

**English 165.17: COMPOSITION II**  
**3 Hour Course, Spring 2008**  
**SYLLABUS**

**English 165.17**

**Meeting Location:** EV 356  
**Meeting Time:** MW 4:30 – 6:00 pm

**Instructor:** Frances Crawford Fennessy  
**Office:** Sam Houston Writing Center,  
◇ Farrington Building, Room 111  
**Phone:** 294-3681  
**Email:** crawford@shsu.edu  
**Office Hours:** Monday and Wednesday from 2:00 to 4:00 pm. I will be happy to meet with you at a time more convenient for you if you just let me know early enough.

**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.

**Approach and Method**

ENG 165, Composition II, is primarily a lecture-based course with a majority of the grade earned through successfully participating in the research and writing process. However, class discussion, group work, and active participation play an integral part in the overall grading system. This class includes a portfolio, an oral presentation, several quizzes, and a final exam.

**Course Objectives**

Through a sequence of writing, reading, and workshop assignments, you will:

- Strengthen your composing process (by engaging in the writing 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.

**Texts**

Required: Ronald R. Lunsford and Bill Bridges, The Longwood Guide to Writing, 3<sup>rd</sup> Edition

**Required Supplies**

3" 3-ring binder	notebook dividers
Loose leaf notebook paper	computer disk or jump drive

**Requirements**

1. Prepare for, attend, and participate in class activities. Excessive absences may adversely affect your grade (see Absence Policy statement below).
2. Keep a Writer's Portfolio.
3. Read and respond in writing to assigned work.
4. Write four essays, including a 6-10 page term paper.

5. Give an oral report.
6. Partake constructively in all in-class and out-of-class activities, particularly in peer review, group work, and conference sessions.
7. Take several quizzes and a final exam.

### **Attendance Policy**

- You are responsible for your success in this class, so regular attendance is important. After your third absence, your grade may be adversely affected by additional absences. For each absence over five, you may be assessed a five-point deduction from your end-of-semester grade. Two tardies or early leaving may be counted as one absence.
- According to the university, excused absences are those related to religious holidays, death in the immediate family, and representing the university at a collegial function. Other than those functions related to representing the college, in order to clarify that you had an excused absence, you should take your evidence to the Dean of Students office. The Dean of Students office is your representative. Please do not bring your excuse to me or ask to be treated differently than your peers.
- Note: This is a university class; it is expected that you understand and accept the responsibility of being here. If you do not come to class prepared, you may be asked to leave. If this happens, you will receive an unexcused absence and a zero for any classroom assignments related to that day.

### **Late Work Policy**

Unless you have an excused absence related to the previously described Attendance Policy, your work cannot be made up. This class teaches practical skills that require physical participation. For your utmost benefit, you need to attend class daily, participate regularly, and complete your work timely. You cannot do this if you are not in class.

### **Essay Grades**

Each essay will be graded on an “A” through “F” basis. For the first essay, an additional assessment of “R” (Revise) may be used by your instructor. You may revise this essay once for an improved grade, following a conference with your instructor. If you receive an “R,” then you MUST revise it for a grade in order to be eligible to pass the course. Revisions must be completed within two weeks of the time the original is returned to you. Note: Other essays can not be revised because of end-of-the-semester time constraints.

### **Course Assessment, Grading Plan**

ENG 165 is a “Writing Enhanced” course, so that at least fifty percent of the semester’s grade must be based on writing. A breakdown of the grades is included in the course documents. It is also available on Black Board.

### **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 fifty percent of the course’s assignment 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.

### **Academic Dishonesty**

- All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives 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 which is to be submitted, plagiarism, collusion and the abuse of resource materials.
- 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 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 all the sources and preliminary work (notes, rough drafts, etc.) that you use to prepare written assignments. These items will be part of your portfolio. If you cannot produce those materials upon request, the assignment will be considered incomplete and so will not fulfill the minimum requirements to pass the assignment. Further, you are also 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.)
- Your instructor requires 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 your instructor requires.

#### **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 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 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.
- 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). 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.

#### **Instructor Evaluations**

Each student will be asked to complete a course/instructor evaluation toward the end of the semester.

### **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.

### **Assignments**

Assignments are described in detail in the attached course documents and are available on Black Board.

### **The Writing Center and Study Tips**

The Writing Center is located in Farrington 111; its phone number is 294-3680. 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. There is no additional charge for using the Writing Center.

### **Course Outline, Course Schedule**

The course outline is described in detail in the attached course documents and is available on Black Board.

### **Classroom Rules of Conduct**

Campus disruptive activities or disorderly conduct on university owned or controlled property or at a university sponsored or supervised function that inhibit or interfere with the educational responsibility of the university community or the university'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.

What this means to you: Students in this class pay to be here and pay to be in a pleasant learning atmosphere. Thus, they deserve to be treated with respect.

- 1) Turn off your cell phones before you enter the classroom so that you are not disrupting them or your professor. Do not leave them on vibrate. This is also disruptive. If your cell phone goes off in class, turn it off immediately. DO NOT answer it. If you are worried about something or are waiting on a call, DO NOT come to class.
- 2) Do not disrespect another student by sleeping or sliding down as far as you can in your seat.
- 3) Do not distract others by displaying clothing that is meant to be worn under other items.
- 4) Show appreciation to those who are speaking by giving them your undivided attention.
- 5) Do not come to this class without your book, paper, or writing element.

### **Optional Texts, References or Supplies**

It is strongly recommended that you invest in a writing handbook, a dictionary, and a thesaurus. They will assist in your college endeavors. Occasionally, you will be required to log in to the Newton Gresham Library web page to download some reference materials. These items will improve your ability to perform well in this course.

### **The Syllabus Defined**

A syllabus is a living entity that grows from the first of the semester until the last and comprises every assignment and handout that you receive. Keep your syllabus in a separate section of your Writer's Portfolio, so that you will have everything together in one place.