

Course: ENG 164W Composition I (Writing-enhanced). This course offers basic studies in English including diction, syntax, and rhetoric with emphasis on the development of a single thesis. A minimum of 60% 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. Credit: 3 semester hours.

Instructor: Ms. Miles

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Instructor office hours: T-Th by appt. only

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 164W is designed to introduce and explore the following objectives:

- The role of speaking and writing (communication) as essential to society
- The connection between critical thinking, reading and writing
- The relationship that exists between subject, writer and reader when constructing college-level essays
- The importance of the writing process (prewriting, drafting, revising) in constructing college-level essays with clearly identifiable thesis statements.

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 1 1/2" flex binder with notebook paper and 5 dividers**
- **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 4th absence, two letter grades (20%) on the 6th absence, 3 letter grades (30%) on the 8th 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, advisor appointments 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 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 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 asked to leave the class if they do not comply with this request.

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)

be complete and submitted in the following order

- Final draft with essay 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 prospectus

be binder-clipped (**not** stapled) when submitted

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.

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:

Essay #1: 10% (100 points)

Essay # 2: 15% (150 points)

Essay #3: 15% (150 points)

Essay #4: 10% (In-Class) (100 points)

Collaborative efforts: 5% (50 points)

Portfolio Assessments (2): 15% (150 points)

Mid-term Exam 15% (150 points)

Final Exam 15% (150 points)

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 the drop date conferences will be set and you will be notified of your average based on the 32.5 % of the course work you have completed. This means that 67.5 % of your course grade will not be completed until the 2nd half of the course. Grades on Essay #1, the mid-term exam and the portfolio assessment will not be available until those conferences.

Revision:

Revision is one of the three steps in the writing process and students will be expected to revise drafts before completing a final draft for submission. However, in the event that a student needs **an opportunity to revise one graded paper**, the following provisions **must** be followed.

- Students who earn **less than a 60** on essays 1-3 **will be required** to: a) set up a conference with me at which time the student should be prepared to discuss several revision strategies b) submit a revised draft of the paper (along with the original), as well as a detailed discussion of what revision strategies were employed one calendar week after the conference. A total of **up to 10 points** maximum **may** be added to the original essay grade.

- Students who earn **60-72** on essays 1-3 **are strongly encouraged** to set up a conference with me, at which time the student should be prepared to: a) discuss several revision strategies b) submit a revised draft of the paper (along with the original), as well as a detailed discussion of what revision strategies were employed one calendar week after the conference. A total of **up to 10 points** maximum **may** be added to the original essay grade.

Students who earn **70-84** on essay 1-3 **may** set up a conference with me, at which time the student should be prepared to discuss several revision strategies b) submit a revised draft of the paper (along with the original), as well as a detailed discussion of what revision strategies were employed one calendar week after the conference. A total of **up to 5 points** maximum **may** be added to the original essay grade.

- **No essay with a grade of 85 or above may be revised. Due to end of semester time constraints, Essay #4 may not be revised for any reason.**

- **The second essay is excluded from revision regardless of the grade because it is collaborative; the fourth essay is excluded from revision regardless of the grade because of end of semester time constraints.**

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.

As a student in Ms. Miles' 164W course I have had the opportunity to review this syllabus and am aware that I should further familiarize myself with the policies and procedures indicated here. I realize that once I sign this document I am agreeing to follow all of the policies and procedures included here for the duration of the course.

Student signature

Student name (please print legibly)

date

