

**Course: ENG 165W Composition I (Writing-enhanced)** is a continued study of basic writing skills in English, begun in ENG 164, with emphasis on more complex modes or patterns of composition. In addition to expository writing the student will write a research paper. Prerequisite: ENG 164. Credit hours: 3.

A minimum of 50% of the course grade is based on evaluation of writing assignments. The course utilizes a combination of lecture, peer collaboration and class discussion. For more specific information, please see the detailed sections of this syllabus..

Instructor: Ms. Miles

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Instructor phone/fax: 936-294-1403—English office main number;

Instructor office hours: T-Th or by appt.;

### **Course Syllabus: Spring semester 2008**

A syllabus is a document that establishes the respective obligations and rights of the student and professor. A clear and specific syllabus promotes the educational process and helps to avoid disagreements and grievances. All students assigned this syllabus are expected to review it at the beginning of the semester, then refer to it as necessary to address any questions or concerns regarding course policy throughout the semester. **The instructor reserves the right to amend this syllabus at any time during the semester.**

The first-year composition sequence at Sam Houston State University is designed to help students strengthen writing and reading skills, so that they may apply these skills throughout their college careers. ENG 164 and 165 stand as the common prerequisites for all other English courses that carry credit toward graduation. More than this, however, first-year composition is foundational for college-level literacy. Thus, its primary focus is on writing to learn. Our goal is not only to teach students structures and conventions of academic writing (including thesis and paragraph development) but also to help them understand the power of language, that of others as well as their own.

**Eng 165W is a course that is designed to reinforce:**

- The role of speaking and writing (communication) as essential to society
- The connection between critical thinking, reading and writing
- The importance of the individual and collaborative writing process (prewriting, drafting, revising)
- The relationship that exists between subject, writer and reader

**And to introduce:**

- The use of different rhetorical aims: to inform, evaluate, analyze, and argue to a target audience
- Different research strategies useful for addressing and successfully completing writing assignments in various disciplines
- The use of both primary and secondary source material in constructing university-level research papers
- Field research and journaling /reflection as a way to enhance the research process\*\*

(\*\*This is an objective for my sections of the course and is not required by other instructors of this course.)

**Required course materials:** Required course materials are available at the campus bookstore. Students are responsible for obtaining course materials (either new or used) at the beginning of the semester. If for some reason the course materials are temporarily unavailable, students are expected to check with the bookstore on a regular basis until the materials arrive. Inadequate preparation (not purchasing the course materials, not bringing course materials to class) will impede a student's academic success.

- Lunsford, Ronald F. and Bill Bridges. *The Longwood Guide to Writing*, 4th ed. New York: Pearson, 2007.
- USB flash drive or CD-RW for storing course work.\*
- A 2 pocket folder with color designated by instructor
- pens, small stapler and hole punch

**Suggested aids:**

- a good collegiate dictionary, such as *The American Heritage Dictionary* or *Webster's Collegiate Dictionary*. If you are unfamiliar with how to use a dictionary or any other reference guide, the staff at the Newton Gresham Library and/or the SHSU Writing Center will be glad to help you.
- A style manual such as the *Little, Brown Handbook* is very helpful as well. Style manuals include rules for the mechanics of writing, such as punctuation, capitalization, word choice . . . and are available for purchase at bookstores or online. Copies are also kept behind the reference desk at the Newton Gresham Library for on-site use. They are also available at the SHSU Writing Center. MLA style reference guides (for Eng 165W) are available via the SHSU Library Homepage.

**Attendance:**

The methods used to achieve the objectives listed above are through a combination of lectures, class discussions, individual and collaborative writing exercises, major writing assignments, tutorials and 2 exams, all of which demand regular attendance. **In a semester-long course that meets three days per week students' grades will be lowered by one letter grade (10%) after the 3rd absence, two letter grades (20%) on the 6<sup>th</sup> absence, 3 letter grades (30%) on the 8<sup>th</sup> absence and 5 letter grades (50%) for 10 or more absences. ) I enforce this policy, regardless of the reason for the absences\*\*. Without lecture notes and participation in group/class discussions and activities, students will not receive the information necessary to successfully complete this course. It is unfair to evaluate those who attend class regularly on the same scale as those who do not.**

**Work that is assigned as "in class" (daily writing prompts, reflections on class discussions . . .) may not be made up by those who are absent or tardy. As this daily work does figure in to the overall course grade it is important that students make attendance a priority.** It is the students' responsibility to meet with their peer partner and/or the instructor to discuss any out of class assignments missed. E-mails or messages taken by the English department staff notifying the instructor of students' absences are acceptable, but requests for return phone calls and/or requests for an explanation of work missed will not be addressed by the instructor. **HOWEVER, THIS DOES NOT EXCUSE AN ABSENCE, AS THERE ARE NO EXCUSED ABSENCES.** An

appointment should be scheduled as soon as possible after the absence(s) occur. Any students who miss the mid-term exam will be given an **all-essay make-up exam at the instructor's convenience**. Due to end of semester time constraints **there will be no make-up final exam**.

