УКРАЇНСЬКО-АМЕРИКАНСЬКИЙ
УНІВЕРСИТЕТ КОНКОРДІЯ

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English Composition I

Syllabus
ЗП 1.1
Specialty: 073 "Management"
Educational program "Information Technology Management"

Quarter/Year: <u>Fall/2022</u>   ECTS Credits: 6

Instructor: Alina F. Cherepynska-Ngobeya   US Credits: 3

Contact information:

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Course Description

This course has been developed to help students with their written assignments in English. Students often find the written demands of their courses very challenging. In addition to the vocabulary of academic English they have to learn new conventions of style, referencing and format. Furthermore, their lecturers are often concerned by their lack of critical thinking skills, and also mention students' failure to answer the specific question and their inability to develop answers logically. Issues around vocabulary, plagiarism and referencing skills are significant additional worries.

Goals:

- ✓ Reinforce your established writing skills and abilities.
- ✓ Develop fluency in paragraph construction and essay writing.
- ✓ Utilize basic elements of grammar, mechanics and spelling correctly.
- ✓ Refine and enhance writing skills for a variety of contexts.

Course Outcomes

Upon successful completion of this course, students will be able to:

PH8. Apply management methods to ensure the effectiveness of the organization.

PH9. Demonstrate skills of interaction, leadership, teamwork.

PH12. Assess the legal, social and economic consequences of the organization.

PH14. Identify the causes of stress , adapt yourself and the members of the team to the stressful situation, finding ways to neutralize it.

PH13. Communicate orally and in writing in state and foreign languages.

PH15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism.

PH17. Perform research individually and/or in a group under the guidance of a leader.

Competences:
3K7. Ability to communicate in a foreign language.
3K14. Ability to work in an international context.
CK6 . The ability to act socially responsibly and consciously.
CK9. Ability to work in a team and establish interpersonal interaction in solving professional problems.
CK15. Ability to form and demonstrate leadership qualities and behavioral skills.

Internationality: The international aspect of the course includes development of essential writing skills, such as structuring paragraphs and building an argument, and provides practical guidance on adhering to the conventions of academic writing. It guides students systematically through a series of text analyses which bring out key linguistic and rhetorical features, making complex textual issues manageable and understandable for learners of all abilities. This course will equip students who are non-native speakers of English with the tools and confidence to respond effectively and appropriately to written assignments at university.

Communications
For individual issues, students should contact the professor ONLY by given e-mail or by Moodle. In the Subject line they should put: UACUFirstNameLastName. E-mail messages will normally be answered within 24 hours.
Note! Only emails sent from the student's corporate email address will be answered.

Student Responsibilities
Time Commitment
The study of technical courses is cumulative (i.e., an understanding of earlier material is necessary to grasp concepts covered later). Past experience has shown a high correlation between procrastination and low grades. Students must be committed to completing tasks on time.
Technical Aspects
The student is obliged to provide himself/herself with all the necessary technical equipment for the educational process (laptop or computer, webcam, headsets or headphones and microphone), as well as access to the Internet.
Only students signed-in with their own first and last name are allowed into video lectures in Zoom.

Grading Policy
The course is based on mastery of course outcomes. Student grades for this course will be calculated based on performance.
Note: the minimal grade to pass a subject is 60%.

Graduate Grading Guidelines
The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as a summary statement of the student's achievement in individual assessments (assignments & activities). These assessments are intended to identify for students their

strengths as well as those areas in need of improvement. Student work is assessed according to the guidelines below.

Course-level Grading guidelines:

Grade	ECTS Grade	International Grade
90% - 100%	A	5 (Excellent)
83% - 89%	B	4 (Very Good)
75% - 82%	C	4 (Good)
70% - 74%	D	3 (Good)
60% - 69%	E	3 (Acceptable)
35% - 59%	FX	Not acceptable, possible repetition of course

Criteria for grading:

ECTS grade	Requirements for the student
A	The student demonstrated a comprehensive systemic and in-depth knowledge of program material; processed basic and additional literature; obtained a solid grasp of the conceptual apparatus, methods, techniques and tools provided by the program; found creative abilities in the presentation of the educational program material both on this issue and on related modules of the course and related courses, or the student had a current control of 90-100 points
B	The student demonstrated good knowledge of program material; processed the basic literature, mastered the conceptual apparatus, methods, techniques and tools provided by the program, but with some inaccuracies
C	
D	The student showed mediocre knowledge of the core program material; learned information mainly from a lecture course or just one textbook; mastered only certain methods, techniques and tools provided by the program
E	
FX	The student has significant gaps in knowledge of the main program material; fragmentary mastered the basic concepts, techniques and tools; significant mistakes are made when using them

Maximum total possible points – _333__ points incl. (Midterm and Final exam are 60% of overall evaluation, where Midterm – 20% and Final – 40%)
· Test / Assignment / Project – _5-10__ points (several times during the course)
· Midterm exam – __66_ **points**
· Final exam – _132__ **points ((72 points-essay, 60 points-test))**

Student Workload
It is assumed that for each out of 17 class sessions a student spends about 10.5

academic hours of work. This includes 3.5 academic hours of lectures with the instructor and 7 academic hours of personal work. Personal work includes home assignments, preparing projects, work with additional information.
Please pay attention that 1 academic hour equals to 40 minutes.

