

English 100: Introduction to Writing
Sections #016 (10 am) and #020 (11 am), both MWF, Room Simpkins 120

Session: Fall 2015
Instructor: Dr. Barclay
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Mailbox: Simpkins Hall 122
Office Hours: T, TTh: 9:45-10:45;
M: 1:00-3:00 and by appointment
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Required Texts:

*Selected online and library sources**

various authors

*All required readings will be made available online and some will be emailed directly to your WIU gmail account. You must have access to your WIU gmail account and Western Online. If you have issues with either, please call the help desk at 298-2704.

Materials to Be Brought To Class Daily

*A notebook and a writing implement for in-class writing, note taking, reader responses, definitions and peer reviewing.

*The reading assignments due that day.

*One pocket folder to hold readings, handouts, and quizzes (you will need more pocket folders for turning in your assignments).

*A three-ring binder to hold all of your work from this course. **Save all of your work from this course. You will need for your final project.**

Course Description and Goals:

English 100 is designed to provide you with a preview of the writing skills you will need to successfully complete Western Illinois University's required writing courses and the writing expected of you in other classes across the University. You will get to know the members of the class, exchange ideas, and comment on each other's work. Activities will include guided writing, small group and class discussions, in-class workshops, peer review, informal presentations, and individual conferences. These activities will help you become more confident, thoughtful, and curious observers, readers, and writers.

Course Objectives

Writing Process: You will reflect on the writing processes you have employed in the past and will identify and practice new invention, drafting, revision, and editing strategies.

Discourse Community: You will define community, with special emphasis on comparing and contrasting past communities with communities you are now entering.

Rhetoric: You will define and identify elements of the rhetorical situation (exigence, audience, and context) and learn strategies for analyzing rhetorical situations, with special emphasis on audience analysis as a tool for invention.

Genre: You will define genre as typification, with special focus on acquiring flexible writing and revising processes for working with varying genre conventions.

Critical Thinking, Reading, and Research: You will reflect on the reading and critical thinking processes you have employed in the past and will identify and practice new reading and critical thinking processes in order to explore a range of genres and to examine how writers use research as part of their writing.

Course Requirements:

Reading Requirements: A collection of readings posted on Western Online is assigned for this course. Reading according to the course schedule (see Western Online) is mandatory and reading assignments should be completed before class meets each day.

Web Readings: Most of our reading materials will be available only as “web readings” on our Western Online course site. They will appear as Word documents, links to other web pages, or PDF files and they are all clearly labeled. It is your responsibility to print these out and bring them to class on the day they appear on the course schedule. In order to be counted present in class you must have the assigned reading printed out or on a laptop in front of you so you can participate fully in class discussions and activities.

Quizzes, daily assignments, and reflections: Occasional reading quizzes and assignments will be given over the readings. Some assignments will be homework and some will be done in class. In-class quizzes and assignments may not be made up.

Essays: There are four (4) formal writing assignments in this course. Detailed prompts will be distributed well in advance (about 3 weeks) of the due date. These assignments must be typed and double-spaced. Your grade for the course will be largely determined by your grade on these four (4) papers. You will be required to bring a rough draft to class and participate in peer review for each of these assignments. I will not discuss assignment grades on the day I return graded assignments to the class. You must make an appointment with me to discuss a grade.

You will submit your papers both electronically on WesternOnline and by paper copy in class. Because you will submit papers electronically, you should make sure to save your work in several formats (on a hard drive, on a flash drive, by emailing the paper to yourself, by uploading to Google Docs or Dropbox). Technology problems are not an excuse for submitting a paper late. You must submit your papers as Word files (.docx); papers submitted in any other file format or corrupted files will be returned to you and considered late until re-submitted as a Word file.

List of formal writing assignments:

Paper 1) A 600-900 word essay (about 2 – 3 pages). The Value of Your College Education: You will write a paper exploring the value and purpose of your college education based on an essay by William Cronon. You will first write a rough draft and participate in peer review. Then you will have an individual conference with me to discuss your paper before turning in your final draft. Future assignments will also include the peer review process.

*You may choose to rewrite the first paper after your graded paper is returned to you. A rewrite policy and set of instructions will be posted on western online and all instructions must be followed in order to be eligible for a higher grade.

Paper 2) A 750-1000 word essay (about 2 ½ - 3 ½ pages) that will be about how knowledge of an audience in a rhetorical situation can help writers accomplish their goals.

