

ENGLISH 100 — INTRODUCTION TO WRITING — FALL 2013

Section 18 : 9:00 – 9:50 a.m. MWF / **Section 11 :** 10:00 – 10:50 a.m. MWF

Section 25 : 1:00 – 1:50 p.m. MWF / **Section 27 :** 2:00 – 2:50 p.m. MWF

Room : Simpkins 324 (Classroom) and Simpkins 321 (Computer Lab)

Instructor : Rebecca L. Wort

E-mail Address : RL-Wort@wiu.edu

Office : Simpkins 138A

Office Phone / Voicemail : (309) 298-2757

Office Hours : 11:00 a.m. – 12:00 p.m. and 3:00 p.m. – 3:30 p.m. on Mondays,
11:00 a.m. – 12:00 p.m. and 3:00 p.m. – 3:30 p.m. on Wednesdays,
11:00 a.m. – 12:00 p.m. on Fridays,
and by appointment.

Please feel free to contact me via e-mail or telephone, stop by my office during the office hours given above, or schedule an appointment with me to ask any questions or concerns you have about an assignment or something discussed in class.

A student urgently needing to contact me should both e-mail me AND leave a message on my office voicemail.

Mailbox Location : Simpkins 122 (open 8:00 a.m. – 4:00 p.m., Monday through Friday)

Course Description/Objectives : The WIU undergraduate course catalog states English 100, Introduction to Writing, provides “[i]nstruction and experience in the basics of clear, accurate, and effective paragraphs and essays.” This course is designed to help improve the writing skills of students who tend to seriously struggle with writing an effective, well-developed essay required in ENG 180 (College Composition I) and ENG 280 (College Composition II) courses and in other college courses here at WIU. Through various writing activities and class discussions, students will learn the necessary skills to write an essay meeting the basic writing standards of those courses. By the end of the semester, **students with a C (equivalent to a 73%) and above will move on to English 180** and be able to write a two-page (or more) essay with a clear thesis statement and well-developed reasons and/or descriptive examples developing that thesis, written in standard Edited American English with few grammatical and/or mechanical errors.

Students can find and read the complete course description, including WIU and the Writing Department’s goals for this course, available in the “Vital Course Documents” box of Western Online or at the following website :

http://www.wiu.edu/cas/english_and_journalism/writing/100-handout.pdf.

Important Note : **Dropping this course requires the permission of the instructor and the Director of Writing.** If you wish to drop this course, you will need to speak with me first, and I will forward your request to the Director of Writing for consideration since the Director of Writing does not automatically grant permission. Because getting permission to drop is a multi-step process, you should begin that process early.

Course Requirements : **4 major writing projects and other semester coursework is worth a total of 480 points (pts).**

Major Writing Project # 1 / Descriptive Paragraph	80 pts (Process – 40 pts; Final Draft - 40 pts)
Major Writing Project # 2 / Summary Paragraph of a Reading	80 pts (Process – 40 pts; Final Draft - 40 pts)
Major Writing Project # 3 / Writing About a Reading	120 pts (Process – 50 pts; Conference – 20 pts; Final Draft - 50 pts)
Major Writing Project # 4 / Personal Narrative	100 pts (Process – 50 pts; Final Draft - 50 pts)
Homework Assignments / Quizzes / In-Class Activities	75 pts
Participation in Class Discussions of Readings	25 pts

A student’s final grade in the course will be determined by where their total number of points earned throughout the semester falls into the following grading scale :

A	480-447	B+	431-418	C+	383-370	U	351-0
A-	446-432	B	417-399	C	370-351		
		B-	398-384				

Required Course Textbook :

McNeely, Ann Marie Radaskiewicz. *11 Essentials of Effective Writing*. Boston: Wadsworth/Cengage Learning, 2013.

Additional Texts : I will assign additional reading materials (i.e., excerpts from other composition textbooks and essays similar to the papers that I ask students to write) over the course of the semester. When I do so, I will provide copies of these additional reading materials by posting them in the “Assigned Readings” box of Western Online by 5 p.m. the day I assign them in class.

Please note that when I assign and provide on Western Online a copy of any reading not in the required course textbook, I will expect students to access, print, and read that material before coming to the next class, their copy of it in hand, prepared to discuss that reading as a class.

Required Materials :

E-mail Account : Giving me an e-mail address that you actually use and check on a fairly regular basis is very important, as I will use e-mail to send out, between classes, any important reminders or information I have forgotten to give you before the next class meets. Likewise, if you experience any problems receiving my class e-mails, please come see me immediately so we can work together to

resolve the issue as soon as possible.

