



**Gifted LearningLinks Program
Course Syllabus**

**Instructor name: Judith Ruhana
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Course Title: Expository Writing Honors

Session Date: Honors Monthly Enrollment 2011-2012

Course Description:

Academic Writing with a Portfolio Approach

From non-fiction books and magazine articles to school research papers and business memorandums, expository writing aims to inform the reader about a selected topic. Expository writing is academic writing in a variety of contexts and underlies all academic presentations, business talks and speeches. This course will explore a variety of academic writing genres and will allow students to choose from a variety of topics and formats. Students will be able to revise their work after input from the teacher and other students. Students will create a strong writing portfolio.

Outcomes:

Upon successful completion of this course:

- Students will be able to write for a variety of purposes and audiences and revise their work until it meets or exceeds proficiency.
- Students will become proficient in high-level academic writing that crosses disciplines.
- Students will be able to use real world sources for models of professional writing such as editorials, reviews and feature articles.
- Students will be able to choose topics and approaches that best fit their interests and abilities.
- Students will be able to edit their own work and give suggestions to others for ways to refine their writing.
- Students will build a portfolio and evaluate their own writing.

Instructor Biography:

Ms. Ruhana has been a writing teacher at all levels of education from elementary to college. She has a BA in English and two Masters Degrees. She worked as the Department Chair for English and Reading at Evanston Township High School and is now retired. One of her greatest honors was winning the James Moffett Writing Award from the National Council of Teachers of English. She is also a chapter-contributor to *Teachers' Voices: Portfolios in the Classroom*, National Writing Project and NCTE.

CTD Statement on Third-Party Web Sites

Instructors are required to thoroughly review any third-party web sites they intend to use

in their courses for inappropriate content. However, because web content continuously changes, CTD disclaims any responsibility for any of the content contained on third-party web sites used in course materials. If you become aware of anything that may be inappropriate, please notify CTD staff immediately.

Schedule:

All work is to be turned in on Monday of the following week. So, week 1 assignments are to be turned in Monday of week 2, etc.

Students will be required to keep a process journal of their writing and record their growth.

Approximately every 4th week is revision week. Students are expected to revise at least 2 pieces of their work and to write a one page Dialectic Journal analysis of their processes while writing.

SEMESTER ONE

	Topic/Focus	Activities & Assignments	What do I need to post to the Discussion Board?	What do I need to turn in?
Week 1	Orientation to Online Learning Who are you?	<ul style="list-style-type: none"> On-line questionnaire Writing Self-Analysis 200 word self-description Begin Dialectical Journal Process 	Introduce yourself with your 200 word self-description	<ol style="list-style-type: none"> Interest survey Writing Self-Analysis 200 word self-description
Week 2	College Essay Resume	<ul style="list-style-type: none"> Go online to 2 colleges where you may apply. Find their college essay questions. Choose 1 Resume 		<ol style="list-style-type: none"> Copy of college application form with essay topics College Essay Resume
Week 3	Extended Definition Name Analysis	<ul style="list-style-type: none"> Study description of extended definition and choose one on which to write. Interview parents or others on how and why your name was chosen. Take notes on computer. Compose a 250 word analysis of your name. 		<ol style="list-style-type: none"> Extended Definition Notes on interviews Name vignette

	Topic/Focus	Activities & Assignments	What do I need to post to the Discussion Board?	What do I need to turn in?
Week 4	Dialectic Process journal Revision week	Every 4 weeks you will be expected to turn in your process journal and Ms. Ruhana will give you feedback on it. You will also look over all the work returned to you and to revise at least 2 pieces.	1. Post one piece of your writing for feedback from others. 2. Discuss others work yourself.	1. Process Journal 2. 2 Documents Revised
Week 5	Expository as Explanation	Topics given for student choice		Two finished essays
Week 6	Expository as On-Demand Writing in Test Formats	Topics given for student choice		4 short test essays
Week 7	Expository as Persuasion	Topics given for student choice		Two finished essays
Week 8	Dialectic process journal Revision week	Every 4 weeks you will be expected to turn in your process journal and Ms. Ruhana will give you feedback on it. You will also look over all the work returned to you and to revise at least 2 pieces.	1. Post one piece of your writing for feedback from others. 2. Discuss others work yourself.	1. Process Journal 2. 2 Documents Revised
Week 9	Expository as Critique	Topics given for student choice for media review		Two finished media reviews
Week 10	Monologue Dramatic Dialogue	Study of monologue and dramatic dialogue format		1. Monologue 2. Dialogue
Week 11	Expository as Humor and Point of View	Model writing from Hamlet and Tale of Two Cities Point of View writing		1. Revising Hamlet or Dickens 2. Point of View Piece

