

ENGL 1101-113 (Composition I)
TR 12:30 pm - 1:50 PM / HUM 206
Fall Semester 2015

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Office Hours:
TR 9:00 am -12:30 noon; 3:30 - 5:30 pm
and by appointment

Course Description: ENGL 1101 helps students develop the skills they need to become successful in college-level courses and in future professional settings where critical thinking and writing are required. This course does not presume that students already can successfully utilize all of these skills; instead, it helps students develop and refine these skills so that by the end of ENGL 1101 they will be better equipped to succeed in college classes where writing is required. ENGL 1101 is not the only course in the core where students receive writing instruction; however, it is an important course in the development of college-level writing skills since its focus is on the sequential development of the writing and analytical skills that, together, lead to the skills in writing and analysis that are necessary in college and in most professions.

Learning Outcomes: 1) develop skills in all the tools necessary for effective analysis and argumentation; 2) develop facility with the whole writing process from invention through revision; 3) understand and employ a variety of rhetorical modes and techniques of persuasion; 4) acquire reasonable mastery of conventions of college-level prose writing; and 5) incorporate and document additional textual materials to strengthen and support arguments

Course-Specific Skills: 1) demonstrate an understanding of the role of rhetoric in the construction of effective academic writing; 2) hone critical reading and critical thinking skills; 3) develop facility with the whole writing process from invention through revision; 4) complete a range of assignments that highlight different rhetorical strategies and different methods of critical analysis; 5) develop the skill of summarizing an argumentative text, identifying and conveying in the student's own words the main and supporting arguments and the evidence used to support these arguments; 6) develop the skill of effectively conveying and analyzing the significance of a text, through the student's engagement and dialogue with the text; 7) develop the skill of critical analysis, both analyzing the components of an argument in texts and mounting an effective argument of the student's own design; 8) develop the skill of synthesis, understanding how to analyze, integrate, and summarize the ideas from multiple texts while the student makes an argument of the his/her own; 9) become proficient in accurate paraphrasing, citing, and documenting of a text; and 10) complete specific assignments aimed at competence in 1101-level grammar and writing mechanics, with an understanding of the application and relevance of these skills outside the context of the composition classroom.

Additional information on this course: http://www.westga.edu/english/index_307.php

Required Texts (Available at the UWG Bookstore):

1. Graff, Gerald and Cathy Birkenstein. *They Say / I Say: The Moves That Matter in Academic Writing, with Readings*. 3rd Edition. Norton, 2015. ISBN: 978-0-393-93751-0
 2. Subscription to *Writer's Help*, an online writing platform, available through www.writershelp.com or through the UWG bookstore (MacMillan Higher Education, 2012. ISBN: 9781457642821).
 3. Other course materials can be accessed electronically on CourseDen. There is no cost associated with these materials, but you will be required to print them out and bring them to class on the dates listed in the syllabus.
- Note:** If you plan to purchase any of these texts online, you should do so well before we use them in class. A delay in ordering or shipping is not an acceptable excuse for not being ready for class.

Course Evaluation

10%	Homework Assignments	20%	Out of Class Essay II (800-1000 words)
20%	Reading and Assignment Quizzes	30%	Out of Class Essay III (1000-1200 words)
20%	Out of Class Essay I (800-1000 words)		

Grading Scale: Students are assigned a letter grade for each assignment ranging from A+ to F based on the numerical scale below. This grade will be used when calculating the final average at the end of the semester.

97-100 = A+	87-89 = B+	77-79 = C+	67-69 = D+	below 60 = F
94-96 = A	84-86 = B	74- 76 = C	64-66 = D	
90-93 = A-	80-83 = B-	70- 73 = C-	60-63 = D-	

Grades and Educational Privacy Rights (FERPA): All of the information that you need to calculate your grade is on this syllabus. It is your responsibility to keep up with your grades and average. If you need help calculating your grade, please schedule an appointment so that we can discuss it in person. I do not discuss grades during class sessions or in front of other students. UWG policy prohibits discussion or transmission of grades via email. The Family Educational Rights and Privacy Act (FERPA) prohibits discussion or disclosure of a student's grades or performance in a class with any outside party (including parents or legal guardians) without the student's written permission. Information about FERPA and forms granting permission are available at the UWG Registrar's website (<http://www.westga.edu/registrar/962.php>).

