

Professional Academic English (PAE)  
Syllabus for Winter 2016

**Instructor's Information:**

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**PAE Textbook**

*Professional Academic English:  
From Theory to Practice*  
  
Hanyang University Press,  
2016



Evaluation	Attendance	Participation	Presentation #1	Presentation #2	Essay	Other
	10%	10%	20%	30%	20%	10%
<b>Grading</b>	<b>Curved Grading is NOT used in this class—but students do NOT all get A+ or A0</b>					
<b>Course Description</b>	<p><i>Professional Academic English (PAE)</i> is a required course for all HYU students that develops students' academic presentation and writing skills using major-related content. Instruction will focus on the concepts and strategies needed in order to both organize and deliver a presentation, along with informal and formal opportunities to practice them. Students will also learn to improve their academic writing through assignments that require the demonstration of key writing principles as well as beginning research and citation practices.</p>					
<b>Course Outcomes</b>	<p style="text-align: center;"><b>Presentation Outcomes</b></p> <ol style="list-style-type: none"> <li>1. Students will be able to plan, prepare, and presents on a topic relating to their majors</li> <li>2. Students will be able to present, demonstrating a proficiency of:               <ol style="list-style-type: none"> <li>a) Presentation Skills (eye contact, gestures, posture, voice)</li> <li>b) Language skills (explain charts/graphs, how to take questions, power of language)</li> <li>c) Visuals (PowerPoint and other visual aids)</li> <li>d) Teamwork</li> </ol> </li> </ol> <p style="text-align: center;"><b>Writing Outcomes</b></p> <ol style="list-style-type: none"> <li>1. Students will be able to write a basic academic essay on a topic relating to their majors</li> <li>2. Students will learn about:               <ol style="list-style-type: none"> <li>a) Structure of paragraphs and essays</li> <li>b) Principles of good writing (sentence &amp; language variety, cohesion &amp; coherence, using specific examples)</li> <li>c) Mechanics &amp; formatting</li> <li>d) Research, plagiarism, and citation</li> </ol> </li> </ol>					
	<p style="text-align: center;"><b>Presentation #1 (20%)</b></p> <ul style="list-style-type: none"> <li>• Topic: <b>Compare/Contrast</b> on a topic relating to students' majors</li> <li>• Include <b>one graph</b> and <b>one chart</b>.</li> <li>• Charts and graphs should include title, label and source in English</li> <li>• Use language related to graphs/charts as outlined in textbook.</li> <li>• Length: 3-4 minutes per presenter (pair or group presentation)</li> <li>• Visual Aids: Must use PPT (or Prezi)</li> <li>• Key Areas Assessed: Presentation Skills, Visuals, Content, Structure</li> <li>•</li> </ul> <p style="text-align: center;"><b>Presentation #2 (30%)</b></p> <ul style="list-style-type: none"> <li>• Topic: <b>Problem/solution</b> source based presentation on a topic related to students' majors</li> <li>• Length: 4-5 minutes (individual presentation) with Q&amp; A</li> <li>• Visual Aids: PPT (or Prezi)</li> </ul> <p style="text-align: center;">Key Areas Assessed: Presentation Skills, Content, Structure, Visuals, Q &amp; A</p>					

Other (10%): Homework, quiz/test, video project, journals, portfolios, or self-reflection.

	<p style="text-align: center;"><b>Essay (20%)</b></p> <ul style="list-style-type: none"> <li>• Topic: A <b>problem/solution</b> source based essay on a topic relating to students' majors.</li> <li>• Outline &amp; First Draft Required</li> <li>• Length: 4-5 paragraphs (400-500 words)</li> <li>• 1 short intro, 1 problem body paragraph, 1 solution body paragraph, 1 concluding paragraph</li> <li>• Use <b>2 sources</b> in the problem paragraph, use <b>2 sources</b> in the solution paragraph</li> <li>• Key Areas Assessed: Content, Organization, Writing Style, Citation, Prewrite</li> </ul>
<b>Attendance and Lateness Policy</b>	<p>Students must attend at least 2/3 of the class to pass the course.  Unexcused absence will lose 1 point from attendance and 1 point from participation.  Excused absence will lose 0.5 point from participation.</p> <p>(Attendance and participation points will not be deducted for excused absence due to major illness/injury, military duties, or family tragedy. Other unforeseen extenuating cases can be considered as an excused absence with no point deduction if approved by the instructor and CEEC department. All documentation for excused absence should be submitted to the instructor and CEEC main office.)</p>

### Attendance Policy

- Official documentation is required for an absence to be excused. It must be a legitimate reason, such as military duty, major illness/injury, or family tragedy. Other unforeseen extenuating cases can be considered as an **excused absence** with no point deduction if approved by the instructor and CEEC department. All documentation for **excused absence** should be submitted to the instructor and CEEC main office. Official documents must be submitted within **2 weeks** of the absence. **Late documents and pharmacy prescriptions cannot be accepted.**
- Each **Unexcused Absence** results in a deduction of 2% off the final grade
- More than 3 **Unexcused Absences** results in automatic course failure. (HYU policy)
- 2 'lates' equal one **Unexcused Absence** and being more than 20 minutes late also equals **Unexcused Absence**
- Mysteriously leaving class early and/or taking frequent or unreasonably long breaks may result in a Participation deduction of up to 7 points; in extreme cases, a student may just be given an **Unexcused Absence**.
- Each **Excused Absence** will result in a 1 point deduction from **Participation**.
- Each time a student is late, 1 point is deducted from **Participation**.
- Students who are more than 20 minutes late—or who sleep—can lose up to 5 points from **Participation**.

### Internship / Employment Policy

- Students can be excused for internships and employment, but must attend at least 2/3 of the classes to pass the course
- Because learning in this class depends on group participation, any employed or job-seeking student who has more than 6 excused absences cannot get a final grade of better than B0
- If you are currently applying for jobs or internships and think you might not be able to attend the minimum required amount of classes, you should **drop** this class **before** the **Add/Drop** period expires . This is **not** a distance education class and 65% of your grade **must be earned in the classroom only**. There are **no exceptions** for seniors or anyone else to this policy.

### Assignments, Presentations, & Rules

- Up to 5 points will be deducted from Participation/Homework each time the homework is not done or incomplete
- Presentations **must** be made on the assigned date. If you miss any presentation (including the ungraded one) and do not have an **Excused Absence**, your score for that presentation will be zero (0) and you will not get a second chance to give your presentation. If you miss a presentation due to illness-and submit a doctor's note on your first day back in class-you will get **one** second chance to do your presentation.
- Writing assignments must be submitted through the CANVAS Learning Management System as either a .doc or docx file. For every day that a writing assignment is submitted late, 10% will be deducted from its score.
- Students who persistently talk or otherwise disrupt while other students are doing their presentations will lose 5 points from both **Participation** and their own **Presentation** score. (Rudeness sucks!)
- Poorly completed peer evaluations will result in deductions from each group member's **Participation** score
- Students who persistently talk or otherwise disrupt (with texting or any other mobile device application) while either the instructor or a classmate is talking to the class can lose up to 10 points from **Participation** each time it happens.
- Students who don't make an effort to use English--or who use their mobile devices for texting--during a learning activity can lose up to 10 points from **Participation** each time it happens. (Please stay focused and on-task.)
- Students who show respect **and** take intelligent risks will have a great time and get awesome grades in this class!

**Note:** The weekly schedule will be posted in the LMS for this class. Assignment due dates and/or some policies are subject to possible change, as deemed necessary by the instructor.