

EAP 116: ENGLISH AND DISCIPLINARY SKILLS FOR MULTILINGUAL STUDENTS

Spring 2024, George Mason University Korea

Sec K02 Thursdays 1:30 - 3:20 PM, Rm 209



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Office Hours:	Mondays & Wednesdays 3:30-5:00 PM (And by appointments)

COURSE DESCRIPTION

Whereas EAP 110 is a composition course that integrates language instruction with composition instruction, EAP 116 is a language and academic skills class that focuses on developing strong English language, critical thinking and research skills employed by successful social science major students and professionals, in short [the academic habits of mind](#) used when writing across various disciplines. In addition to continued development of the language skills focused on in EAP 110 (6 credits), we will work on developing inquisitive, exploratory, and scientific habits of mind as well as time and project management skills. The class is based on investigating a problem from a humanity and social science stance. Potential solutions to the problems will be developed in teams and presented by those teams in project reports and posters.

In the process of creating these presentation materials, you will apply the analytical reading and academic writing skills you developed last semester and continue to develop this term. Additionally, you will further develop your research and notetaking skills and continue to develop vocabulary and studentship skills. The collaborative nature of the project will require you to use interpersonal communication and problem-solving skills as well as collaborative use of technology and resources.

COURSE GOALS

If you actively participate in this class, you will learn about:

- Rhetorical Knowledge (Developing a project):
 - Effectively identify object of study, purpose, problem, key concept, main findings and relevance in other's work as well as your own
 - Build relationships among key concepts
 - Summarize and analyze texts
- Language Knowledge (Developing a key concept):
 - Identify complex noun phrases
 - Build a coherent paragraph
 - Identify and build key concepts
- Process Knowledge (Sustaining a project):
 - Produce drafts that effectively responds to a writing task
 - Respond to feedback on course work
 - Engage in peer-review
 - Produce and follow a project plan/timeline
 - Product a group project report (inclusive of individual student resumes) and poster

In addition, by the end of the course, you will be able to...

- Demonstrate effective reading/annotation strategies
- Identify and differentiate main ideas and supporting information
- Interpret context clues and employ strategies to understand the meaning of unfamiliar words/concepts
- Integrate course-related vocabulary in writing and in class discussions
- Demonstrate improved ability to read, analyze, and integrate concepts in written, visual, and oral formats
- Revise work based on self-assessment as well as feedback from others
- Demonstrate ability to identify, analyze a problem, communicate effectively with a team to conduct research and synthesize findings

TEXTBOOKS AND MATERIALS

Hacker, D. & Sommers, N. (2017) A Writer's Reference: With Resources for Multilingual Writers and ESL, 9th ed. New York: Bedford/St. Martin's.

—>> **The above text is a digital text that you purchased for EAP 110. Therefore, there is no need to purchase any textbook for this class.**

Active university email and Blackboard accounts

- masonlive.gmu.edu
 - includes access to other Microsoft applications, including Outlook calendar and OneDrive
- mymasonportal.gmu.edu

REQUIREMENTS AND EVALUATION

All assignments must be uploaded to Blackboard by their deadline. Classwork is due at the end of class when we meet face-to-face, yet it is due one hour before class if we have online class (synchronous or asynchronous). **All other assignments are due one hour before the next class meeting. The instructor does not accept any late work.** If you miss a deadline, please do not ask the instructor if you can upload the assignment after the fact—you can't, even if you only missed the deadline by one minute or if you had a major emergency. Any conflicts you have with deadlines should be resolved by turning your work in early. In other words, don't wait until the last minute to complete your assignments. If you miss a deadline, you will receive a zero for that assignment; however, no single assignment can cause you to fail this course. Put another way, getting a zero on one or two assignments will not cause you to fail the course; instead, **a pattern of missed assignments** will cause you to fail the course.

