL EXAM - PARTY		Class exam