

Composition I: ENGL 111
Winter 2010

Saginaw Valley State University
Tim Kenyon, Lecturer of English

Course Syllabus

CONTACT INFORMATION:

Office: Science West 351
Office Hours: M 11:30 to 12:30, T/R 2:30 to 4:00, and by appointment
E-mail address: tkenyon@svsu.edu
Voicemail: (989) 964-4345

COURSE MEETING TIMES:

Section 18

Monday 8:30 a.m. - 9:50 a.m. — SE 206
Wednesday 8:30 a.m. - 9:50 a.m. — SE 223

Section 2

Monday 10:00 a.m. - 11:20 a.m. — ES 217
Wednesday 10:00 a.m. - 11:20 a.m. — ES 214

REQUIRED TEXTS:

The Composition of Everyday Life, 3rd ed., Mauk & Metz
A Writer's Resource, 3rd ed., Maimon, Peritz & Yancey

COURSE INTRODUCTION:

Above all else, it is important for anyone to understand that writing is a process, a series of steps that must be taken one at a time. Each step is as important as the previous one and as important as the next. What this class will do for you is help you understand and define that process for yourself. Writing is about communicating effectively and expressing ideas with authority. In this class we are going to focus on academic essay writing, which does have a certain form and rules, but each essay you write will be unique. Each essay has its own purpose which needs to be achieved in its own way. Beyond the development of process, this course is designed to help you develop your critical writing, critical reading and critical thinking skills, essential tools to succeed in every university class.

COURSE DESCRIPTION:

English 111: Composition I (3) Frequent writing assignments to produce informal and formal texts, with emphasis on academic thinking and writing. Develops effective writing processes, from inventing and investigating through organizing, drafting, revising, and editing. Helps students meet the needs of their readers. Includes workshop approaches to develop students' ability to analyze and evaluate their own writings as well as the writings of others. Prerequisite: "P" grade in ENGL 080 or satisfactory performance on Course Placement Test in writing.

COURSE OUTCOMES:

The student who successfully completes English 111 will be able to:

- 1.) Use writing processes that develop exploratory drafts into revised prose for specific audiences, including the ability to:
 - a. Generate, select and focus writing topics
 - b. Plan, organize, and structure writing to develop a focus and purpose
 - c. Use specific and credible evidence to support positions in a convincing manner
 - d. Review, critique, revise
 - e. Edit writing to conform to the general conventions of Standard English.
- 2.) Produce formal college-level essays that exhibit the requisite skills to attain a C level or better on the course rubric, which signals that a student is prepared to enter Communication Intensive courses and engage in academic discourse at the university level.
- 3.) Conduct introductory library and other research, integrate facts and evidence from multiple sources, and document appropriately.
- 4.) Read critically and analyze material written for multiple audiences and purposes.
- 5.) Effectively participate in interactive/collaborative reading and writing activities.

COURSE PRACTICES:

- 1) Students will write approximately 7500 words in the course, at least half of which will come from formal essays.
- 2) Students will write a minimum of five formal essays; two or more of these essays will incorporate multiple outside sources, documented appropriately. Students will also produce a variety of other less formal pieces.
- 3) Students will learn about documentation with a focus on MLA and APA; they will be provided with opportunities for in-class writing as well as instruction in essay exam strategies.
- 4) Students will receive library orientation, including a tour and an introduction to hands-on and online research resources.
- 5) Students will be provided with hands-on opportunities to develop technological skills for creating and/or sharing documents (i.e., word processing, e-mailing, and online workshopping or online discussion).
- 6) Instructors will assess students' products using clearly defined criteria, including course rubric, sample papers, and other materials provided by the instructor.
- 7) Instructors may take product and process (journals, drafts, portfolios and conferences) into account when assessing student performance in the course.
- 8) Instructors will base at least 75% of a student's final course grade on the evaluation of formal essays.
- 9) Instructors can only give the grade of "C" or higher to a student who earns 70% of total points possible in the course, and demonstrates significant competency in all course outcomes.**
- 10) Instructors will actively engage in strategies that work toward student retention and student success.

