

Syllabus

English 280, College Composition II

Fall Semester 2013

Section 33 (2 – 3:15 p.m., TTH)

Instructor: Rick Clemons

Office: Simpkins 222

Office hours: 10 – 11:30 a.m., Monday and Wednesday; and 10 – 11 a.m., Tuesday and Thursday. Please call or email me to make an appointment if you are unable to come in during my office hours.

E-mail address: RD-Clemons@wiu.edu

Phone: 298-2502 (voicemail available, but I do not check it as often as email)

Course objectives: For a complete list of the various objectives for this course, see the English Department's handout <http://www.wiu.edu/cas/english_and_journalism/pdfs_and_docs/280-handout.pdf>. Briefly, by the end of the course students will have learned the basics of writing for upper-level college courses, including learning basic research strategies. Developing strong skills in analytical reading and critical thinking are also objectives in this course; therefore, reading complex materials and discussing controversial issues will be important components of the course.

Course materials: Required books and supplemental materials for this course are

- *Argument!* (2nd edition) by John Gooch and Dorothy Seyler;
- *A Pocket Style Manual* (6th edition) by Diana Hacker and Nancy Sommers;
- *The Frodo Franchise: The Lord of the Rings and Modern Hollywood* by Kristin Thompson;
- a flash drive or another reliable backup method;
- and two pocket folders for papers and assignments.

I also recommend that you purchase *The American Heritage Dictionary of the English Language*, or another reputable desk dictionary. As an alternative, consider purchasing an app for your iPhone or iPod called *WordBook Dictionary*.

Computer lab: We share a computer lab with another class. We will meet in the lab, Simpkins 321, on Tuesdays and in Simpkins 324 on Thursdays.

Papers: Students are required to complete three major writing assignments: a reading journal (length varies), a four-page analysis, and an eight-page researched argument. Papers must be turned in with associated materials including notes, drafts, copies of sources, and anything else the instructor requires. Students are required to turn in final drafts and accompanying items in a

pocket folder; if the proper materials are not included in the folder, the paper will be returned to the writer with an unsatisfactory grade. See “Guidelines for Papers” further on in this syllabus for style information.

Policies

Attendance: Your participation in classroom discussions, classroom presentations, and classroom writing is an integral part of English 280. Of course, you must be *present* in order to participate in those activities, and an absence may hurt your grade in any number of ways. That being said, all students are allowed *three* absences, no excuse required. The participation score for the final grade will be affected by all unexcused absences. Perfect attendance will add two percent (20 points) to your final grade.

Being tardy to class can also hurt your effort because three tardy days will count as one absence. In addition, being tardy could cause you to miss an in-class activity or a quiz, both of which would negatively affect your grade. If you have a special situation that causes you to be tardy, please see me about it. Please get to class on time — it is the polite thing to do.

Tests, quizzes, and assignments: Assignments due on a day you are absent must be turned in that day, so be sure to arrange delivery of assignments if you are unable to attend class. If you miss a quiz or a test, you must arrange to come in and make up the quiz or test before the *next time* our class meets. It is the student’s responsibility to contact another student about lecture and class content (check with someone who takes good notes) missed due to an absence.

Late papers and makeups: Late papers will be accepted without penalty only when prior arrangements have been made with the instructor. For purposes of this syllabus, prior means at least 24 hours before the paper is due. If no prior arrangements are made, late papers will be penalized ten percent per day, beginning the day the paper is due; in other words, a paper not turned in during the class meeting can receive no higher than a 90 percent score. A paper turned in the day after it is due could receive no higher than an 80 percent, and so on.

- Homework and in-class work may *not* be made up at all unless prior arrangements have been made.
- Missed quizzes or tests may be made up *only* if taken before the next time the class meets. Please contact me to schedule a makeup for a quiz or test.
- Losing files because of computer malfunction is not accepted as an excuse. Always back up your work on at least one other drive.

Cell phones: Please turn off your cell phone’s ring tone before class begins.

Classroom expectations: Once class begins, students are expected to stay in the room until dismissed. If you have a problem that may require you to leave early or to use the restroom, tell

me before class begins. Students who leave early without prior notice will be counted absent for the day.

The required books will be used in class often. Please bring *A Pocket Style Manual*, *Argument!*, and *The Frodo Franchise* to class each day. Failure to bring books to class will cause points to be deducted from the participation grade.

Please be polite in class and avoid disrupting other students. Students will be warned once about disruptive behavior and will be asked to leave the class if the behavior continues.

Some things to avoid:

- Doing homework for other courses;
- reading material in class that is not related to English 280;
- sleeping;
- playing games, listening to music, reading messages, surfing the Web, and other activities on handheld devices;
- and, writing email, text, chat, or instant messages on handheld devices.

When in the computer lab, there are additional rules.

- Leave computers logged out until asked to log in by the instructor.
- When the class is working on computers, please stay on task. Checking email, Facebook, Tumblr, Twitter, and other communication sites is not allowed.
- Absolutely no drinks or food are allowed in the labs.
- No printing is allowed unless the instructor specifically requests it.