EAP 116 Assignments	Weight	Due
Attendance, Participation & Engagement, and Preparedness	10%	Weekly score
Classwork	10%	At the end of the class

Assignments & Homework: Personal Outlook Calendar (class times, major assignments from all classes, all work-week obligations), Course Logbook (includes class notes/project log & timeline/recaps & reflections), and all other homework assignments	15%	One hour before the next class
Discipline Analysis Project (DAP): DAP Worksheet (4%) & DAP Poster (21%)	25%	One hour before the class of the assignment due date
'Situation Analysis Project (SAP): SAP Paper (25%) & SAP Poster (15%)	40%	

Grading Percentages

Letter grades for EAP 100 are calculated as follows:

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	60-69
F	0-59

GMU Grading System

Grade	Quality Points	Undergraduate Courses
A+	4.00	Satisfactory/Passing
A	4.00	Satisfactory/Passing
A-	3.67	Satisfactory/Passing
B+	3.33	Satisfactory/Passing
B	3.00	Satisfactory/Passing
B-	2.67	Satisfactory/Passing
C+	2.33	Satisfactory/Passing
C	2.00	Satisfactory/Passing
C-	1.67	Unsatisfactory/Failing

***Getting C- or below will lead to failing of this course and students have to retake the course the following semester.**

ATTENDANCE POLICY

You are expected to attend class. In case we meet synchronously online, you are expected to log on to Zoom/Blackboard to join the session. During the synchronous class, you must always turn on your camera and speak to the microphone to participate in class. Failing to turn on the camera will result in absence for the day. Attendance is checked and logged weekly. Attendance data is often requested by advisors and the Office of Academic Affairs. Repeated absences can impact the quality of your work, and **each absence will negatively affect your classwork grade** (weighted at 10% of your final course grade).

In addition, **early departures** (or logging out of Zoom session before the online session ends) and **late arrivals (or logging on 5 minutes after each online session) count as half-day absences: A late arrival is being 5 minutes late to class.** Not participating and/or not engaging in class work even if you are present **counts as a half absence.**

ACADEMIC INTEGRITY

It is expected that students adhere to the George Mason University Honor Code as it relates to integrity regarding coursework and grades. The Honor Code reads as follows: "To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this Honor Code: Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work." More information about the Honor Code, including definitions of cheating, lying, and plagiarism, can be found on the Committee of Academic Integrity's website at <https://masonkorea.gmu.edu/mkaa/cai>

Plagiarism means using the exact words, opinions, or factual information from another source without giving that source credit. Writers give credit through the use of accepted documentation styles, such as parenthetical citation, footnotes, or endnotes. Cheating means to get help on an assignment without permission. **Cheating includes** asking another classmate to see his or her paper before writing yours or hiring someone to edit your paper or **relying on AI (e.g. ChatGPT) to generate/refine your paper**. Allowing another student to see your work without permission from the instructor is also considered cheating. If you don't understand an assignment, you need to ask the professor for clarification rather than your classmates.

At the Mason orientation or in your other academic courses, getting help on your writing (for example, at the Academic Resource Center (ARC) is acceptable and encouraged. However, in this course we are focusing on the errors specific to your own writing as you work to build tools and strategies to address those errors. Because of this goal, all of your work must be done on your own except for the assigned collaborate work (for example, group work required to complete the final project and poster).

You may not—at any time—ask another student, a family member, a native speaker, or anyone else for help with your assignments for this class. Your work must be your own with all of your own mistakes. The first violation of this will result in you having to repeat the assignment. A second violation of this will result in you being reported to the Office of Academic Integrity as a potential Honor Code Violation.

Since your writing must be your own with all of your mistakes, **it is unacceptable to use Google Translate or other digital translation tools to translate writing from your first language to English and use this translation as your own writing. It is also unacceptable to use any online paraphrasing tools.** Any observable use of translation devices or paraphrasing tools for your own writing may result in a reported violation of the honor code and be considered "cheating" because of "use of unauthorized assistance and/or providing/benefitting from unauthorized academic materials."

