

Faculty Instructor

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Writing Center Information

Humanities 210

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You are responsible for reading and understanding all points presented in this syllabus.

Readings for the Course

For each paper, you will receive readings. You should complete the readings assigned and be able to discuss them in class.

Materials

1. Bring a flash to use in class. You will also have some in-class writings you will save on a flash to leave in the classroom.
2. Bring a letter-sized manila folder when your first paper is due. All of your papers will be filed in that folder.

Course Synopsis

English 100 is designed to help you improve your abilities to develop and write papers and essay exams (timed writings). This is a preliminary course to English 111 (Composition I). The goals in this class are:

1. to help you improve your control over the writing process
2. to improve your awareness of audience, situation, and purpose in writing
3. to improve your ability to use specific examples and explanations in a piece of writing
4. to improve your ability to write logical, coherent texts

Course Requirements

1. Major Writing Assignments

You will have several major papers throughout the semester.

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.

2. Rough Drafts and Planning

For all major writing assignments, you are required to turn in a rough draft of the paper with your finished piece (see above). This will probably be a draft you have worked on in class and one which you have analyzed carefully. You will also turn in any planning you have for the paper. The planning can include a variety of things such as class notes, interviews, article notes, etc.

If you do not turn in a rough draft, I will not evaluate your paper. (You will not get a grade for the paper.)

3. Format

The final copy of each paper should be word-processed. The paper should be double-spaced in a 12 or 14 point font. Acceptable fonts are the default fonts for the computer (Times New Roman, Ariel, or Courier). Put your name, the date, and your class time on the first page of your paper.

4. Late Paper Policy

A major assignment is due on the date and time specified on the assignment sheet, unless I make a change. If an emergency arises and you cannot get your paper in on time, you must make prior arrangements with me. I will then reserve the right to evaluate your paper or not. **If you turn your paper in late and you do not make prior arrangements with me, I will not evaluate your paper. (You will not get a grade for the paper.)**

5. In-Class Papers (Essay Exams, Timed Writings)

You will write at least two papers during regular class time. These are in-class essays which are also called essay exams or timed writings. I will announce ahead of time which papers will be written in-class. **Attendance is mandatory for each day of the in-class writing.** If you

must miss class for an emergency, you must let me know by 3:00PM on the day you miss. I will decide whether or not you can make up the writing time you missed. You will not get full credit for incomplete papers, nor will you get full credit if you miss a day of the writing without notifying me properly.

6. Plagiarism

Do your own work. Avoid the temptation to have anyone else “correct” or revise your papers. The only people sanctioned by me and the English department to help you with your work are the tutors for English 100 and the tutors in the University Writing Center. You should not have your parents, your friends, your roommate, “an English major,” your siblings or anyone else work with you on your papers. The assignments are designed with certain goals in mind which people outside of the course and the Writing Center will not likely understand. If you do get unapproved outside help on your papers, your paper will be considered plagiarized. **A plagiarized paper automatically fails, and you will likely be subject to University disciplinary action, which could include failing the course and being removed from the University.** (See the “Academic Conduct” section and the “Code of Student Conduct” in the Tarleton State University *Student Handbook/Planner*.)

7. Evaluation of Papers

I will carefully evaluate all major writing assignments. I will use the evaluation criteria from the assignment sheet. In addition, I will consider all class activities related to each paper and other requirements pertaining to the papers during the time you are working on them.

I will make comments on your papers as I evaluate them; I expect you to read the comments carefully. If you wish to discuss your paper with me, you may make an appointment to see me in my office. I will not discuss individual grades in class or in any other public arena.

8. Returning Major Graded Papers

The English Department requires that we keep original graded papers on file for one year. You must return your graded papers to me when I request them. You may make copies of your graded papers. Also, you may look at your graded papers at anytime; make an appointment with me to do so.

9. Daily Activities

In each Monday, Wednesday, and Friday class meeting, you will have some sort of activity related to the papers assigned. These activities are designed to help you improve your writing abilities and your planning strategies for the papers. **I will record a daily grade each day class meets; therefore, attendance is crucial.** These daily activities are considered in-class activities, and you must be present physically in class to get credit for each day’s work.

Also, you will attend a lab workshop session each week on Tuesday. You should plan to attend your lab (workshop) each week at your scheduled time. Do not attempt to “make-up” daily credit or hand in daily credit activities late.

10. Lab (Writing Workshop)

When you registered for this class, you also registered for a lab section. Your Lab meeting is scheduled on Tuesday for 50 minutes. You will attend your lab/workshop each week to get individualized help with your paper.