Attendance Requirements: I expect you to be present and on time for all class meetings. Readings and homework assignments should be completed in advance of each class. You should be prepared to participate actively in class discussions OR by simply *asking* questions. Remember: if you do not understand something presented in class, *ask*. If you are going to be absent from class, you should let me know, preferably in advance. If you find it unavoidable to miss class, be aware of the following guidelines: 1) Four (4) absences are allowed during the semester. Every absence thereafter will result in a 5 point grade reduction of your final grade in the course, regardless of the nature of the absence. After six absences, the student will have two options: withdraw from the class, which will generate a W if done before the withdrawal deadline—or a WF if after that deadline; or remain on the roll (still attending classes, if so desired) and receive an F for the course/semester. If you suspect that outside responsibilities might cause you to miss more than six classes, then you should consider taking the course at another time. I do not make distinctions between excused and unexcused absences, so you should use your allotted absences wisely. Unplanned or unexpected occurrences are likely to occur, so be prepared to use absences for these events only; 2) Tardies will be counted as part of the attendance requirements. Two late arrivals will equal one absence. Class roll will be taken at the beginning of every class. If you arrive late, it is your responsibility to let me know immediately after class or you will be counted absent. It is your responsibility to keep up with your absences and tardies. Reasons related to outside employment or work in other classes are not legitimate excuses for leaving class early or arriving late; 3) Sleeping at any time during the class period will be counted as an absence; 4) Disruptive behavior at any time during the class period will be counted as an absence.

Homework Assignments (10%): In addition to required reading assignments, you will complete short, informal writing assignments throughout the semester to facilitate our discussions in class and to help you prepare for writing your out-of-class essays. These will be announced in advance in class and posted on CourseDen.

Quizzes (20%): A reading quiz will be given at the very start of class on most days. It will cover the reading assignment(s) listed on the syllabus for that day. The questions will be objective and will assess basic reading comprehension. Quizzes typically include short questions that focus on the following: titles of readings and authors; identification of major topics, ideas, and examples; and grammatical rules and exercises from *Writer's Help*. I will drop your lowest quiz grade before calculating your final quiz average. Students who arrive late to class or who miss class will not be able to make up quizzes. Quizzes are designed to reward students to attend class and who come to class with assignments prepared. I do not give make-up quizzes under any circumstances.

Out-of-Class Essays (20-30%): You will write three formal out-of-class essays. Each essay will focus on a thesis-based textual analysis of a reading assignment from the course. Specific guidelines for each essay will be posted on CourseDen. Each essay will be assessed on evidence of a college-level thesis, its organizational structure, evidence of college-level critical thinking and analysis; use of supporting textual evidence from the assigned work, use of college-level grammar, and correct MLA format as outlined in the grading rubric (available on CourseDen). All three out-of-class essays must be submitted through Turnitin (www.turnitin.com). Instructions on how to submit each essay will be included in the guidelines on CourseDen. Failure to submit all three out-of-class essays will result in a failing grade in the course.

Writing Format and MLA Documentation Style: All writing assignments in this course must follow Modern Language Association (MLA) format. Assignments (unless instructed otherwise) should be typed and use Times New Roman typeface and 12 point font. Guidelines for all major writing, grammar, and MLA format requirements can be found on CourseDen and in *Writer's Help*. I will use these guidelines when I assess your essays and other writing.

Late Assignment Policies: Students are responsible for knowing when assignments are due. Major out-of-class essays that are submitted late will be subject to the following grade deductions:

- Submitted late on due date: 1/2 of letter grade or 5 points (e.g., A+ to A)
- Submitted one day (within 24 hours) after due date: letter grade or 10 points (e.g., A to B)
- Submitted two days (within 48 hours) after due date: two letter grades or 20 points (e.g., A to C)
- Submitted three days after due date: three letter grades or 30 points (e.g., A to D)
- Submitted more than a week after due date: F or 50 points
- Submitted more than two weeks after the due date: Zero (not accepted for grading after this deadline).

I realize that extenuating circumstances sometimes occur; therefore, you are allowed to submit one of the three out-of-class essays one day (24 hours) after the submission deadline, if you make arrangements with me to do so in advance. You must email me prior to the date that the essay is due to make your request. This policy applies ONLY to the out-of-class essays, not homework assignments. After 24 hours, the grade deductions listed above will go into effect.

Other assignments should be completed on time and brought to class, since they are usually related to specific work we are covering in class, such as draft workshops. Homework assignments, including required drafts of your essays that we will be working on in class, that are turned in late will be subject to the grade reductions listed above. If a student finds it necessary to miss class on a day that an assignment is due, then the material should be emailed to me on the day work is due in order to avoid additional penalties. Additional deductions from the ones listed above will be in effect if an assignment is missed or turned in late that is part of required classroom work (such as a draft workshop).