Paper 3) A 900-1200 word essay (about 3 – 4 pages) that utilizes three writing genres that we will discuss in class.

Paper 4) Portfolio & Final Reflection Essay: In an 800-1100 word essay students will explain how they have met the course goals by assessing their development as writers in this class. In lieu of a

final exam, you will submit an ePortfolio of your work over the course of the semester. Portfolios will consist of two components: 1) A reflective essay on your writing, and 2) Artifacts you reference in your reflective essay (artifacts may include any of the following: rough drafts, final drafts with my comments; revisions; peer review worksheets; writing reflections; quizzes and freewrites). Note that it is imperative that you keep track of all of the work you do this semester so that you can compile a successful portfolio.

Due dates will be clearly posted on assignment sheets and are subject to change according to the needs of the course. Any changes to due dates will be announced in class and communicated by email.

Reflections: After you submit all of your essays you will write a short, informal reflection essay (300-600 words) of your writing experience.

Rough Drafts: For peer review days you must bring a **complete** typed rough draft that meets the minimum length requirements for the assignment and participate in peer review with other students. If you fail to do so, the highest grade the final draft can receive is a C.

Peer Review: Each student will be required to provide a careful, critical, and significant peer review for two classmates for each formal essay assignment. These peer reviews will be evaluated for both **quantity** of comments and, more importantly, **quality** of comments. These peer reviews must be conducted in class during the peer review session. If a student fails to bring a rough draft of the paper assignment this will result in their not being allowed to conduct a peer review, they will be considered absent for that day, and the highest grade they may earn for the assignment is a C.

Class Participation: I take your participation in the life of the classroom very seriously. Students are expected to complete the reading assignments ahead of time and to come to class prepared to share insights and observations about the reading assignments. Engage your fellow students on a civil basis and in the spirit of collaboration and mutual respect. Cell phone use is not allowed in class. **If you use any electronic device for email, texting, tweeting, or other non-class purpose you will be asked to leave class and you will be considered absent that day. A third violation of this policy may result in an "F" grade for the course.** If you want to carry a cell phone into class you must put it away during class.

Attendance: Attendance is required and poor attendance will negatively affect your overall grade. In-class quizzes, activities & assignments are required and **cannot not be made up**. Some of these in-class assignments will require preparation before class or after class on the student's own time and schedule. **For each absence after six (6), your final grade for the course will be lowered one full letter grade.** Three tardies will count as one absence.

- Coming to class without the required reading texts or drafts of papers will be considered an absence.
- This attendance policy is intended to accommodate students who have a legitimate reason for missing class such as illness, personal emergency, or approved University activity such as a class field trip or participation on WIU athletic teams. You may not miss class for any of these reasons and then expect to receive six more excused absences. Each student gets only six absences.

Grading

Your course grade will be weighted as follows:

Essay #1	15%
Essay #2	20%
Essay #3	20%
Midterm exam	15%
Participation, quizzes, daily assignments, and reflections	15%
<u>Reflective Essay/eportfolio #4</u>	<u>15%</u>
Total	100

Note: Skipping an essay assignment results in a failing grade for the course. Poor attendance and/or the loss of class participation points also usually results in earning a failing grade for the course.

Grading Policy:

A and A- = Superior grasp of the course requirements (90% and above)

B+, B, and B- = Exceeds course requirements (80% and above)

C+ and C = Meets course requirements (73% and above)

U/D/F = Does not meet course requirements (below 73%)

Grading Scale

- A = 92-100%
- A- = 90-92%
- B+ = 87-89%
- B = 83-86%
- B- = 80-82%
- C+ = 77-79%
- C = 73-76% Students must receive a 73 or above in order to pass ENG 100
- U = below 73%

The University Writing Center

Anybody can go to the Writing Center. In fact, one of the characteristics of successful writers is that they seek out feedback from experienced writers on a regular basis. Here is a description of the services available at WIU's 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 available at the University Writing Center is valuable for generating ideas, talking about global-level issues such as organization, and even working through grammatical problems. The main branch of the University Writing Center is located in Malpass Library (3rd floor, west side). Call for an appointment (298-2815) and be sure to bring a copy of your assignment."

This section of ENGL 100 may be assigned a Writing Fellow from the University Writing Center. Look for an announcement once staffing assignments have been finalized early in the semester.