Basic Note-taking Materials (i.e., pens, pencils, notebook paper, etc.) : Bring these materials to each class, along with your textbook and/or any assigned readings not in your textbook and any written homework due that day. **Coming without these materials and thus coming to a class unprepared** will be viewed as a lack of class participation and will negatively affect your final semester grade should doing so become a habit for you.

Two-Pocket Folder : You will use this folder each time you hand in a major writing project.

A Safe Place to Save Your Work To (e.g., a USB Flash/Thumb Drive) : While I would like students to have 1 thumb drive to save their work on, I strongly recommend you save your work, particularly for major writing projects, to two different places to help protect yourself against a computer malfunction leading to the loss of all of your work on a particular writing project or assignment, and therefore forcing you to start all over again. I recommend you bring your flash drive with you to each class; thus you will be sure to have it when class meets in the lab.

Course Policies Regarding :

- 1.) **Attendance** : Class attendance is required. **Students have 6 absences, excused or unexcused, to use at their own discretion. Each absence a student accumulates after those 6 will lower his/her final semester grade by 48 points (equivalent to 10% of the total number of points in this course or, in other words, a whole letter grade).** For example, if a student earns a B+ at the end of the semester but has missed seven classes, that student would have 1 absence over the allowed 6, leading to 48 points being subtracted from his/her final semester grade and thus, lowering his/her B+ to a C+. **As I do not differentiate between excused or unexcused absences, please use your absences wisely.** While I always welcome and appreciate students who document or contact me regarding a particular absence and I do make note of it in my records for that student, please note that doing so does not guarantee I will overlook any absences a student has over the allowed 6. Please come to me with any questions you have about the attendance policy.
Please Keep the Following in Mind When You Miss Class :
 - A. **First**, participation points given for any in-class activities and class discussions of assigned readings that you missed the day(s) you were absent **cannot** be made up since you were not there, in class, to participate in those activities and/or discussions.
 - B. **Furthermore, if you miss a class, you will be responsible for turning in any homework assignments due the day(s) you missed and due the day you return.** If you miss class, **I will expect you to (1)** read, on Western Online, the homework posting for the class(es) you missed and talk to 1 or 2 classmate(s) to find out what we specifically discussed in class the day(s) you missed; **(2)** complete the homework assignment(s) given the day(s) you missed before returning to class; **and (3)** return to class ready to turn in any homework assignment(s) due the day(s) you missed **and** any assignment(s) given the day(s) you missed and thus due the day you return to class. If you do so, any homework assignment(s) due the day(s) you missed will be accepted for credit.
Please note all homework assignments (including any readings not in your textbook) and class handouts given out during a particular class will be posted on Western Online by 5 p.m. each day class meets.
- 2.) **Coming Late to Class** : Coming to class late is disruptive for the entire class, so please make every effort to get to class on time. **If you are coming from a class immediately before mine that is in a building all the way across campus and thus you may often walk in late to my class**, please make me aware of that fact as soon as possible, so we can work together on that issue. **If you come in late to class**, whatever the reason, you are responsible for making sure you sign the attendance sign-in sheet passed around at the beginning of each class.
In the end, **if you are more than 10 minutes late (and not coming from another class immediately before mine), you will be counted as tardy, and for every 3 tardies you accumulate in a semester, you will lose 1 of your 6 absences. If you are more than 25 minutes late to a class**, you will be counted absent (losing 1 of your 6 absences), although even in that instance, a student is obviously welcome to attend that class anyways to demonstrate their desire to do well in my course (which I will make note of in my class records for that student).
- 3.) **Class Participation** : Participation not only in in-class activities *but also* in class discussions of the reading assignments is essential. This class is based on collaborative learning and discussion, and coming to class prepared to actively participate in that class is a part of that learning and discussion and is a significant part of your grade. Again, **coming to class unprepared and without the materials needed for class that day** will be viewed as a lack of class participation and will negatively affect your final semester grade should coming unprepared to class become a habit for you.
- 4.) **Homework Assignments** : All homework assignments need to be typed, **unless** I specifically state otherwise in my instructions for a particular assignment, because if I cannot read a student's handwriting, I cannot give the proper credit due to him/her for completing the assignment. Any handwritten assignment a student turns in without my permission will automatically not receive full credit.
Important Note : Please print out your assignments (and major writing projects too!) the night before they are due. Please avoid waiting until the last minute (i.e., seconds before coming to class) to print out any written work due that day in class. While I can give at least a few reasons for not waiting until the last minute to print your homework, quite possibly the most important one is that WIU computers and printers often stop working the moment that you desperately need them to work. Needing to print your homework assignments and/or papers is **not** an acceptable excuse for being late to class.
- 5.) **Major Writing Projects (MWP)** : I will expect the final draft of a major writing project to be typed and double-spaced and be written in

standard Edited American English using the usual MLA-style format. Attend class and refer to the assignment sheet for each major writing project for more specific instructions regarding format.