If there is any confusion on a point of academic integrity, please ask me. Respect for the intellectual property and the need to uphold academic honesty should be of great concern to all of us. You can also consult the **George Mason Committee of Academic Integrity for more information.**

Important Dates

<https://masonkorea.gmu.edu/academic-calendars/spring-2024>

SPRING TERM	Spring 2024
First day of classes	Mon Feb 19
Spring Recess (No classes)	Mon Apr. 8 – Tue Apr. 9
National Assembly Election (No classes)	Wed Apr. 10
Make-Up Day (Follow Wed Schedule. Thursday classes do not meet.)	Thurs May 16
Labor Day (No classes)	Wed May 1
Children's Day Alternative Holiday (No classes)	Mon May 6
Buddha's Birthday	Wed May 15

SPRING TERM	Spring 2024
Last Day of Classes	Tue June 4
Reading Day	Wed June 5
Examination Period	Fri Jun 7-Fri Jun 14

LEARNING ASSISTANT SUPPORT

This class benefits from the support of a Learning Assistant (LA), an upperclassman who has previously taken this course. The LA will not attend this class due to her schedule conflict. However, she will offer extra help with classwork, homework, and assignments during her office hours, which are scheduled not to conflict with mine. As a peer mentor, she is a valuable resource for additional support and guidance. I strongly encourage you to engage with the LA to fully benefit from the opportunities and support available in this class.

OPEN DOOR POLICY

Your professors are open to your comments, suggestions, and feedback on the course at ANY time. Feel free to email or see me before or after class to discuss your ideas and concerns. You may also submit your thoughts anonymously.

EMAIL POLICY

If I need to email you, I will *use your Mason email account*. You are responsible for checking Blackboard and your e-mail regularly to get updates about the course.

Email makes it easy to contact your professors, but it also requires that you think about the expectations of your audience. Here are some tips for emailing me and your other professors:

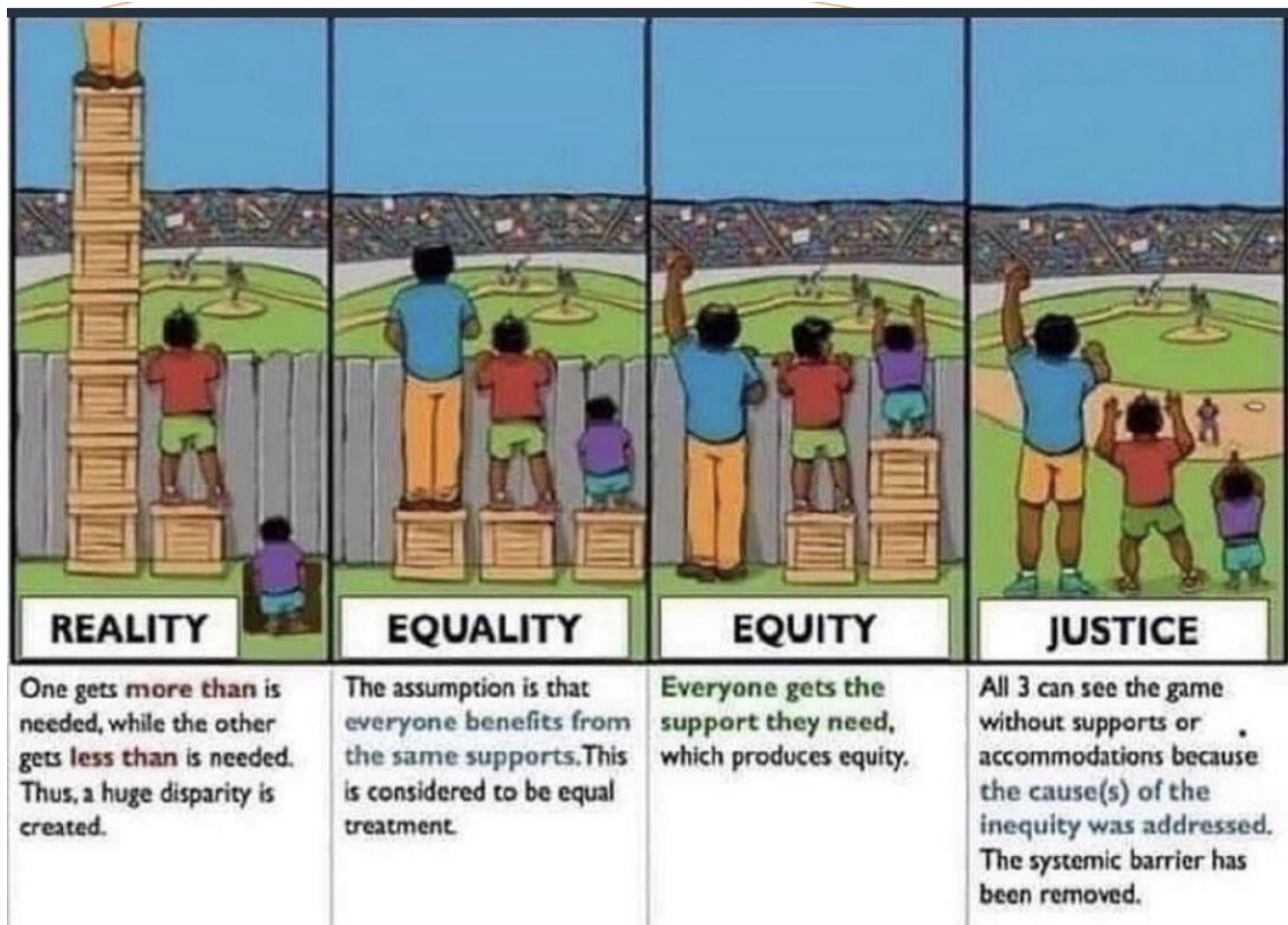
- Treat an email to a professor as a formal correspondence. Use a respectful greeting such as "Dear Professor Seo or Dear Dr. Seo."
- Include your full name in the email. Professors teach many classes with lots of students; make sure your name appears in the email so that the professor knows who you are and what class you belong to.

- Have reasonable expectations for response time like 24 hours to 48 hours. You should not expect a quick reply to emails sent late at night or over the weekend, nor should you expect an immediate response in general. Your professors are always busy.
- However, help your professors remember. If two full business days have passed since you sent your email, send a second email and clearly state the type of response you would like. It's possible your message was overlooked, or that your professor didn't realize you expected a reply.
- Use a respectful closing. Close the email with something respectful such as "thank you," "regards," "see you on Tuesday," etc.

SUPPORT SERVICES

DISABILITY STATEMENT

If you are a student with a disability and you need academic accommodations, please see either your professors or advisor and contact the Office of Disability Services (ODS) <http://ods.gmu.edu>. All academic accommodations must be arranged through the ODS.



MASON'S DIVERSITY STATEMENT

George Mason University promotes a living and learning environment for outstanding growth and productivity among its students, faculty and staff. Through its curriculum, programs, policies, procedures, services and resources, Mason strives to maintain a quality environment for work, study and personal growth.

An emphasis upon diversity and inclusion throughout the campus community is essential to achieve these goals. Diversity is broadly defined to include such characteristics as, but not limited to, race, ethnicity, gender, religion, age, disability, and sexual orientation. Diversity also entails different viewpoints, philosophies, and perspectives. Attention to these aspects of diversity will help promote a culture of inclusion and belonging, and an environment where diverse opinions, backgrounds and practices have the opportunity to be voiced, heard and respected.

The reflection of Mason's commitment to diversity and inclusion goes beyond policies and procedures to focus on behavior at the individual, group and organizational level. The implementation of this commitment to diversity and inclusion is found in all settings, including individual work units and groups, student organizations and groups, and classroom settings; it is also found with the delivery of services and activities, including, but not limited to, curriculum, teaching, events, advising, research, service, and community outreach.