**All students are forewarned that doctor appointments, job interviews etc. should not be scheduled during class time. In the case of lengthy illnesses or family tragedies, when more than 4 absences is likely, the best course of action is for the student to drop the class and re-register at another time. Likewise, if it appears that a work schedule is going to be problematic, the class should be dropped and re-scheduled at another time.**

(\*\*school-sanctioned activities are an exception, as long as departmental documentation is provided, which should include student name, sponsor name, the department or event and the dates in which it will take place. **Students who participate in these kinds of activities are responsible for meeting with the instructor prior to the event date to decide when any coursework missed will be submitted. Students whose course average remains at or below 65 and/or who have earned 3 absences prior to the drop date, will have their names submitted to the SAM Center for a mentoring intervention, as well as to their faculty sponsor.**

#### **Tardiness:**

**The parking situation on campus continues to be problematic. Students should consider leaving a bit earlier or walking to class. Habitual tardiness will not be tolerated.** It is disrespectful to the instructor and to the other students. Students who must occasionally enter class late should do so quickly and quietly. **3 tardies do constitute 1 absence and arrival 20 minutes or more after class begins is an absence rather than a tardy.** It is the students' responsibility to check with the instructor after class if they enter class after roll is taken.

#### **Class Participation:**

Attendance goes hand-in-hand with participation. In order to earn the participation percentage of the overall course grade, students are expected to:

- complete *all* major writing assignments
- complete readings geared toward class discussions
- take an active role in any group activities
- offer sincere constructive criticism during peer reviews.
- utilize scheduled lab/library days to complete assignments

Class participation cannot be successfully achieved if students are completing homework or studying for an exam in another course, wearing headphones, earphones or checking a cell phone or pager. Students should leave textbooks for other courses, along with all electronic devices (turned *off*) in their backpacks. Students will be referred to the office of the Department Chair if they do not comply with this request.

### **The Service Learning Component:**

As part of the SHSU American Democracy Project my Eng 165W course includes a 25hr. service learning component designed to stress the importance of social responsibility and community awareness. This field research will emphasize certain research techniques especially useful for the oral presentation and a reflective essay. **Students will be required to sign both the syllabus and Service Learning Contracts I and II in order to remain in the course. Before signing and submitting the contracts please consider whether you are capable of undertaking this commitment. Once the contracts are signed and submitted you are responsible for completing the required hours. Please see the instructor for more details regarding this mandatory portion of the course.**

### **Academic Honesty:**

SHSU expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. SHSU administration may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. According to the SHSU Student Handbook:

5.31“Cheating” includes, but is not limited to:

- (1) Copying from another student’s test paper, a laboratory report, other report, or computer files, data listings, and/or programs.
- (2) Using, during a test, materials not authorized by the person giving the test.
- (3) Collaborating, without authorization, with another person during an examination or in preparing academic work.
- (4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an unadministered test.
- (5) Substituting for another student; permitting any other person; or otherwise assisting any other person to

substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.

(6) Bribing another person to obtain an unadministered test or information about an unadministered test.

(7) Purchasing, or other wise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.

5.32 "Plagiarism" means the incorporation of another's work thoughts or ideas into one's own work offered for credit.

5.33 "Collusion" means the unauthorized collaboration with another person in preparing work offered for credit.

5.34 "Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.

5.35 Academic work means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.

5.36 Disciplinary Procedures for Academic Dishonesty:

(1) Academic Process. All academic dishonesty cases may be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign a penalty but must notify the student of his/her right to appeal to the department chair, the dean and, eventually, to the vice president for academic affairs (whose decision shall be final) before imposition of the penalty. At each step in the process, the student shall be entitled to written notice of the offense and/or of the administrative decision, an opportunity to respond, and an impartial disposition as to the merits of his/her case. After completion of the academic process, the academic officer making final disposition of the case may refer the matter to the chief student affairs officer for any additional discipline that may be appropriate.

(2) Disciplinary Process. In the case of flagrant or repeated violations, the chief student affairs officer may take such additional disciplinary action. No disciplinary action shall become effective against the student until the student has received procedural due process under Subsection 5.6 and following except as provided under Subsection 5 (15).

