



LAHA Fall 1 2026 Writing Syllabus

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Textbook: *Final Draft 3*, Bauer, Boyle, Stapleton (2016) Cambridge University Press, ISBN 978-1-107-49539-5

Time and Location: T/Th 10:15-11:30 ALC3102

Course Description:

In this class, students develop an extensive skill set that prepares them to write successfully in a college or university setting. The course focuses on the topics, rhetorical modes, skills, vocabulary, and grammar necessary for effective academic writing. Students first learn and practice foundational academic writing skills essential for developing well-structured paragraphs and essays. Using a process-based approach, they then move through each stage of writing, from brainstorming with graphic organizers to organizing and developing ideas through outlines, before completing the final draft of each unit assignment.

The course examines the writing process in detail to help students develop stronger, more complex writing for a variety of academic purposes and audiences. Topics include developing effective thesis statements; organizing and developing essays; using transitions to create coherence; summarizing, synthesizing, and citing sources; and applying effective research strategies. Throughout the session, students will compose summary essays, summary-response essays, and argumentative essays, in addition to completing a variety of shorter writing assignments.

Course Goals:

Students produce paragraphs that use organization, structure, and a coherent focus appropriate to the purpose, audience, and context

- Students use sources to develop content in written texts
- Students produce texts of multiple lengths that develop a central idea in timed and process writing
- Students use writing processes to generate, organize, write, revise, and edit writing
- Students demonstrate more sophisticated paraphrasing strategies.
- Students demonstrate more advanced knowledge of plagiarism and appropriate source use.

Late Work and Absence Policy

Absence from class, including absence due to illness, does not automatically extend assignment deadlines. If a student misses class for any reason, the student is responsible for identifying and completing all missed coursework. Students should contact the instructor promptly to determine what was missed and may also consult a classmate for notes, clarification, or other class-related information.

Unless an extension has been approved by the instructor in advance or exceptional circumstances apply, the following late-work policy will be enforced:

- Assignments submitted within 48 hours of the original deadline will receive a maximum of 75% of the score earned.
- Assignments submitted more than 48 hours after the deadline will receive a maximum of 50% of the score earned.
- Assignments submitted two or more weeks after the original due date will not be accepted and will receive a grade of 0.

Students are encouraged to communicate with the instructor as early as possible if circumstances may affect their ability to complete an assignment on time. Any exception to this policy is at the instructor's discretion and should not be assumed.

Academic Integrity:

Honesty in the completion of class and homework is of high importance and cheating and plagiarism will cause you problems in your work. The following are examples of violations of academic integrity:

- Receiving unauthorized assistance in the preparation of classwork or on an exam or quiz.
- The unauthorized presence or use of electronic devices, notes, or books during an exam or quiz.
- Giving, requesting or receiving help from another student on an exam or quiz.
- Using another student's previously graded work.
- Failure to acknowledge ideas borrowed from other sources, failure to use quotation marks when using exact words from another text, and/or cutting and pasting passages from the internet (plagiarism).
- Submitting the same work, or substantially the same work, in more than one class without the permission of the current professor.
- Possible consequences for academic dishonesty include the following:
 - 1st offense: Verbal warning with an opportunity to re-do the assignment to be graded out of 75%; noted in record.
 - 2nd offense: Reminder of 1st offence and 0 on the assignment; noted in record.
 - Further offenses: Students will be referred to the honor and ethics committee who will determine the consequences, which may include dropping a letter grade in the course, having to repeat a level, suspension or expulsion from the program.

If a student is reported to the office multiple times ACROSS classes and levels, they will be required to attend a meeting with the honor and ethics committee at which time consequences will be decided.

Generative Artificial Intelligence Policy

AI Use Prohibited:

You are expected to generate your own work in this class. When you submit any kind of work, you are asserting that you have created it completely on your own unless you indicate otherwise using quotation marks and proper citation for the source(s) you used to help you. Submitting content that has been generated by someone other than you, or that was created or assisted by an AI generative tool is cheating and constitutes a violation of the KSU Code of Academic Integrity.

Legitimate Uses of AI: checking grammar, correcting sentence structure, finding synonyms or antonyms, checking and correcting spelling, getting explanations for errors in writing, changing informal language to formal/academic language, practicing conversation

How to cite AI in APA: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

Grading Policy:

You will receive a letter grade for this course. Your grade will be based on the following:

A= 90-100 B=80-89 C=75-79 D= 70-74 F= 69 and below

In class writing assignments: 40%

Timed writing assignments (2): 30%

Unit tests (3): 30%

At the end of the 8-week session you will receive a grade of A, B, C, D, or F. This will help you understand how you performed in this class during this session. A grade of A, B, or C shows that you have completed the work and met the course goals and objectives. A grade of D or F shows that you have not met the course goals and objectives in this class. Advancement to the next level requires passing grades in classes as well as appropriate scores on the end of session tests (EPT, Writing, and Oral interview).

Other course policies: Students will be respectful towards the teacher and other students. No cell phone usage will be allowed in class other than for assigned work as per directed by the teacher. Students missing class for more than 15 minutes will be marked absent.

Suggested Course Schedule:
(Subject to change, with notice)

Date	Book Chapter	Topic	Assessment/Test/ Project/Presentation
Week 1		Sentence Structure, Register, and Paragraph	
Week 2		Summary essays, Purpose, Audience, Sentence variety	
Week 3		Coherence in writing,	Timed writing 1, Unit test.
Week 4		Summary Response Essays,	
Week 5		Parallel structure and paragraph unity	
Week 6		Argumentative Essays	Timed Writing 2, Unit test
Week 7		Argumentative essays, Run-ons, Comma splices	
Week 8		Argumentative essays, review	Unit test