COURSE REQUIREMENTS:

You will be graded on your ability to satisfactorily complete:

Two (2) writing portfolios (300 pts./200 pts. respectively)	500 points
Two (2) writing assignments (10 points each)	20 points
Blog	50 points
Group collaboration project	<u>30 points</u>
Total possible points:	600 points

Brief Explanation

- Each of the two portfolios will collect the five (5) formal essays completed over the course of the semester. The portfolios make up more than 80% of your final grade for the class
- Two shorter writing assignments will be assigned at various times throughout the semester as indicated on the class calendar
- The blog will document your reading responses to the various reading assignments completed throughout the semester
- The group collaboration project will allow you to work together in small groups toward a common goal

Detail Explanation

Writing Portfolio:

(Consisting of formal essays numbered 1 – 5) Your writing portfolios will showcase the formal writing you complete throughout the semester. The portfolio due dates are listed in the class calendar. Portfolio 1 will contain essays 1 – 3; portfolio 2 will contain essays 4 and 5. The essays which will make up your portfolio will go through multiple revisions with comments and suggestions from the instructor and peers. Each of the five formal essay assignments will differ and will be discussed thoroughly in class. The length of each assignment will vary, but expect that all three portfolios will contain a total of 15 to 20 pages or approximately 7,500 words by the end of the semester. A majority of the work we do in class will be in preparation to write and revise the formal essays. There will be time in class for revision, conference with the instructor, and workshop with peers. All essays will be typed according to the format described in the assignment sheet and submitted in .DOC(X) or .RTF formats only. No other word processing formats will be accepted (e.g. .WPD, .WPS, .OOD, etc.)

Writing Assignments:

(Denoted by letters A & B) At various times throughout the semester you will be assigned short writing assignments to be completed following the accompanying instructions/prompts. These assignments will be less formal than those included in the portfolios, however, as with all writing these should be approached based on the writing process developed throughout the semester. These will NOT be included in the writing portfolios.

Blog:

As part of further developing your critical reading and writing skills, you will be responsible for keeping a blog which will document your responses, reactions, and discoveries to what you read for class. These blog entries will be completed prior to coming to class on the day listed in the class calendar.

Blog assignment requirements: The blog assignments will almost always consist of several questions. **Each question must be answered separately.** An “adequate” response to each question will be 8 to 12 sentences in length. More points will be awarded to responses that are more thoughtful, complex, AND those that include substantial and relevant citation from the text to support your answer.

Blog Rubric:

Score

20	Exceptional response. Goes above and beyond the assignment requirements
17	Above average response. Provides deep thought in responding. Cites text for support
15	Adequate response. Straightforward answer to assignment(s). Minimal text citation
13	Minimal response. May not completely address assignment(s)
10	Inadequate response
0	No response/response posted past due date

While each week’s entry will receive a separate score, the blog will be graded twice throughout the semester, at the mid-term and at the final. The blog’s grade will be an average of each entry’s score based on total possible points.

Group Collaboration:

Workgroups will collaborate periodically throughout the semester on an assigned project or problem. These group collaborations will be completed primarily outside of class, however some in-class time will be provided at the instructor’s discretion depending on available class time. As part of the collaboration, each group will prepare a presentation which will be given in class. Workgroups and the project assignment will be assigned after mid-semester.

GRADING POLICIES:

Brief Explanation

- Final grade is based on total points earned/possible points x 100
- Passing grade for this course is 70% or “C”
- Portfolios will be graded based on the English 111 rubric
- Visits to the writing center earn extra credit on portfolios
- No other extra credit will be offered in this class

Percentage	Grade
92 – 100%	A
90 – 91%	A-
88 – 89%	B+
82 – 87%	B
80 – 81%	B-
78 – 79%	C+
<u>70 – 77%</u>	<u>C</u>
60 – 69%	D
0 – 59%	F

Detail Explanation

Portfolio Grading Rubric: The formal essays submitted in the portfolios will be graded according to the English 111 rubric (available on V-Space). Failing on any portion or category of the rubric may lead to a failing grade on the entire essay.

