

## BASIC & INTRODUCTION TO ACADEMIC WRITING

01/08/2024 – 02/07/2024

### COURSE SYLLABUS

**Instructor** Amy Badenhorst  
**Contact** cnu.amy@gmail.com  
**Office** G&R Hub #418 or #213  
**Hours** by appointment  
**Zoom Info** ID: 5740604359 PW: lecamy

#### COURSE DESCRIPTION

This 5-week course is designed for CNU graduate students new to academic writing. This course aims to introduce students to academic writing and prepare them for the expectations of college-level writing. Throughout the course, students will develop fundamental skills in academic writing, including but not limited to:

- Fundamental Components of Academic Writing
- Steps to writing an Academic Essay
- Writing an email to a professor
- Paraphrasing and Summarizing techniques
- Punctuation in Academic Writing
- Referencing

Overall, this course will provide students with a strong foundation in academic writing, enabling them to write effectively and confidently in their academic and professional pursuits.

#### COURSE MATERIALS

The instructor will provide all materials and handouts for each class via Zoom chat or by email. Also, the ability to submit files in *doc*, *docx*, or *pdf* formats will be required. **No .hwp files, please.**

#### ATTENDANCE POLICY

To pass this course, students need to attend a minimum of 80% of total class hours (at least 16 hours out of 20). If you know you are going to absent (e.g., official school event or business trip), please let me know ahead of time to set up a mutually beneficial circumstance so you can still complete the course.

## TENTATIVE SCHEDULE (SUBSEQUENT TO TAILORED NEEDS ASSESSMENT)

Week 1 01/08/2024 & 01/10/2024	Introduction to Academic Writing. Editing and Formatting. Punctuation.
Week 2 01/15/2024 & 01/17/2024	Referencing. Paraphrasing and Summarizing.
Week 3 01/22/2024 – 01/24/2024	Writing an Academic Essay. Writing an email to a professor.
Week 4 01/29/2024 – 01/31/2024	Commonly confused words in English. Academic Language in Writing.
Week 5 02/05/2024 – 02/07/2024	Make the most of your LinkedIn Profile. Writing practice.