

Introduction to Academic English (IAE)

Course Information:

Course Codes	ESPU 102, 103, 104, 106, 107, 1014, 1081	Section Number	
Contact Hours	48 per semester	Instructor's Name	
Credit Hours	3	Office Hours	
Requirements	IELTS 5	Email	

Course Description:

The purpose of this course is to introduce students to academic English language use through developing academic reading, writing, and oral communication skills. Academic reading and writing strategies are emphasized with a focus on; extracting information from source texts, note taking, paraphrasing and APA citation style. Students will write descriptive, cause and effect, and problem/solution essays based on research using an academic writing process. Oral communication skills stress effective preparation and engaging delivery of an academic presentation.

Course Materials Delivered through Blackboard:

Course Organization:

Time Frame	Work Covered
Weeks 1 - 5	Summary Writing, Reading Strategies, Note-taking, Paraphrasing, APA Citations & References, Outlines, Descriptive Paragraph Writing
Weeks 6 – 11	Academic Writing Process, Writing an Essay Outline, Writing a Cause & Effect Essay, Oral Communication and Academic Presentations
Weeks 11 - 15	Academic Language and Style, Coherence and Cohesion, Writing a Problem, Solution and Evaluation Essay

Attendance Policy:

If you arrive more than ten minutes late for class, you will be marked absent.

- 2 classes absent = 5% absence
- 4 classes absent = 10% absence
- 5 classes absent = 15% absence

The maximum number of classes you can miss is **4**. When you miss **5** classes you are not allowed to take the final exam and you will get an **F** grade. **“It is each student’s responsibility to keep track of his or her absences. Failure to do so will not be considered a valid reason to excuse an absence.”**

Course Assessment:

Type	Content	Total
Course Work	Graded homework: quizzes, outlines,	10%
Writing Assessment 1	Descriptive Essay Reading, Outline, and Paragraph	10%
Presentation	Preparation and Delivery of a Speech	10%
Midterm Exam	Cause & Effect Outline & Essay	30%
Final Exam	Problem Solution Outline & Essay	40%

Letter Grade Distribution:

Performance	Grade	Percentage Score	Grade Points
Excellent	A	90 – 100	4.00
Excellent-	A-	87 – 89	3.70
Very Good +	B+	84 – 86	3.30
Very Good	B	80 – 83	3.00
Very Good-	B-	77 – 79	2.70
Good +	C+	74 – 76	2.30
Good	C	70 – 73	2.00
Good-	C-	67 – 69	1.70
Pass +	D+	64 – 66	1.30
Pass	D	60 – 63	1.00
Fail	F	0 – 59	0.00
Failure for Absence	FA	0.0	0.00

University Exam Policies:

1. **ID:** You must show an **approved** photo ID. For example; UAEU Student ID, Passport, National ID. If your photo ID is not approved, you must show an **approved ID** within two working days. No **approved ID** after exam = Grade of 0*. No photo ID before exam = No exam* * = Absence policy applies.

2. **Late for exam:** If you arrive more than 10 minutes late, you cannot take the exam at that time.

Midterm Exam

- To request a make-up exam you must go to Student Affairs within 3 days of the exam. For an **excused absence** there is no penalty. If you have an **unexcused absence**, the make-up exam will be marked out of 85%, not 100%.

Final Exam

- To request a make-up exam you must go to Student Affairs immediately.
- If your grade before the Final Exam is 60% or more **and** your absence is excused, you can do a make-up exam at the beginning of the next semester.
- If you have an **excused absence**, there is no penalty. Your grade is **incomplete** until you do the make-up exam. If you have an **unexcused absence**, you cannot do the make-up exam and you fail the course (**Grade F**).