Portfolio Extra Credit: Documented writing center visits will earn students 5 points on each essay. While a student is encouraged to visit the writing center as often as wanted or needed, this extra credit option can only be used once for each essay in portfolio. There will be no other extra credit offered in this class.

OTHER REQUIREMENTS:

Brief Explanation

- No late work will be accepted. Absolutely no exceptions.
- In-class assignments and group work will be assigned often throughout the semester. Many of these assignments will not be graded but are required.
- Peer workshop is an important and required part of this class.
- Participation and preparation is essential and a required part of the class. Borderline grades will be decided based on participation.
- Using V-Mail is a requirement as important messages will be sent using your SVSU e-mail account.
- V-Space will be used frequently in this class and your knowledge of it is a requirement.

Detail Explanation

Late Work and Assignments: No late work will be accepted in this class. All work is due by the dates listed on the assignment or as noted on the class calendar. No exceptions will be made for any reason.

In-class Assignments and Group Work: Nearly every class meeting will involve various critical writing, reading or thinking exercises, many of these to be completed in groups. Not all assignments given in class are graded, however it is important to note that the cumulative efforts over the course

of the semester will guarantee a better understanding of the longer, formal graded assignments. Participation in all group work and in-class assignments, written or otherwise, is required.

Peer Workshop: At various times throughout the semester you will be required to participate in a peer workshop. This workshop will take place in class and will provide you an opportunity to read and give feedback on your peers' essays as well as receive feedback on your own. The essays you distribute for workshop will be your current, ungraded essay. The workshops are designed to be non-competitive and the criticism given will be insightful and constructive. Please note that missing workshop, coming with an incomplete or no first draft will result in a loss of points from the final portfolio.

Participation and Preparation: Although not a direct part of your grade, participation in this class is essential. Class participation includes turning in work on time, participating in discussions and class activities, and generally remaining awake, alert, and prepared to contribute. This is not a lecture-style class. A majority of class time will be centered around discussion and workshops. As should go without saying, please always bring a pen and paper to class and be prepared to write. Be aware that you must receive a C or higher to pass this class. Therefore, in the case of borderline grades progress during the semester and participation in class will be considered.

Use of V-Mail (E-mail): All messages and announcements made outside of class will be sent to your SVSU e-mail account. You are required to check your SVSU e-mail account at least once per day for these important announcements.

V-Space: We will be using the V-Space online classroom environment for several different assignments, discussions, and projects throughout the semester. Participation in all the assignments and projects on V-Space and a willingness to acquire a working knowledge of V-Space is required for this class. We will spend some time in class becoming familiar with V-Space, however, it is your responsibility to seek out further training and on-going assistance as necessary. Official training is available through the Student Technology Center in the library. Visit <http://vspace.svsu.edu> to get started and click on the Student Zone tab.

OTHER ITEMS AND POLICIES:

Brief Explanation

- Attendance and respect for everyone in class is a requirement.
- All electronic devices will be turned off and put away during class.
- Computers in the labs are not to be used other than for class purposes.
- Visiting me during office hours is the best way for me to get to know you and your writing.
- Please read the plagiarism, discipline, and disability statements carefully before signing the syllabus agreement form.

Detail Explanation

Attendance: An absence will be considered not being present for class for any reason, excused or otherwise. The effect on your grade for missed classes is listed above. There are no exceptions to

this policy. You are allowed two absences with no effect on your grade. I encourage you to save your absences for a genuine emergency. If you are planning ahead of time to be absent, the greatest courtesy you can give me is to send an e-mail before class to let me know you won't be attending.

