

Course Syllabus
ENG 165W
COMPOSITION II
Credit Hours: 3
Spring 2008

ENG 165W.09
MWF 1:00 - 1:50 p.m.
Evans 358

Instructor Information:

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

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

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

- strengthen your composing process,
- strengthen your argumentative skills,
- strengthen your analytical reading and critical thinking skills,
- strengthen your ability to conduct research,
- strengthen your oral presentation skills, and
- use collaborative learning in various contexts.

Instructional Methods: This is a workshop class. Much of our class time will be devoted to writing exercises and peer review sessions. Lectures, group discussions, and individual writing conferences will also take place.

Required Texts:

- Ronald F. Lunsford and Bill Bridges, *The Longwood Guide to Writing*, 3rd edition.
- In addition, we recommend that you have a good collegiate dictionary, such as *The American Heritage Dictionary* or *Webster's Collegiate Dictionary*.

Attendance/Make up work: Much of this class will be based on discussion, so class participation is necessary and class attendance is required. You are granted three absences, for whatever reason, but each absence after that may lower your grade by 5 points per absence. You cannot earn credit for work missed in class, including in-class essays, unless arrangements are made PRIOR to class. If you miss class, it is your responsibility to discover what went on that day. "I didn't know because I wasn't in class" is never an acceptable excuse.

- Note: I keep attendance for MY grading purposes, not yours. Do not ask me how many times you have been absent. If you have to ask, the answer will likely be "too many." Additionally, your grades on blackboard do not reflect the penalties for absences. I calculate any necessary penalties at the end of the semester, and I prefer not to have students surprised or indignant when their grades are significantly lower on the registrar's report than on blackboard. Once again: BE IN CLASS. If you can't or won't be in class, please don't take this class. Neither of us will be very happy with your grade.

Requirements:

1. Prepare for, attend, and participate in class activities. Excessive absences may adversely affect your grade (see Absence Policy statement).
2. Keep a Writer's Notebook (Notebook Entries will be assigned and should be typed if written outside of class. This will be a section in your binder and final portfolio.)
3. Write five major essays, including 8-12 pp. term paper.
4. Give an oral report.
5. Participate constructively in class activities, but especially in peer review group sessions.
6. Take a final exam.

Essay Grades: Each essay will be graded on an "A" through "F" basis. For the first two essays—or more, time permitting—an additional assessment of "R" (Revise) may be used by your instructor. If you receive an "R," then you must revise it for a grade in order to be eligible to pass the course. Each revision must be completed within two weeks of the time the original is returned to you. The instructor may also permit "revise and resubmits" for many of the essays, time permitting.

Course Assessment: ENG 165 is a "Writing Enhanced" course, so that at least 50 percent of the semester's grade must be based on writing. In this course, 90 percent of your grade will derive from writing. Here's a breakdown on grades:

- Major Essays: 30%
- Minor Writing Assignments (including notebook entries): 20%
- Problem/solution paper (research based) 10%
- Oral Report: 20%
- Final Exam: 10%
- Participation: 10%

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.

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. Documentation includes marking quotations as well 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 use to prepare written assignments. If you cannot produce the materials upon request, the assignment will be considered incomplete and so will not fulfill the requirements, and you will be given the opportunity to redo the assignment on a different topic, one you negotiate with your instructor.

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 discussion of plagiarism.)

Paper Guidelines

1. ALL papers written outside of class must be typed in 12-pt Times Roman and adhere to MLA format**. **Papers not formatted correctly may be turned back ungraded and accrue late points until corrected.**
2. TWO COPIES of major essays are due at class time on or before the assigned due date. If you are absent the day a paper is due, you may email me the paper as an attachment to avoid late penalties but you **MUST** turn in your two hard copies upon returning to class. Failure to do so will result in a grade of zero for the paper, which will fail you for the course.*

3. All papers written outside of class must be available electronically at instructor request. Failure to do so will result in a grade of zero, which will fail you for the course.*
4. The instructor may at any time require essays to be submitted to turnitin.com.
5. All papers written outside of class WILL be checked for plagiarism. Please see section on plagiarism/academic dishonesty.
6. Late work will be penalized one letter grade and must be turned in within one week of original due date. Work that is more than one week late will not receive a passing grade and may not be graded at all.

*Major essays are **required**; regardless of other points, if you do not turn in the formal essays, you do not pass the class.

**If your discipline routinely calls for you to use a different style manual, I will permit you to learn how to use it correctly by submitting your essays in that format.

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.

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. Section 51.911 (a) (2) defines a religious holy day as: “a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...” 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.

Instructor Evaluations: Students will be asked to complete a course/instructor evaluation form toward the end of the semester.

Materials:

- a 2"-3" 3-ring binder
- notebook dividers
- looseleaf notebook paper
- computer diskette or file storage device
- regular-sized manila folder (for submitting formal essays)
- a large (10" X 13") envelope (for submitting problem/solution work)
- printouts of course materials and notes posted on blackboard (as assigned)

Course Expectations: Because this is a 3 credit course, you will spend approx three hours per week in class. For every hour of class, you can expect to spend 1 to 3 hours preparing for class. As a result, plan to spend from 6 to 12 hours working on this class every week. To improve your writing, you will have to write. Discussing readings, hearing about strategies for composing essays, talking about your peers' writings are all helpful and required, but they cannot replace the process of writing steadily over a prolonged period. Thus, your semester will include a steady stream of writing exercises. Expect to do much writing.

The Writing Center: The Writing Center is located in 114 Wilson; its phone number is 294-3680. 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. There is no additional charge for using the Writing Center, and we encourage you to do so.

Email Policy: Please see complete email policy attached to this syllabus. (Appendix B)

Classroom Rules of Conduct:

- Be prepared for each class. Simply "showing up" for class is **not** enough; you must have the appropriate materials and have fully completed all reading or writing assignments. If you are not prepared enough to participate in our activities, you may be counted absent.

- Except in the rare case of an absolute emergency, leaving the classroom during class time is considered rude and inappropriate and will not be tolerated. Only when class is dismissed by the professor should students leave the room. In a special situation where a student needs to leave early on a particular day, he/she should discuss the matter with the professor BEFORE class.
- **All cell phones and pagers must be turned OFF during class.** I don't want to see them or hear them. I don't want to hear them buzzing, either. Text-messaging during class time is also prohibited. If I see you text or if you leave the class to take a call during class time (unless prior permission has been given), you may be counted absent. Too many absences in this class will kill your grade.
- Misconduct in this class will constitute the student's immediate dismissal from class. For a detailed description of the SHSU Code of Student Conduct and Discipline, consult the following link: www.shsu.edu/students/guide/dean/codeofconduct.html
- All students are expected to demonstrate consideration and respect for all others, including the professor.

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, so that you'll have everything together in one place.

Course Outline: A tentative course outline is attached. (Appendix A)