Semester: Summer 2005

Course Section: English 1323.002
MTWR, 10:00 a.m.

Instructor: Professor Anne Schoolfield

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Office Hours: M-R, 9:15-9:50 a.m. & by appointment

Textbooks: Literature for Composition, Seventh Edition.
Style Handbook

Course Goals: In English 1323, you will practice reading and writing critically. To this end, you will write two short papers (3-5 pages), a research paper using both primary and secondary materials (8 pages), and a final essay exam.

Through our work in this class, you will learn to:
- Read critically and think analytically
- Form an arguable thesis
- Develop fully supported theses
- Use clear textual examples as support for your thesis
- Refine your ability to construct a research paper
- Apply proper MLA format to your papers

Evaluation:

<table>
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<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tr>
<td>Short Paper 1</td>
<td>10%</td>
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<tr>
<td>Short Paper 2</td>
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<tr>
<td>Research Portfolio</td>
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<tr>
<td>Research Paper</td>
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<tr>
<td>Final Exam Essay</td>
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<tr>
<td>Daily Work and Quizzes</td>
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<td>Attendance and Class Participation</td>
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Daily Work:
Each day, you will work on something that is related to completing the formal paper assignments. Come to class prepared to take notes and to participate in class discussions and activities. Unless otherwise indicated on the daily schedule, homework assignments are due at the beginning of class.

I will occasionally give pop quizzes over the reading assignments; I will give these quizzes during the first five (5) minutes of class. You may not take quizzes early or make them up. None of the quiz grades will be dropped. If you are absent or late on a day when you have a quiz, you will receive a zero (0) for the missed quiz.

If you must be absent, you are responsible for turning in any work that is due—as scheduled. It is your responsibility to keep up with your daily work, which counts for 15% of your final course grade.
Participation

A small, yet significant, portion of your grade depends upon your participation in class discussions. Therefore, you must not miss class, be late on a consistent basis, sleep in class, or carry on private conversations during lectures. Please turn off your cell phones and beepers during class.

I will use the following scale to award points for class participation:

- Very well prepared, excellent participation: 10 points
- Well prepared, good participation: 9 points
- Adequately prepared, good participation: 8 points
- Somewhat prepared, average participation: 7 points
- Unprepared, minimal/no participation: 6 points
- Unprepared, no participation/disruptive: 5 points

Please note: If you are more than ten minutes late to class, if you leave class early without my permission, or if you fall asleep in class, I will count you absent.

Disability Accommodation

In accordance with the terms and spirit of the Americans with Disabilities Act and Section 504, Rehabilitation Act, I will cooperate with the Office of Disability Accommodation to make reasonable accommodations for qualified students with disabilities.

If you have disabilities and have not registered with ODA, I encourage you to register.

Please present your written request for accommodation to me no later than the end of the fourth day of class.

Essential Competencies

Essential competencies for this course include the ability to:

- Read and analyze literary texts
- Write clear, concise, and appropriate prose to respond to a variety of assignments
- Discuss—in class and in small groups—literary texts
- Use word processing software and electronic mail
- Take notes and listen in class

Grades and Their Meaning

For this course, we define grades:

- A = excellent (reserved for real excellence)
- B = good (an honors grade)
- C = fair (signifies average competence)
- D = passing
- F = failing

Plagiarism and Academic Dishonesty

I abhor cheating. Plagiarism is cheating. The 11th edition of the Harbrace College Handbook defines plagiarism as presenting as your own work, deliberately or accidentally, the words or ideas of another (424).

In the third edition of A Writer’s Reference, Diana Hacker delineates three forms of plagiarism: “(1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words” (261).

You must keep straight which ideas and words are your own and which belong to others. I will fail from the course anyone I catch plagiarizing!
Class Policies

The following class policies will help you succeed in this class and understand what I expect of you.

Attendance

Attend class regularly.

You cannot perform well unless you attend class.

If you miss a class, you are responsible for all material covered and all assignments made. Further, if you exceed three (3) absences, you will receive an F in the course.

Contact me if you cannot attend class.

Assignments

Submit all assignments on time.

If you are having trouble completing an assignment, talk with me several days before the assignment is due.

Prepare all outside class assignments (except some daily exercises) using word-processing software.

Print all documents on a laser printer to ensure your documents are neat and visually appealing.

Prepare all assignments specifically according to instructions for format, organization, or style.

Assignments not prepared according to instructions may receive a grade of F.

Make copies of your papers that you wish to keep.

I must keep your papers on file for one year. Therefore, you must turn in all your graded papers, in a folder, on or before the last day of class.

Rewrites

Because writing is a process, you may rewrite the short papers one time if you receive less that an A on one or both of them.

To rewrite a short paper, you must follow these guidelines:

Schedule a conference during my office hours to discuss how you can improve your paper.

Turn in the rewrite no later than one week after I return the original to you.

Include the graded original with my comments when you turn in your rewrite.

Address each of the comments made on the original paper and sincerely attempt to improve the overall quality of the paper.

I will not grade a rewrite that does not meet these guidelines.

In-class Writing Workshops

We will spend a significant amount of class time working on course assignments. Use this time wisely (i.e., working on assignments, conferring with the instructor, etc.)—your attendance at these sessions is a mandatory component of your daily work and participation grades.
Class Policies, cont.

Peer Editing

The only way to improve your writing is to revise and rewrite. Therefore, for each paper that is assigned, we will have a session of peer editing.

On peer editing day, bring three completed copies of your paper, which have been typed and printed on a word processor, as if you were going to turn the paper in that day. You and your peers will assist one another in editing your papers.

If you do not come to class prepared to peer edit, then you will receive a zero for the day.

Format for All Papers

Your papers must

- Be typed or printed on a word processor
- Be double-spaced
- Include a works cited page
- Include—in the following order—all pre-writing (thesis statement, outline, etc.), rough drafts, and peer evaluations
- Be fastened with one (1) staple in the upper left-hand corner
- Use a 12-point font in Times New Roman
- Use one-inch margins on the top, bottom and sides
- Use correct MLA format and documentation

The physical appearance of your paper contributes to its overall success. Failure to adhere to these guidelines will result in an automatic ten-point (10) deduction from your final paper grade.

Assignment for Tuesday, July 12: Read Chapters 1 and 2 of Literature for Composition