

ANTALYA BİLİM UNIVERSITY SCHOOL OF FOREIGN LANGUAGES	
SYLLABUS INFORMATION	
Course	ACE 102 Academic Reading and Writing
Credits	3 Credits, 3 ECTS
Instructor	
Term	Spring Semester
Prerequisite	ACE 101 Introduction to Academic Reading and Writing
Co-requisite	None
Course Hours & Classroom	
CONTACT	
Office	A2-18
Email	
Office hours	By appointment
Other Information	Announcements will be made in class or via e-mail.
COURSE INFORMATION	
Course Description	This course is designed to help students improve their English language skills by immersing them in the four key language components: reading, listening, speaking, and writing. The course includes learning activities that aim to improve the students' English-language competencies and will be conducted within the scope of the related topics. Course quota is set up to 25 max.
Course Objectives	<p>The purpose of the course is to strengthen the reading, listening, writing, and speaking skills of the students to help them carry out their undergraduate studies.</p> <p>The below-stated learning outcomes will be achieved through the course content stated in the course outline by immersing students in the four key language components: reading, listening, speaking, and writing.</p> <ul style="list-style-type: none"> • Demonstrate a better comprehension of reading texts and lectures by analyzing the gist and details. • Demonstrate an understanding and usage of academic vocabulary and language. • Develop speech conventions commonly used in Academic English by producing short conversations & discussions. • Develop academic writing skills by using APA 7th edition techniques. • Use functional, fluent, clear, and accurate language to express ideas, describe, explain, negotiate, and persuade both in spoken and written forms.
Required Texts & Materials	Visual, textual, and audio materials will be selected by the course instructor to help students with their academic reading and writing skills. This course requires students to follow the course materials compiled by the instructor (It can be found in the copy center).

<p>Assessment methods and percentages</p>	<p>Presentation (10%)</p> <p>Students are required to present their topic for around ten minutes with proper organization, content, and visual materials (e.g. PPT). Further information on the presentation will be given during the course. PowerPoint Presentations (PPTs) should be uploaded on LMS before the performance takes place.</p> <p>Weekly Assignments & Active Participation in Class Activities (10%)</p> <p>Students are required to participate in the in-class activities (reading, listening, speaking & writing), and upload their assignments onto the LMS. Late submissions are not accepted.</p> <p>Midterm Exam (40%)</p> <p>The Midterm Exam is comprised of two sections;</p> <ul style="list-style-type: none"> ➤ 1st Part: Reading: Content-based reading comprehension exam based on open-ended questions. ➤ 2nd Part: Writing (Minimum 500 words): Writing an academic essay in APA writing format. <p><u>The use of any kind of electronic devices during the exam will be treated as cheating and disciplinary action will be taken.</u></p> <p>Final Exam (40%)</p> <p>The Final Exam is comprised of two sections;</p> <ul style="list-style-type: none"> ➤ 1st Part: Reading: Content-based reading comprehension exam based on open-ended questions. ➤ 2nd Part: Writing (minimum 500 words): Writing an academic essay in APA writing format. <p><u>The use of any kind of electronic devices during the exam will be treated as cheating and disciplinary action will be taken.</u></p>
<p>Make-up Exams</p>	<p>No makeup exam will be given unless the student,</p> <ul style="list-style-type: none"> • provides a medical report that proves his/her incapacity to attend the exam • provides the death certificate of a relative who is 3rd degree at most • proves to be in custody for the time of the exam • proves to be officially assigned by the university or other governmental bodies • There are no makeup exams for the speaking tasks. • A makeup exam for the midterm and the final exam is granted if a student provides a legitimate document to the faculty secretary. Only after the faculty administration approves the document can the student have a makeup exam. Students will be informed of the midterm and the final exam date and time. <p>For further information, please refer to the Make-up Exam legislation (In Turkish) https://admin.antalya.edu.tr/files/418/Y-Y-0013 - Mazeret S nav Yonergesi - 13 12 2017.pdf</p>

