



English 300: Advanced Composition  
7.5 Weeks Online

Semester:  
Instructor:  
Office Hours:  
Office Location:  
Phone Number:  
Email:

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**Prerequisite/Co-requisites: ENG 101**

**Course Description**

This course is designed to provide students with opportunities to develop their writing skills across a range of styles of professional and academic writing. Using a process approach to writing, students will develop, draft, and revise a variety of written assignments, including a personal narrative, an article review, an annotated bibliography, and a research report. The class will also incorporate a focus on writing as a tool for developing critical inquiry, personal reflection, and intellectual engagement. Students will cultivate an understanding of the ways writing can enrich their personal, academic, and professional lives.



**Course Goal**

This course provides opportunities for students to develop writing skills for professional and academic writing.



**Required Text**

There is no required text for this course. Course materials are a collection of freely available materials.

**Student Learning Outcomes and Assessment Methods**

<b>Learning Outcomes</b>	<b>Assessment Methods</b>
1. Demonstrate multiple styles of professional and academic writing.	Evaluation of final draft of writing assignment
2. Engage in the writing process, including invention, organization, drafting, revision, editing, and presentation to improve writing skills.	Evaluation of drafts and worksheets in the weekly units
3. Demonstrate the utility of writing as a tool of inquiry and self-reflection.	Evaluation of final draft of writing assignment
4. Demonstrate research methods and APA style citation.	Quiz on APA format
5. Employ strategies for textual engagement.	Quiz on engagement with audience
6. Demonstrate the typographical standards associated with professional quality writing.	Evaluation of final draft of writing assignment



### Grading Policy

Your performance in this course is assessed using multiple, varied methods in the areas listed below and based on the expectations as described in the syllabus and outlined in assessment scoring guides or rubrics. If you do not understand the expectations, it is your responsibility to ask the instructor questions.

Personal Narrative	10%
Article Review	10%
Freewriting Exercise	10%
Annotated Bibliography	10%
Outline	5%
Research Paper (draft)	8%
Research Paper (revision)	20%
Discussion Board Participation	20%
Weekly Quizzes (7)	7%
Total:	100%

### Grading Key

93-100 = A	80-82 = B-	67-69 = D+
90-92 = A	77-79 = C+	63-66 = D
87-89 = B+	73-76 = C	60-62 = D-
83-86 = B	70-72 = C-	Below 60 = F

**Blackboard**

## Course Outline / Class Schedule\*

*"The beautiful thing about learning is that no one can take it away from you."-B.B. King*

Weekly Units	Topic(s) Covered	Writing Assignments
<b>Unit 1</b>	Unit 1 Introduction video Unit 1 Craft Lecture: Complete writing Unit 1 Quiz APA review	Personal narrative. In a 300-word essay, identify a value that is important to you, and explain how that value has motivated the choices you have made in your past, how it is reflected in your present, and/or how it shapes your vision for your future.
<b>Unit 2</b>	Unit 2 Introduction Lecture Unit 2 Craft Lecture Unit 2 Quiz List of professional journals	Review of a professional article. Find an article published in a journal related to your profession. Read the article carefully and write a 300-word analysis of the article. What professional topic was the writer addressing? How did the writer attempt to convince you of his, her, or their expertise and authority? What did you learn from the article? What questions did you have for the author?
<b>Unit 3</b>	Unit 3 Introduction Lecture Unit 3 Craft Lecture Unit 3 Quiz	300-word freewriting exercise
<b>Unit 4</b>	Unit 4 Introduction Lecture Unit 4 Craft Lecture Unit 4 Quiz	Annotated Bibliography for your final research paper (five sources).
<b>Unit 5</b>	Unit 5 Introduction Lecture Unit 5 Craft Lecture Unit 5 Quiz	Draft an outline of your final paper.
<b>Unit 6</b>	Unit 6 Introduction Lecture Unit 6 Craft Lecture Unit 6 Quiz	Write a seven-page research paper on an emerging trend in your career field.
<b>Unit 7</b>	Unit 7 Introduction Lecture Unit 7 Craft Lecture Unit 7 Quiz	Revise your research paper.

***\*This syllabus is subject to change. Changes, if any, will be announced on Blackboard.  
Be sure to check Blackboard and your Goodwin email regularly!***



## Class Policies



**Late Assignments:** Late assignments and papers will receive a penalty of 10 points off per class late. After two classes, they will not be accepted.



**Course Decorum:** We will create a positive environment in the classroom. There is an expectation of respect and professionalism (i.e., demonstrate respect for instructors, peers, and self, participate in classroom activities, and follow course and college policies).



**Blackboard:** Blackboard contains class materials such as PowerPoints, worksheets, media, and links for submitting assignments. Be sure to **check Blackboard often** to stay up to date on announcements, new course materials, and other important information. ***All assignments must be submitted on Blackboard.***



**Communication and E-mail:** Students are expected to communicate in a professional manner (i.e., verbal, written, and electronic). I will send course updates and announcements through Blackboard so please check your Goodwin e-mail account regularly.

**Grammar Study Group:** Your instructor may recommend that you participate in a Grammar Study group. These study groups are for students who need help with grammar and sentence structure. A schedule will be posted after the first week of classes. Your instructor will have more information on the day, evening, and online offerings.



**APA Style:** This course follows APA style format for all written assignments. All written assignments must be produced using software that is compatible with Blackboard. Assessment of written assignments will include use of APA format, writing, grammar, quotations, and references. Academic Writer is also available at <https://goodwin.libguides.com/academicwriter> to help with APA formatting.



**Expectations for Written Work:** The following are basic expectations for all written work:

1. One-inch margin for all sides of the page (e.g., top, bottom, left, and right side of the page).
2. The font is 12 point.
3. The paper is double spaced.
4. The first page of the paper includes:
  - ✓ Your full name
  - ✓ The date of submission

**Goodwin University Policies and Services**

***This course adheres to all policies outlined in the Goodwin University catalog.***

General academic policies of Goodwin University may be found on the University web site at and in the University catalog at <http://www.goodwin.edu/academics/catalogs.asp>

Student services information may be found on the Goodwin University website at <https://www.goodwin.edu/student-affairs/> and <http://www.goodwin.edu/library/> .