

WESTERN ILLINOIS UNIVERSITY Quad Cities
English 280: College Composition II Section Q01
SPRING 2017

A. Course Information

Class Time: Tuesday/Thursday; 2:00–3:15 pm
Class Locations: QC Complex Room 2404 (Lab); QC Complex Room 2206 (Classroom)
Instructor: Brenda Porter
Office: QC Complex Room 2207
Office Hours: Tuesday/Thursday 3:15–4:30 pm; Wednesday; 1:30–3:00 pm; by appointment
Telephone: (309) 762-9481 ext. 66023
Email: bm-porter@wiu.edu

B. Course Description

Catalog Description: (General Education/Communication Skills) A second course in college writing, to be taken during sophomore year. Emphasis on the interaction between writer and reader.

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.

Note: 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.

C. Course Objectives

In English 280, you will continue to learn about writing as a social activity with the goal of approaching inquiry as disciplinary.

Writing Processes You will acquire flexible strategies to articulate research questions, to conduct primary and secondary research, and to communicate research findings within specific discourse communities.

Discourse Communities You will identify and describe different discourse communities, with a special emphasis on assessing how community shapes writing, especially in disciplinary and professional contexts.

Rhetorics You will analyze and interpret the rhetorical situation (exigence, audience, and context) as a social construct, with special emphasis on assessing how discourse communities shape rhetorics.

Genres You will assess how genre sets and systems function in discourse communities, with special emphasis on disciplinary and professional contexts.

Critical Thinking, Reading, and Research You will use critical thinking, reading, and research strategies to compose texts that participate in disciplinary and professional conversations, with special emphasis on conducting primary research, selecting secondary sources, and integrating information from these sources with your ideas.

For a complete list of the standard objectives for English 280, see the Writing Program's handout at:

<http://www.wiu.edu/cas/english/writing/>.

D. Required Texts and Materials

Books: Hacker, D. *A Pocket Style Manual* 7th ed. 2016 MLA Update Edition ISBN-13: 978-1457642326

Readings: Additional required readings from free open access digital texts. *Print copies may be required.*

Required Supplies: Composition Notebook, 1" Three-Ring Binder and Dividers, Notebook Paper, Pens/Pencils

D. Course Policies

Academic Integrity Academic dishonesty is an extremely serious violation of university policy and you may jeopardize your academic career by engaging in it. (See <http://www.wiu.edu/policies/acintegrity.php>.)

- Each student is expected to do his/her own new and original work on all course assignments.
- Assignments completed previously for other courses may not be submitted.
- Acts of plagiarism and cheating will result in failure for the assignment and possible course failure.

Attendance Policy Because of the teaching methods utilized (discussions, group activities, workshops, etc.), course content may not be easily replicated outside of class. It is in your best interest to attend all classes.

- Attendance is taken at every class meeting; instructor will send Attendance Reports three times during the semester. Students should check their records and report any discrepancies.
- Tardiness in excess of ten minutes will be considered ½ an absence.
- Generally, missed quizzes and classwork cannot be made up; however, students who have documented reasons for absence (required military service, required university-related activity, documented medical issue, and other reasons at the discretion of the instructor) may request alternative assignments.
- In the case of an unavoidable absence, please email instructor. If absences will be due to required military service or a required university-related activity, provide documentation in advance. (A doctor's note may be submitted either before or after a medically-related absence.) *After* a missed class, check with a classmate for notes/information from the missed class.
- For each absence beyond **four**, your final grade will be lowered one full letter grade. **Seven absences will result in automatic failure of the course.** To ensure your success in the course, after a third absence from class, or if a pattern of tardiness develops, you will be required to meet with me to discuss your situation.

Calendar Students are expected to be aware of the following important dates on the academic calendar.

January 23	Open registration ends <i>If you need permission to enroll or drop, please seek permission before 4:30 pm that day.</i>
January 30	Last day of restricted schedule changes; last day to drop without a W <i>Permission is required to enroll (sometimes to drop); seek permission before 4:30 pm that day.</i>
February 13	Lincoln's Birthday—No Class
February 14	Writing Program Assessment—Class will not meet; students will participate in a Virtual Class.
March 14-17	Spring Break—No Classes
April 2	Last day to drop a course; last day for total university withdrawal <i>Seek permission before March 30 at 4:30 pm.</i>
May 8-11	Final Exam Week

Classroom Conduct Students are expected to comport themselves with courtesy and maturity at all times.

