

**Intermediate Writing Syllabus Fall
I 2026**



Teacher: Greer Mansfield
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Room: UH 224
Time: 1:00pm-2:30pm, Mondays & Wednesdays
Textbook: Final Draft 3, Ed. Jeanne Lambert
Digital Workbook Key: BC8X-HQrH

Course Description:

This is a high intermediate class in academic writing that follows a process approach, which includes pre-writing, writing, and revision tasks to strengthen final drafts. The emphasis is focused on creating a five-paragraph essay with a strong thesis and coherent paragraphs to support the thesis.

Course Goals:

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

- Write an academic paragraph.
- Write introductory paragraphs containing hook, background information, and a thesis statement.
- Write concluding paragraphs containing a restatement of the thesis, review of main points, and a strong final comment.
- Write a comparison and contrast essay using the writing process to generate ideas, create an academic outline, and revise a first draft to produce a stronger second draft.
- Write a cause-and-effect essay using the writing process to generate ideas, create an academic outline, and revise a first draft to produce a stronger second draft.
- Identify and correct sentence-level errors such as comma splices, run-on sentences, and sentence fragments.
- Utilize correct punctuation including commas, colons, and semicolons.

Academic Integrity

In university culture, working honestly and independently is of great value. When a person writes or creates something, that thing is considered to be his/her intellectual property. Therefore, copying the work of another person, whether a classmate or a professional, is considered stealing another person's property. As with other types of theft, stealing a person's academic or professional work can lead to negative consequences such as being expelled from college or being fired from your job.

At our IEP program, we, too, value academic integrity. Furthermore, our job is to help you learn to produce work that meets academic and professional standards. Therefore, if you do not do your work honestly and independently, consequences will follow.

Intermediate Writing Syllabus Fall I 2026

The following are examples of what is considered prohibited in our program:

- Requesting or giving answers to classmates during a quiz or exam.
- Using electronics, notes, or books without permission during a quiz or exam.
- Receiving unauthorized help on projects or other work done outside of class. The only authorized help is from the KSU ESL Center, the KSU Writing Center, or your classroom teacher for that subject.
- Submitting the same assignment in multiple classes.
- Failure to cite a source you have either paraphrased or directly quoted in your work.
- Failure to use quotation marks for ideas taken word-for-word from another source.
- Cutting and pasting information from the Internet and pretending it is your own.
- Using ChatGPT or other AI services to do your classwork.

Possible consequences for academic dishonesty include the following:

- 1st offense: 0 on the assignment with opportunity to re-do the assignment; note in record
- 2nd offense: 0 on the assignment; note 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. In the High Intermediate level, **5 notifications on file across classes and levels** will result in a referral to the honor and ethics committee.

Makeup Work Policy

- Speak to the instructor about planned absences.
- Speak with classmates for help with unplanned absences. Ask your classmates about work that was covered in the missed classes.
- Missing a class is not an excuse for not doing the work. Work is due by the due date unless otherwise authorized by the instructor.

Grading Policy:

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

Comparison and contrast Essay:	30%
Cause and effect Essay:	30%
Timed Writings:	40%

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

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 and Writing).

Intermediate Writing Syllabus Fall I 2026

Assessments:

- **Comparison and Contrast Essay**

Students will use the writing process to brainstorm, outline, compose, and revise an essay on an assigned topic following the organization and structure in the comparison and contrast genre. The essay will include academic paragraphs with a topic sentence with controlling ideas, 5-7 supporting sentences, and a concluding sentence. A formal, academic tone is required.

- **Cause and Effect Essay**

Students will use the writing process to brainstorm, outline, compose, and revise a research paper on a topic of their choice following the organization and structure in the cause-and-effect genre. The essay will include academic paragraphs with a topic sentence with controlling ideas, 5-7 supporting sentences, and a concluding sentence. Quotes will need to include the author's name, date of publication, and page or paragraph numbers of the required source. A formal, academic tone is required.

- **Timed Writing Quizzes**

Students will write a 4-5 paragraph essays **by hand** with a time limit of 45 minutes twice this session. A selection of prompts will be provided, as will paper for brainstorming/outlining and writing. No technology support will be allowed.

- **Digital Workbook**

Students will be assigned *optional* digital workbook activities to supplement the lesson in class. While this homework is *ungraded, and optional*, it is highly recommended to complete to ensure you are grasping the concepts covered in class.

Formatting and Submission of Work:

Graded process writing assignments will be submitted electronically **via the class Moodle page**. All graded essays should be typed in 12 point font and include the student's name, date, assignment name, and draft number. **Example:**



Other Course Policies

1. Always show RESPECT to your classmates and instructor.
2. Arrive to class ON TIME, and ready to learn.
3. Please put your phone and laptop away, unless we are doing a technology-based activity.
4. If you are unsure, please speak up! Don't be afraid to ask questions!