(3) Honor Code. If a component has adopted an Honor Code which includes an Honor Council that makes decisions on appeals of penalty grades issued by a faculty member and disciplinary action on cases of flagrant or repeated violations, the hearings which consider disciplinary action must afford the students procedural due process under Subsection 5.6. Appeals of academic decisions rendered by an Honor Council shall be heard by the Vice President for Academic Affairs and appeals of disciplinary decisions rendered by an Honor Council shall be heard by the Chief Student Affairs Officer. In the event of conflicts, these Rules and Regulations shall govern.

**The instructor reserves the right to have all student essays submitted to turnitin.com, a service that will review the essay to determine whether it is plagiarized. If the results of the review indicate plagiarism, the student will receive a grade of zero and a mandatory conference will be called to discuss the impending actions with the student, the instructor and the department chair**

**Submitting Assignments:**

All essays must:

be formatted according to MLA guidelines (guidelines posted under course documents on Bb) and be complete and submitted binder clipped in the following order:

- Final draft with writer's checklist
- optional extra-credit draft reviewed by the SHSU Writing Center
- Rough draft(s) newest to oldest, at least one of which *must* be peer edited; 2 additional drafts must be reviewed by the SHSU Writing Center
- Pre-writing
- Instructor-approved research proposal when submitting research paper

**Students who do not follow these instructions upon submitting a paper will incur a 10 point penalty, beginning with the first major assignment.**

**Late work, regardless of the circumstances will incur a 10 point penalty, if submitted to the English department and date stamped no later than the next class meeting. Work submitted during the second class meeting after the due date will incur a 30 point penalty. All late work will be graded at the instructor's convenience. No late work will be accepted after the second class meeting following the due date. Due to the number of revision opportunities built in to the assignments there will be no revision opportunities given after the assignment is submitted to the instructor.**

**Assignments:**

All assignments will be introduced using a combination of class lecture/discussion and Bb postings. Adhering to the specifics of each assignment as indicated in the assignment sheets is essential to the successful completion of the assignment. Bb postings will be signaled with an announcement in class and on the Bb announcements page. The assignments will remain on Bb until the due date. It is the responsibility of the student to check Bb often for announcements, assignments, and other course information/documents. Many of these will be included in your portfolio, so it is a good policy to print out any new postings as soon as they appear in case of power outages or other technical difficulties. It is the responsibility of the student to contact computer service (4-1950) when difficulties in accessing Bb occur.

**Grading Scale:**

A=90-100%; B=80-89%; C=70-79%; D=60-69%; F=below 60%

**Grade Distribution:**

Library Assignments, exercises, reader responses. : 10% (100 points)

Group assignments: 5% (50 points)

Mid-term exam: 12.5 % (125 points)

Final Exam: 12.5% (125 points)

Service learning field notes: 10 % (100 points)

Final Research project:

Conference 3% (30 points)

Instructor-approved research proposal 2% (20 points)

Summary response 5% (50 points)

Source analysis 5% (50 points)

Annotated bibliography 10% (100 points)

Instructor-approved works cited page and research paper (must be peer reviewed and evaluated by the SHSU Writing Center) 15% (150 points)

Oral presentation over research topic (these presentations are mandatory and once scheduled

will result in a deduction of 10% or 100 points of the research project grade if not completed.

50%\*(500 points, up to 100 of which are given based upon supervisor's evaluation of your service learning performance.)

**NO extra-credit opportunities will be offered except for the points earned when taking essay drafts to the SHSU Writing Center as indicated in the Essay Assignment sheets. Also, the grade average at the end of the semester is the grade that will be submitted—I do not round up grades, nor do I add points for perfect attendance. Prior to mid-term conferences will be set and you will be notified of your average based on the grades earned at that time. Students should be aware that more than 60% of their course grade will not be evaluated until the end of the course.**

Additional Policies:

#### **Americans with Disabilities Act**

Inform students that requests for accommodations must be initiated by the student. A student seeking accommodations should go to the Counseling Center for certification of the disability in a timely manner. A sample paragraph to include in the syllabus is given below:

*It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center. They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.*

*SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If a student has a disability that may affect adversely his/her work in this class, then the student is encouraged to register with the SHSU Counseling Center and to talk with the instructor about how best to deal with the situation. All disclosures of disabilities will be kept strictly confidential. **NOTE: no accommodation can be made until the student registers with the Counseling Center.***

#### **Religious Holidays**

The statement below would be appropriate to include in the instructor's syllabus:

*Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.*

*"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.*



## **Visitors in the Classroom**

*Unannounced visitors to class must present a current, official SHSU identification card to be permitted into the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.*

This policy is not intended to discourage the occasional visiting of classes by responsible persons. Obviously, however, the visiting of a particular class should be occasional and not regular, and it should in no way constitute interference with registered members of the class or the educational process.

