### KTU

### Department of English Prep Program

### Writing Course Syllabus

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| **Instructor: Yrd. Doç. Dr. Elif Demirel** | **Contact : elif@ktu.edu.tr** |
| **Class time/location:**  **Monday 17:00/Friday 17:00** | **Office : A/102**  **Office Hours: Thursday 10:00-12:00** |
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**Course Description:**

**Required Materials**

1. Books:
   1. Communication Through Writing, Coffey, Chapter 1 & 2 (Photocopied material) (CTW)
   2. Longman Academic Writing Series 3, Oshima (to be purchased by students) (LAWS)
2. A Clear-book Binder for Portfolio
3. Lined paper or a notebook.
4. Pencils and pens.
5. A planner/calendar to write course assignments in.

**Grading**

Scale:

A = 90-100 points

B = 80-89 points

C = 70-79 points

D = 60-69 points   
F = 59 points or below

Possible Points: 100

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| Participation : | TO BE DECIDED AFTER MEETING |
| Daily work and Visa Exams : | TOBE DECIDED AFTER MEETING |
| Portfolio | TOBE DECIDED AFTER MEETING |
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**Assignment Descriptions**

PARTICIPATION: You are expected to come to class on time and prepared to participate. Each day you will receive 10 points for coming to class on time and participating in the activities. If you are tardy you will lose 5 points. If you are absent you will lose all 10 points for that day.

DAILY WORK AND VISA EXAMS: Daily work includes all in-class assignments that you will complete during class. Quizzes will be given on the content of the lectures and of the assigned readings. Take careful notes during lectures and during reading to achieve high scores.

PORTFOLIO: Students are expected to collect all written work (with all drafts and corrections) prepared in class in a portfolio. Portfolios are going to be submitted at the end of the semester.

**Class Policies**

Electronic Devices:

No electronic devices are allowed in class. This includes, but is not limited to, computers, cell phones, electronic translators, iPods and mp3 players. You will receive one warning for using any of these types of devices. If you use any of these devices again, you will be asked to leave class and will be marked absent for the day.

Attendance:

* If you are not present when class begins or are late from the break, then you will be marked “tardy” and lose 5 participation points.
* If you miss more than 30 minutes of any class, you will be marked “absent” and will lose 10 participation points.
* There are NO excused absences. Please see the Make-up Work Policy below.

Make-up Work:

* In-class work CANNOT be made up if you are tardy or absent for any reason.
* All hard-copy assignments are due at the beginning of class on the day designated.
* Electronic assignments are due on the date and at the time specified by the instructor.
* Late work will be accepted up to 5 days after the due date, no late work will be accepted after this time. All late work will be graded and then will be reduced by 50%. For example, a late reading log that is graded as 10/15 will be recorded as 5/15.

Assignment Formatting

All written assignments should be typed and printed. Use the following formats:

* 12 point, Times New Roman Font (No bold or italics)
* Double spacing, no extra space between paragraphs
* Name and date on the top left of the page
* Page number in the footer on the bottom right of the page

**Prep Program Policies**

**Attendance:**

The KTU-Prep Program expects students to attend class regularly and to complete all assignments on time. Attendance, study, and practice are the keys to successful language learning. Absences may affect your success and may lead to repeating the prep year.

Please note: you must be in class and participating to be counted as attending; **sleeping in class counts as an absence**. Sleeping in class is NOT acceptable in university classrooms.

**2013- 2014 Academic Year Absence limits**: You need to attend a total of 672 hours of class all year, limit of absence for 2013-2014 academic year is 67 classes. If you exceed this limit even by one hour, this leads to failure to meet the attendance requirement and you cannot take the final exam at the end of the year.

**Plagiarism**

Plagiarism is a type of cheating and includes copying from your friends, classmates, the Internet, books, or any other source. Any student who cheats or plagiarizes during this class will receive a zero on the assignment. The student will also be reported to the Prep Program director. If you don’t know if you are plagiarizing, ASK before handing-in an assignment.

**Student Conduct**

We are glad you have joined our academic community. Now, you are expected to behave in accordance with the standards of higher education. These standards, along with sanctions for violation of these standards, can be found in the KTU Regulations.