Revision Policy: I will be available to meet with you prior to the essay deadlines to discuss paper topics, possible ideas for a thesis, and other questions you may have about the writing process. While I will not proof-read drafts of your essays, I will answer specific questions about drafts of any of your essays, *if you arrange to meet with me in advance.* Please note that I probably will not be able to offer any substantial assistance if you wait until the last minute to write your draft/essay or request to meet with me the day the essay is due. Advance planning on your part is essential. Students who make a grade of D or lower on either of the first two out-of-class essays may choose to revise the essay for a higher grade, if the essay has been turned in on time. The maximum a grade can be increased through revisions is one letter grade (for example, a grade of D can be revised to a C if all the revision criteria are met). Revisions for a higher grade are only allowed on the first two out-of-class essays.

Extra Credit and Previous Work: I do not give extra credit for additional work beyond the assignments listed here. Please focus on completing the above assignments successfully. Any work completed for another course here at UWG or elsewhere cannot be submitted for a grade in this course.

Electronic Devices: Please turn off all cell phones, pagers, and other electronic devices before entering class. No text messaging or phone calls are permitted during class. Use of them will result from your dismissal from class and an absence on that date. Laptops can be used for class-related work only. Use for other purposes will result in your dismissal from class.

University of West Georgia Honor Code: At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing. Academic dishonesty of any kind will not be tolerated in this class, including essays, quizzes, and materials submitted for a grade. The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library,

and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG. Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. It is your responsibility to report instances of academic dishonesty if you see them occur. UWG Honor Code: <http://www.westga.edu/handbook/59.php>

Plagiarism and Excessive Collaboration Policies: UWG defines plagiarism as taking personal credit without correct and documented attribution for the words and ideas of others as they are presented in electronic, print, and verbal sources. UWG expects that students will accurately credit sources in all assignments. Plagiarism also includes taking someone else's writing and submitting it as your own. Even if you alter the wording completely or in part, taking ideas without documented attribution is considered plagiarism. Fabricating sources also constitutes plagiarism. Excessive collaboration occurs when someone else (a fellow student, a family member, or someone you hire) excessively writes or edits your writing to a degree that your independent abilities to produce college-level writing are not evident. Excessive collaboration is a form of academic dishonesty and will be treated the same as a plagiarism under the UWG Honor Code.

If a student violates the UWG Honor Code policy, the student may receive an F for the assignment or an F for the course at the instructor's discretion, depending on the circumstances and severity of the violation. For more information about plagiarism, visit http://www.westga.edu/writing/1326_1649.php

Classroom Etiquette: This is a college classroom and a professional setting, similar to a work environment. I expect students to be ready to work at the beginning of class. This means having all reading materials assigned for that day on hand and ready to use, as well as any writing instruments and paper for note-taking and other work. You may use laptops, but you may not use wireless connections to surf the Internet or email. If you need to leave class early for whatever reason, you need to let me know before the beginning of class. You may bring drinks to class (make sure containers have lids) but no food is allowed.

Department Policy on Disruptive Behavior: Students may be dismissed from any class meeting during which they exhibit behavior that disrupts the learning environment of others. Such behavior includes—but is not limited to—arriving late for class, allowing cell phones to ring, speaking disrespectfully to the instructor and/or to other students, checking email or texting, and using personal electronic devices. Each dismissal of this kind will count as an absence and will be applied toward the course attendance policy. Repeated disruptive behavior that interferes with teaching or affects the learning of others in the class may result in failing this course. If you have concerns about disruptive behavior or would like to talk about the classroom environment or your participation in the class, please set up a time to meet with me. UWG Policy: http://www.westga.edu/vpsa/index_4615.php

Office Consultations & Assistance Outside of Class: I am always available to meet with you outside of class to discuss your progress in this class, upcoming and graded writing assignments, research topics, or reading assignments. If you are having trouble with the material in this course or have questions and/or concerns you would like to discuss, please set up a time to meet with me. Students who seek help outside of class—either directly from the instructor, the Writing Center, or other tutorial services available on campus—typically improve their writing and critical thinking skills. An office consultation, either during scheduled office hours or during a scheduled appointment, is a time for you to discuss specific issues associated with your own learning that we cannot address in class (i.e., a specific essay, a specific in-class or out-of-class assignment, a specific grade, a specific concern as it relates to your writing, etc.). When you schedule an office consultation, you should prepare in advance. Do not come in with an essay and say you just want to go over it. If you have an essay you are concerned about, write down your concerns (i.e., thesis statement, paragraph development, comma splices, proper MLA format, etc.). This list will give us some specific direction during our consultation and will produce better results. Be aware that an email asking questions about an essay cannot replace an actual meeting. While I welcome any email correspondence, this type of correspondence is best used only when you have a very specific

question that does not require an extended discussion. My office hours are listed here on the syllabus and on CourseDen, but I am available to meet with you at other times, if we arrange a mutually convenient time in advance. I am usually here throughout the week and can arrange to meet at days and times outside of my scheduled office hours.