You should bring all materials with you to the lab session and have some idea of what you need to work on for each paper. If you do not work on the assigned papers during your lab, you will not get credit for the session; if you have nothing to work on to speak of, you will not get credit for the session. Your lab instructor will report your attendance to the Basic Writing teachers each week. The tutorial sessions are an extension of class; you can get individualized help with your particular writing issues.

Your attendance for the lab tutorial is mandatory. You should not miss your lab/workshop. If you must miss for an emergency, you will need to make arrangements with your graduate instructor for possible make-up times.

NOTE: Your lab instructor does not have to offer any make-up tutorials for any circumstances.

11. Class Decorum

This is a college class. I expect you to conduct yourself as a responsible adult. You are expected to do all work completely and on time and to cooperate with your instructor, your tutors, and your peers. I reserve the right to remove you from class if I deem your behavior inappropriate. You may only be reinstated in the class if you visit with the English Department Head or the Director of the Writing Program.

Cell Phones: Turn off or silence your cell phone or pagers when you are in class. (Note: This means no text-messaging or other phone activities while you are in class.) Do not talk on your cell phone at any point while you are in the classroom. Do not listen to MP-3 players or other devices while you are in class.

All students are expected to follow the “Code of Student Conduct” in the Tarleton State University *Student Handbook/Planner*.

12. Motivation

Your own motivation and conscious effort are crucial to your improvement as a writer. You should perform writing tasks and other class requirements to the best of your ability. Part of this effort includes coming to class regularly and on time. When you miss class, you miss valuable instruction. The daily work assigned in class (note-taking, drafting,

producing text, and other activities) is designed to help you improve your writing. If you do not come to class, you miss the chance to improve your writing.

13. Grade Checks

Some organizations like to check the grades for their participants/members. I much prefer for you to see me personally about grades. If your grades are not what they should be, we can discuss strategies for improvement. I will generally not respond to emails from outside entities asking about your grades, nor will I sign grade slips unless you make arrangements to meet with me.

14. Attendance

Attendance in class and labs is mandatory. **If you miss more than eight classes and labs combined, you cannot pass the course.** For more information, see the Tarleton State University *Student Handbook/Planner* for absence information: "Absence Policy." If you have an emergency situation which causes you to miss class, you need to contact me as soon as possible.

15. Final Examination

Your Final Examination for the course is scheduled for a 2 ½ hour block at the end of the semester. The Final Examination is scheduled for Friday, May 7 from 6:30 PM until 9:00 PM. Do not miss the Final Exam.

In this class, if you fail the Final Examination, you cannot pass the course.

16. Success in the Course

In order to pass the class, you must

- attend class regularly
- turn in all major papers (on time)
- pass the Final Examination

Remember, if you do not turn in a major paper, you will not pass the course.

Grading percentages

Major Papers	40%
Participation	10%
Final Examination	50%

17. Students with Special Needs

The University provides a contact person for students with disabilities or special needs:
Student Disabilities Services

Mathematics Building: Room 201
Director: Trina Geye (Geye@tarleton.edu)
Mailing Address: Box T-0780
Telephone: 968-9400
Fax: 968-9668
Email: disability@tarleton.edu

18. Office Hours

Please check with the English office (Humanities 327) or me about my regular office hours. I will not have office hours the week after a major paper is due; this is so I can devote my time to evaluating the papers. Conference times can be scheduled by appointment also.

19. The Computer Classroom

Your class and lab meetings will be conducted in Humanities 208, a computer classroom.

There are several special considerations about the classroom:

- You **should not bring food or drinks** into the classroom.
- The computers are not for your personal use. **You should not check your email, log on to the Internet, play games, or otherwise use the computers irresponsibly at any point while you are in the classroom.** (If you persist in checking web sites, MySpace, facebook, or doing other inappropriate things on the computer, I will remove you from class.)

Your instructor may ask that you check the class web site for assignment information or download a particular article; otherwise, you should not be on the Internet for any reason while you are in the classroom.

- Be sure you have a way to save your work. Bring a flash drive to class if you wish. Do not save your work on the hard drive of the computer (C:). Instead, **use your own flash or your space on the University server (H:).**
- **Do not reconfigure or otherwise manipulate the computers.** If you have a problem with a computer, tell your instructor; do not attempt to fix the computer yourself.

You should plan to compose on the computer. You will find it easier to produce drafts and make changes than if you write everything by hand.

You should print all brainstorming, drafts, and other materials for the duration of each paper. All of these items let me know about your progress, and you will have paper copies of your work in case your disk fails.

You will need a User Name and Password in order to access the computers on campus. Be sure to activate your User Name and Password sometime in the first few days of class.