

**STUDENT WARNING:** This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

## American Public University System

*The Ultimate Advantage is an Educated Mind*

**School: School of Arts and Humanities**  
**Course Number: ENGL101**  
**Course Name: Proficiency in Writing**  
**Credit Hours: 3**  
**Length of Course: 8 weeks**  
**Prerequisite: ENGL101**

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### Instructor Information

See the Syllabus area of the classroom for your instructor's contact information.

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### Course Description (Catalog)

ENGL101 Proficiency in Writing provides instruction in the writing process, with a focus on self-expressive and expository essays, and includes practicing the conventions of standard written English, responding to readings, and incorporating sources into essays with appropriate documentation.

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### Course Scope

This course ensures practicing the conventions of standard written English, responding to readings, and incorporating sources into essays with appropriate documentation. Thus, the course prepares students for writing effectively in all undergraduate courses by sharpening the writing skills necessary to answer essay examinations, compose dialogue with reading assignments, and write research papers.

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## Course Objectives

Students who successfully complete this course will be able to:

1. Recognize and formulate the kind of writing required to respond properly to college-level assignments, examinations, and projects
2. Use a process of writing from pre-writing ideas to polishing a final draft
3. Demonstrate writing techniques explained in this class through finished writing projects that are clear, concise, and convincing
4. Draw conclusions and present ideas from a variety of texts
5. Decipher texts for meaning
6. Demonstrate proper documentation for researched writing assignments and proper MLA format for all assignments.

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## Course Delivery Method

This course, delivered via distance learning, will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by Wednesday or Sunday evening of the week (as specified in the classroom) and include forum questions (accomplished in groups through a threaded forum), examinations, and individual assignments submitted for review by the faculty member. Assigned faculty will support the students throughout this eight-week course.

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## Course Resources

All resources and readings are provided in the classroom.

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## Evaluation Procedures

There are eight forums (one each week), three essays, two applying feedback assignments, and three short quizzes.

Grade Instruments	Points
8 Forums (100 pts each)	800
3 Essays (100 pts each)	300
2 Applying Feedback (50 pts each)	100
3 Quizzes (50 pts each)	150
<b>Total Points Possible</b>	<b>1,350</b>

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## Course Outline

Please see the [Student Handbook](#) to reference the University's [grading scale](#).

<u>Week</u>	<u>Topic</u>	<u>Course Objectives</u>	<u>Readings</u>	<u>What Is Due?</u>
1	Course Introduction, Grammar Review	1, 4, 5	<p>Please read this week's Lessons and the following material under Resources:</p> <ul style="list-style-type: none"> <li>• Grammar Review</li> <li>• Parts of Speech</li> <li>• Transitional Words and Phrases</li> </ul>	<p><b>Forum 1</b></p> <p><b>Quiz 1: Grammar</b></p>
2	Thesis Statements, Essay Organization	1, 2, 3	<p>Please read this week's Lessons and the following material under Resources:</p> <ul style="list-style-type: none"> <li>• Outline Essay Notes</li> <li>• Jolly Essay</li> </ul>	<p><b>Forum 2</b></p> <p><b>Assignment 1: Essay 1</b></p>
3	Commas	1, 4	<p>Please read this week's Lessons and the following material under Resources:</p> <ul style="list-style-type: none"> <li>• Comma Rules</li> </ul>	<p><b>Forum 3</b></p> <p><b>Quiz 2: Commas</b></p>
4	MLA Style and the APUS Library	1, 3, 6	<p>Please read this week's Lessons and the following material under Resources:</p> <ul style="list-style-type: none"> <li>• MLA Review</li> <li>• Scholarly Non-Scholarly Sources</li> </ul>	<p><b>Forum 4</b></p> <p><b>Assignment 2: Applying Feedback 1</b></p>

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5	Building Research Skills	1, 2, 3, 6	<p>Please read this week's Lessons and the following material:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.privatewriting.com/types-of-essays">https://www.privatewriting.com/types-of-essays</a></li> </ul>	<p><b>Forum 5</b></p> <p><b>Assignment 3: Essay 2</b></p>
6	Polishing Writing	1, 3, 6	<p>Please read this week's Lessons. You might also want to re-read handouts under Resources to further your understanding of any material that is still unclear to you.</p>	<p><b>Forum 6</b></p> <p><b>Quiz 3: MLA</b></p>
7	Preparing for Future Writing Courses	1, 4, 5	<p>Please read this week's Lessons. You might also want to re-read handouts under Resources to further your understanding of any material that is still unclear to you.</p>	<p><b>Forum 7</b></p> <p><b>Assignment 4: Applying Feedback 2</b></p>
8	Course in Review	1, 2, 3, 6	<p>Please read this week's Lessons. You might also want to re-read handouts under Resources to further your understanding of any material that is still unclear to you.</p>	<p><b>Forum 8</b></p> <p><b>Assignment 5: Essay 3</b></p>

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## **Policies**

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal Policy](#)

[Plagiarism Policy](#)

[Extension Process and Policy](#)

[Disability Accommodations](#)

Bulk submissions are not accepted during the course or during an extension.

### **Writing Expectations**

All writing projects completed in this course must follow the stated instructions (inside the classroom) very carefully. Always check the grading rubrics to see what your instructor will be on the lookout for when grading your work. Also, be sure you have read the APUS Plagiarism Policy (the entire Academic Dishonesty section) before submitting work in this or in any other course. See the above Course Outline or the Policies section on this Syllabus for links.

### **Citation and Reference Style**

Attention: students will follow MLA style as the sole citation and reference style during this course. Instructions regarding MLA style are provided in the classroom under Lessons and Resources.

### **Late Assignments**

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. Should you need additional time to complete an assignment, please contact your instructor before the due date so we can discuss the situation and determine an acceptable resolution.

Work posted or submitted after the due date will be reduced by **10% of the potential total score possible for each day late up to a total of five days**, including forum posts/replies, quizzes, and assignments. **Beginning on the sixth day late through the end of the course**, late work, including forum posts/replies, quizzes, and assignments, will be accepted with a grade reduction of 50% of the potential total score earned.

Also, completing all Assignments (under the "Assignments" tab) is paramount to your success in this course. Your final course grade may be withheld if you have not done so.

### **Netiquette**

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Online universities promote the advancement of knowledge through positive and constructive debate, both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting. Basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning, which does not include descent to personal attacks or student attempts to stifle the learning of others.

- **Technology Limitations:** While you should feel free to explore the full range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), : ), ☺.

### **Disclaimer Statement**

Course content may vary from the outline to meet the needs of this particular group.

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### **Online Library**

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to [librarian@apus.edu](mailto:librarian@apus.edu).

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publications, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. [Tutor.com](#) connects you with a professional tutor online 24/7 to provide help with assignments, studying,

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**Request a Library Guide for your course**  
**(<http://apus.libguides.com/index.php>)**

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOC1111), or class name.

If a guide you need is not available yet, please email the APUS Library:  
[librarian@apus.edu](mailto:librarian@apus.edu).

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**Turnitin.com**

Turnitin is integrated such that your written assignments may be automatically submitted to an originality analysis software system through the Sakai Assignments tool.

Course forums will be submitted through Turnitin.com every week. Your instructor has the right to regrade assignments during the course if suspicion of plagiarism or any other misleading events present themselves.

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**Selected Bibliography**

Please see the above Course Outline on the Syllabus and Lessons inside the classroom for all required readings and links.

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