

**English 0950: Elements of College Writing
Spring 2001 / Section 4**

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Office Hours:

- 9:00-10:00 a.m. / M, W, Th, F
- 10:00-11:00 a.m. / Th
- Other times by appointment

Class Meetings:

- Tuesdays / 12:30-2:15 p.m. / in T 228
- Thursdays / 12:30-1:20 p.m. / in T 228
- Thursdays / 1:30-2:15 p.m. / in T 207

Course Description:

The main goal for English 0950 is to prepare you for the more advanced reading, writing, argument, and research assignments you will encounter in English 1121. To accomplish this, we will write four essays this semester. For our first two essays, we will use the essays we will read as “springboards” for our own essays; for our last two essays, we will incorporate what we read into our own essays. By the end of the course, you should be both comfortable and competent writing essays based on texts you’ve read.

Course Objectives:

- To use writing as a tool for learning and communicating.
- To engage in writing as a recursive process involving prewriting, drafting, revising, editing, and proofreading.
- To practice critical thinking and reading by describing, analyzing, synthesizing, and evaluating.
- To vary our writing styles for different social contexts, readers, and purposes.
- To reflect upon our writing processes and evaluate our own writing.
- To respond as a reader to others’ work.
- To improve our writing by restructuring content, correcting errors, and rewriting.
- To use the conventions of Standard American English with skill and assurance.

Textbooks and Materials:

- *The Mercury Reader*
- *The New Century Handbook* (brief edition, 2000)

- Access to the course website: <www.ar.cc.mn.us/stankey>
- Access to the textbook website: <www.abacon.com/hult>

- Loose-leaf paper
- Two two-pocket folders
- A 3 ½" HD computer disk

Requirements:

- Attendance at all class sessions. Each class session is designed to introduce and/or practice writing concepts and processes related to the current writing project. If you do not attend, you cannot learn from and participate in the class discussions and group work.
- Completion of all assigned readings and informal writing assignments. All reading assignments will serve either as models or as subjects for your own essays and will be discussed in class. The informal writing assignments may include reading quizzes, responses, exercises, and group work; in-class writings and group work cannot be made up if you are absent.
- Participation in class discussions and peer review groups. This class will be more meaningful and enjoyable if we all participate in class discussions and other activities. Participation includes active listening, note taking, and contributing to group work and class discussions. Be prepared and willing to discuss your own writing and the writing of others. If you miss more than four (4) class meetings, the participation portion of your final grade will be an "F." If you bring an incomplete draft to a peer review or do not participate actively in a peer review, your essay grade will be lowered one letter.
- Attendance at all one-to-one conferences with me. If you miss a conference, your essay grade will be lowered one letter.
- Portfolio #1 – an essay about "work" – 2-3 pages (600-900 words).
- Portfolio #2 – an essay about "college" – 2-3 pages (600-900 words).
- Portfolio #3 – an essay evaluating another essay – 2-3 pages (600-900 words).
- Portfolio #4 – an essay that incorporates researched sources to describe a process – 3-4 pages (900-1200 words). **Note:** A committee of other English 1121 professors will evaluate your final portfolio; more details can be found on the final portfolio cover.
- Completion of all in-class essays, including the final exam. If you miss an in-class essay, you may make it up, but the essay grade will be lowered one letter.

Evaluation:

- Portfolio #1 = 10%
- Portfolio #2 = 15%
- Portfolio #3 = 15%
- Portfolio #4 = 20%
- Final Exam = 15%
- In-Class Essays, In-class Writing, and Participation = 25%

Policies and Information

Attendance: Please notify me immediately if you must miss more than one class due to a medical or family emergency; we can then keep you current with the class or determine if an incomplete is warranted. Note that excessive absences will adversely affect your final grade.

Incompletes: Incompletes will only be granted to students who have a documented medical or family emergency in the last two weeks of the semester. These students must have completed all the other work for the course with an average grade of “C” or better, must not have more than four (4) absences, and must demonstrate the ability and willingness to complete the work before the third week of the following semester or summer session.

Plagiarism: Knowingly presenting another person’s ideas or writing as your own without clear, correct, and accurate citation and documentation will result in an “F” for that assignment and notification of the appropriate college officials—see the Code of Student Conduct in the Student Handbook.

Class Disruptions: Any disruptive behavior—including arriving late, leaving early, or having private conversations—which adversely affects the teaching and learning in this class will be handled on an individual basis and, if serious enough, may involve the dean of educational services—see the Code of Student Conduct in the Student Handbook.

Paper Trails: For each essay you submit, you must also submit all the work you did in the process of writing the essay—all your prewriting, in-class writing, photocopies and/or printouts of research sources, notes, outlines, drafts, peer review comments, and a reflection letter. If you do not submit these things for each essay, I might assume the essay is not your own work, and the essay will fail.

Paper Format: 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, including instructions for in-text and end-of-text citation and documentation conventions.

Late Papers: Due dates are listed on the course schedule. Late rough drafts will not receive written comments and will receive reduced credit. Late final drafts will not receive written comments and the grade will be lowered one letter; after one week, the grade will be an “F.” However, all required drafts and revisions must be completed to pass the course.

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

Conferences: Please see me during my office hours or schedule an appointment with me if you have questions or problems at any time during the semester.

Computer Lab: We will meet in the computer lab once each week to work on the current writing project; we may also use this time for individual conferences and/or writing groups. Please do not abuse this time by working on assignments for other classes, writing e-mail to friends, or downloading non-research-related information from the Internet.

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. Please meet with a writing tutor early in the term so that you can discover how helpful the tutors can be to you.

Note: The course syllabus and schedule are subject to change, and changes will be announced in class. You are responsible for any changes in deadlines or assignments announced during any class you miss.