

**Course: ENG 266W (Writing-enhanced). Readings in Literary Genres.** A study of the various kinds of literature on the basis of their content, form, or technique, with emphasis on the conventions or usages which govern each type. The major genres of poetry, fiction, and drama will be covered, but each instructor will be free to choose his/her own emphasis. Prerequisites: 6 hours of freshman English.

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 phone/fax: 936-294-1403—English office main number; 936-294-1408—department's FAX number

Instructor office hours: M-W 10-11 or by appt.; F by appt. only

### **Course Syllabus: Fall semester 2007**

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.

This survey course 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

(\*The instructor reserves the right to amend this document at any point in the semester.)

**Required texts:** Kennedy, X.J. and Gioia, Dana, eds. *Literature: An Introduction to Fiction, Poetry and Drama*, selected Readings posted to Bb; *A Separate Peace* by John Knowles; *A Raisin in the Sun* by Lorraine Hansberry

**Additional requirements:** an active student computer account, a 3.5" diskette or USB flash\*, a 1-1/2" flexible 3-ring binder\* with 5 dividers, notebook paper, pens, binder clips, highlighter and

hole punch

(\*items should be clearly labeled with student's name, instructor's name, course and section #.)

Suggested aids: a good collegiate dictionary, such as *The American Heritage Dictionary* or *Webster's Collegiate Dictionary*. A style manual such as the *Little, Brown Handbook* is very helpful as well. MLA style reference guides are available via the NGL library homepage, at the NGL library reference desk and at the SHSU Writing Center free of charge. MLA handbooks are available in most bookstores.

**Eng 266W is a course that is designed to reinforce writing skills developed in freshman writing:**

- The role of speaking and writing (communication) as essential to society
- The connection between critical thinking, reading and writing
- The importance of the writing process (prewriting, drafting, revising)
- The relationship that exists between subject, writer and reader
- The use of source material in constructing university-level research papers

**And to introduce:**

- The way in which literature is essential to society
- The different genres of literature (essay, poetry, fiction, drama)
- The use of both primary and secondary source material in constructing university-level research papers

**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 6<sup>th</sup> absence, 3 letter grades (30%) on the 8<sup>th</sup> 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 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.

It is your responsibility to meet with your peer partner and/or the instructor to discuss any out of class assignments missed. Phone calls and e-mails regarding work missed will not be addressed by the instructor, unless they follow a conference scheduled as soon as possible after the absence(s) occur. (\*\*school-sanctioned activities are an exception, as long as departmental documentation is provided, which should include the student's name, the sponsor's 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 submitting all of their course work in as timely a manner as the event allows.)

**Be forewarned that doctor appointments, job interviews 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 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.**

**Habitual tardiness will not be tolerated.** It is disrespectful to the instructor and to the other students. A student 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 considered an absence rather than a tardy.** It is the student's responsibility to check with the instructor after class if he enters class after roll is taken.

Attendance goes hand-in-hand with participation. In order to earn the participation percentage of your overall course grade, you 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.
- attend any tutorials scheduled during class time
- utilize scheduled lab and library days to research/complete assignments

Class participation cannot be successfully achieved if a student is completing homework or studying for an exam in another course, wearing headphones or checking a cell phone or pager. Textbooks for other courses should be left in backpacks, along with all electronic devices (Please make sure they have been turned *off*.)

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 your work:**

All papers must:

be formatted according to MLA guidelines

be complete and submitted in the following order

- Final draft w/ works cited page(s) if necessary



- Rough draft(s) newest to oldest, at least one of which *must* be peer edited
- Essay prompts

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 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.**

#### **Grade Distribution:**

Mid-term exam 20%

Paper #1: 20%

Paper #2: 20%

Final Exam 20%

Group assignment: 10%

Library assignments (4): 10%

Grading Scale .4=90-100% B=80-89% C=70-79% D=60-69% F=below

60%

Additional Policies

#### **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 written request must be submitted to all instructors during the initial fifteen days of the semester in which the religious observance 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. Any students with disabilities that may adversely affect their class work are encouraged to register with the SHSU Counseling Center and meet with one of the staff for help. All disclosures of disabilities will be kept strictly confidential. **NOTE: No accommodation can be made until students register with the Counseling Center. Any interested students should contact the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, by calling (936) 294-1720.**

### **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.

### **An Incomplete Grade of X:**

At times, due to extenuating circumstances a student may not be able to finish a course and may request a grade of X (incomplete). Students who request an X for this course must provide adequate documentation to justify an X and they must have satisfactorily completed at least 50% of the course work in order to be eligible for an X. If documentation indicates that an X is warranted, the instructor will recommend such to the Department Chair, who will then make the final decision on whether an X will be entered as the course grade. Upon approval students have one semester to complete the remaining work; failure to do so will result in an automatic grade change from X to F.

**Final Advice:**

**None of the computer labs on the SHSU campus use MS Works. It is not available anywhere on campus and will not convert to MS Word (go figure). Best course of action. Use MS Word or Corel WordPerfect.**

**While 3 ½ disk drives are still available in *some* of the campus labs they are fading fast. The USB Flash drive is the best means of portable storage. They are little pricey, but the amount of storage they provide is HUGE.**

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.

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Student signature

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Student name (please print legibly)

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date