- *Be Punctual* Arrive on time. (See "Attendance" for penalties associated with tardiness and absence.)
- *Be Prepared* Complete all reading and writing assignments prior to class and bring required materials to every class unless notified otherwise. Print all materials *before* class.
- *Be Focused* Pay attention to class lectures, contribute to class discussions, and participate fully in all group activities and workshops. To limit distractions, silence electronic devices and put them in your backpack *prior* to entering the classroom.
- *Be Respectful* Demonstrate courtesy and civility toward classmates and instructor.
- *Eat before class.* You may bring a beverage (coffee is a necessity!), but eating in class is not permitted.

Note: Students engaging in inappropriate, inattentive, or disruptive behavior may be asked to leave class. Examples include, but are not limited to, using a cell phone, sleeping, excessive talking, showing disrespect in word or action, and failing to be prepared for class.

Communication Methods

Email. The best way to communicate with me is via email using your WIU email account.

- Email messages must be properly written in Edited American English and must be suitable for audience and purpose. Email messages not conforming to these guidelines may be returned to the student for editing.
- Replies may take up to one business day (24 hours) and emails submitted on Friday *may* not receive a response until the following Monday.
- You will receive twice-weekly Class Preparation email messages. Check your email **daily** for instruction and information about the course.

Text Messaging. Information about class cancellations will be sent via text message and email.

Office Hours. I am available to discuss course assignments and any other course-related concerns in my office. Please stop by (hours above) or email me to make an appointment.

Conferences

- Our course schedule includes time for each student to meet with me individually twice during the semester.
- Be punctual. Missing a conference counts as an absence.
- Be prepared. A Conference Assignment Sheet will be distributed in advance of your appointment.

Electronics

- All electronic devices (phones, earbuds, iPods, laptops, tablets, etc.) must be silenced and stowed in your bag before you enter the classroom.
- No classroom materials may be photographed or transmitted electronically without the express permission of the instructor.

People with Disabilities

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 QC Disability Resource Center at (309) 762-9080 or anw-adamson@wiu.edu or visit Quad Cities Complex, Building C. Please notify the instructor as soon as possible to ensure that this course is accessible to you in a timely manner. Please review your “Student Rights and Responsibilities” at <http://www.wiu.edu/provost/students> and see me if you have any questions.

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>.”

US Bank WIU-QC Writing Center

Students are highly encouraged to utilize the services of the University Writing Center. The mission of the UWC “is to offer students at any academic level collaborative, one-on-one consultation on writing projects from any discipline at any point in the writing process.” The WIU-QC is located in QC Complex Room 2219. For schedule, hours of operation, and other information, please visit the Writing Center page at:

http://www.wiu.edu/cas/english/university_writing_center/quad_cities_pages/qcwc.php.

F. Coursework and Assignments

Papers: 60% of Final Grade

Assignments: You will submit **five** writing assignments:

Assignment 1:	Analysis of Visual Rhetoric; 3-4 pp.	15% of final grade
Assignments 2:	Scholarly Article: Summary and Response 3-4 pp. Group Project and Presentation (handout and slides)	15% of final grade
Assignment 4:	Field Research Project; 6-8 pp.	20% of final grade
Assignment 5:	Portfolio: Reflective Essay; 2-3 pp.	10% of final grade

A detailed Assignment Sheet (AS) will be distributed for each formal assignment

Course Binder: For the final portfolio, you will choose artifacts from your work throughout the semester and reflect upon the significance of each one with regard to (1) your understanding of the concepts outlined in the course objectives and (2) your development as a writer. In order to effectively complete this assignment, it is essential that you retain all graded papers, drafts, readings, notes, quizzes, and other class materials in the required **Course Binder**.

Due Dates: Submit print copies of papers at the beginning of the class period on the due date. Late work will be penalized one full letter grade for each business day. Emailed assignments are not accepted.

Formatting Guidelines: It is expected that all formal papers will conform to MLA manuscript format. Failure to conform to these standards will result in a loss of credit.

Revision: Students are offered the opportunity to revise one paper for a new grade. Students interested in this opportunity should make a request via email for the Revised Paper Assignment Sheet. All guidelines for completing and submitting a revision are included.