	Topic/Focus	Activities & Assignments	What do I need to post to the Discussion Board?	What do I need to turn in?
Week 12	Dialectic process journal Revision week	Every 4 weeks you will be expected to turn in your process journal and Ms. Ruhana will give you feedback on it. You will also look over all the work returned to you and to revise at least 2 pieces.	1. Post one piece of your writing for feedback from others. 2. Discuss others work yourself.	1. Process Journal 2. 2 Documents Revised
Week 13	Make up week	Make up any missing work or free write		Can turn in missing work or new work to replace any grade
Week 14	Expository as Opinion	Editorial Format Letter to the Editor		1. Editorial 2. Letter to the editor
Week 15	Expository as Memoir	Rambling Auto “Place” description/poem		1. Rambling Auto 2. “Place” essay/poem
Week 16	Free writing week	Process journal Free writing		Must turn in 3-5 pages of any kind of writing you wish.
Week 17	Dialectic process journal Revision week	Every 4 weeks you will be expected to turn in your process journal and Ms. Ruhana will give you feedback on it. You will also look over all the work returned to you and to revise at least 2 pieces.	1. Post one piece of your writing for feedback from others. 2. Discuss others work yourself.	1. Process Journal 2. 2 Documents Revised
Week 18	Mid term analysis of your process	Metacognitive writing Analysis Format		Analysis

SEMESTER TWO

	Topic/Focus	Activities & Reading Assignments	What do I need to post to the Discussion Board?	What do I need to turn in?
Week 19	Expository as Description And Observation	Character Sketch		Character Sketch
Week 20	Compare/Contrast Cause/Effect	Topics given for student choice		1. Compare/Contrast Essay 2. Cause/Effect Essay
Week 21	Business Writing	Identify a business with which to communicate. Create a Memo to me describing the issue you are wrote about in your business letter		1. Memo 2. Formal Business Letter
Week 22	Dialectic process journal Revision week	Every 4 weeks you will be expected to turn in your process journal and Ms. Ruhana will give you feedback on it. You will also look over all the work returned to you and to revise at least 2 pieces.	1. Post one piece of your writing for feedback from others. 2. Discuss others work yourself	1. Process Journal 2. 2 Documents Revised
Week 23	Literary Analysis	Topics given for student choice		One Literary Analysis (5 pages)
Week 24	Poetic Analysis	Topics given for student choice		One Poetic Analysis (5 pages)
Week 25	Free writing week	Process journal Free writing		Must turn in 3-5 pages of any kind of writing you wish.
Week 26	Dialectic process journal Revision week	Every 4 weeks you will be expected to turn in your process journal and Ms. Ruhana will give you feedback on it. You will also look over all the work returned to you and to revise at least 2 pieces.	1. Post one piece of your writing for feedback from others. 2. Discuss others work yourself.	1. Process Journal 2. 2 Documents Revised

	Topic/Focus	Activities & Reading Assignments	What do I need to post to the Discussion Board?	What do I need to turn in?
Week 27	Writers Response	Topics given for student choice		Two finished essays
Week 28	Writing for Tests	Topics given for student choice		Two finished essays
Week 29	Documented Essay (Part 1)	Thesis Sources Source Analyses		Thesis Source Analyses
Weeks 30-32	Documented Essay Part 2 (Research Paper)			Outline Abstract Annotated Bibliography 5-8 Page Paper
Week 33	Make up week	Make up any missing work or free write		Can turn in missing work or new work to replace any grade
Week 34	Dialectic process journal Revision week	Every 4 weeks you will be expected to turn in your process journal and Ms. Ruhana will give you feedback on it. You will also look over all the work returned to you and to revise at least 2 pieces.	1. Post one piece of your writing for feedback from others. 2. Discuss others work yourself.	1. Process Journal 2. 2 Documents Revised
Week 35-36	Portfolio Assessment			Finished Portfolio
Final Evaluation				

Student Evaluation and Grading Policies for Credit Courses Only:

a. CTD Grading scale

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	F Below 60
A 93-96	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

Breakdown of final grade: Your grade will reflect the **total points earned**. Written pieces/papers are the most heavily weighted.

- Written Pieces are listed as **Papers** in grade center. Creativity/originality in thought and depth of development must be present for the paper to be considered exemplary. Points usually are 100 per piece; longer pieces in multiples of 100.

- Workshop Elements ---(questionnaires, short assignments, ability to revise, on-line collaboration with other students, deadlines)---listed as **Assignments** in grade center---usually 50 points each time/item.
- Dialectic Process Journal ---listed as **Journal** in grade center...counts as 100 points each time it is turned in.

General Directions: *All papers...*

- 12 point font, Times New Roman, Double-spaced*
- Heading*

Name
Course
Date
Genre/Draft/Assignment

- Revision with highlighted changes*
- Pages numbered*
- Word count on last page*

Personal Statement: I believe writing is a process and this course will help prepare students for all types of writing needed in college. I also believe that writing is self-discovery so the students will have a great many choices as to topic and sometimes genre. Revision is making work clearer, stronger, better. Students will be graded on their ability to revise as well as their ability to write. This is a journey we are making together.

GLL Sample