

## ENG 165-05: COMPOSITION II SYLLABUS SPRING 2008

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Office Hours:	M-W-F 10:00 – 10:50 a.m.	Class:	M-W-F 11:00-11:50 a.m. EV356

### Course Description

ENG 165, Composition II, is the second half of SHSU's two-semester freshman composition sequence and continues the study of skills and methods used in writing university-level essays, with an emphasis on researched argument and persuasion. This course is in the form of an intensive writing workshop and emphasizes the *process* of writing and the development and support of effective argumentation, including researching and using support from various sources. It also includes an oral report component.

### Prerequisite

Completion of ENG 164 with a grade of D or higher.

### Course Objectives

Through a sequence of writing, reading, and workshop assignments, you will use collaborative learning in various contexts and strengthen your:

- composing process
- argumentative skills
- analytical reading and critical thinking skills
- ability to conduct research
- oral presentation skills

### Texts

Required: Ronald F. Lunsford and Bill Bridges, *The Longwood Guide to Writing*, 3rd edition.

Recommended: Diana Hacker *A Writer's Reference* sixth ed. Boston: Bedford / St. Martin's Press, 2007

### Materials

- a 2"-3" 3-ring binder and notebook dividers
- loose-leaf notebook paper (available for each class meeting)
- for submitting formal essays: regular-sized manila folder or a large (10" X 13") envelope

### Requirements

1. Prepare for, attend, and participate constructively in class activities, particularly weekly writing workshops, peer review, and group work. Work cooperatively in groups. Be willing to share some of your writing, to listen supportively to the writing of others and, when called for, give full and thoughtful responses. Excessive absences will adversely affect your grade (see Absence Policy statement below).
2. Keep a Research Notebook including an Annotated Bibliography associated with the Research Paper.
3. Read and respond in writing to assigned readings and prompts.
4. Write five essays, including an 8-10 pp. term paper.
5. Give an oral presentation.
6. Take a final exam.

### Essay Grades

Each essay will be graded on an "A" through "F" basis. 90-100 = A 80-89 = B 70-79 = C 60-69 = D below 60 = F. This course focuses on the process of writing and essay grades reflect the efforts put into each step of this process. When the assignment is to revise, don't just correct or touch up. Your revision needs to

reshape or extend or complicate or substantially clarify your ideas--or relate your ideas to new things. Revisions don't have to be better, but they must be different. When the assignment is for the final publication draft, your paper must be well copy edited--that is, free from virtually all mistakes in spelling and grammar. When you submit each of the formal essays, all prewriting, conference notes, peer review feedback, rough drafts, and a self assessment must be turned in with the final draft. Without **all** these supplementary materials, the assignment will be considered incomplete and will receive a maximum grade of 50 (F). Note that essays should also be submitted to turnitin.com by the due date.

### **Course Assessment**

ENG 165W is a "Writing Enhanced" course, so that at least 50 percent of the semester's grade must be based on writing. In this course, a minimum of 60 percent of your grade will derive from writing. Here is a breakdown on grades:

- 50% Assigned Essays
- 20% Oral Report
- 10% Research Notebook (including Annotated Bibliography)
- 10% Participation (assignments, quizzes, participation in class/online discussions)
- 10% Final Exam

### **Late Work Policy**

Rough Drafts and Final Drafts of Assigned Essays should be submitted at the beginning of class on the due date in order to avoid a penalty. Rough Drafts should be submitted to the Assignments folder in Blackboard as and when specified. Final drafts of essays should *always* be submitted electronically to turnitin.com, using the link in Blackboard, according to the same deadline. Late work may be submitted to Evans 458 up until 5 p.m. on the due date for a maximum 70 (C) grade, or 35 (F) if submitted without the required supplementary materials. Essays submitted after this time will be penalized an additional 10 points for each day late. All other assigned writing activities should be submitted to Blackboard by the beginning of class on the due date, or will receive an automatic zero. Documents must be in *rich text* or *Word formats*. The file extension will be **.rtf**, **.doc**, or **.docx**. If you do not know how to save in these formats, be sure to visit a campus computer lab to get instructions. If you submit your work in any other formats, it will not be evaluated and will receive a zero.

