**ENGL 1102-079: Writing in the Academic Community Spring 2010**

**Instructor:** Ms. Mia Eaker **Office:** Fretwell 290B

**Class Meetings:** WF 9:30-10:45am in SMITH 328 **Office Phone:** 704.687.4201

**Email:** mteaker@uncc.edu **Office Hours:** WF 11:00am-12:00pm & by appt.

**\*\*Keep ALL work until the end of the semester for your final portfolio.\*\***

## **Required Course Texts**

## Picoult, Jodi. Nineteen Minutes. New York: Washington Square, 2008. Print.

## There will be no required textbook for this course; required course readings (apart from the novel) will consist of texts that will be available through the library’s course reserves, as well as class handouts and links that you must access from the course website. We will go over in class how to access these materials; you will be responsible for printing and reading them for class.

**Course Website**: http://webpages.uncc.edu/~mteaker/English1102.htm

* The course website is designed to supplement course work and provide necessary course materials: a detailed calendar with hyperlinked readings, assignment sheets, workshop materials, reminders, and helpful links, It is an essential component of the course; you should check it regularly to keep up with readings and assignments, as well as updates and announcment,

## Course Materials:

* A three-ring binder for your final portfolio
* A folder or one-inch binder for your research project
* Materials to back up work and assignments
* Money for printing on campus and/or access to a printer

Other Recommended Materials:

* A composition notebook, spiral notebook, or three-ring binder to keep up with daily writings, notes, and homework (You will need these materials for the portfolio.)
* Pencils, pens, paper, highlighters, post-it notes, etc.

**Course Goals**

1. You will recognize and respond to academic rhetorical situations through argument.
2. You will be able to read and evaluate written arguments, including your own.
3. You will be able to evaluate the credibility of sources (academic and popular; primary, text-based, and electronic) used as evidence in an argument.
4. You will be able to articulate several perspectives that surround an issue.
5. You will be able to use a variety of invention strategies and appropriate (to audience and purpose) organizational patterns, to revise for audience and purpose, and to edit for spelling, punctuation, grammar, and syntax.

## **Course Requirements**

**Major Assignments:** Major requirements will include two out-of-class papers, one group essay, one out-of-class project, and a final portfolio of your work. During the course of the semester, you will assemble a writing portfolio that displays your growth and skill as a writer. Your portfolio will display final revisions of your work, the process you went through to achieve each final draft, and selections of both in-class and out-of-class writing. For each of the major assignments, you will be responsible for the planning, drafting, revising, peer response, and reflective writing for each final draft to submit in your portfolio. It is imperative that you participate in all steps of the writing process and that you keep up with your work; the completion of, and the effort put into, these steps will factor into your portfolio grade.

**Writing Process:** One of the primary focuses of this course is developing your writing process and effective revision strategies. You will go through several steps of the writing process to complete each essay draft, which will be submitted in your portfolio. These steps will include a **Discovery Draft**, **Draft I** for group workshops, **Draft II** (which will be submitted to me or brought to your conference for feedback), and a **Final Draft** for your portfolio. You will be graded on the completion of ALL drafting stages, the amount of effort put into each draft, and the quality of revisions between drafts.

1. ***Discovery Drafts*:** This will be the first stage of your drafting process; it will not be a complete draft of the assignment. Instead, it serves as an opportunity to generate ideas and put them into writing. It is also a place to start planning your argument and/or format. The length of your discovery draft should be roughly half of your assignment. In terms of format requirements, because this is an early step in the drafting process, you might begin by putting together a detailed outline, quick-writing, or you may just start from the beginning and write the first few pages. You’ll discover which works best for you.

This step will allow you to start drafting in enough time to discover where you are having problems with the assignment, and it will give you a chance to discuss these concerns with me and/or your writing group.

\*Along with this draft, you are required to come up with two questions or concerns you have at that stage in the drafting process about the assignment or your writing to discuss in class with your writing group. You will be given 15-20 minutes in class to discuss any writing/assignment concerns with you writing group.\*

1. ***Workshop Draft*:** This should be your first complete draft of the assignment, and it will be the draft you submit to your writing group for the group workshop. (See *Workshops & Writing Groups* for details.)
2. ***Conference Draft*:** This will be a revised draft of the assignment. This will be the draft you bring to your conference for feedback, and it should display revisions made from the workshops. These drafts are worth 25 pts. each. If you do not attend a conference for any reason, you should still submit your draft to avoid getting 0 on the draft. (See *Conferences* for more details)
3. ***Final Draft*:** This will be the final stage of the drafting process. This will be the revised draft of your assignment that you will submit in your portfolio for a grade. This draft should be clearly labeled as your final draft and be submitted in a section that contains all the drafts, workshop materials, instructor and peer feedback, reflections, and other process work completed during the course of the semester. Your final draft should demonstrate effective revision choices and strategies, including both peer and instructor feedback.

