



## UNIVERSITY OF NEW YORK IN TIRANA

**Course:** Composition I (3 credit hours)  
**Professor:** Mr. Keith Kadlec  
**Office Hours:** Mon 14:00-15:00  
**Email:** kkadlec@umuc.edu

### Catalog Description

This course will introduce students to basic academic writing skills necessary for college-level coursework. Students are expected to have advanced writing skills in English, especially the ability to write clear, grammatically correct sentences. (Prerequisite: Minimum TOEFL score of 525)

### Course Purpose

This course will provide an introduction to the most common forms of academic writing, particularly short and medium-length essays. In addition, students will learn and practice vital writing skills such as summarizing, paraphrasing, and avoiding plagiarism. Students will also learn how to cite material correctly using the APA referencing style.

### Required Texts & Materials

1. Langan, John. (2005) *College Writing Skills with Readings*. Boston: McGraw Hill.
2. Monolingual English dictionary (of your choice)
3. Additional readings (distributed in class)

Please bring the textbook, any additional readings, a folder, a good amount of paper (or notebook), and a writing utensil to each class.

### Course Objectives

- To master the steps of composing, organizing, and writing academic essays
- To organize and compose an academic research paper with confidence
- To write essays that explain ideas, summarize readings, analyze topics, persuade audiences, and present solutions to problems
- To locate appropriate research resources and integrate them, without plagiarizing, into written work using formal academic style (APA)
- To improve content of written work through revising, editing, and proofreading

### Course Requirements

**Attendance & punctuality:** I will keep track of your attendance and punctuality every hour of class. If you miss more than nine hours, you will fail the course in accordance with UNYT policy. Please gather from your classmates materials and homework assignments for any class following an absence. You are expected to be prepared for the following class.

**Participation & effort:** It is extremely important for your development as a reader, writer, and thinker to prepare for class and to participate actively. I expect you to engage in discussion every class session. I welcome your comments and questions.

**Annotated bibliography:** An annotated bibliography in correct APA format will be required of each student.

**Essays:** You will write several drafts of two different essays. You will have one chance per essay to receive my extensive written comments; if you do not submit this draft on time, you will lose this chance. I will discuss the requirements of each essay as the semester progresses.

**Exams:** Two examinations will be administered: the mid-term and the final exam. I will discuss the format of each exam as the semester progresses.

### **General Policies**

**Conduct:** Students are expected to behave with civility and appropriate etiquette toward faculty and one another. Non-compliance may lead to disciplinary action.

**Electronic devices (e.g. mobile phones, iPods, laptops, etc.):** Please turn off all electronic devices before class begins and refrain from using them until class is over.

**Email:** I will occasionally send messages to clarify an assignment or to inquire about your performance, so make sure to check your account regularly.

**Format:** Unless indicated otherwise, ALL written assignments must adhere to APA format: typed, font size 12 pt, double spaced with standard margins and page numbers. You should check your work for spelling and grammar. For all essay drafts, you will need a title page and a references page; you do not need to include a title page for homework.

**Learning Difficulties:** If you feel that you have special learning difficulties, please make an appointment with Anxhela Gramo.

**Late Assignments:** Late assignments will receive a reduction in points. In the event of an unavoidable absence, you must contact me IN ADVANCE to determine whether or not special arrangements are possible. Be aware that computers may not be available the hour before the start of the class, so make sure to prepare your work in advance; problems of this nature will not be accepted as legitimate excuses. Quizzes will be administered on an impromptu basis and there is *no opportunity to make them up*, even if you miss only that hour.

**Academic Dishonesty (e.g. cheating, plagiarizing, submitting false information, etc.):** Our University does not tolerate academic dishonesty. *The penalty for plagiarism and cheating is an automatic grade of F for the course and a letter stating so in your college file.* Plagiarism is using the words or ideas of another author (including a fellow student) or text (printed or electronic) without properly acknowledging and citing the source. Please read the UNYT's Student Honor Code for a more detailed description of plagiarism and cheating. Remember, you are accountable for this information. If you have any questions, do not hesitate to ask me.

### **Criteria for Determination of Grade, including Evaluation Methods**

<b>Participation</b>	10%
<b>Annotated Bibliography</b>	10%
<b>Initial Drafts of Essay One</b>	5%
<b>Final Draft of Essay One</b>	15%
<b>Initial Drafts of Essay Two</b>	5%
<b>Final Draft of Essay Two*</b>	20%
<b>Midterm Exam</b>	15%
<b>Final Exam*</b>	20%

***\* In order to pass Composition I, you must receive a passing grade on both the Final Draft of Essay Two and the Final Exam.***

<b>Letter Grade</b>	<b>Percent (%)</b>	<b>Generally Accepted Meaning</b>
A	96-100	Outstanding work
A-	90-95	
B+	87-89	Good work, above average
B	83-86	
B-	80-82	
C+	77-79	Acceptable work
C	73-76	
C-	70-72	
NP(D+)	67-69	NOT PASSING
NP (D)	63-66	
NP (D-)	60-62	
NP (F)	0-59	
F		PLAGIARISM or UNOFFICIAL WITHDRAWAL

**What does the NP grade mean?** At the end of the semester, students who have not met the minimum standards of proficiency for Composition I are assigned an NP, signifying “not passing.” An NP is a non-punitive grade; in other words, it will not affect your grade point average as an F or a D would. If you receive an NP, you must retake Composition I. With the NP system, students who need extra assistance with their writing can do so without academic penalty. However, please keep in mind that there are two ways you could still receive an F: (1) if you plagiarize or cheat; or (2) if you stay enrolled in the course but stop coming to class and/or do not complete the assignments—what we call an “unofficial withdrawal.” If you want to drop the course, you must do so soon.

***Any changes to the syllabus will be discussed in class.***

**October 1, 2007**