

## English 0950: Elements of College Writing

Professor: Scott Stankey  
Office: Humanities 131  
E-mail: Stankesc@an.cc.mn.us  
Phone: 422-3556 (voice mail)  
Hours: M 1:00-2:00, M 5:30-6:30, W 1:00-3:00, R 10:00-11:00, and by appt.

Fall 1999  
Section 90

### Course Description

This course offers intensive work with planning, writing, revising, and editing essays. Attention will be given to rhetorical elements of purpose, audience, thesis, evidence, and tone. Students will read and analyze their own and others' writing.

### Course Objectives

At the conclusion of this course, students should be able to:

- Use writing as a tool for learning and communicating.
- Engage in writing as a recursive process involving prewriting, drafting, revising, editing, and proofreading.
- Practice critical thinking and reading by describing, analyzing, synthesizing, and evaluating.
- Vary their writing style for different social contexts, readers, and purposes.
- Reflect upon their writing process and evaluate their own writing.
- Respond as a reader to others' work.
- Improve their writing by restructuring content, correcting errors, and rewriting.
- Use the conventions of Standard American English with skill and assurance.

### Required Text and Materials

McDonald and Salomone, Reading-Based Writing (1996).  
One 3.5" HD computer disk.  
Two two-pocket folders.  
Loose-leaf paper.

### Requirements and Evaluation

**Drafts and Revisions (60%):** You will draft and revise four (4) essays—an assignment sheet will be distributed for each essay. All rough drafts should be double-spaced, word-processed or **legibly** handwritten; all final drafts must be double-spaced, word-processed, and conform to the formatting directions given in class. All four drafts and all four revised essays must be submitted to pass the course.

**Informal Writing (20%):** There will be many informal writing assignments such as reading quizzes, responses, exercises, and group work; in-class writings and group work **cannot** be made up if you are absent.

**Final Exam (10%):** An in-class final essay exam will be given on the topics discussed and on the skills practiced throughout the semester.

**Participation (10%):** Your active participation in class discussions and writing groups is expected and will be evaluated; both the quantity and quality of your participation will be considered.

### Course Policies

**Attendance:** Since this course relies heavily on writing groups, class discussions, and in-class presentations (none of which can be reproduced), attendance and participation are essential to your success. If you are not here, you cannot learn and practice information that is not covered in the text, you cannot contribute to class discussions or group work, and you cannot learn from the contributions of your peers. Most importantly, you need to be here to share your ideas and writing with others and to be an audience—a reader and responder—for your peers. For these reasons, attendance is required. If you miss more than **two** (2) full class periods for any reason, your final grade will be lowered one letter. If you miss more than **three** (3) full class periods for any reason, you will receive No Credit (NC) for the course, regardless of

your other grades. As a **bonus**, if you have perfect attendance, your lowest essay grade will be raised one letter. Finally, if you are absent due to a medical or family emergency, please notify me as soon as possible.

**Class Disruptions:** Coming into class late or leaving class early is disruptive and disrespectful to both your classmates and me. However, special circumstances sometimes arise. Thus, more than two (2) late arrivals or early departures will be considered absences—no exceptions. Other disruptions will be handled on an individual basis.

**Peer Reviews:** Workshop groups do work, but you need to be willing to share and talk about your own and others' writing and to make these small groups comfortable, productive, and worthwhile. When we are "workshopping" rough drafts, you must bring a **completed** rough draft (and copies when requested) with you to class, and you must participate actively, or your essay grade will be lowered one letter.

**Portfolios:** You will submit each essay to me in a writing portfolio. In addition to the revised/final draft, each portfolio will contain all the work you did in the process of writing each essay—all your prewriting, in-class writing, notes, outlines, drafts, peer comments, and a process memo/letter. If a complete and acceptable portfolio does not accompany each essay, the essay grade will be lowered one letter.

**Late Papers:** Due dates will be listed on the schedule. The grade for late final drafts and portfolios will be lowered one letter; after one week, the grade will be an "F." However, **all** essays and portfolios must be submitted to pass the course.

**Record-Keeping:** Please make back-up copies of all your work, and keep all papers returned to you. If questions about grades arise, you will need to produce the original assignments.

**Computer Lab:** We will meet in the computer lab for one hour each week. This time will be used for short writing assignments and for working on your current writing project; we may also use this time for individual conferences and/or workshop groups. Please do not abuse this time by working on assignments for other classes, writing e-mail to friends, or downloading material from the internet.

**Incompletes:** Incompletes will only be granted to students who have a **documented** emergency in the final weeks of the semester. These students must have completed **all** of the other work for the course with an average grade of "C" or better, must not have missed more than two (2) full class periods, **and** must demonstrate the ability and willingness to complete the work before the third week of the following semester. It is **your** responsibility to notify me as soon as possible if this scenario applies to you.

**Plagiarism:** Knowingly presenting another person's ideas or writing as your own without appropriate citation will result in No Credit (NC) for the course and notification of the appropriate college officials.

### **Academic Support Center**

The Academic Support Center (ASC), located on the second floor of the College Services (CS) building, offers free, trained writing tutors who work with student writers at any stage in the writing process to improve their writing. I strongly encourage you to meet with a writing tutor early in the term so that you can discover how helpful the tutors can be to you.

### **Collegiate Expectations**

I expect you to be mature, respectful, and responsible, to attend class each night and arrive on time, to have all reading and writing assignments completed on time and to the best of your ability, to participate actively in class discussions and writing groups, and to ask for help when you need it. In return, you can expect me to be prepared for each class, to arrive on time, to do my best to make each class helpful and meaningful, to read your work carefully and be fair in my grading, and to be available outside of class for individual conferences.

**Note:** This syllabus is subject to change; changes will be announced in class.