

**ENG 164: COMPOSITION I**  
**SYLLABUS Spring 2008**

Instructor: Mrs. Thieme J. Bittick	Office Hours: 1:15pm – 2:00pm T/Th; or 9 – 9:25am T/Th <i>by appt only</i> Office Location: EV 405
Course Sections: Eng 164W.16 T/Th 9:30 am – 10:50 pm CB105 Eng 164W.17 T/Th 11:00 am – 12:20 pm CB105 Eng 164W.20 T/Th 2:00 pm – 3:20 pm EV 258 Eng 164W.22 T/Th 3:30 pm -- 4:50pm EV351	Phone: (936) 294-1428, or English Dept (936) 294-1402 (to leave message) E-mail: TJB005@shsu.edu

### Course Description

Catalog description: "**ENG 164 Composition I.** [ENGL 1301] Basic studies in English diction, syntax, and rhetoric with emphasis on the development of a single thesis. Credit 3."

ENG 164, Composition I, involves the study of skills and methods used in writing university-level essays, with an emphasis on personal and expository essays. It is the first half of a two-semester sequence that constitutes freshman composition at Sam Houston State University.

### Prerequisite

Students who have not satisfied the state-mandated TASP requirement are not eligible to enroll in ENG 164. If you have any questions about your eligibility for ENG 164, please talk with your advisor.

### Course Objectives

Through a sequence of writing, reading, and workshop assignments, you'll:

- ▶ strengthen your composing process,
- ▶ strengthen your personal essay and expository writing skills,
- ▶ strengthen your analytical reading and critical thinking skills, and
- ▶ use collaborative learning in various contexts.

### Texts

**Required:** Ronald F. Lunsford and Bill Bridges, *The Longwood Guide to Writing*, 2<sup>nd</sup> Custom edition.

**Recommended:** Hult and Huckin, *New Century Pocket Guide for Writers*, or any recent style guide. Also recommended:

- (1) a recent (no more than five years old) paperback or collegiate dictionary, such as *Webster's Collegiate* or *The American Heritage Dictionary*
- (2) a handbook, such as the *Harbrace* (now in about its 17<sup>th</sup> edition)
- (3) a thesaurus

**Bring your Longwood Guide to class each class session.** You may use the recommended texts as you wish.

## Materials

a two-to-three inch 3-ring binder (recommended for Writer's Notebook)	computer flash memory stick or CD-RWs
notebook dividers and loose leaf notebook paper (recommended for Writer's Notebook)	<b>Active SAM Web account and access to the Internet</b>
9x12" manila folders, no pockets (for submitting formal essays)	"Blue book" composition notebook for final exam

## Course Requirements

1. **Regularly** check Blackboard and SAMmail account for class instructions and announcements. The instructor frequently makes use of these to communicate important information to students.
2. Prepare for, attend, and participate in class activities. Excessive absences will adversely affect your grade (see Absence Policy statement below).
3. Read and respond in writing to given assignments. You will be tested periodically on the assignments through announced and unannounced quizzes plus short responses.
4. Write four formal 750 - 1000 word essays, and complete a course evaluation at the end of the semester. **You must complete all essays to be eligible to pass this class. No exceptions.**
5. Participate constructively in class activities, but especially in peer review group sessions. Poor peer reports and participation will affect your final grade. **If you miss a peer review session, your participation grade will automatically drop by one full letter grade.**
6. Complete a final exam. Final exams will consist of a combination of multiple choice and/or short answer responses, and a short essay response.
7. *Optional credit:* Keep a Writer's Notebook, and keep it up to date (instructions provided). Maintain copies of all work, graded assignments, and handouts in the notebook. You will have the choice of being graded on the contents of your notebook at the end of the semester for an opportunity to improve your final grade by as much as half a letter grade (which could impact grades that are "on the margin").
8. Spelling and Grammar Logs: Prior to the first essay, students shall set up a **spelling and grammar log** to help them deal with words frequently misspelled. Format for the spelling log, which shall be included with every essay submitted, is as follows:

<b>word I misspell</b>	<b>correct spelling</b>	<b>way to remember</b>
buletin	bulletin	The <u>bulletin</u> was full of <u>bull</u> .
gaurantee	guarantee	Justin Wilson
should of, could of, would of	should have, could have, would have	"of" sounds like "'ve," a contraction of "have"

Part V of *The Longwood Guide* is a fairly compact handbook. Students shall set up a **grammar log** to become aware of their most frequent errors and how to deal with them. Format for the grammar log, which shall be included with every essay submitted, is as follows:

<b>Personal grammar or error</b>	<b>Standard English</b>	<b>way to remember</b>
Flying high over the city, the Empire State Building looked like a toy.	Flying high over the city, we thought the Empire State Building looked like a toy.	dangling modifier–be sure that introductory -ingers modify the subject of the sentence.
Him and me is going to town.	He and I are going to town.	2 problems–pronoun case and s/v agreement.

Attach a copy of the spelling and grammar error logs to the front inside cover of each essay assignment to turn in.

### **Essay Grades**

Each essay will be graded on an “A” through “F” basis. You **may** choose to revise one of the first two essays once for an improved grade, following a conference with your instructor on the essay. However, for either of those first two essays, an assessment of “R” (**R**evise) **may** be used in lieu of an A – F grade by your instructor. If you receive an “R” from the instructor, then you must revise *that* essay for a grade. Mandatory “R” essays not revised will convert to an “F.” **You must complete any revision within two weeks of the time the original is returned to you or it is no longer eligible to be revised. Return all original material and the original graded essay in the same folder with the revision.**

### **Essay Due Dates (Dates Subject to Change)**

#### **Personal Essay:**

Rough Draft Due: 5 February

Final Draft Due: 12 February

#### **Information Essay:**

Rough Draft Due: 28 February

Final Draft Due: 6 March

#### **Evaluation Essay:**

Rough Draft Due: 27 March

Final Draft Due: 3 April

#### **Essay From Literature:**

Rough Draft Due: 24 April

Final Draft Due: 1 May

**Final Exams: 10 – 15 May 2008 (specific finals schedule may be found at <http://www.shsu.edu/schedule/> under “General Information”)**

### Grading Plan

ENG 164 is a “Writing Enhanced” course, so that at least 50 percent of the semester’s grade must be based on writing. In this course, 65 percent of your grade will derive from writing. Here’s a breakdown of grades:

Assigned Essays	65% (15%, 15%, 15%, 20%)
Final Exam	15%
Quizzes/short responses	10%
<u>Participation</u>	10%
TOTAL	100%
Writer’s Notebook	10% Optional Credit

A sample grade sheet is provided for your information. This information is subject to change and adjustment throughout the course of the semester, depending on the assignments. The grade sheet may be found on our Blackboard course and downloaded as an Excel spreadsheet for your use.

### Incomplete (X) Grade

At times, due to extenuating circumstances beyond your control, you may not be able to finish the course, and you may request a grade of X (incomplete). Students who request an X grade for ENG 164 must provide adequate documentation of the reason for their not being able to complete the course, and they must have satisfactorily completed at least **50 percent** of the course’s assignments in order to be eligible for a grade of X. If an instructor feels an X to be warranted, the instructor will recommend this grade to the Department Chair who then will decide whether the X should be entered as the semester’s grade. If an X is approved, the student has one semester to complete the remaining work; if the student does not complete the work in that time period, the X grade automatically converts to an F. The student must take the initiative to contact the instructor and arrange to complete the required work. It is the student's responsibility to ensure all required work is completed prior to the deadline date.

### Classroom Code of Conduct

The Code of Student Conduct and Discipline is found at the following link:  
<https://www.shsu.edu/students/guide/dean/codeofconduct.html>.

