ADVANCED EXPOSITORY WRITING

Language Building 211    Thursdays, 6:30 - 9:20 p.m.

Instructor: Ulrike Jaeckel, Ph. D.
Office: 407 B Language Building
Office phone: (940) 565-2156; 565-2050 (to leave a message)
Office hours: MW 3:15-4:15 p.m., F 11:00 a.m.-12:00 p.m., and by appointment
Mailbox: In English office, 112 Auditorium Building
E-mail: ujaeckel@unt.edu

Aims of the course: As its official description states, this course emphasizes “logical and rhetorical principles; practice in writing effective exposition; analyzing and criticizing models.” Accordingly, as we compose papers in widely varying genres, we will discuss rhetorical principles such as community, situation, purpose, audience, and style; and we will reflect on the role these principles play in our own and in other authors’ practice of writing. Throughout, we will pay attention to global planning and revising as well as editing at the sentence level. When we need them, we will also bone up on our research skills.

A handbook (recommended), such as
A college-level dictionary, such as:
*Webster’s Eleventh New Collegiate Dictionary*
*Webster’s New World Dictionary*, or
the *American Heritage Dictionary*.

Additional costs: For some of the papers, photocopies of cited sources will be required, and you will sometimes have to provide additional copies of your drafts or papers, either for your group or for the whole class. Also, you need a few plain manila folders and 3.5” diskettes for computer use

Class activities: Group and whole-class writing workshops (to obtain and provide feedback on each writer’s projects), written reflections, class discussions, rhetorical-grammatical exercises as presented by Thonney, short lectures by the instructor.

Graded Assignments:
- Class participation, including attendance and an ongoing writing log, done partly in class and partly at home (10%)
- An ad for and a review of a restaurant, a movie, or a book, followed by a reflection on the difference between the two genres (~4 pages, 10%)
- An in-class essay analyzing a short argument (10%)
• A profile of a person, a neighborhood, or an organization, with a reflection (8+ pages, 20%) [Note: conducting an interview is required to complete this assignment.]
• An op-ed piece, with a reflection (3-4+ pages, 20%)
• A personal reminiscence, with a reflection (5-7+ pages, 20%)
• A final exam based on the principles learned from Thonney (10%)

You must complete all assignments in order to pass this course.

**Paper format**: Unless the genre of a paper calls for a different format, type all graded assignments double-spaced, leaving a one-inch margin all around. In the upper right-hand corner of page one provide
- Your name
- The kind of assignment
- The date
- The name of the course
- Instructor’s name (U. Jaeckel)

Very important: Number the pages!

Always include all drafts when you hand in a paper to be graded. Do not put your papers in any kind of folder. Just staple them together so that the final version sits on top.

Requirements for ungraded pieces will be announced.

**Revision policy**: In order to experience the growth and clarification of your ideas and the satisfaction coming from an improved paper, you are required to revise your first drafts, and you are invited to revise your papers further before (not after) they are graded. We will discuss and practice global and stylistic revision in class.

**Grading**: The final version of a paper will be graded on whether it appropriately responds to the situation from which it emerges. Some features to be looked for are:
- Complexity as well as clarity of thought
- Credible handling of features required by the genre
- A tone appropriate to the purpose and audience of the piece
- Well-supported development of main points
- Attention to stylistic devices presented by Thonney
- Judicious use of sources
- Coherent sentence structure
- Mastery of grammar, mechanics, and documentation

To receive a high grade, a paper has to fulfill these criteria in an unusually competent manner. A lower grade reflects the need of further practice in the cited areas.
Graded papers will receive the following point values:

\[
\begin{array}{ccc}
4.33 & A+ & 2.33 \\ 4.0 & A & 2.0 \\ 3.66 & A- & 1.66 \\ 3.33 & B+ & 1.33 \\ 3.0 & B & 1.0 \\ 2.66 & B- & 0.66 \\ 0 & & F \\
\end{array}
\]

The point value for each paper will be multiplied by its percentage value; the sum of these products, divided by 100, will constitute the final grade for the course, which will be calculated on the following scale:

- 3.6 and up = A for the course
- 2.6 and up = B for the course
- 1.6 and up = C for the course
- 0.6 and up = D for the course
- Less than 0.6 = F for the course

**Late papers:** Unless you have a strong reason for needing more time and make arrangements for an extension in advance, late papers will lose one letter grade.

**Conferences:** Several times during the semester, individual conferences will replace the regular class meetings. These will give each of you the opportunity to ask questions, to discuss ideas and concerns, and to receive custom-tailored comments on your writing. Conferences are mandatory; missing one counts as an absence.

**E-mail:** One good way to communicate with your classmates and with me is through e-mail. We’ll exchange addresses as soon as possible. See me if you do not have an account yet.

**Attendance:** Attendance is necessary for our ongoing work. If you are absent, you not only deprive yourself of needed feedback to your own ideas, but you also rob your classmates of the reactions and advice that they need from you. Missing more than three weeks (three class meetings) for reasons other than university-excused activities will drastically lower your grade for class participation.

*Note:* Phone in a message at 565-2050 or e-mail me when you have to be absent.
Plagiarism: According to the 2002-2003 Undergraduate Catalog, “the term ‘plagiarism’ includes, but is not limited to: the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials” (92).

Penalties for plagiarism may range from assigning an “F” for the specific assignment, to assigning an “F” for the course, to dismissal from the university.

Special accommodations:
The Department of English policy states that, “in accordance with the terms and spirit of the Americans with Disabilities Act and Section 504, Rehabilitation Act, your teacher will cooperate with the Office of Disability Accommodation to make reasonable accommodations for you if you qualify as a student with disabilities. Please register with ODA, and please present your written request to your teacher on or before the 4th class day.”

Therefore, if you need course adaptations or accommodations because of a disability, if you have emergency medical information that I should know about, or if you need special consideration in case the building must be evacuated, please see me as soon as possible so we can make the necessary arrangements.

Writing Center: UNT’s Writing Center provides support at all stages of the writing process.
Phone: (940) 565-2563
Location: 105 Auditorium Building
Hours: Mon.-Thur. 9:00 a.m. - 8:00 p.m.; Fri. 9:00 a.m. - 4:00 p.m.

Schedule: A rough schedule showing due dates for the graded papers is attached. Readings, informal writings, and stylistic exercises will be assigned as we go along.

Welcome: Welcome to ENGL 4160! I’m looking forward to our discussions and your writings. Since we meet only once a week, keeping in touch is especially important. Do send me e-mail when you have questions or concerns.
Tentative Schedule

Week 1, August 28
  Introductions. Prepare for Ad and Review.

Week 2, September 4
  Due: draft of Ad and Review

Week 3, September 11
  Due: Ad and Review, with Reflection. Prepare for In-class Essay and Profile.

Week 4, September 18
  Reading TBA. Continue preparation for In-class Essay.

Week 5, September 25
  Reading TBA. Draft of In-class Essay

Week 6, October 2
  Due: rough draft of profile. In-class Essay.

Week 7, October 9
  Conferences (no class meeting). Due: complete draft of Profile

Week 8, October 16
  Due: Profile, with Reflection. Begin work on Op-ed Piece

Week 9, October 23
  Readings TBA. Work on Op-ed Piece.

Week 10, October 30
  Due: Draft of Op-ed Piece

Week 11, November 6

Week 12, November 13
  Readings TBA. Work on Reminiscence.

Week 13, November 20
  Conferences (no class meeting). Due: complete draft of Reminiscence

Week 14, November 27
  No class--Thanksgiving

Week 15, December 4
  Due: Reminiscence, with reflection. Prepare for final.

December 11: Final exam (at the usual class time)