Declaration of Grades	Declaration of grades will be made via university system https://ubs.antalya.edu.tr/													
Class Attendance	Attendance in classes is compulsory. Students attending less than 70% of the sessions will not normally be permitted to register for the written examination(s) and thus cannot complete the degree. Active participation and consistent attendance will play a highly crucial role in the success of the course. Those students who fail to attend 70% of the classes will receive an 'FX' grade and they will have to repeat the course. Students should follow their attendance via UBS. https://ubs.antalya.edu.tr/													
Grading Policy	Total points	-	95-100	85-94	80-84	75-79	65-74	60-64	55-59	50-54	45-49	40-44	0-39	
	Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F	
Late Work	Passing grade is C-. Late submissions are not accepted.													
Class Citizenship	<ul style="list-style-type: none"> Students' behavior should not interfere with or disrupt class activities. Therefore, students are expected to arrive at class on time and stay for the entire class period. Random arrivals and exits are disrespectful and distracting and lead to attendance failure. 													

	<ul style="list-style-type: none"> • Students are expected to attend and <i>professionally</i> complete all in-class assignments, tasks, quizzes, and presentations on the specified dates. • It is important that students are respectful towards instructors and fellow classmates (That includes verbal and physical behavior as well as the language used in email and phone messages). Hate speech, racist comments, and discrimination activities are NOT permitted and are punished according to ABU's rules.
Academic Honesty and Plagiarism	<p>Plagiarism is intellectual theft and is by no means tolerated by the university. It is the use of somebody else's ideas, viewpoints, findings, or works in a paper, project, report, or any similar document which is presented as part of a course requirement without proper acknowledgment of the source. Violations of scholastic honesty include, but are not limited to cheating, plagiarizing, fabricating information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Any form of scholastic dishonesty is a serious academic violation and will result in receiving a grade of "0" for a particular task or an exam and disciplinary action will be taken in accordance with the University's Disciplinary Rules & Regulations regarding plagiarism.</p> <p>For further information, please refer to the disciplinary action legislation (In Turkish): https://www.yok.gov.tr/Sayfalar/Kurumsal/mevzuat/yok_ogrenci_disiplin_yonet.aspx</p>
Syllabus Policies and Procedures	<p>Please see the detailed course schedule at the end of this syllabus. The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Instructor. Changes will be announced in class. If a student misses class, the student is still responsible for these changes.</p>
Communication	Via e-mail.

TENTATIVE WEEKLY PLAN*	
WEEK	TOPICS
Week 1	Course Overview and Introduction
	Writing: <ul style="list-style-type: none"> ➤ Review of the Essay
Week 2	Reading, listening & discussing "Procrastination"
	Writing: <ul style="list-style-type: none"> ➤ Brainstorming ➤ Forming a Thesis Statement ➤ Structuring a detailed Outline
Week 3	Reading, Listening & Discussion "Inventions"
	Writing: <ul style="list-style-type: none"> ➤ Writing an Introduction ➤ Writing a Conclusion
Week 4	Reading, listening & discussion "Nonverbal Communication"

	Writing: ➤ Avoiding Plagiarism (p.16)
Week 5	Reading, listening & discussing “Health”
	➤ The Language of the Essay/Research Paper: Paraphrasing (p.28)
Week 6	Reading, Listening & Discussion “Water”
	Writing: ➤ In-text Citations (p.36)
Week 7	Reading, Listening & Discussion “Music”
	Writing: ➤ Revision & Practice
Week 8	Midterm Exam (no classes)
Week 9	Reading, Listening & Discussion “Advertising”
	Planning the Presentations
Week 10	Reading, Listening & Discussion “False Memory”
	Writing: ➤ Academic Language
Week 11	Reading, Listening & Discussion “Money”
	Writing: ➤ Editing your Paper
Week 12	Reading, Listening & Discussion “Power”
	Writing: ➤ Peer Review
Week 13	Presentations
Week 14	Presentations
Week 15-16 (Final Exams)	Final Exam Weeks (no classes)

() The plan above is tentative and subject to change at the discretion of the instructor. All changes will be announced in class or via university e-mail.*