**ENGL 1102-017: Writing in the Academic Community \_\_\_\_\_\_\_Spring 2010**

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

**Class Meetings:** MW 9:30am-10:45am; Smith 325 **Office Phone:** 704.687.4201

**Email:** mteaker@uncc.edu **Office Hours:** M 12:30pm-1:30pm, T 9:30-10:30, and

**Course Website:** http://grou.ps/miaeakerengl1102\_017by 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 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. You are responsible for printing and reading them for class.

 **Course Website**: The course website is designed to supplement class work and discussion and provide 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 (at least 2-3 times a week) to keep up with readings and assignments, as well as updates and announcements.

 **Course Calendar**: Your course calendar with hyperlinked readings is available as a Page within our course website at Grou.ps. Hyperlinked readings can be handouts, selections from other websites, or electronic copies of textbook chapters available through the library course reserves. If it is a textbook chapter, you must sign into the course reserves page and access the appropriate chapter. Please pay attention to the title of the textbook, as several chapter numbers may appear more than once. You are responsible for reading and printing your own readings, handouts, and assignment sheets for class.

## Required Course Materials:

* A three-ring binder for your final portfolio
* A journal: a composition or spiral notebook
* A folder or one-inch binder for your annotated bibliography

 **Other Requirements:**

* You must be able to back up work and assignments
* You must have money for printing on campus and/or access to a printer

Recommended Materials:

* A composition notebook, spiral notebook, or three-ring binder—separate from your journal--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 three out-of-class essays, one annotation of the novel Nineteen Minutes, one annotation bibliography, 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, selections of both in-class and out-of-class writing, and a series of reflective writings. 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.

**Journals:** You should have your journal with you in-class EVERY DAY. There will rarely, if ever, be a day that passes when we will not write in our journals during class. If you miss class for any reason, you are responsible for finding out what you missed in your journal. I will periodically take up journals to be sure you are keeping up with them. Journal collections will be random, and I will not use class time to go over past entries before I collect them.

Journals will be graded based on completion and effort. Please also pay attention to organization. **All journal entries should be titled and dated.** I will not spend time searching for entries or deciphering your handwriting. If I cannot find and/or read an entry, you will not get credit.

**Process Work:** 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.

**Workshops & Writing Teams:** At the beginning of the semester, you will be assigned a permanent writing team that you will work with for the rest of the semester. With your team, you will share your writing, and you will both receive and provide feedback for revision. An in-class workshop will be held for each major essay. These workshops count for a significant portion of your class participation grade, and materials from workshops must be included with your final drafts. Also, the course website will allow you to connect with your writing team and have access to them outside of class. It is essential that you participate with your team both in class and out of class.

 **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 report 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. l 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. You will be graded based on your level of preparation and participation in each conference. Class meetings will also be canceled on most 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.

**Scheduling Conference times** – Although classes will be canceled on some conferences days, 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.

**Class Participation:** Class participation is a significant portion of your grade and an essential component of the course. Keep in mind that, although attendance is necessary, there is much more to class participation than just being physically present. Participation also includes contributing to class discussion, conferences, workshops, and group work.

**Pop Quizzes:** Pop quizzes will be given to ensure that you are keeping up with assigned reading. Because these are *pop* quizzes, you will not be allowed to make them up if, for some reason, you miss class. However, your lowest quiz grade will be dropped at the end of the semester, and you will have the opportunity to earn bonus points for quizzes at various points during 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 25

Journal Entries 50

Conference Participation 50

Novel Annotation 50

Annotated Bibliography 75

Class Participation 100

Portfolio 650

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. For each absence after the fourth, you will lose a full 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 classes, it is the equivalent of two weeks of class; this may be reflected 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 submit the appropriate documentation must to the Dean’s Office. Additionally, you have two days per academic year that can be used for religious observance without penalty.  However, if you must be absent for a religious observance, you are required to file a “Request for Religious Observance” form, and notify me at least a week before the absence. If you are absent for any reason, you are responsible for any missed work and any modifications to the syllabus and/or assignments.

**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. Three late arrivals and/or early departures (in any combination) 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:** 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 you submit your work as an attachment.) Then get a hardcopy to me as soon as possible.

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.

**Missed Work:** You are responsible for keeping up with missed journal entries. 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. The website links you to each other 24/7; I expect you to use it to stay in communication with those in class, especially those in your writing group.

* 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.

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

**2)** Late portfolios will be docked 15 points per day for up to 5 days. After the 5 day time limit, your portfolio will not be accepted and will be assigned a 0.

**Extension Policy:** Extensions for major assignments are only allowed in extenuating circumstances. You must provide documentation to justify missed work due to an illness or funeral/death of a relative. Extensions can be granted up to one week in such circumstances. In order to obtain an extension for any other reason than a funeral or illness, you must submit a typed letter explaining your situation and why it warrants an extension at least five days before the due date. You will only be allowed one extension per term.

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

**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.

* I will not accept email submissions unless you have had it approved by me before the due date. If you have to miss class on the due date, you can get approval to email an essay as a Word attachment only, and only for the purpose of proving an assignment has been completed. I will expect a hardcopy in my mailbox in the English Department for grading purposes.

**Email Policy:** I am available via email if you have any questions or concerns, and I’m happy to help any way I can. If you need to email me for ay reason, please be sure to list your name and course info along with your question. Also, although email is perfect for quick questions, lengthy concerns about assignments should be reserved for class time, my office hours, or an individual appointment. The final thing to keep in mind is timeliness. If you do 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.

**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, once grades have been assigned, you will not be able to revise individual assignments or drafts for new grades.

**Electronics Policy:** Electronics will NOT be allowed in class, unless it is approved by me for the purpose of taking notes; this includes cell phones, computers, I-pods, etc. Please turn off all cell phones and put them away during class. Furthermore, you should NEVER TEXT during class. It is a distraction to me and to your fellow students. The first time I see this occur, you will be asked to put the device away. If it continues to happen, you may be asked to leave, and it will count as an absence on your attendance 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.