



Practical English Reading and Writing Spring 2017 Course Syllabus

Instructor		Classroom	
Office		Section No.	
Office Hours		Class Time	
Office Phone		Email	
Class Website	http://moodle.seoultech.ac.kr		

Description

Practical English Reading and Writing (PERW) will introduce high-beginner to intermediate level students to fundamental concepts related to English reading and writing. Students will practice using reading strategies to comprehend and analyze text of varying genres as well as to assess the author's intentions. Additionally, this course help students refine their sentence to paragraph level writing skills. Students will also learn tools that can help them in their reading and writing tasks. By the end of this course, students should be able to write basic paragraphs and comprehend intermediate level non-academic texts. Students will work individually or in small groups to develop these language skills. Active participation is a necessity.

Level : TOEIC 400-725 (CEF B1-B2)

Students who enroll in Practical English Reading and Writing must have scored between TOEIC 400-725. Students with a score under 400 should enroll in English Writing Fundamentals. Those with a score of 730 or higher should enroll in Advanced Practical English Reading and Writing. Students with an 860 should apply for exemption from the English reading course requirement.

Goals

- Students will be able to demonstrate awareness of genre and register.
- Students will be able to use strategies to comprehend a range of texts.
- Students will be able to demonstrate a critical understanding of a text.
- Students will be able to write a coherent and cohesive text.
- Students will be able to demonstrate awareness of paragraph structure.
- Students will be able to demonstrate a reasonable control of spelling, punctuation, and grammar.

Textbook/Materials

- Pathways 2A, Laurie Blass and Mari Vargo, Cengage Learning
- Students must bring a clear file folder/binder for additional course materials that will be provided by the instructor.
- Students must bring a notebook and pencil/pen to each class.

Assessment Plan

Attendance and Participation (10%)

Students are expected to arrive on time for class and prepared with all of their materials. Students who have unexcused absences, arrive late, are unprepared for class, or do not actively participate will not receive full marks for this grade. Teachers may have additional requirements for participation, such as visiting their office hours or consulting after class. Please consult your teacher for further details.

Assignments (30%)

Assignments include both in-class and out-of-class work. This category includes, but is not limited to, homework, quizzes, presentations, and some activities completed in class. Homework will be given on a weekly basis. Late submissions will not be accepted, and students will receive a 0.

Moodle-based assignments should be completed and submitted **48 hours** before the beginning of the next class period. If problems arise with Moodle or while trying to complete an online assignment, students should first consult the Moodle Help Docs. If students' are still experiencing problems, they should email their professor **at least 24 hours** before the assignment's deadline to inform them of the situation. It does not matter if students have an excused absence or not for online work, they must still submit their assignments on time.

Assessments (60, 30% x 2 exams)

This course will have two standardized exams- Exam 1 and Exam 2. The exams will have both a reading section and a writing section. The reading section of the exams will test student's ability to utilize reading skills taught in class, therefore the selected readings on the exam will NOT be from the textbook. Teachers will announce and provide materials for each assessment at least one week prior to the assessment. Each assessment will be worth 30% of the student's final grade.

Grade Scale

Students' letter grades are determined using the standard SeoulTech grading curve. The grading system compares each student's score with the scores of all other PERW students taught by the same teacher. For example, if a teacher has a total of three PERW classes, all of the students in those five classes are put together into one combined group for grading. The students are then ranked and assigned grades based on university standards. Grades are assigned based on an average of a **maximum average of a 3.3 grade point average** for the combined classes. A+= 4.5, A0= 4.0, B+= 3.5, B0= 3.0, C+= 2.5, C0= 2.0, D+= 1.5, D0= 1.0, F= 0.0. Assignment of letter grades of A+ through B0 will be based on student ranking using the 3.3 grading curve. Please take note that a grade of C+, C0, D+, D0, or F is determined by their overall score in the course by percentages listed below.

Grade	A+ ~ B0	C+	C0	D+	D0	F
All sections combined	Student Ranking	75~79.99%	70~74.99%	65~69.99%	60~64.99%	Below 60%

Class Schedule

Week	Topic, Assignment, Language Outcomes, etc.
1	Course Orientation and Introductions
2	Unit 1: Finding the main idea
3	Unit 1 Continued: Writing topic sentences
4	Unit 2: Identifying details
5	Unit 2 Continued: Using details to support the main idea
6	Unit 3: Finding the gist
7	Unit 3 Continued: Writing concluding sentences
8	Review
9	Exam 1
10	Unit 4: Interpreting visual information
11	Unit 4 Continued: Describing charts and graphs
12	Unit 5: Identifying cause and effect
13	Unit 5 Continued: Creating an outline
14	Review
15	Exam 2

Email communication protocol

Students are encouraged to contact their professor with any concerns or questions that they have about class. Students either may contact him or her through the Moodle website or send an email. Email must use the following protocol:

- Students must email their professor at their work email listed above.
- **The email subject line (이메일제목) must include:**
 - Your full name
 - Class section number
 - Student id number

Example: "Choi Yoonju 31005 01234567"

If you do not follow this protocol, your professor will not read or respond to your email.

Attendance

Unexcused absences affect your attendance grade. In order to have your absence excused, you must submit paperwork to the ILER office in room 115 within one week of your absence. Valid reasons for absences can be found on the ILER website. **Students who miss more than 1/3 of the semester will automatically receive an F for the course in accordance with the SeoulTech attendance policy.**

Plagiarism

All work done in this class must be original work completed by the student. If, for any reason, the instructor believes that you have plagiarized, he or she may fail you for the assignment or for the entire class. This policy not only applies to homework, but also to in-class assignments and formal testing as well.

*This syllabus is subject to change and/or adjustment at the professor's discretion.