

Syllabus

English 111

Summer 2009

Instructor: A. Newsome

Office: Grant Humanities 338

Phone: 968-9039 (9026)

Email: anewsom@tarleton.edu

Web Address: <http://www.tarleton.edu/~anewsome/>

Classroom: Grant Humanities 206

Course Synopsis:

English 111 is the beginning course in scholarly writing.

Its central purposes are to (1) help you improve your writing for academic contexts, (2) help you understand your composition process and the many ways you might adapt it to new situations, and (3) help you get a sense of how/why scholars wrestle with problems, issues, and questions.

In English 111, you will sharpen your skills at generating ideas, drafting and revising papers, and, in general, you will learn how to think and write about issues as an academician.

Course Requirements:

I. Writing Assignments: You will write several essays this session which will be major papers. I will distribute an assignment sheet for all papers. The assignment sheets will explain the particulars of each paper including the actual writing assignment as well as due dates and other pertinent information. For in-class writing assignments (essay exams), you will likely prepare ahead of time (reading, discussing, note-taking) though you will probably not receive the assignment sheet until the day you begin the in-class writing. In order to pass the class, you must turn in all major writing assignments on time (on the due date). **I will not assign a grade to late papers.**

There are several requirements for the papers:

- I must see your papers **in progress** in order for you to get credit for them.
- Papers must be turned in on time.
- Papers must be accompanied by a rough draft and other relevant information.
- You must do all of your own work (see Plagiarism below).

- Papers must meet minimum format requirements.

Failure to meet any of these requirements will result in a zero on the paper.

1. Planning and Rough Drafts: For all major writing assignments, you will be required to turn in planning and a rough draft or drafts with your finished paper. **If you do not turn in your planning and your rough draft(s), I will not evaluate (grade) your paper.** You will receive a zero on the paper; this means you cannot pass the course.

2. Form: All final copies of out-of-class papers should be word processed (or typed); double-space the final copy of the paper (no extra spaces). Planning and rough drafts may be handwritten. Computers are available in the library and in other areas on campus if you can't finish the paper in the classroom. This campus uses Microsoft Word in virtually all areas. On the first page of the final copy of the paper, include your name, the date, the course, and your class time. Staple your work in the top left corner.

3. Late Paper Policy: Papers are due on the date stated on the assignment sheet, unless I announce a change. **I will not assign a grade to late papers.**

4. Make-Up of In-Class Writings (Essay Exams): For in-class writings, attendance is mandatory. If you must miss an in-class writing, you must notify me ahead of time (the day before) or no later than 2PM on the day you miss. If you do not make contact in this manner, you will not make-up the in-class essay. This means you cannot pass the class.

5. Academic Honesty: Do your own work; avoid having anyone else correct your work or revise your papers. This includes people such as your roommate, "an English major," your parents, boyfriend, girlfriend, spouse, best friend in the whole world, neighbor, your high school English teacher, your mechanic, your veterinarian, your son or daughter, or anyone else. Even if someone "just copies" what you say, you have violated the academic honesty policy. The only people sanctioned by me and the English Department to help you with your papers are the tutors in the Writing Center (Humanities 210). In any instance when you have someone outside the Writing Center (or me) help you, you are committing plagiarism. A plagiarized paper will automatically fail, you are likely to fail the course, and you can receive University disciplinary action.

6. Evaluation of Your Papers: I will carefully evaluate (grade) each of your major papers. I will use the evaluation criteria on your assignment sheet and any other paper requirements we discuss in class or I request. I will place written comments on your papers as I evaluate them. You should analyze my comments carefully. I expect you to learn from what I tell you about your papers. If you wish to discuss the comments or your grades, you will need to make an appointment with me. I will not discuss individual papers in class or in any other public arena.

For any part of the process you miss, expect to have grade deductions attached. My grading system is the same as the Writing Program requirements and the University standards:

A—superior; B—above average; C—average; D—below average; F—unacceptable.

