

2024 SPRING English for Academic Purposes (EAP)

The Johns Hopkins University Bloomberg School of Public Health

Asynchronous Online delivery : This is a self-paced course. There are no scheduled f2f class meetings. Please read the full details under course logistics. Please make sure to register for both 3rd and 4th quarters as this course is continuous registration over the two quarters. Students who do not register into the second quarter will receive a W grade for the course.

Grading: This course is for Pass/Fail. The grade is based on completion. To receive a Pass grade, the student must submit 4 writing assignments by the due dates. The samples do not receive a letter grade but will receive detailed feedback. Course grades are issued only once at the end of the 4th quarter. You may be excused from one sample for unforeseen hardships in your personal, academic, professional circumstances. Please communicate with me as soon as you are able if you know you would not be able to submit your assignment or you have missed the deadline because of a hardship.

Instructor: Vicki Y. Hong Smith (Please feel free to call me Vicki. If you feel more comfortable with a formal title, Professor Hong Smith or Professor Hong works.)

Email: vhongsm1@jhu.edu

Classroom: Self-paced online. No class meetings. The course site on CoursePlus (CP) opens on **1/29/2024** for baseline activities to help you to determine whether this is the right class for you. You will be able to access the course contents on **2/5/2024** (on CoursePlus).

COURSE LOGISTICS

I. DATES AND DETAILS: Asynchronous Online. Self-paced with 4 writing assignments with due dates. All the contents and directions are on CoursePlus.

Contents: Please remember you will see many activities in Online Library (course resource site). You select what you need to work on and use the materials at your pace. There are no exams or tests toward the grade. Any activity that comes with practice is for you to pick and use to check your progress. Needless to say, the rate and the quality of progress you make depend on your regular use of the materials. All the materials and submissions are housed and done on CoursePlus.

Online library resources in Course Plus: The materials and practice activities provide you with opportunities to learn helpful skills and to check your progress. Plan around one to two hours every week to review the materials to improve particular skills for your goals and practice with activities you choose.

II. HOW TO PASS THE CLASS: Over two quarters, you are required to submit four writing assignments. Follow the submission requirements and the due dates. All

submissions are done in Drop Box. You do not receive a grade on your writing samples, but you will receive detailed feedback from me. To improve your skills, you are expected to review and apply my feedback to other formal or academic writing you do in this class and other settings. At the end of the 4th quarter, you will receive a P or an F depending on whether you submitted 4 samples as directed.

As explained under Grading, you may be excused from one sample for unforeseen hardships in your personal, academic, professional circumstances. Please communicate with me as soon as you are able if you know you would not be able to submit your assignment or you have missed the deadline because of a hardship.

<p>Main topics and dates:</p> <p>The following shows the main topics for the modules. Needs that arise during the term will also be addressed as we move along.</p>	<p>Requirements:</p> <ol style="list-style-type: none"> 1. A baseline activity to determine if this is the right class for you: Done by 2/2/2024 2. Two short writing assignments on given topics by the dates shown. The second short writing sample is a timed activity for which you will produce a short sample within a given amount of time. 3. Two longer writing assignments by the dates shown. One of the longer writing samples must have documentation of external sources according to an established documentation style. <p>Note that your assignments are not graded toward course grade. As long as you submit all the 4 assignments (3 if there are extenuating circumstances), you will receive a P grade.</p>
<p>I. Baseline activity in CoursePlus</p>	<p>Required by 2/2/2024</p> <p>This will help you make your decision to stay in or to withdraw from the course.</p>
<p>II. <u>1st Segment: 2/5/2024-3/31/2024</u></p> <p>A. Overall skills for academic writing and issues related to plagiarism. Two submissions by the due dates</p>	<p>Assignments and due dates: Submit to Drop Box in CoursePlus. Directions are found in Drop Box.</p> <ol style="list-style-type: none"> 1. 1st short writing sample: Due 3/17/2024

<p>- Main Topic 1: Overall review of formal writing in academic contexts</p> <ul style="list-style-type: none"> General aspects of academic written communication: <p>Overview of Academic Communication/U.S.-specific aspects/Formal writing structure/Writing Process/Organizational techniques</p> <ul style="list-style-type: none"> Frequent grammar and writing concerns for academic writers including tenses/agreements/ pronoun references/punctuation/fragments/run-on errors/ comma splice errors/wordiness/ voices/sentence types: These areas will continue through the modules. <p>-Main Topic 2: Avoiding plagiarism</p> <ul style="list-style-type: none"> Fundamental concerns about plagiarism: cultural expectations in the U.S. Avoiding plagiarism: U.S. expectations Introduction to Quote, Summary, Paraphrase & Synthesis Review of documentation styles 	<ul style="list-style-type: none"> After reviewing the materials in module 1 on writing effective paragraphs, submit Short Sample 1 in Drop Box. The topic and directions for the sample will be found in Drop Box once the assignment is posted. Allow two weeks after the due date to receive your feedback. <p>2. 1st Longer Sample, with or without documentation: 4/14/2024</p> <ul style="list-style-type: none"> See the details regarding this sample in the syllabus under Two Longer Samples. Submit in Drop Box. <p><i>At least one longer sample must include documentation. If you submitted the first longer sample with documentation, your second sample does not have to be a documented sample. If you submitted the first long sample without documentation, send the second sample with documentation.</i></p>
<p style="text-align: center;">III. <u>2nd Segment: 4/1/2024-5/17/2024</u></p> <p>-Main Topic 3: Documentation and organization reinforced. Two submissions by the due dates.</p> <ul style="list-style-type: none"> Further practice on Quote, Summary, Paraphrase & Synthesis Checking accurate application of documentation styles and requirements: <p>APA and others/In-text and end reference lists</p> <p>-Main Topic 4: Additional topics</p>	<p>Assignments and due dates</p> <p>(Spring Recess 3/18-3/22)</p> <p>3.2nd Longer Sample, with or without documentation: 5/12/2024</p> <p><i>At least one longer sample must include documentation. If you submitted the first longer sample with documentation, your second sample does not have to be a documented sample. If you submitted the first long sample without documentation, send the second sample with documentation.</i></p>