Attendance and effect on final grades:

First/second absence	No effect on grade
Third absence	Loss of 5 grade points from final grade
Fourth absence	Loss of full letter from final grade
Fifth absence	Grade cap of "D" regardless of grade average

Tardiness: You are expected to be present in the classroom at the start of class time. Anyone who arrives after I have begun class will be marked tardy for that class period. Tardiness is very disruptive and will affect your grade. If tardiness becomes a problem I will begin counting 2 occurrences as one full absence. If you come to class directly from work and may be late on a regular basis, please let me know immediately. Also, being more than one half hour late or leaving more than one half hour early will count as a full absence for that day.

Cell Phones and Other Electronics: Cell phones, iPods, Blackberries, Bluetooths, etc. are to be turned off and stowed during class, no exceptions. Absolutely no text messaging will be allowed or tolerated during class. If I deem that the presence of cell phones or other electronic devices are disrupting the class at any time, I will implement a policy of collecting them at the door before class.

In-Class Computer Labs: The in-class computer labs are available to enhance the learning experiences of everyone in the classroom. Prior to the start of class, the computers are available for students to check e-mail, conduct research, etc. However, use of the computers during class can be very disruptive to the instructor and other students. Just prior to the start of class, all students are expected and required to log off the computers. During class time the computers will be used only for class-related activities. Please note that food and drink are not allowed in the computer labs.

Instructor Feedback: I will be available during office hours to provide oral and written feedback on all student written work. Feedback of any kind on student writing will never be given over e-mail as it can be counterproductive to the writing process. The best way for me to provide assistance and support for you and your writing is to visit me during my office hours. Students who are having extreme difficulties in any part of the class are encouraged to conference with me during office hours.

Contacting Me (In order of preference): *Office hours:* Please visit me face to face. This helps me to get to know you, your work, and proves to me your commitment to learning. If you need to meet at a different time please let me know so we can arrange a meeting time. *E-mail:* I only check e-mail once a day Monday through Friday. Therefore, you should expect at least a 24-hour turnaround on any e-mail, urgent or otherwise. I will address any questions or issues which occur over the weekend on Monday. *Voicemail:* I will retrieve and respond to voicemail only during scheduled office hours.

Writing Center: The Writing Center serves all SVSU students by raising the level of excellence in student writing, at all levels and in all disciplines. To achieve this, the Writing Center provides one-on-one tutorial sessions, workshops, and resources for students to develop their skills as writers and

critical thinkers. Each student is encouraged to take advantage of the services offered by the Writing Center. The Writing Center is located in the Zahnow Library, Z308. Phone 964-6061.

Incllement Weather and School Closure Policy: Extreme weather resulting in severe, adverse conditions or other emergencies may affect the regular operations of the university. Should you have questions about the status of the university, call the Weather Information Line: (989) 964-4477. Updated information is also available on the SVSU website. Please note, even in the case of adverse weather, if the university remains open then you are expected to be in class.

Discipline Policy: The goal of SVSU faculty is to help each student achieve success through learning the concepts and skills for which the course was designed. In a university classroom, the learning that takes place is determined by the quality of the interactions of all members of the class.

Therefore all instructors abide by the SVSU Code of Student Conduct, which states, “No student shall engage in conduct that disrupts or interferes with the educational activities in classrooms . . . computer laboratories . . . or any other place where education and teaching activities take place. This includes, but is not limited to, such behaviors as talking at inappropriate times, drawing unwarranted attention to him or herself, engaging in loud and distracting behaviors, displaying defiance or disrespect to peers or threatening any University employee or student. No student shall engage in conduct that is disruptive or interferes with the rights of others on University property . . . nor shall a student obstruct, disrupt, interfere, or attempt to interfere with another students’ right to learn or complete academic requirements.”