**Important Dates**

**Classes Start: Sept. 23. 2013**

**Midterm Exams: Nov 14-24 (week 9) / Jan 6-18 (Week 16)**

**Classes end: Jan. 4, 2013**

**2013 OFFICIAL HOLIDAYS**

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| **HOLIDAY** | **DURATION** | **MONTH** | **DAY** |
| Eid Holiday (Eve) | 1/2 DAY | 14 OCTOBER | MONDAY |
| Eid Holiday | DAY 1 | 15 OCTOBER | TUESDAY |
| Eid Holiday | DAY 2 | 16 OCTOBER | WEDNESDAY |
| Eid Holiday | DAY 3 | 17 OCTOBER | THURSDAY |
| Eid Holiday | DAY 4 | 18 OCTOBER | FRIDAY |
| Republic Holiday | 1,5 DAY | 28 OCTOBER 29 OCTOBER | MONDAY TUESDAY |
| New Year’s Eve | 1 DAY | 1 JANUARY | WEDNESDAY |

**Holidays vs…**

**Assignment Schedule, Fall 2013**

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| **Dates** | **Topic** | **Source** | **Homework Due** |
| Week 1  SEP.23-27 | **Introduction to the short essay** | **CTW pages 1-17** | **Collect photocopies from copy shop** |
| Monday | Introduction to class  Writing a diagnostic paragraph | **CTW pages 1-17** | **Collect photocopies from copy shop** |
| Friday | The paragraph : basic parts of the paragraph  Writing a diagnostic paragraph | **CTW pages 1-17** | Read CTW p1-5  Answer discussion questions on p.5 |
| Week 2  SEP.30-OCT.4 | **Introduction to the short essay** | **CTW pages 1-17** |  |
| Monday | The paragraph : basic parts of the paragraph  The topic sentence | **CTW pages 1-17** | Exercises 1-2 on p6-7  Exercise 3, p.8 |
| Friday | The paragraph : basic parts of the paragraph  The topic sentence  Feedback on exercise 8 | **CTW pages 1-17** |  |
| Week 3  OCT. 7-11 | **Introduction to the short essay** | **CTW pages 1-17** |  |
| Monday | The short essay : basic parts of the short essay  Analyzing a model essay, p12-13 | **CTW pages 1-17** | Read “the forgotten letter” answer discussion questions , p12-13 |
| Friday | The short essay : basic parts of the short essay  Thesis statements, p14-17 | **CTW pages 1-17** | Do exercises 4-5, p14-15 |
| Week 4  OCT. 14-18 |  |  |  |
| Monday |  |  |  |
| Friday |  |  |  |
| Week 5  OCT. 21-25 |  |  |  |
| Monday |  |  |  |
| Friday |  |  |  |
| Week 6  OCT. 28- NOV. 1 |  |  |  |
| Monday |  |  |  |
| Friday |  |  |  |
| Week 7  NOV. 4-8 |  |  |  |
| Monday |  |  |  |
| Friday |  |  |  |
| Week 8  NOV. 11-15 |  |  |  |
| Monday |  |  |  |
| Friday |  |  |  |
| Week 9  NOV. 18-22 |  |  |  |
| Monday |  |  |  |
| Friday |  |  |  |
| Week 10  NOV. 25-29 |  |  |  |
| Monday |  |  |  |
| Friday |  |  |  |
| Week 11  DEC. 2-6 |  |  |  |
| Monday |  |  |  |
| Friday |  |  |  |
| Week 12  DEC. 9-13 |  |  |  |
| Monday |  |  |  |
| Friday |  |  |  |
| Week 13  DEC. 16-20 |  |  |  |
| Monday |  |  |  |
| Friday |  |  |  |
| Week 14  DEC. 23-27 |  |  |  |
| Monday |  |  |  |
| Friday |  |  |  |
| Week 15  DEC. 30-JAN 3 |  |  |  |
| Monday |  |  |  |
| Friday |  |  |  |
| Week 16  JAN. 6-10 |  |  |  |