Class Work/Reading/Quizzes: 30% of Final Grade

Class Work: Class notes, group work, class discussions, grammar and research exercises, and workshop activities (Writing Workshop, Peer Review Workshop, Revision Workshop, etc.) *10 points each*

Reading and Quizzes: Students will read essays, articles, and textbook chapters each week and will take reading quizzes. In addition to questions about the content from assigned reading, information from class notes and lectures will also be included on quizzes. Annotation of assigned reading may be collected for a quiz grade.

NOTE: *If you are absent, you may not make up a missed quiz or in-class assignment. Successful students will consistently attend class so that they do not miss these activities. Exceptions noted above in Attendance Policy.*

280 Journal: 10% of Final Grade

Each class period will begin with a writing exercise that must be completed in a composition notebook. The Journals will be submitted at the end of the semester, and grades will be assessed based on the number of complete entries. A detailed Assignment Sheet will be distributed.

G. Grading

Assignment 1	15%	A: 93-100; A-: 90-92
Assignment 2	15%	B+: 88-89; B: 83-87; B-: 80-82
Assignment 3	20%	C+: 78-79; C: 73-77
Assignment 4	10%	U: 60-72
Class Work, Reading, and Quizzes	30%	F: <60
280 Journal	10%	

- The student must earn a grade of “C” (73%) or higher in order to pass English 280.
- If you receive a “U” or an “F” in English 280, you must repeat the course in order to fulfill the Communication Skills requirement. The “U” grade does not affect the GPA.

Paper grades: In order to protect each student’s right to privacy, I discuss paper grades in my office and not in the classroom. If you wish to discuss a paper grade, please make an appointment to meet with me during my scheduled office hours.

U papers: A grade of U indicates that a paper has serious errors (e.g. incoherent, lacks focus, not well-developed, frequent errors in grammar, punctuation, spelling). A paper that receives a U grade **must be revised and resubmitted** one week from the date the original paper is returned. A revised U paper may receive no higher than a grade of B. If the paper is not resubmitted, the grade on the original paper is changed to an F.

H. Major Assignments Schedule

Notes: Schedule is tentative. All changes will be announced in class.

Reading schedule and assignment sheet (AS) will be distributed for each unit.

Unit 1: Weeks 1-2 180 Review: Annotation; Freewriting; Writing Process; Rhetorical Situation

“Twice and thrice over, as they say, good is it to repeat and review what is good.” ~Plato

Unit 2: Weeks 3-6 Using Writing Processes and Rhetorical Knowledge to Analyze Visual Rhetoric

“Has it ever struck you as odd, or unfortunate, that today, when the proportion of literacy is higher than it has ever been, people should have become susceptible to the influence of advertisement and mass propaganda to an extent hitherto unheard of and unimagined?” ~Dorothy Sayers

Assignment #1: Analysis of an Advertisement (3–4 pages)

Due Date: 23 February 2017

Grade: 15% of Final Grade

Unit 3: Weeks 7-9 Collaborative Writing: Understanding Discourse Communities and Workplace Writing

“Even though it may seem like a solitary, isolated activity, when you read a scholarly work, you are participating in a conversation.” ~Karen Rosenberg

Assignment #2: Scholarly Article: Summary and Response (3–4 pages)

Group Project and Presentation (1.5–2-page handout; 6–8 PowerPoint slides)

Due Date: March 23, 2017

Grade: 15% of Final Grade

Unit 4: Weeks 10-13 Using Field Research to Investigate the Writing, Conventions, and Genres of a Professional Discourse Community

“Discourse communities are often gated, so it's the good writer's job to offer readers a set of keys.” ~Roy Peter Clark

Assignment #3: “Find the Keys” Field Research Project (6-8 pages)

Due Date: April 27, 2017

Grade: 20% of Final Grade

Unit 5: Week 14-Final Exam Toward a Theory of Writing: Collection, Selection, Reflection, Evaluation

“Reflective practice at its best is neither just a set of operational techniques nor only a clearly identifiable group of academic skills, but is rather a critical stance. Good reflective practice takes practitioners beyond mere competence towards a willingness and a desire to subject their own taken for granted and their own activities to serious scrutiny.” ~Ron Johnston & Graham Badley

Assignment #4: Final Portfolio (Electronic) Reflective Essay (2-3 pages) and Artifacts (5-7)

Due Date for Final Draft: Final Exam Meeting Tuesday, May 9, 2017: 3:00–4:50 pm

Grade: 10% of Final Grade