See the “Policies and Procedures: Student Code of Conduct” section of the *WIU Student Handbook* for more information.

Plagiarism: Please read carefully the section on Academic Dishonesty from the departmental information handout <http://www.wiu.edu/cas/english_and_journalism/pdfs_and_docs/280-handout.pdf>. Any student who plagiarizes is subject to penalties ranging from failing the assignment to failing the course, as well as being reported to CAGAS. Also read carefully the penalties and procedures outlined in the Student Academic Integrity Policy <<http://www.wiu.edu/policies/acintegrity.php>>.

Grading: The grade scale is as follows: 92.5 percent or higher, A; 89.5 – 92.4 percent, A-; 86.5 – 89.4 percent, B+; 82.5 – 86.4 percent, B; 79.5 – 82.4 percent, B-; 76.5 – 79.4 percent, C+; 72.5 – 76.4 percent, C; 60 – 72.4 percent, U; and, below 60 percent, F.

Of the one thousand points available, the three writing assignments and associated work are worth seventy percent (700 points); the remaining thirty percent (300 points) of the grade comes from weekly quizzes (200 points) and participation (100 points).

Students with a disability: “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 Support Services 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 Support Services at 298-2512 for additional services.” (Official WIU policy statement)

Prerequisites: There are two prerequisites for English 280:

- 1) Completion of English 180 (or a first semester writing course accepted for transfer) with a grade of C or better. If you did not earn C or better in 180, you must repeat the course before taking 280.
- 2) Completion of a minimum of 24 hours of college credit.

Other important points:

- If you were force-enrolled in this course, you will need the permission of the instructor and the Director of Writing in order to drop. If you wish to drop this course you will need to speak with me first, and I will forward your request to the Director for consideration (permission is not granted automatically). Because you need permission to drop, you should begin the drop process early.
- Web address for student rights and responsibilities <<http://www.wiu.edu/provost/students.php>>
- September 2: Labor Day—no classes
- August 23: Open registration ends.
- August 30: Last day of restricted schedule changes
- October 18: Fall Break—no classes
- October 27: Last day to drop a course and receive “W” grade, and last day to withdraw from the University

This syllabus and the schedule that follows are subject to change with notice. In the schedule below, a shortened title and an acronym are used throughout to indicate two of the three books required for the course. The acronym is *TFF* for *The Frodo Franchise*, and the shortened title is *Manual* for *A Pocket Style Manual*.

Spring Schedule		
Date	Reading	Assignments, quizzes, and other important notifications
Tuesday, August 20		
Thursday, August 22	“MLA,” Sec. 29-34, <i>A Pocket Style Manual</i> (105 – 162)	
Tuesday, August 27	“Introduction: Sequel-itis” to <i>The Frodo Franchise</i>	Examine the end notes to <i>TFF</i> Quiz One (“Introduction: Sequel-itis,” <i>TFF</i> & “MLA,” <i>Manual</i>)
Thursday, August 29	“Clarity,” <i>Manual</i> (2 – 18) Chapter 1, <i>Argument!</i> (4 – 24)	Journal entry due (“Introduction: Sequel-itis”)
Tuesday, September 3	Chapter 1, “Prudent Aggression,” <i>TFF</i>	Quiz Two (Chap. 1, <i>TFF</i> ; “Clarity,” <i>Manual</i> ; & Chap. 1, <i>Argument!</i>)
Thursday, September 5	“Grammar,” <i>Manual</i> (20 – 45) Chapter 2, <i>Argument!</i> (30 – 42)	Journal entry due (“Prudent Aggression”)
Tuesday, September 10	Chapter 2, “Not Your Father’s Tolkien,” <i>TFF</i>	Quiz Three (Chap. 2, <i>TFF</i> ; “Grammar,” <i>Manual</i> ; & Chap. 2, <i>Argument!</i>)
Thursday, September 12	“Punctuation,” <i>Manual</i> (55 – 74) Chapter 9, <i>Argument!</i> (140 – 152)	Journal entry due (“Not Your Father’s Tolkien”)
Tuesday, September 17	Chapter 3, “Handcrafting a Blockbuster,” <i>TFF</i>	Quiz Four (Chap. 3, <i>TFF</i> ; “Punctuation,” <i>Manual</i> ; & Chap. 9, <i>Argument!</i>)