Other Policies for Office Consultations: I will not proofread an essay for you; that step is part of your writing process as you edit your final draft. I will not review entire drafts of your essay that are emailed to me; instead, you must schedule an appointment during office hours and provide specific issues with your draft that you want to discuss. Meetings to discuss your essays need to be arranged in advance, not on the day the essay is due.

CourseDen (D2L) & Technology: This is a technology-supplemented course; therefore, you need to be familiar with CourseDen (<http://westga.view.usg.edu>) and have basic technology skills to participate in this course. Reading and homework assignments, assignment guidelines, and other supplemental information related to this course will be posted on CourseDen. General information about CourseDen is available online including student tutorials. Let me know if you need assistance with using the UWG online platform.

UWG Email: UWG students are provided a MyUWG e-mail account. This email account is the official means of communication between the university and the student. The purpose of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is your responsibility to check email regularly. Please use your MyUWG email when communicating with me about this course. Do not use outside email accounts. According to UWG policies and the Family Educational Rights and Privacy Act (FERPA), I can only accept and answer emails you send to me from either your official MyUWG email account (you can access this remotely through webmail or through “MyUWG”) or your CourseDen account.

I expect you to communicate in a professional manner. This is a professional setting, so observe the basic rules of politeness and formality in email messages. Email messages should begin with a professional address line (e.g. “Dr. Newton”), use appropriate professional language, and reasonably edited prose (i.e. complete sentences, correct spelling, no text-messaging lingo, etc.). Always conclude your email with your name, followed by your class and section number. I teach many students and this helps me keep track of correspondence.

Communication and Feedback Expectations for this Class: Email communication should be sent to me at dnewton@westga.edu from your MyUWG account. You may also email me through the CourseDen email account associated with this course, but please be aware that I will not see those emails unless I am logged on to CourseDen. If you ask direct questions via email, I will get back with you within one business day, usually sooner. Response times will be longer on the weekend since I am usually not online. If you have an emergency, you also can contact me through my office phone (678-839-4877) or through the English department secretary (678-839-6512). Please make sure to include your name, explain the nature of the emergency, and its application to class. If the emergency is of a technical nature (i.e., cannot log on to CourseDen, MyUWG, etc.), please contact Distance Education's Student Support.

Remind: In addition to UWG email, I use Remind (<https://www.remind.com/>) to communicate with participants in this course. Announcements may include such things as reminders about upcoming assignments, changes in the schedule, or—in rare instances—class cancellations. Information about Remind and how to use it can be found on CourseDen. You can receive announcements directly via text message or you can download the Remind app. Using Remind means you do not have to be signed on to CourseDen to see new course announcements or updates and your phone number remains private. To sign up for Remind, text [@engl1101wg](tel:81010) to this number: 81010. Once the course has ended, you will be removed from the notification system. Signing up is completely optional, but you will be responsible for any information or announcements you miss.

UWG Writing Center: The Writing Center assists all students in the development of their writing skills. Make an appointment with a UWC tutor (well in advance of the assignment due date) to receive additional assistance with your writing. The tutors will not proofread or edit your work, but they will assist you with specific areas that you identify. Become familiar with the Writing Center, check it out, and use it. Its mission is to work with you

and help you become a better writer regardless of your level of ability or proficiency. And it's FREE! The Writing Center is located in TLC 1201 on the main floor, next to the food kiosk in the atrium. An appointment is required. Phone: 678-839-6513. Email: writing@westga.edu. Website: <http://www.westga.edu/writing/index.php>.

Americans with Disabilities Act: Students with documented disabilities may work with UWG Accessibility Services to receive essential accommodations specific to their disabilities. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. *Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given.* If you have a registered disability through UWG, see me at the beginning of the semester so that I can work with you to determine what accommodations might be warranted. For more information, contact Accessibility Services in 123 Row Hall by calling 678-839-6428 or email counseling@westga.edu. You can also find information on their website: http://www.westga.edu/studentDev/index_8884.php.

Credit Hour Policy: The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

NOTE: Please make a paper and/or electronic copy of all written work you turn in to me, in case it is misplaced or lost. I will not give you credit for work you claim to turn in that I do not have in my possession.

Weekly Class Schedule: The schedule of readings and assignments will be available on CourseDen.