**Workshops & Writing Groups:** At the beginning of the semester, you will be assigned a permanent writing group that you will work with for the rest of the semester. With your group, you will share your writing, and you will both receive and provide feedback for revision. It is essential that you both attend and participate in workshops. It is a significant portion of your class participation grade, and materials from those workshops must be included with your final drafts.

**Missed Workshops:** If you are unable to attend class on a workshop day, it is your responsibility to make up that step either by making arrangements with your writing group to get feedback outside of class or by visiting the Writing Resources Center. (You must ask for a copy of the form from the tutor in order to submit in the portfolio. This tells me that you visited and what you discussed.)

**The Writing Resources Center:** The WRC is located in Fretwell 220 (704-687-HELP). You will be able to work one-on-one with a tutor to discuss your writing. They will not proofread/edit you work, but they will work with you on any concerns you have. A tutor can help you at any stage of the drafting process, even if it is brainstorming or conducting research. lI encourage you take advantage of this service because it is free.

**Conferences:** During the semester, you will be required to meet with me and other students in conference to discuss drafts of your work; we will have approximately three conferences. The dates for each will be listed on your course calendar and discussed in class. Conferences are MANDATORY; failure to attend any conference will count as one absence. Class meetings will also be canceled on conference days. Check your course calendar to be sure of specific dates.

Conferences will be used to discuss your writing only. If you are curious about your number of absences, missed work, or your progress in the class, please utilize my office hours or schedule an appointment with me.

**Conference times** – Although classes will be canceled on days when conferences are held, only a few conference times will be available during those class times. Please be sure that you are able to attend conferences outside of class meeting times, or that you see me to make early arrangements for conference times during class and/or office hours.

**Missed Conferences:** Be sure that if you must miss a conference for any reason, and are unable to schedule a makeup appointment, that you submit any work to me that would have been due at your conference. Copies of essay drafts brought to conferences are worth 25 pts. each. You may submit these drafts and other work either via email (as Word attachments) or in my faculty mailbox in the English Department.

**Class Participation:** This is a significant portion of your grade. I will not only be looking at your overall attendance and participation in class discussion, but I will also be taking into consideration your attitude in class, as well as your attendance and participation in conferences, workshops, and group work. Although attendance in necessary, please remember that there is much more to class participation than just being physically present.

**Writing-to-Learn Exercises**: These will consist of any in-class and out-of-class assignments done during the semester: quick-writing, in-class prompts and activities, homework, and reader responses. You may keep up with these any way you choose. **I recommend keeping them in a three-ring binder or in a spiral notebook with perforated sheets so you can tear them out neatly. Please be sure that all are titled and dated so that I can find them easily.**

* Writing-to-learn exercises will be submitted in your portfolio at the end of the semester. We will engage in at least one writing-to-learn exercise in each class meeting. You are responsible for making up ALL exercises you miss due to absence.

**Pop Quizzes:** Pop quizzes will be given to ensure that you are keeping up with course reading. Although you may not use your printed readings for quizzes, you may use any notes you have taken or reader responses. If you are not in class, you will not be allowed to make up any missed quiz. However, your lowest quiz grade will be dropped at the end of the semester.

**Grading Scale***:* The list below reflects the number of points you may receive for each assignment out of 1000 total points. Below it, you will find the range of points you must receive to achieve a particular letter grade.

All further grading specifications will be listed on individual assignment sheets as they are distributed in class and via the course website.

Pop Quizzes 50

Conference Drafts (2) 50 (25 pts. Each)

Group Satire 75 (Individually Graded)

Research Project 125

Class Participation 100

Portfolio 600

A: 900-1000 B: 800-899 C: 700-799 D: 600-699 F: 0-599

Course Policies

**Attendance**: You must be present in class to participate fully. There is no such thing as an excused or unexcused absence. You are allowed to miss four(4) classes without penalty. For each absence after the fourth you will lose half a letter grade. More than six(6) absences will result in failure of the course.