If you think you might get sick, or might have a family member be sick, or might have car problems, or might leave your flash drive at home 100 miles away, or might be in court, or might see the dentist, or might need to participate in required college activities, or might have printer problems, or might have an electrical storm destroy the contents of your hard drive with your paper on it, turn it in early.

### **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 165 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.

### **Plagiarism and Academic Misconduct**

It is academically dishonest, and often illegal, to present someone else's ideas of writing as your own. You cannot use even short phrases or parts of sentences obtained from other sources unless you properly document those sources. Diana Hacker provides the following explanation of plagiarism in *A Pocket Style Manual*: Three different acts are considered plagiarism:

1. failing to cite quotations and borrowed ideas,

2. failing to enclose borrowed language in quotation marks, and
3. failing to put summaries and paraphrases in your own words. When you summarize or paraphrase, it is not enough to name the source; you must restate the source's meaning using your own language. You are guilty of plagiarism if you half-copy the author's sentences—either by mixing the author's well-chosen phrases without using quotation marks or by plugging your own synonyms into the author's sentence structure.

Diana Hacker. *A Pocket Style Manual*. 2nd ed. Boston: Bedford / St. Martin's Press, 1996. 92-4.

Documentation includes marking quotations as well as providing notes, citations, and a reference 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 note at the end of the assignment. 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 the instructors.*

You will be held responsible for furnishing upon request all the sources and preliminary work (notes, rough drafts, etc.) that you used to prepare written assignments. If you cannot produce those materials upon request, the assignment will be considered incomplete and so will not fulfill the requirements. At the discretion of and in negotiation with your instructor, you may be given the opportunity to redo the assignment on a different topic.

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. Your instructor may require that you submit all of your essays to a plagiarism detecting service such as turnitin.com. Your enrolling in the course and electing to stay in that section constitutes your agreeing to submit your work as you instructor requires.

### **Attendance Policy**

The quickest way to slide to a C, D, or F is to miss classes, show up without assignments, and/or turn in essays late. You are responsible for your success in this class, so regular, punctual attendance is important and required. If you are late for class (10+ minutes), you will receive a tardy. Three tardies will count as one absence. If you come to class late and I have already marked you absent, you will be counted absent. Also, if you are sleeping, eating, playing games, reading the newspaper, studying for another class, and/or being generally disruptive in class, you will be asked to continue that activity outside the classroom and I reserve the right to count you absent from that class meeting.

For each absence over five, you will be assessed a one-point deduction from your end-of-semester grade. Students who maintain perfect attendance with no absences and no tardies will have 3 points added to their end-of-semester grade. Students with 1 absence and no tardies will have 2 points added to their final grade, and students with 2 absences and no tardies will have 1 point added to their final grade.

Qualifying absences may only be excused after submitting prompt documentation to the Dean of Student Services. It is your responsibility to ensure that your absences are accurately recorded by the instructor. If you are missing classes and behind in work, please stay in touch with me about your chances of passing the course.

## **Blackboard**

This class makes regular and extensive use of our virtual classroom in Blackboard. Please ensure you are familiar with its learning environment. In order to access Blackboard, each student should have an SHSU computer account and email account. Check Blackboard and your SHSU email account daily for announcements and/or updates.

## **Classroom Rules of Conduct**

Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Cellular telephones and pagers must be turned off before class begins. Students should refrain from using tobacco products, making offensive remarks, sleeping, talking at inappropriate times, or engaging in any other form of distraction. Inappropriate behavior in the classroom will result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.

## **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. 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). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. 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.

## **Americans With Disabilities Act**

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until you register with the Counseling Center. Please contact the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720.

## **The Writing Center**

The Writing Center is located in 111 Farrington; its phone number is 4-3680. It is open Monday through Thursday from 8:00 a.m.-7:00 p.m. on Friday from 8:00 a.m.-3:00 p.m. and on Sunday from 2:00 p.m.-7:00 p.m. The Writing Center is a place you can go for help with your writing in all your classes, including developing ideas and then structuring them in a paper. You may also visit the Writing Center online: [www.shsu.edu/~wctr](http://www.shsu.edu/~wctr). There is no additional charge for using the Writing Center.

## **The Syllabus Defined**

A syllabus is a living entity that grows from the first of the semester till the last and comprises every assignment and handout that you receive. Keep your syllabus in a separate section of your Writer's Notebook.