

Barbara Jones

SPRING 2008 ENG 164 01 COMPOSITION I (ENG164001AS08)  
SYLLABUS

SPRING 2008 ENGLISH 164.01- COMPOSITION I  
English 164.01 MWF 8:00 - 8:50 a.m. in Evans 360

THIS IS YOUR SYLLABUS

This is your syllabus. Print off a copy of this Course Information and place it in the first tab of your Writer's Notebook.

Besides providing your instructor important supplemental information, you will assure me that you have read, understand, and accept the terms and conditions of this syllabus by completing the Student information Form from the link in Assignments or in Course Documents. Right click on the link, "Save Target as" Microsoft Word, complete the questions, type your name in the signature block, and submit it to your instructor through the e-mail in Staff Information by **Thursday, January 24** or **Friday, January 25, 2008**.

COURSE DESCRIPTION

English 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 instructor.

COURSE OBJECTIVES

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

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

COURSE MATERIALS

\* One **SOFT SIDED** three-ring binder large enough to hold every piece of paper that you generate in this course (20% of your final grade). Ten points (-10) will be deducted off your notebook grade if you use a hard sided binder. I will deduct an additional ten points (-10) if you do not three-hole punch your material and place it in the appropriate dividers in the binder (do not use pockets to hold the assignments). You will need five dividers to separate sections in your binder (-5 if you do not have the dividers). These notebooks are due in class **Thursday, May 7 or Friday, May 8, 2008**. Your instructor will return these notebooks during your final as you will need the binder and dividers in

English 165 to repeat this process.

## REQUIRED TEXTBOOKS

Ronald F. Lunsford and Bill Bridges, **THE LONGWOOD GUIDE TO WRITING**, Fourth Edition

## 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 these sources.

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 SHSU Writing Center, 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 (prewriting and copies of outside sources) that you use 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, 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).

## EVALUATION OF WRITING SKILLS

First of all, I DO NOT ACCEPT LATE PAPERS.

Following deductions for missing, late, or inadequate assignments, the essay is evaluated on the quality of its composition.

THE "A" PAPER:

Characteristics of the "A" paper surpass those of a "B" paper in frequency and/or significance. Being correct is not enough; the "A" paper shows accomplishment.

SIGNIFICANCE: Easily grasped; original; creative; intellectual rigor

PURPOSE: Clear; focus maintained

CONTENT: Controlling idea explicit or clearly implied; adequate and relevant support

ORGANIZATION: Appropriate for purpose and topic; transitions appropriate; effective introduction and closure; unified and coherent throughout

LANGUAGE: Sentence structure not merely correct, but effective, varied; word choice effective, precise; tone appropriate to purpose and audience; writer's voice comes through

GRAMMAR: Standard American written (unless intentional errors/rhetorical purpose)

MECHANICS: Few (minor) or no errors

SPELLING: Correct

#### THE "B" PAPER:

Writing at the "B" level demonstrates proficiency - everything that is required at the "C" level plus additional control, depth, and expertise. The "B" paper is not only clear and correct but also effective.

SIGNIFICANCE: Clear but without the originality or creativity, the depth of thinking, found in the "A" paper

PURPOSE: Clear; focus maintained

CONTENT: Controlling idea explicit or clearly implied; adequate and relevant support, though less detailed than "A" paper

ORGANIZATION: Appropriate for purpose and topic; introduction and closure; adequate transitions appropriate; unified and coherent throughout

LANGUAGE: Sentence structure correct, generally varied; word choice generally good; not as consistently so as "A" paper; tone appropriate to purpose and audience; writer's voice present

GRAMMAR: Standard American written

MECHANICS: Few (minor) or no errors

SPELLING: Correct

#### THE "C" PAPER:

The "C" paper indicates an acceptable, though not outstanding, paper. In most grading systems, the "C" represents competency---not perfection, but general competency.

SIGNIFICANCE: The writer may struggle with this element, not achieving the kind of originality or creativity found in "A" and "B" papers. The depth of thinking is satisfactory but somewhat limited when compared to that of an "A" or "B" writer.

PURPOSE: Purpose is clear; focus generally maintained

CONTENT: Simple but clear; controlling idea is clear, with specific and adequate support, generally well-chosen

ORGANIZATION: Clear and obvious; may contain some lapses in body paragraphs; transitions are functional; generally unified and coherent

LANGUAGE: Sentences generally correct but ordinary; may contain some lapses in syntax although nothing that derails the reader; some variety; word choice generally correct; lacks precision of "B" paper; tone appropriate for purpose and audience

GRAMMAR: May have some minor errors in standard written American English

SPELLING: Correct

#### THE "D" PAPER:

The "D" paper indicates minimal competence. It may be satisfactory in content and organization but not in fundamentals (syntax, grammar, mechanics, spelling), or the reverse may be true; the paper may be satisfactory in fundamentals but not in content and organization.

SIGNIFICANCE: Generally lacking altogether; little evidence of thinking about topic

PURPOSE: Unclear; loses focus

CONTENT: Controlling idea too general or confused; insufficient and or irrelevant support

ORGANIZATION: Inappropriate order and/or emphasis; paragraphs may be jumbled; transitions weak or missing; problems with unity and/or coherence.