Pease keep in mind that regular attendance is a factor in class participation. If you miss four absences, it is the equivalent of two weeks of class. You will not receive a penalty, but it may reflect in your class participation grade as well as those grades for quizzes and any work not submitted.

\*If you have a medical situation resulting in prolonged absence from class, please notify me and provide documentation. Any documentation must be submitted to the Dean’s Office.\*

**Tardiness***:* Please be on time for all class meetings. You are expected to be in class on time and to stay for the duration of the class period. If you must leave early, please notify me before class. I will take attendance at the beginning of each class period. If you arrive after attendance has been taken, you must see me after class in order to have your name added to the list of late arrivals. Four late arrivals and/or early departures will result in one(1) absence. If you are not in class for at least half of the class meeting, you will be counted absent.

**Due Dates/Extension Policy:** Your work is due in class on the due date. After class, it will be considered late. All assignments must be typed, stapled, and in MLA format before submission unless otherwise directed.If you know you will be absent the day an assignment is due, you should make arrangements with someone to bring it for you, or you should leave a hardcopy in my mailbox in the English Department before the end of class. If you are unexpectedly ill or have an emergency, please submit your work via email. (Include an explanation in the email, and be sure your submit your work as an attachment.

Note: If you leave anything in my mailbox, and you want me to know that you submitted it on time, please ask the secretary to stamp it with the date & time before submitting it.

Extensions for major assignments are allowed only in extenuating circumstances. If you need an extension, you must have it approved before the due date. Otherwise, all assignments turned in after the due date will be considered late. You will only be allowed one extension per term.

**1)** Late assignments—except portfolios—will be docked 5% of the total possible points per

**2)** Late portfolios will be docked 20 points per day.

Note: I know computer and printer problems occur. So, please backup and save your work frequently. I will not accept computer errors as an excuse for late work.

**Missed/Late Work***:* If you are tardy/absent, you will not be allowed to make up any quiz. Missed quizzes will be recorded as zeros. *However, one quiz grade will be dropped.* You are responsible for making up any required in-class work and keeping up with missed writing-to-learn exercises. Absence from class will not excuse a late assignment(unless you have documentation from the Dean’s Office for a medical situation)**.** It is your responsibility to make arrangements to submit work, to find out what was discussed in class, and to find out what is due at the next class meeting when you are absent. Due dates for assignments are listed on your course calendar. Please exchange contact information with other students in class in order to get notes and assignments.

* Course handouts and links are always available through the course website. It is your responsibility to print out any handouts you missed from class. The syllabus and calendar are always available in case you need an extra copy or updates are made.

**Printing & Submitting Assignments:** You must be able to print your work and bring hard copies to class on the due date. I will not allow emailing as a *regular* substitute for submissions or bringing in your laptop for workshops. If your printer breaks, you should find another printer before class. Several computer labs are available on campus, and computer rooms in Barnard are open 24 hours a day. Printing is also available in Atkins Library.

**Email Policy:** I am available via email if you have any questions or concerns, and I’m happy to help any way I can. However, there are a few things to consider when using email to ensure effective communication. First, please be sure that any email sent is both clear and appropriate; also, be sure to list your name and course info along with your question. The second thing to keep in mind is making sure your questions can be answered via email. Email is perfect for quick questions, but for major concerns, please use my office hours or make an appointment. The last thing to consider is timeliness. If you have a question about an assignment, please allow ample response time. If you send an email on the due date, or late the night before, I may not receive the email in time to respond.

* You are not allowed to email papers unless you have had it approved by me. If you email a paper without having it approved, I will not accept it.

**Revision Policy**: You will be given several opportunities to revise papers based on peer workshops and conferences. Your final portfolio will also give you a chance to do further revision of your assignments. However, you will not be able to revise individual assignments or drafts for new grades once grades have been given.

**No Electronics:** Electronics will NOT be allowed in class, unless it is approved by me before class; this includes cell phones, computers, I-pods, etc. Please turn off all cell phones and put them away during class. It is a distraction to me and to your fellow students. Using your cell phone during class (including texting) may result in your being asked to leave, in which case it will count as an having left early on your absence records.

**Academic Integrity**: Cheating and plagiarizing will not be tolerated. If you are caught cheating or plagiarizing, you will receive a zero on the assignment and most likely fail the course. Please read the attached policy on academic integrity.