The unsuccessful "U" paper

If you earn a grade of "U" on a formal paper, **you must schedule a meeting with me** to discuss how to improve your performance and I strongly recommend that you **go to the University Writing Center for help with your writing.**

Participation and Punctuality:

Class participation is an essential component of the course. Attending class and arriving on time are necessary first steps toward participation. If you are absent from class you are responsible for contacting a classmate to find out what you have missed and you are responsible for being prepared for the next class.

Daily activities in this course will be a mixture of lecture, discussion, and writing. I expect students to not only come to class having read the assignment but also prepared to discuss and write about the topics presented and the readings. Students are required to participate in discussion regularly by answering questions, posing questions, and making thoughtful comments. I will generally rely on voluntary participation but I also will call on students to contribute. Therefore, it is a good idea to be prepared for every class session. Participation will be evaluated using the following general criteria:

- A:** Student contributes *daily* and *significantly* and is always actively focusing on class discussion.
- B:** Student contributes *regularly* and is always actively focusing on class discussion.
- C:** Student contributes *sporadically* and/or is always actively focusing on class discussion.
- D:** Student contributes *rarely* and/or frequently does not stay actively focused on the discussion.
- F:** Student does not contribute and does not stay actively focused on the discussion.

I do expect students to engage in the process of discussing and analyzing the course materials. Remember that the *quality* of your contribution is more important than the *quantity* of the contributions that you make, but some participation is better than no participation at all.

I reserve the right to give unannounced reading quizzes to ensure students are keeping up with the readings and are preparing to come to class ready to participate.

Note: this course requires the permission of the instructor and the Director of the Writing Program 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, well before drop deadlines.

Class Policies

- All assignments must be handed in to pass the course.
- Late assignments will not be accepted unless you have made prior arrangements with me before the due date.
- No incompletes will be given except on the basis of physician certification that you are unable to complete the course or other demonstrable catastrophe.

WIU Policies

ADA: In accordance with University values and disability law, students with disabilities may request academic accommodations where there are aspects of a course that result in barriers to inclusion or accurate assessment of achievement. To file an official request for disability-related accommodations, please contact the Disability Resource Center at [309-298-2512](tel:309-298-2512), disability@wiu.edu or in 143 Memorial Hall. Please notify the instructor as soon as possible to ensure that this course is accessible to you in a timely manner.

Title IX: University values, Title IX, and other federal and state laws prohibit sex discrimination, including sexual assault/misconduct, dating/domestic violence, and stalking. If you, or someone you know, has been the victim of any of these offenses, we encourage you to report this to the Title IX Coordinator at 309-298-1977 or anonymously online at:

http://www.wiu.edu/equal_opportunity_and_access/request_form/index.php. If you disclose an incident to a faculty member, the faculty member must notify the Title IX Coordinator. The complete Title IX policy is available at: <http://www.wiu.edu/vpas/policies/titleIX.php>.

Student Rights and Responsibilities: <http://www.wiu.edu/provost/students.php>

Academic Integrity Policy: <http://www.wiu.edu/policies/acintegrity.php>

Academic Honesty and Dishonesty:

Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or illegal possession of examinations shall be considered cheating. It is the responsibility of the student not only to abstain from cheating but also to avoid making it possible for others to cheat. Any student who knowingly helps another student to cheat is as guilty of cheating as the student he or she assists. The submission of the work of someone else as one's own constitutes plagiarism. Academic honesty requires that ideas or materials taken from another source for use in a course paper or project be fully acknowledged. Multiple submissions, "when one intentionally or knowingly submits substantial portions of the same academic work (including oral reports) for credit more than once without the explicit authorization of both instructors," are also a violation of the academic integrity policy.

You are responsible for understanding the University's rules regarding academic honesty.

Plagiarism, even if accidental, is a very serious offense; **it can result in your failing this course** and in further action by the University. If you have any questions about what constitutes plagiarism, I will be happy to answer them. You may also consult the University's "Academic Integrity Policy" that appears in the previous section.

Important Dates for Fall Semester, 2016:

Monday, September 5: Labor Day—no classes

Friday, October 14: Fall Break—no class

Tuesday, October 18: Early warning grades emailed to students

Sunday, October 30: Last day to drop a regular 16-week course (Please note: This course requires the permission of the instructor and the Director of Writing in order to drop, so you need those permissions before Friday, October 28, at 4:00) AND last day for a total university withdrawal

November 21-25: Thanksgiving Break—no class

December 12-16: Final Exam Week