<ul style="list-style-type: none"> • Specific topics in research paper writing such as literature review and abstract • Unusual features in English usage/corrective strategies 	<ul style="list-style-type: none"> • See the details regarding this sample in the syllabus under Two Longer Samples. • Submit in Drop Box. <p>4. 2nd Short Sample, <u>Timed Writing</u>: Due by 5/17/2024 (Feedback on this assignment will be available around 6/10/2024)</p> <ul style="list-style-type: none"> • Submit in Drop Box. • The topic and directions will be found in Drop Box once the assignment is posted. • You will be able to access and do the writing anytime between 5/12/2024-5/17/2024. • If you are graduating in the spring, please submit this assignment by 5/16/2024. If you need an extension, please email me. We can make an arrangement.
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II. CONTINUOUS REGISTRATION AND GRADES (P, F or W)

You must register into both quarters. Grades are assigned only once, at the end of the 2nd quarter. Pass will be assigned to those who 1) were registered in both of the quarters 2) **and** have submitted 4 samples as required. Those withdrawing during the 1st quarter will not be allowed to return to class during the 2nd quarter. Please observe the dates for registration activities.

III. PERMISSION TO REGISTER:

Please follow the directions in SIS to gain permission to register. Unless there is a hold on your SIS account, the course is filled, or you have more than maximum allowed credits, you will be given permission.

IV. OTHER ADMINISTRATIVE NEEDS:

Please contact Mr. Stephen Bazzetta at sbazzett1@jhu.edu

V. CLASS LOCATION: Asynchronous Online

VI. TEXTBOOK:

There is no required textbook. I will provide you with the materials in Online Library. It is essential to review the materials if you would like to improve your skills.

COURSE DESCRIPTION

This course is for students whose first language is not American English and whose experience with academic written communication in American English is limited. This course focuses on a number of aspects of effective academic written communication to help the student write as clearly as possible. *While addressing specific major topics, I will be working on various grammar and writing points helpful for students whose first language is not English or whose educational medium language was not U.S. academic English.*

COURSE OBJECTIVES

Upon completion of this course, students will be able to

- Apply strategies used in the three main stages of the Writing Process. Spiral strategies include brain storming, outlining, drafting, proofreading, rewriting and editing.
- Formulate an effective thesis statement that presents the main goal to hold the writing cohesive and coherent for the entire work
- Support thesis with concrete supporting details
- Avoid global errors such as fragments, run-on/splice sentences, dangling modifiers
- Avoid errors in tenses and agreements
- Correctly incorporate quotations, summaries, and paraphrases when citing outside sources
- Correctly apply required parenthetical documentation and bibliographical documentation format
- Apply fundamental speech delivery skills for a short oral presentation (*This objective is on hold because of the COVID adjustments necessary to be made.)

REQUIREMENTS

To receive a passing grade, you are expected to fulfill the following requirements. I will give you feedback and improvement suggestions on your work. Upon submitting the 4 assignments as directed, you will receive a Pass grade for the course.

I. Baseline activity: Doing this activity will help you determine whether you wish to stay in the course for the goals you have.

II. Two short writing assignments (1st sample approx. 250 words; 2nd sample approx. 500 words):

To make sure the target EAP skills are transferred in application,

- you must complete and submit two short samples on the topics I assign.
 - The first sample is not timed.

- The second sample is timed writing. You may open the topic at your convenience in the week of 5/12/2024 and give yourself one hour to complete your sample.

Topics and directions will be found in Drop Box for these assignments. Allow two weeks for feedback after the deadline.

III. Two longer writing assignments (approx. 500-750 words):

For the two longer samples, you may submit in any combination of

- fresh samples you write in this class, papers you are writing for another class, or works you did in the past on which you want feedback.
- Personal statements or research proposals will also be accepted. The length is about 500-750 words.
- This means unless you are writing a fresh sample to meet the word count, you may submit two to three pages of your work, or you may select a few segments from your work to make about 500-750 words.
 - One of the two long samples must include documentation.

Topics and directions will be found in Drop Box for these assignments. Allow two weeks for feedback after the deadline.

ACADEMIC HONESTY: Plagiarism

You may find (or have found) that academic institutions in the U.S. use a different definition from many parts of the world for what constitutes academic dishonesty. I will cover this topic, give you an application assignment, and answer your questions regarding this very important issue. For specific policies, refer to your student resources provided by the University.