Thursday, September 19	“Mechanics,” <i>Manual</i> (76 – 86) Chapter 3, <i>Argument!</i> (48 – 63)	Journal entry due (“Handcrafting a Blockbuster”)
Tuesday, September 24	Chapter 4, “Flying Billboards and FAQs,” <i>TFF</i>	Quiz Five (Chap. 4, <i>TFF</i> ; “Mechanics,” <i>Manual</i> ; & Chap. 3, <i>Argument!</i>) Style Analysis paper due
Thursday, September 26	“Glossary of Usage” and “Glossary of Grammatical Terms,” <i>Manual</i> (260 – 277) Chapter 4, <i>Argument!</i> (68 – 81)	Journal entry due (“Flying Billboards and FAQs”)
Tuesday, October 1	Chapter 5, “Click to View Trailer,” <i>TFF</i>	Quiz Six (Chap. 5, <i>TFF</i> ; “Glossary of Usage” and “Glossary of Grammatical Terms,” <i>Manual</i> ; & Chap. 4, <i>Argument!</i>)
Thursday, October 3	Chapter 5 and 6, <i>Argument!</i> (86 – 93, 98 – 109)	Journal entry due (“Click to View Trailer”)
Tuesday, October 8	Chapter 6, “Fans on the Margins, Pervy Hobbit Fanciers, and Partygoers,” <i>TFF</i>	Quiz 7 (Chap. 6, <i>TFF</i> , and Chap. 5 & 6, <i>Argument!</i>)
Thursday, October 10	Chapter 7 and 8, <i>Argument!</i> (114 – 124, 128 – 135)	Journal entry due (“Fans on the Margins, Pervy Hobbit Fanciers, and Partygoers”)
Tuesday, October 15	Chapter 7, “Licenses to Print Money,” <i>TFF</i>	Quiz 8 (Chap. 7, <i>TFF</i> , and Chap. 7 & 8, <i>Argument!</i>)
Thursday, October 17	“Research,” <i>Manual</i> (88 – 103) Chapter 12, <i>Argument!</i> (202 – 212)	Journal entry due (“Licenses to Print Money”)

Tuesday, October 22	Chapter 8, “Interactive Middle-earth,” <i>TFF</i>	Quiz 9 (Chap. 8, <i>TFF</i> ; Chap. 12, <i>Argument!</i> ; and “Research”, <i>Manual</i>)
Thursday, October 24	Chapter 10, <i>Argument!</i> (156 – 172)	Journal entry due (“Interactive Middle-earth”)
Tuesday, October 29	Chapter 9, “Fantasy Come True,” <i>TFF</i>	Quiz 10 (Chap. 9, <i>TFF</i> ; and Chap. 10, <i>Argument!</i>)
Thursday, October 31		Journal entry due (“Fantasy Come True”)
Tuesday, November 5	Chapter 10, “Right in Your Own Backyard,” <i>TFF</i>	Quiz 11 (Chap. 10, <i>TFF</i>)
Thursday, November 7		Journal entry due (“Right in Your Own Backyard”)
Tuesday, November 12		
Thursday, November 14		
Tuesday, November 19		
Thursday, November 21		Research/argument paper due
November 25 – 29	Thanksgiving Break	NO CLASSES
Tuesday, December 3		
Thursday, December 5		Student evaluations
December 9 – 13	Final Exams — Section 33, Tuesday at 3 p.m.	

John Doe (your name here)

Instructor: Rick Clemons

Eng. 280-00 (your section number here)

August 20, 2013 (current date here)

Guidelines for Papers and Other Assignments

All assignments must be typed on a computer and printed out on a laser printer, unless otherwise noted. Laser printers are available at all student computer labs. A printout from an ink jet printer is acceptable only if in black ink and only if the ink is evenly applied; color-ink copies and copies with uneven printing quality will not be accepted. Handwritten material will not be accepted unless specifically noted by the instructor.

We will use the MLA style guide for formatting papers; these guidelines and examples are on pages 155 through 162 of *A Pocket Style Manual*. This section of the syllabus is formatted in the correct MLA style as an example. You can also view examples at the handbook's Web site, <hackerhandbooks.com/pocket>. I have listed a few clarifications and emphasized a few points below.

- Make all margins — top, bottom, side — one inch.
- Visuals — tables, charts, etc. — should be attached as appendixes.
- The Works Cited list is always the last page, or pages, of the paper, and it should be numbered in sequence. For example, if your paper's body text ends on page four, the Works Cited page would begin on a new sheet of paper numbered five.

- Works Cited pages do not count toward the length of the paper. If a word count is required by the instructor, do not include the Works Cited in the count. Page lengths and word counts refer to the body of the paper only.
- Entries on your Works Cited page should be listed in alphabetical order by author, or, if no author is given, by the article title.
- Note that no extra spacing exists anywhere in the document, and it is all double-spaced, including the Works Cited pages. That means you will need to be sure that your word processing application does not add extra spaces after paragraphs.

Besides the MLA rules, I have a few requirements students must follow for all papers.

First, everyone must use Times or Times New Roman; they are very common fonts included with most word processing applications. Second, everyone must type their papers in 12 point (pt.) — point is the standard unit of measurement for typefaces and is used in word processing applications. Third, papers must meet minimum requirements of length, as well as other minimum requirements. For example, if the paper's required length is four pages, your final draft should be *at least* four entire pages of text, or if you have a minimum word count, your final draft must have at least that many words in the body of the paper. Papers that do not meet the minimum length requirement will receive an unsatisfactory grade.

Papers that are not in the required format as stated here and in the handbook will receive an unsatisfactory grade.