COURSE CODE: WRIT001

COURSE TITLE: PROGRAMME IN WRITING AND REASONING (PWR)

COURSE DESCRIPTION

Programme in Writing and Reasoning (PWR) equips students with the skills to write cogently in academic, business and professional settings. Students will learn to read critically, formulate their position convincingly, and convey their ideas persuasively on topics that adopt a business perspective. They will craft clear, concise and coherent reports that are effectively supported by appropriate evidence.

CORE SKILLS

The course will focus on the development of the following skills:

- **Reading closely** & annotating
- **Analyzing arguments**, claims & evidence (Toulmin)
- Crafting **thesis/position statements**
- **Synthesizing** materials from secondary sources: paraphrasing, summarizing & quoting
- Conducting **research** & **citing** sources
- Using the right **register** based on purpose & audience
- **Formatting** documents & using **visual elements** effectively
- Ensuring **clarity, coherence & conciseness**
- **Reviewing** & **editing** drafts
LEARNING OBJECTIVES

By the end of the course, students will be able to:

- Formulate a clear position on an issue and develop arguments to support it
- Organize ideas coherently with maximum rhetorical impact
- Analyze and interpret business-related texts
- Synthesize logically similar and opposing views to draw out relevant evidence
- Use and document secondary sources appropriately
- Follow conventions of business writing, especially in relation to the use of language, format and visuals
- Revise writing effectively.

PRE-REQUISITE/ CO-REQUISITE/ MUTUALLY EXCLUSIVE COURSE

Mutually Exclusive Course: WRIT101 Academic Research Writing

ASSESSMENT METHODS

<table>
<thead>
<tr>
<th>Components</th>
<th>Task</th>
<th>Description</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Assignment 1: Comparative Analysis Report</td>
<td>Group (max. 3 members)</td>
<td>• Based on 2 sources (550 to 650 words)</td>
<td>15%</td>
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<tr>
<td>Assignment 2A: Overview of Trends Report</td>
<td>Individual</td>
<td>• Involves a synthesis of 4 sources (700-800 words)</td>
<td>20%</td>
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<tr>
<td>Assignment 2B: Analytical Business Report</td>
<td>Individual</td>
<td>• Incorporates reference to 8 to 10 sources (1800-2000 words)</td>
<td>35%</td>
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<tr>
<td>Use of English Quiz 1</td>
<td>Group</td>
<td>• Text editing</td>
<td>5% each</td>
</tr>
<tr>
<td>Use of English Quiz 2</td>
<td>Individual</td>
<td></td>
<td>10%</td>
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<tr>
<td>Reading Quizzes</td>
<td>Individual</td>
<td>• Varied format</td>
<td></td>
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<tr>
<td>Attendance, Participation, Preparedness, Portfolio, Ethical Behaviour, COSMOS &amp; EAT</td>
<td>Individual</td>
<td>• Includes attendance (for regular class sessions, 2 writing conferences, &amp; library training), preparedness, participation, ethical behaviour and timely submission of the course portfolio</td>
<td>10%</td>
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Academic Integrity

The papers you write in PWR reflect your intellectual engagement with peers, the instructor and the published ideas of writers. A paper of integrity will display thoughtful interaction with other writers’ ideas and the appropriate citing of these sources. Failure to cite sources appropriately will be considered plagiarism or academic dishonesty.

All acts of academic dishonesty (including, but not limited to, plagiarism, cheating, fabrication, facilitation of acts of academic dishonesty by others, unauthorized possession of exam questions, or tampering with the academic work of other students) are serious offences. CEC will investigate all cases of academic dishonesty.

All work presented in class must be the student’s own work. Violation of this policy may result in the student receiving zero marks for the component assessment or a fail grade for the course. This policy applies to all work (whether oral or written) submitted for purposes of assessment. Severe cases of plagiarism will merit a failing grade in PWR and a formal letter of warning lodged with the Dean of Students.

When in doubt in this regard, students are encouraged to consult course instructors. Details on the SMU Code of Academic Integrity can be accessed at http://www.smuscd.org/resources.html.

When submitting assignments, students must submit the assignment together with a printed copy of the cover page available on the merged section of eLearn. Students must sign the cover page to acknowledge that the submission is their original work.