LANGUAGE: Errors in sentence boundaries and/or structure; problems with standard idiom; no variety; poor vocabulary and word choice; tone may be inappropriate or inconsistent; reader-derailed

GRAMMAR: Persistent errors

MECHANICS: Persistent errors

SPELLING: Persistent errors in high frequency words

#### COURSE REQUIREMENTS

1. **Attend class.** You are responsible for your success in this class, ***so regular attendance is important.*** You are allowed three absences for illnesses and family emergencies like funerals; you need not provide proof of these circumstances. I will deduct one point from your final semester grade for each class that you are absent beyond those three. If you have perfect attention over the semester, I will add three points to your final semester grade. Excused absences must come through administration; notices will be sent to the professors of exceptional circumstances, like school approved events, extended illnesses or hospitalization.

2. Keep a **Writer's Notebook.**

3. Write *four essays* with the appropriate prewriting. You must submit all four essays to receive credit for this course.

4. Prepare for and participate constructively in class activities, but especially in group work. You must *bring your writing to every class period*. If you attend class but have not brought your current work, I will dismiss you from the class that day with an unexcused absence. Do not ever leave the class spontaneously; if you must leave, please notify the instructor before class convines. Doctors' appointments are NOT excuses; please schedule appointments around your scheduled classes.

5. You will be asked to complete a course/instructor evaluation form toward the end of the semester.

6. Take the final exam.

7. *I DO NOT OFFER EXTRA CREDIT.*

### ESSAY SUBMISSION

Essays must be submitted on the date due. I will accept the final draft in the appropriate link in Assignments with no late deduction only if you submit the prewriting by the next class period. If for some reason you cannot meet these stipulations, you should contact the instructor to make special arrangements. Absences are excused only with written proof.

### PREWRITING

Prewriting is essential in process writing, the technique that we are studying in this course. Your essays, therefore, will be graded at two levels.

Assignments may vary, but basically I will deduct points from your prewriting grade if the following steps are not submitted on the submission dates: (1) invention (freewriting, outline, clustering, dialogue notes) (2) discovery draft (stamped, signed, and dated by the Sam Houston State University Writing Center), (3) final draft (typed or converted into Microsoft Word), in MLA format (submitted to the appropriate link in Assignments in **BLACKBOARD** and (4) to **turnitin.com** (6) cover letter and (7) rubric (one point will be deducted for EACH ERROR on the MLA format of the essay and on the cover letter).

### COURSE ASSESSMENT

English 164 is a "Writing Enhanced" (W) course, so that at least fifty percent (50%) of the semester's grade must be based on writing. Before you complete your degree, you will be required to complete eighteen hours/six writing enhanced courses: English 164 and 165, two courses in your major, and two courses from your minor or electives. In this course, eighty percent (80%) of

your grade will derive from writing. Here's a breakdown on grades:

Average of four prewriting assignments (10%)  
Four essays (40%)

Attendance (10%)  
Writer's notebook (20%)

Final exam (20%)

**NOTE:** Essays are due on the assigned date. I will deduct ten (10) points for each class period that it is late (if excused). If you have a verifiable excuse for late submission, you may send your final draft online through the appropriate link in **Assignments** and bring the prewriting to the next class. Be certain, however, to check with the instructor before you use this approach. Computer problems are NOT a verifiable excuse. Always back up your writing so that it is accessible from a computer at Sam Houston State University. You might want to purchase a **flash drive** so that you may easily transfer these records. **NOTE:** You must submit all five assignments to pass the course.

**NOTE:** All grades for this course will be posted in the *Blackboard* Gradebook. As Blackboard automatically calculates for the final semester grades, consider Gradebook as the official record of your performance. It is your responsibility to see that all grades posted are correct. After your two hour final, I **will not** make grade adjustments, so make certain of your grades before that time. Your semester average will appear as letter grades: A, B, C, D, F.

### **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.

### **GOOD WRITING**

- \* Demonstrates a strong sense of purpose
- \* Says something of interest and importance for the reader
- \* Considers the importance of audience
- \* Shows a clarity in the language
- \* Supplies sufficient detail

- \* Provides a structure that is appropriate for the writer's purpose and audience
- \* Presents accurate spelling, grammar, and mechanics

### 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.

### 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 religious holy days as those dates "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.

University policy 861001 provides the procedures to be followed by the student and the 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 notify the student of a reasonable time frame in which the missed assignments and or examinations are to be completed.

### THE WRITING CENTER

Remember that a visit to The Writing Center is required for each of the first four essays. Consultants will help you with writing in all your classes, including developing ideas and then structuring them in a paper. **Please do not ask them to edit your essay; that is your responsibility.** They may explain a grammar or mechanics rule, but you must learn to apply the process.

Located in Farrington, the phone number is 4-3680. Make your appointment 24 hours in advance for a 30-minute session; otherwise, during busy periods, consultants may only have enough time for a 10-minute review.

The center is open Monday through Thursday from 8:00 a.m. to 7:00 p.m., on Friday from 8:00 a.m. to 3 p.m., and on Sunday from 2:00 p.m. to 7:00 p.m. You may also submit your essay online at [www.shsu.edu/~wctr](http://www.shsu.edu/~wctr), but you must allow a 24 hour turnaround

### 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.

### CLASSROOM RULES OF CONTACT

The Code of Student Conduct and Discipline, particularly Section 5.2.22 on the use of cell phones and other typical disturbances, applies to all students in this course:

(22) Campus disruptive activities (see subparagraph 5.4) or disorderly conduct on component-owned or controlled property or at a component-sponsored or supervised function that inhibit or interfere with the educational responsibility of the component community or the component's social-educational activities shall include but not be limited to: using abusive, indecent, profane or vulgar language; making offensive gestures or displays that tend to incite a breach of the peace; perpetrating fights, assaults, acts of sexual violence, abuse, or threats; or evincing some obviously offensive manner or committing an act that causes a person to feel threatened. Such prohibition includes disorderly classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or related classroom activities.