Any student who engages in any of these behaviors will be asked to leave the class immediately, and lose any possible credit for that class period. To return to the class, the student will be required to schedule a meeting with the instructor to discuss his or her plans for modifying their behavior in question. In addition, the instructor may choose to report the behavior to the Coordinator of Student Conduct.

Academic Honesty Policy: Taking responsibility for one’s own learning means doing one’s own work and giving others credit for their contributions to that work. All students are expected to be rigorously honest in this class. Plagiarism is a deliberate violation of this academic honesty policy. The definition of plagiarism is expressed as, but not limited to, turning in another’s work as one’s own, failing to give proper credit or citation for the use of another’s work, or turning in work previously submitted for another class. Any violation of academic integrity in this class will be taken very seriously and will result in no less than a failure of the assignment in question. At the discretion of the instructor, further action may be taken which will include automatic failure from the class. All violations to this academic honesty policy will be reported to the Office of Student Conduct.

The following is the University’s official statement on Academic Honesty and Plagiarism:

According to the *SVSU Student Handbook*, “Academic integrity is undermined whenever one is dishonest in the pursuit of knowledge. Dishonesty takes many forms, including cheating, plagiarism, and other activities for undermining the educational process.

“**Cheating**’ occurs whenever one attempts to gain an advantage through a violation of rules regarding the relevant behavior. It should be assumed that collaboration is cheating unless explicitly authorized” (16).

In English 080 and 111, cheating in any form will result in a grade of zero (0) for that assignment.

“**Plagiarism**’ involves intentionally or unintentionally presenting another person’s expressions – ideas, opinions, illustrations, data, style – as one’s own expression” (16).

Forms of plagiarism include directly transcribing (copying) without quotation and attribution, summarizing without attribution, paraphrasing or patchwork paraphrasing without attribution, patching electronic materials (including pictures, graphs, and/or charts) without attribution.

In English 080 and 111, deliberate plagiarism, whether on a paper’s early draft or on a paper’s final draft, will result in the grade of zero (0) for the entire assignment.

“**Undermining the Educational Process**’ occurs whenever one attempts to prevent another’s learning or subverts the recognized means by which learning occurs” (16).

The goal of SVSU faculty is to help each student achieve success through learning the concepts and skills for which the course was designed. In a university classroom, the learning that takes place is determined by the quality of the interactions of all members of the class.

Specifically the *SVSU Student Handbook* states, "No student shall engage in conduct that disrupts or interferes with the educational activities in classrooms . . . computer laboratories . . . or any other place where education and teaching activities take place. This includes, but is not limited to, such behaviors as talking at inappropriate times, drawing unwarranted attention to him or herself, engaging in loud and distracting behaviors, displaying defiance or disrespect to peers or threatening any University employee or student. No student shall engage in conduct that is disruptive or interferes with the rights of others on University property . . . nor shall a student obstruct, disrupt, interfere, or attempt to interfere with another student’s right to learn or complete academic requirements" (34).

In English 080 and 111, any student who engages in any of these behaviors that undermine the educational process will be asked to leave the class immediately and lose any possible credit for that class period. To return to the class, the student will be required to schedule a meeting with the instructor to discuss his or her plans for modifying their behavior in question.

Important Note: In any case of cheating, plagiarism, or engaging in behavior that undermines the educational process, in addition to the consequences outlined above, the instructor may choose to report the behavior to the Office of Student Conduct, following the protocols outlined on pages 32-37 in the *SVSU Student Handbook*.

Disability Statement: Students with disabilities which may restrict their full participation in course activities are encouraged to meet with the instructor and contact the SVSU Office of Disability Services, Curtis Hall, Room C-112, Phone # 964-4168. SVSU does not discriminate based on race, religion, color, gender, sexual orientation, national origin, age, physical impairment, disability, or veteran status in the provision of education, employment, and other services.

Amendment Clause: This syllabus is subject to change by the instructor. Students will be notified of any changes in writing.