7. Returning Major Papers: All graded major papers must be returned to me so that I can keep them on file. The English Department keeps all freshman papers on file for one year. You must return your graded papers to me so that I can record your grade. This means, of course, that you may not keep your original papers; you can, however, make copies of your papers or you can see your file simply by making an appointment with me. Return the graded papers to me by the next class meeting.

8. Writing Workshops: Often in this course, you will work with the other students in the class. You will be required to participate in group discussions and group activities. I expect you to be prepared to participate in any small group or class activities you may encounter this session. This means you must read your assignments and perform any other preparations ahead of time. You will work with others and share your work in a professional manner.

9. Daily Credit/Attendance: Each class day, you will receive credit for that day's activities. You may bring or complete a writing task, watch a video, take notes, work on class notes, or do other activities. ***To get credit for these activities, you must be present in class. If you miss three (3) or more classes you cannot pass the course. You must be present for the entire class time to get full credit for daily activities.***

II. Writing Center: The Writing Center, located in Humanities 210, is designed to help students with writing problems. Though computers are available, this is a tutorial center. You will not be able to use the computers if you do not intend to get tutorial help. If I feel you could benefit from concentrated, supervised work on some aspect of your writing, I will suggest you visit the Writing Center.

III. Classroom Decorum: You are expected to conduct yourself as a responsible student. I expect you to respect the rights of your classmates and me by not talking or whispering when someone else has the floor, and by generally showing good judgment during class discussions and in other class circumstances. I reserve the right to remove you from the class, permanently, if need be, if your behavior is unacceptable.

IV. Professionalism: In whatever field you have decided to study, your goal is to become a professional. Therefore, I will judge your professionalism in this class.

Three dimensions of professionalism in this class are: **(1) participation; (2) attendance; and (3) the quality of your work.**

1. You are expected to participate in class, which includes your interactions with other class members and me. Part of your participation grade includes daily writing tasks and reader responses to articles, as well as any other work I require. I will check your work on a random basis throughout the semester. Any daily activities are considered in-class activities; therefore, you must be in attendance to receive credit for those activities. **I expect you to work on the tasks I assign each day. If you work on something else, such as email or the Internet when we are in the lab or if you talk with your classmates, stare into space, sleep, etc... you will not get credit for that day's activities (this counts against the three daily credits—see I, #9 above).**

Your participation in discussions should be appropriate; you should be aware of the social setting of the classroom and the intention of the discussion—to advance the conversation about the particular paper topics.

2. Attendance Policy: I expect you to attend class regularly. If you miss class, you miss valuable information; you will also receive no daily credit on the days you miss class (see I, #9 above). *For all practical purposes, there are no excused absences.* You are responsible for what we do in class, whether you are there or not.

3. The quality of your work is based largely on your own motivation and conscious effort.

Grading Scheme:	Major Papers	70%
	Final	20%
	Participation/Professionalism	10%

In order to pass the course, you must attend regularly (have no more than three misses) and turn in all major papers. If you do not turn in all papers (on time), you will not pass the course.

V. The Final Examination: The final examination for the course will be given on **Thursday, July 9 during regular class time.** Do not miss the final.

VI. Students with Special Needs: The University provides a contact person for students with learning or physical disabilities or other special needs. You may contact Student Disability Services in the Math Building, Room 201. The phone number is 254-968-9400. The contact person is Trina Geye (GEYE@tarleton.edu).

VII. Computer Classroom: The computer classroom we will use is equipped with computers and the Microsoft Word word-processing program. If you have a different word processing program you use elsewhere (Works, Word Perfect, for instance), you need to figure out how to save your work so you can work on the computers in the classroom. You will use the computers extensively for word processing; in other words, you will be composing on the computer. You must bring a device to save your work; the H: drive is also available for your use.

Some reminders:

- *Do not reconfigure the computers in the lab.
- *When you print, press PRINT only once. It takes a bit of time for the printer to respond.
- *Do not bring food or drinks into the lab.
- *Be considerate of others; this is a classroom situation.
- *Turn off your cell phone while in class; do not text message while in class.
- *The computers are not for your personal use; you should not surf the internet, check email, play games, or otherwise abuse the privilege having the computers in the classroom. (See above.)