Acknowledging that the attainment of diversity and inclusion are dynamic and continuous processes, and that the larger societal setting has an evolving socio-cultural understanding of diversity and inclusion, Mason seeks to continuously improve its environment. To this end, the University promotes continuous monitoring and self-assessment regarding diversity. The aim is to incorporate diversity and inclusion within the philosophies and actions of the individual, group and organization, and to make improvements as needed.

ACADEMIC RESOURCE CENTER

The Academic Resource Center, GMUK is in the business of looking at student papers, projects and problems to improve their academic achievement in the area of Writing, Communication, Mathematics, Accounting, Statistics, and Economics. You are invited to utilize the faculty and student tutor services at a variety of stages in your academic activities, checking to see that your project specifically meets the directions specified by your instructor. While tutors are helping you in your writing or projects, they do help you become conscious of particular error patterns that emerge in your work. For more information, please contact Professor Eunmee Lee, Director of Academic Resource Center (elee45@gmu.edu, office #638).

TITLE IX

Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking: As a faculty member, I am designated as a “Responsible Employee,” and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason Korea’s Deputy Title IX Coordinator pursuant to University Policy 1202 and 1412. If you would like to speak confidentially with the Mason Korea student counselor, please see <https://masonkorea.gmu.edu/mksa/services/counseling/> for more information. For more information about what Title IX is, please see <https://masonkorea.gmu.edu/mksa/services/tix/>.

COUNSELING SERVICES

Counseling Services provides a wide range of services to students. Services are provided by a staff member of professional counseling and clinical psychologist. You can reach Counseling and Wellness Officer at [032-626-5142](tel:032-626-5142) or wellness@gmu.edu for an appointment and see her at Multi-Complex Building 3051.

PLEASE NOTE

The instructor reserves the right to make changes to this syllabus in order to achieve course synthesis. Any necessary changes will be announced in class as well as on Blackboard.

As instructor: My responsibilities lie in helping you Patriot Plus Program (PPP) students understand the assignments, guide you in presenting coherent and well-organized presentations, and improve your oral language skills.

As students: Your responsibility is to utilize the available resources (your professor, the Academic Resource Center (<https://masonkorea.gmu.edu/mkaa/academic-resource-center/>) and the library

online (<https://library.gmu.edu/>), and on-campus as best as you can to complete your work in a timely, well-thought-out, and coherent way. Organize yourself and be good about time management (i.e. presentation dates). These are essential skills that you must have if you are to succeed not only in this class but also in all your academic classes.

COURSE MODALITY

The Korean Ministry of Education's recommendation that higher education instruction be conducted in person this semester reaffirms Mason Korea's instructional modality. This course has been designed for in-person instruction and learning. This course will follow all policies and guidance set by Mason Korea. Should any class sessions need to be adjusted or canceled due to health and safety concerns, students will be notified by email and can continue to check Blackboard for course materials and updates.

COURSE TECHNOLOGY AND MATERIALS

- Should any class sessions need to be recorded, students will be notified in advance. Any recordings will be stored on Blackboard and will only be accessible to students taking the course during this semester.
- A selection of certain works (e.g., articles, videos, book chapters) will be available to students through Blackboard and remain subject to all rights and restrictions of the publisher and are to be used solely for academic purposes.
- Course materials and recordings are not to be distributed, sold, or employed for any other purposes.

CAMPUS SAFETY AFTER COVID-19

- All in the Mason Korea community play an important role in keeping our classroom environment and one another safe during the current conditions. You are responsible for familiarizing yourself with Mason Korea building safety protocols and local government regulations. Your faculty recognizes that local COVID-19 conditions and individual situations can vary throughout the semester. If you need academic accommodations, immediately communicate with your faculty and academic advisor for case-by-case arrangements. If you test positive and cannot come to class, please notify your professor for accommodation.