Assignment Format
• All work should be shown in time. If the student misses the deadline – the task is failed.
• Midterm covered topics from previous lectures (weeks 1-6). It included multiple choice questions and cases (essays) and took about 1 **hour**.
• The Final exam covered all course material and included multiple choice questions and cases (essays). It lasts for **1.5 hours**. Admission to the Final exam is possible only if all the tasks of the curriculum are covered.

Academic dishonesty
· Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Forms of academic dishonesty include:
   1. Plagiarism — submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.
   2. Cheating — using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.
   3. Facilitating Academic Dishonesty — helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.
   4. Fabrication — altering or transmitting, without authorization, academic information or records.
· Midterm and Final are valid only if they are taken on-campus (room defined by the dean's office) and on UACU's computer/laptop or online on the student's computer/laptop using Zoom and other conditions defined by the dean's office to avoid the cases of academic dishonesty. Students who will not meet this requirement will be expelled from the course with grade "0".
· In case of missed Midterm or Final exam (for a valid reason like sickness or an emergency) a request to repeat the exam is possible. Permit to repeat a midterm or final exam is done through a letter to the dean's office with request and approval of subject lecturer.
· Submission or retaking of any assessment activities after deadlines are forbidden.

Submission & Return Policy
Assignments must be submitted to the professor on or before the due date indicated in the Course Schedule. The assignments submitted after the due dates receive zero points.

Schedule

Week #	Research Projects	Assignments Due	Points
Lecture 1	**Topic: Introduction. Process writing** What is writing? Functions, distinct steps of writing. Plagiarism	Review Lecture Assignment	10
Lecture 2	**Topic: Choosing the topic** Choosing and narrowing the topic. Identifying topic and main idea	Review Lecture Assignment	10
Lecture 3	**Topic: The structure of the paragraph** The parts of the paragraph. Identifying and writing topic sentence.	Review Lecture Assignment	10
Lecture 4	**Topic: Topic sentence** Writing topic sentence. Individual work		10
Lecture 5	**Topic: The development of the paragraph** Supporting sentences; Writing concluding sentence	Review Lecture Assignment	10
Lecture 6	**Topic: Peer editing** Checking partner's writing; Figurative language	Review Lecture Assignment	10
Lecture 7	**Topic: Gathering ideas** Pre-writing techniques, types of brainstorming	Review Lecture Assignment (paper works)	5
Midterm (7th class) **20% out of total amount of points for the course**			**66**
Lecture 8	**Topic: Basic punctuation rules**	Review Lecture Assignment	10
Lecture 9	**Topic: Descriptive paragraph** Organizing and writing descriptive paragraphs using adjectives and prepositions	Review Lecture Assignment	10
Lecture 10	**Topic: Writing about person** Short composition about person; letter of recommendation and references	Review Lecture Assignment (writing a reference)	10
Lecture 11	**Topic: Process paragraph** Giving instructions. Using transitional words	Review Lecture Assignment	10
Lecture 12	**Topic: Comparison/ Contrast paragraph** Writing about the advantages and disadvantages	Review Lecture Assignment	5
Lecture 13	**Topic: Comparison/ Contrast paragraph** Comparing/ Contrasting objects. Individual research	Review Lecture Project (presentation)	10
Lecture 14	**Topic: Opinion paragraph** Distinguishing between fact and opinion.	Review Lecture Assignment	5

	Using modal verbs and expressions		
Lecture 15	**Topic: Summarizing** Revision: Individual project.	Review Lecture Project (presentation)	10
	Final (17th class) **40% out of total amount of points for the** **course**		**132**

Recommended Materials

Zemach D.E., Rumisek L.A. Academic Writing from Paragraph to Essay
Dorothy E. Zemach, Lisa A. Rumisek-College writing from paragraph to essay-Macmillan
Why they can't write: killing the five-paragraph essay and other necessities by John
Warner; Project MuseBaltimore, Maryland: Johns Hopkins University Press 2018
Michael S. Malone The craft of professional writing: a guide for amateur and professional
writers London : Anthem Press 2018

 The above schedule and procedures are subject to change in the event of extenuating circumstances.

*Note: Students who do not attend classes (for no reason) are not allowed to complete their homework
assignments.*

Протокол засідання кафедр № 4 від 23.08.2022 року

Проректор з навчально-методичної
роботи   Л.І.Кондратенко

Завідувач кафедри   Г.А.Бевзо

Викладач   А.Ф.Черепинська