Other forms of academic dishonesty are:

- submitting the same paper for two different courses
- submitting the same paper to two different instructors
- submitting another student’s paper
- getting someone else to write your paper
- getting someone else to translate a paper from your native language to English
- getting someone’s assistance in rewriting parts of your paper
- buying a paper

The website below will provide you with more details on academic dishonesty or plagiarism. http://owl.english.purdue.edu/owl/resource/589/01/
INSTRUCTIONAL METHODS AND EXPECTATIONS

In PWR, students develop their writing in relation to a particular course topic. For AY2014-15, the following topics are offered:

- Finding Love
- Globalisation
- Making Sense of Food
- The Networked Society
- Dollars and Sense of Beauty
- The Business of Pursuing Happiness

Course materials

During the course, students will have to refer to the following types of material in eLearn:

- *Scanned readings:* You will have to acknowledge the Copyright Act by answering a simple quiz under the “Quizzes” tab.
- *Assignment Instructions*
- *Grammar exercises and resources*


Use of English Quiz (grammar, punctuation, spelling and word choice)

Several strategies are in place for developing the mastery of English grammar forms and usage.

There will be 2 Use of English quizzes that will form part of the final grade. The *Grammar for Effective Writing* on eLearn will help you to prepare for the grammar quizzes. *Grammar for Effective Writing* provides easy-to-follow lessons on 5 essential grammar rules (*Tenses, Subject-Verb Agreement, Modals, Word Order and Prepositions*). These lessons are presented in the form of a comic strip called the Human Invasion Project (HIP). The accompanying practice exercises give students an opportunity to brush up on grammatical principles before taking the grammar quizzes. Other online resources can also be accessed through eLearn.
Writing conferences

Students must write frequently to learn the conventions and structures of academic writing. They will also receive regular and sustained feedback from a range of readers, including both the instructor and fellow students. There are two scheduled writing conferences with the instructor in which students will have the opportunity to discuss their proposed essays.

Communication coaches

Students who require more advice on their paper can get guidance from our communication coaches, seniors who have been specially trained to offer writing advice. The communication coaches offer individual consultation on student papers regarding language, structure and logic.

CEC’s website provides more information on the writing coaches. [http://cec.smu.edu.sg/undergraduate/communication-coaches/](http://cec.smu.edu.sg/undergraduate/communication-coaches/)

Class Participation

Class participation includes your attendance (for the regular class sessions, the two writing conferences and the library training), your preparedness, your participation, your ethical behaviour and the timely submission of your course portfolio. Students are expected to come well-prepared for every session; it is essential to read the assigned texts and complete any homework assigned. This will facilitate more meaningful class discussion - a central part of the teaching and learning process.

Course Portfolio - Students will submit their portfolios to instructors on the last day of the course. Failure to submit the portfolio or submission of an incomplete portfolio will affect the participation grade. A portfolio checklist is available on the merged section of eLearn. Please keep all graded assignments for inclusion in the portfolio. The burden of proof is on the students to show the grade obtained for each graded assignment/quiz.

Policy for absences in relation to Weeks 9 to 12

Assignment 2B has two necessary steps in addition to writing: an oral presentation (Weeks 9-10) and a writing conference (Weeks 11-12). Absence from these sessions will result in a grade for Assignment 2B that is no higher than a C+.

Policy for absences in relation to final grade

The class meets for 1.5 hour sessions twice a week over 12 weeks, inclusive of 1 out-of-class writing conference and 1 library training (Weeks 5 & 6). Each session is a ready-made
opportunity to communicate your ideas and challenge the validity of opposing viewpoints. Furthermore, each session introduces a new skill that will be essential to writing essays competently. Week 7 is especially crucial as instructors will be discussing Assignment 2. Given these course expectations, it is critical that students be present for every session. Failure to do so will affect performance in mastering skills and the final grade.

*Students who are not present at the point when attendance is taken will be marked ‘absent’.*

In relation to the final grade, please note the following policy for absences:

- 4 absences out of the 26 sessions will result in a C+ grade or lower.
- 8 or more absences out of 26 sessions will result in an F grade.

Do also note that an absence with a medical certificate is counted as one of the tallied absences.

**Policy for late submissions**

All assignments must be submitted via Dropbox (Turnitin) on eLearn. You are allowed only one submission through Dropbox (Turnitin). Any late submission for Assignment 1 via Dropbox (Turnitin) will result in your grade being downgraded by one sub-grade e.g. B becomes B-. Any late submission for Assignments 2 and 3 will result in your grade being downgraded by a full letter grade e.g. B+ becomes C+. All assignments not submitted within 24 hours of the due date via Dropbox (Turnitin) will be awarded 0 marks. Assignments that exceed the maximum word limit will be penalized by one sub-grade.

*Only the Dropbox (Turnitin) submission will be graded.* Assignments submitted to the instructor are not a substitute for the Turnitin submission. Some instructors will also request a hard copy of your assignment. Both the Turnitin copy and hard copy must be exactly the same. If they are not identical, only the Turnitin copy will be graded.

**Use of electronic devices for purposes of recording**

Students need to seek permission from their instructors before using any electronic devices for audio or video recording. This includes using the camera for taking pictures of slides or any other documents. Failure to do so may affect your class participation grade, and/or overall grade.