

Syllabus

Faculty Faculty of Arts and Sciences
Department Department of English
Semester Second Semester
Academic Year 2019-2020

Course Name: Essay Writing
Course Number 0102206

Each student shall receive a copy of the syllabus to be kept for future reference.

1. Instructor Information

1. Instructor: Dr. Nisreen Yousef
2. Office: B321
3. Office Telephone
4. Email: ntyousef@meu.edu.jo
5. Office Hours: Saturdays: 11-3 / Sundays and Tuesdays: 12:30-14:00/ Mondays: 15:30-17:00/ Wednesday: 11:00-:14:00.

2. Course Details

1. Meeting Times: Monday and Wednesday: [14:00_15:30]
2. Location: B109*
3. Course Laboratory (if any):

3. Sources and References:

1. Course Book: Oshima, Alice. *Longman Academic Writing Series*. United States: Longman. 2016. (Fifth Edition)
2. Other References: to be chosen by the lecturer.

4. Course Description: This course aims at guiding students through logical steps necessary for creating a finished essay developed through description, exemplification, classification, comparison and contrast, definition, cause and effect and logical division.

5. Aims and Objectives: This course aims at developing the students' writing from the paragraph to the essay.

6. Course Learning Outcomes (CLOs):

Upon completion of the course, the students are expected to be able to:

Students should:



FI12-3, Rev. c

Ref.: Deans' Council Session (03/2018-2019), Decision No.: 14, Date: 15/09/2018

1. be able to express themselves in writing in correct English language and correct grammar usage
2. recognize the various writing techniques to support their topic sentences and essays
3. be able to produce coherent, meaningful, and logically constructed paragraphs and essays
4. be acquainted with kinds of essays in order to use them in expressing their ideas in the written mode of communication
5. develop a discerning eye for spotting weaknesses that render a piece of writing illegible and incoherent
6. improve their analytical and critical thinking skills through the development of well thought-out arguments in their writings
7. Develop better oral skills through class discussions and particular home assignments
8. Expand their vocabulary through exploring new assigned topics and class discussions of students' writing and subjects assigned.

7. Programme Learning Outcomes (PLOs):

The programme aims to prepare competent graduates who are capable of:

1. Describing the basic components and elements of English language related to phonetics, morphology, syntax and semantics.
2. Recognizing the British and American literary works such as drama and novel.
3. Distinguishing the artistic and intellectual trends and movements in the British and American literature.
4. Mastering the skills of English language: pronunciation, speaking and writing.
5. Expressing and critiquing the ideas of real life in English.
6. Transferring knowledge related to teaching English language within its own dimensions.

7. Translating texts from and into English language.

8. Teaching Methods

The methods of instruction may include, but are no limited to:

1. Lectures
2. assignments
3. presentations
4. reports and papers

(To be determined by the instructor in accordance with the requirements of the course)

Evaluation:

#	Description	Weight	Description
	Mid-term Exam	30	Written
	Presentation	10	Oral
	Assignments	10	Written
	Final Exam	50	Written
Total		100	

9. Course Schedule:

Week	Topics to be covered	Readings (pages)	CLOs	PLOs
1	Paragraph Structure	2-21	1, 5	4
2	Unity and Coherence	22-45	6,2,3	4
3	Using Outside Courses	46-72	6,1	4,5
4	From Paragraph to Essay	74-100	1,6,8	4,5
5	Process Essay	101-115	1,2,7	4,5

6	Cause/Effect Essay	116-132	1,5,7	5
7	Comparison/ Contrast Essay	133-151	2,4,5	5
8	Argumentative Essay	152-170	1,2,4, 8	4,5
9	Types of Sentences/ <u>Mid-term EXam</u>	170-188	1,4,7	4
10	Parallelism and Sentence Problems	189-204	1,2,3,8	5
11	Noun Clauses	205-220	1,2,7,8	4
12	Adverb Clauses	221-242	1,2,4	5
13	Participles and Participle Phrases	243-263	1,7,8	4,5
14	Practice	264-278		
15	Practice and Discussion			
16	Final Exam			

10. Course Policies:

- Course policies are determined by Undergraduate and Postgraduate Degree Regulations and Student Guide
- Policies should be announced during the first meeting.

1. Attendance:

- Students must attend all classes of this course.
- Any student with absence of 15% of the classes of any course, will be illegible to sit for the final exam and will be given the university zero (35%) in this course.
- In the case (b) above, if a student submits an official sick report authenticated by university clinic or an accepted excuse by the Dean of his/her faculty, the student will be considered as withdrawn from the course, and a "W" will be shown in the transcript for this course.

2. Tardiness:

Students are not allowed to come late to classes. Any student coming late will not be allowed to attend the class and he/she will be marked absent.

3. Exams:

- Failure in attending a course exam other than the final exam, will result in zero mark unless the student provides an official acceptable excuse to the instructor who approves a makeup exam.
- Failure in attending the final exam will result in zero mark unless the student presents an official acceptable excuse to the Dean of his/her faculty who approves an incomplete exam, normally scheduled to be conducted during the first two weeks of the successive semester.

4. Assignments and Projects:



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Ref.: Deans' Council Session (03/2018-2019), Decision No.: 14, Date: 15/09/2018

Assignments and projects should be submitted to the instructor on the due date. Zero mark will be given for late submissions unless the student has an acceptable excuse approved by the instructor of the course.

5. Attending Exams and Meeting Deadlines:

A student who is late more than 10 minutes will not be permitted to sit the exam (first, second or mid exams).

A student who is late more than 30 minutes will not be permitted to sit to final exam, and no student will be permitted to leave the exam center before the elapse of 30 minutes.

6. Penalties for Cheating:

- Copying from another student's work.
- Using materials not authorized by the institute.
- Collaborating with another student during a test, without permission.
- Knowingly using, buying, selling, or stealing the contents of a test.