- A. Peer-Response Process :** Students will go through the peer-response process, an activity that we will usually do in class, for each of the four MWP's. **I will not grade any paper that has not gone through the entire peer-response process, meaning that if you miss class on a peer-response day, you are responsible** for getting the same number of peer responses to your paper as your classmates received after participating in that day's peer-response session, **before** coming to class to hand in the final draft on the day that MWP is due. **Those peer responses must be done outside of class time by classmate(s)**, either in your class or one of my other ENG 100 classes this semester (unless otherwise approved by me), who will need to read your paper and then respond to the peer-response questions I will hand out in class and post on Western Online that same day.
- B. Final Draft of a MWP :** Students will be expected to turn in both a hard, physical (printed) copy *and* an electronic copy of their final draft for a MWP. A printed copy of a student's final draft is due when class begins on the assigned due date, and students must submit an electronic copy of that same final draft to the Dropbox for that MWP on Western Online by 11:59 p.m. that same day. (For example, if a paper is due on Oct. 1st, then the printed copy of the paper is due at the beginning of class that day while the electronic copy of that same paper must be submitted to that paper's dropbox by 11:59 p.m. the night of Oct. 1st). **I will not grade a student's paper until he/she has submitted an electronic copy of his/her final draft for a MWP to that MWP's Dropbox on Western Online**, in addition to handing in a printed copy of that paper.

6.) Late Coursework :

- A. Late homework assignments**, for whatever reason, will not be accepted for credit **unless** it is **(1)** securely attached to 1 of the 3 late-homework coupons I will give you to use at your discretion over the course of this semester **and (2)** is turned within 7 days of its original due date. Otherwise, the student will receive a zero for that assignment.
- B. Late Major Writing Projects :** As far as the major writing projects are concerned, any required materials (listed on the paper's assignment sheet) for the final draft folder for a MWP, and the electronic copy of the final draft for that MWP (submitted to the Dropbox) that are turned in after the due date for a MWP will **not** be accepted **without the following consequence:** For each school day that a MWP, any required materials for the final draft folder for that MWP, and/or the electronic copy of the final draft for a MWP are late, that student will be docked 10 percent of the total possible points the final draft of a MWP is worth from whatever grade he/she ends up receiving on that final draft. So, *for example*, if the final draft of a MWP is worth 60 points and both a student's final draft and the electronic copy of that final draft are 1 school day late or even if just the electronic copy of the student's final draft and/or one required item (listed on the assignment sheet for that MWP) missing from a final draft folder is 1 school day late, 6 points (equivalent to 10% of the 60 points the final draft for that MWP is worth) will be docked from whatever grade that student ends up receiving on that final draft.

If I have still not received the missing item(s) after 10 school days, I will no longer accept that paper for credit, resulting in a zero for that major paper assignment.

If you are missing a particular item I have required you to include in the final draft folder for a MWP or something has happened to the electronic copy of your final draft, let me know, via a phone call/voice message and/or e-mail, of your problem as soon as possible, and we will discuss possible ways of resolving your issue.

So, if you discover that you cannot find or print a particular source you cited in your paper or something has happened to your electronic copy (again, save your work in two places), let me know, via a phone call/voice message and/or e-mail, of your problem as soon as possible, and we will discuss possible ways of resolving your issue.

Occasionally, in extreme circumstances, I may grant a student a short extension. However, I will not consider an extension on a major paper **unless** you contact me **BEFORE** coming to class the day the paper is due. If you are experiencing difficulties with a paper assignment and need assistance, please come and talk to me as soon as whatever difficulty you face starts, so I can help you determine how to overcome it. If you do contact me before the paper is due and I agree to give you an extension, we will work out a second deadline together. **If you do not turn in the MWP in its final draft folder (with all of the required items (listed on the MWP assignment sheet) for that folder) and submit an electronic copy of the final draft of the MWP to the Dropbox for that MWP by the second deadline**, your paper will not be accepted as late without the consequence outlined above.

Once again, please feel free to e-mail or call me or stop by my office should the need arise.