Specifically, Section 5.2.22 defines classroom disturbances. In general, any activity which proves distracting to the learning environment is prohibited. This includes the use of cell phones or text messaging during class instruction; reading of materials (such as newspapers, magazines, etc) not assigned to the class during the instruction period; having off-topic conversations which disturb the learning environment; the use of computers, games or other electronic media not directly related to note-taking or class assignments during the instruction period; profanity or abusive behavior toward the instructor or other students, etc.

**Turn off cell phones** or notify the instructor in advance of potential emergencies which may require the use of cell phones during class. Students in violation of the code of conduct will be required to turn any offending items over to the instructor for the duration of the instructional period, and *may* be asked to leave class. Students who persistently violate the code of conduct *will* be asked to leave the classroom, and may be referred for disciplinary action to the Dean of Students. Any assignments missed because of a disciplinary action cannot be made up.

## From the University Syllabus Guidelines

### "ACADEMIC DISHONESTY:

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives 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 which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see:

<http://www.shsu.edu/administrative/faculty/sectionb.html#dishonesty>"

**Explanation:** It is academically dishonest, and often illegal, to present someone else's ideas or writing as your own. You cannot use even short phrases or parts of sentences obtained from other sources unless you properly document those sources. Documentation includes marking quotations as well as providing notes, citations, and a source or works cited list. If you receive assistance from a source other than your instructor, your colleagues in the class, or The Writing Center, then you must acknowledge that assistance. Identify the source and the nature of the assistance in an acknowledgments list at the end of the assignment, known as the Works Cited list (see MLA documentation under part 2, *New Century Pocket Guide*, or Ch. 12 of the Longwood text). Failure to acknowledge constitutes academic misconduct.

In addition, **it is academically dishonest to submit your own previously written work** for a current assignment or to submit an assignment in more than one class without the prior permission of all instructors involved.

You must furnish all the sources and preliminary work (notes, brainstorming, freewriting, discovery drafts, peer reviews, copies of source material, rough drafts, etc.) that you used to prepare written assignments with the final revised version in a manila folder on the date the assignment is due. If you cannot produce those materials upon request, the assignment will be considered **incomplete** and so will not fulfill the requirements. You may receive a failing grade for the assignment. You **may** be given the opportunity to redo the assignment on a different topic, one you negotiate with your instructor, at the instructor's discretion, but don't count on it. The instructor may require you to submit your essays electronically. **Therefore, always retain copies of your essays on a storage media in an electronic format that can be saved and read in Microsoft Word or as an .rtf file.**

**Your instructor requires that you submit all of your essays to an electronic plagiarism detecting service. Enrolling in the course and electing to stay in that section constitutes your agreement to submit your work as your instructor requires. Prior to the first essay due date, you will be given instructions and a password for enrolling in the TURNITIN.COM class for this section. All assignments must be uploaded to the site by the due date given or the assignment will be counted as late until it is uploaded. While the instructor will attempt to offer a reminder when due, it is your responsibility to upload the assignment by the required due date.**

You are responsible for protecting your own work. It is your responsibility to ensure that other students do not copy your work or submit it as their own. Allowing your work to be used in this manner constitutes academic misconduct.

Plagiarism and academic misconduct of any kind may constitute grounds for failing this course and may result in further disciplinary action according to university policy. Consult the *SHSU Student Handbook* regarding your responsibilities and rights concerning plagiarism and academic dishonesty. (In addition, writing textbooks often contain useful discussions of plagiarism.)

### **Attendance Policy**

You are responsible for your success in this class, so regular and punctual attendance is important. There are various ways to receive an excuse for an absence. If you are aware of certain days you will miss, please coordinate those with the instructor in advance and provide documentation to support the need for your absence. If you have a verifiable emergency, please bring your official documentation with you upon returning to class. Verifiable excuses include jury service, court appearance, doctor's visit, extended illness confirmed by doctor's note, travel for job or athletic event confirmed by supervisor or coach on letterhead, etc. Alternately, you may contact the Dean of Students office and request them to verify the absence and send me a letter on letterhead stationery confirming this.

Absences that cannot be verified shall be considered unexcused. Class work missed because of an unexcused absence cannot be made up. After your third **unexcused** absence, your participation grade will automatically drop one letter for each day missed, which will affect your overall grade. **If you miss four class sessions in a row for any reason with no explanation or contact with your instructor, your instructor will assume you have withdrawn from the class and will assign a grade of "F" for the semester.** It is your responsibility to formally drop the class with the Registrar's Office if you do not wish to receive a failing grade.

### **Student Absences on Religious Holy Days Policy**

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.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. For a complete listing of the university policy, see:

[http://www.shsu.edu/~vaf\\_www/aps/documents/861001.pdf](http://www.shsu.edu/~vaf_www/aps/documents/861001.pdf)

### **FALL SESSION Dates to remember**

January 15	Last day to resign with 100% refund
January 23	Last day to resign with 80% refund
January 24	Late Registration/Schedule Changes end

	Deadline to pay for additional fees/tuition
January 30	Last day to resign with 70% refund
February 1	Last day to drop a class with 100% refund (does not apply to students dropping to "0" hours).
February 6	Last day to withdraw with 50% refund.
February 13	Last day to withdraw with 25% refund
March 7	Deadline to apply for August Graduation
May 8	Last Day to Drop a Course without the grade of F.
May 9	Last day to resign.

Effective Fall 2007, students will be permitted to resign from the university with a mark of "W" after the 12th class day through the day before the student's first final exam is taken. Students, however, will be required to sign a document stating that he/she has not attempted any final exams. This signed document will be kept on record with the student's Resignation Request in the Registrar's Office. Resignations must be processed by 5:00 p.m. on the deadline date.

### **Americans with Disabilities Act**

*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.*

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. **NOTE: no accommodation can be made until you register with the Counseling Center.** [Services for Students with Disabilities](#) (SSD) is located in the Counseling Center and provides accommodations, counseling and adaptive technology for students with disabilities. Refer to the Counseling Center web site for more details. Request help with academically related problems stemming from individual disabilities from instructors, department chairs or by contacting the Director of the Counseling Center, Lee Drain Annex, (936) 294-1720. Students may request admissions or registration assistance by calling (936) 294-1828 for the Admissions Office or (936) 294-1032 for the Registrar's Office. Parking permits and information concerning the location of parking spaces for disabled students may be obtained from the University Police Office.

### **The Writing Center**

From the Writing Center's website: "The Sam Houston Writing Center helps SHSU students, staff, and faculty and community members. Our goal is to help people become better writers and so develop more confidence in their writing abilities. To this end, Writing Center tutors provide one-on-one

and small group writing instruction. We also offer one-session workshops on various topics relating to writing throughout the school year. Students may come in with any type of writing. We help writers on assignments ranging from English composition essays to science lab reports, résumés, scholarship and job application letters, even M.A. theses and Ph.D. dissertations. We do not offer simply an editing or proofreading service. That is, Writing Center tutors will not merely correct a student's writing. Instead, we will help students learn prewriting, revising, and editing skills by working with them on the writing tasks they bring in."

**Located in [Farrington 111](#)**

**Phone: (936) 294-3680**

**E-mail: [wctr@shsu.edu](mailto:wctr@shsu.edu)**

### **The Reading Center**

The Reading Center provides students with strategies for reading and comprehending college textbooks.

Location and Phone #:

The Reading Center

Farrington Building, Suite 109.

936.294.3114

Hours:

Monday - Thursday 8:00a.m. - 7:00p.m.

Friday 8:00a.m. - 3:00p.m.

Sunday 2:00p.m. - 7:00p.m.

### **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.

### **The Syllabus Defined**

A syllabus is a living entity that grows from the first of the semester until the last and comprises every assignment and handout that you receive. It is subject to amendment at any time. Revisions will be posted on Blackboard or passed out in class. **Keep your most current syllabus handy so that you'll have everything you need to know about this class in one place.**