- 7.) Conferences :** You are required to attend at least one conference (usually after students have written the rough draft of their first full-length paper) to discuss your writing in the class. To do this, I usually cancel a certain number of classes to make time in the semester for that set of student conferences. *If you miss a conference designed for discussing the rough draft of your first full-length paper and do not call beforehand to cancel and reschedule*, you will lose your conference time and be docked 2 absences (from your allowed 6) and have to turn in that paper without any further feedback from me. In addition, I may ask you to attend one or more conferences (not including the one discussing the rough draft of your first full-length paper) if I feel that we need to discuss your progress in the class. If I do ask you to attend a conference to discuss your progress and you miss it and do not call beforehand to cancel and reschedule, you will lose one absence (from your allotted six).
- 8.) Academic Dishonesty : Plagiarism, in any form, will result in a zero grade on a homework assignment or a U in the course if you have attempted to plagiarize a major paper**, *although* I do reserve the right to change my stated course of action depending

on the circumstances of each specific incident. Nevertheless, if you are caught plagiarizing in this class, I must report the incident to the Council for Admission, Graduation, and Academic Standards (CAGAS) in accordance with university policy. *To see the complete WIU Student Academic Integrity policy on this topic, please see the following webpage:* <http://www.wiu.edu/policies/acintegrity.php>.

- 9.) **Disruptive Behavior** : If a student's behavior becomes disruptive to the process of conducting class on any given day, I reserve the right to ask that student to leave the class for that day. Disruptive behavior includes (but is not limited to) the following: becoming disrespectful towards others or myself in the class, playing games, texting, or doing some other activity unrelated to class via your cell phone and/or a computer when class meets, falling asleep during class, and/or often forgetting to turn off or put your cell phone on silent or vibrate, quite possibly resulting in your cell phone ringing during and disrupting class time. So as to be fair to everyone, I will give a student 1 warning to stop the disruptive behavior when necessary. If the same student disrupts class a second time that day, I will ask that student to leave that day's class immediately. If I should do so, that student will lose any participation points possible for that day's in-class activities and be counted as absent that day.

Important Class Resources :

- 1.) **Western Online** : We will be using Western Online in this class, mainly to allow you to access the homework assignment for each class, additional assigned reading materials, and other class handouts at any time. **Again, I will post any given homework assignments and class handouts by 5 p.m. on the days that classes meet.** At various points throughout the semester, you will also be able to see the number of classes you have missed and tardies you have accumulated at a given time, as well as other information such as instructions on how to add a header to your paper, etc. You can access our course on Western Online by using your WIU/ECOM username and password to log in at the following website: <https://westernonline.wiu.edu/>.
- 2.) **Campus Computer Labs** : With a few exceptions, such as the ENG 180 labs, most campus computer labs are open for student use as part of a student's regular semester fees. As an unfortunate consequence of a small limited number of copies per student in a class due to inadequate funding for the department and university in general, I most likely will be forced, as the semester progresses, to only provide my classes with electronic copies of handouts relating to their required coursework, in addition to the electronic copies of any assigned readings. Thus, I will often expect you to access and print out any assigned readings (and possibly class handouts later in the semester) before coming to a particular class with those printed copies in hand. While you can obviously use your own printer and ink to do so, I **strongly encourage** you to go to a WIU computer lab open to all students to do any printing for this class, as you have already paid for the paper and ink in those labs. Locations and hours of those computer labs are available in the "Important Campus Resources" box on the course's Western Online homepage and at the following website : http://www.wiu.edu/university_technology/student_resources/LABSCHEDFL13.pdf
- 3.) **Writing Center** : The University Writing Center is available to assist you with general and specific questions on writing assigned in any discipline and at any academic level. The one-on-one assistance provided by their tutors is valuable for generating ideas, talking about global-level issues such as organization, and even working through grammatical problems. All locations accept appointments, as well as walk-ins if a tutor is available, and are available to all students from now until December 8, 2013. The location, phone number, and the hours for each Writing Center are available in the "Important Campus Resources" box on the course's Western Online homepage, as well as at the following website : http://www.wiu.edu/university_writing_center/locations-hours.php.

While you should feel free to go to one of the Centers on your own and I strongly encourage you to do so, I may request that you do so with a certain paper to address specific issues in your writing. Saying I make such a request of you, your appointments will be considered as a central condition you will need to meet and provide evidence of meeting that condition before handing in the final draft of that paper and as part of your semester grade in the class.

If you do go to the Writing Center (whether requested to or not), please take a copy of any handouts (e.g., assignment sheet, etc.) and copies of your sources with you so that the tutor can see and understand the requirements for that assignment and thus be able to better assist you in your writing process of a particular paper.

Please Note : "In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. For the instructor to provide the proper accommodation(s), you must obtain documentation of the need for an accommodation through Disability Resource Center and provide it to the instructor. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she is not legally permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuations (i.e. fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Contact Disability Resource Center at 298-2512 or disability@wiu.edu for additional services."

Rights and Responsibilities : To read about your rights and responsibilities as a student, please visit the following web page: <http://www.wiu.edu/provost/students/>.

A Final Note: *This syllabus is subject to revision as circumstances arise. I will consider any such revision very carefully. Any changes will be provided to each class in writing.*