

ENGLISH 280 — COLLEGE COMPOSITION II — SPRING 2017

Section 17 : 11:00 – 11:50 a.m. MWF / Section 31 : 1:00 – 1:50 p.m. MWF / Section 34 : 2:00 – 2:50 p.m. MWF

Room : Simpkins 315 (Regular Classroom) and Simpkins 319 (Computer Lab)

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Office Hours : 10:00 a.m. – 11:00 a.m. on Mondays,
10:00 a.m. – 11:00 a.m. and 3:00 p.m. – 4:00 p.m. on Wednesdays,
10:00 a.m. – 11:00 a.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 discuss any concerns you may 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 : English 280, College Composition II, is designed to help students continue to improve in their ability to write effective, well-developed essays and in their ability to critically analyze and evaluate sources from various academic disciplines and integrate correctly-cited and -documented material, from those sources, that supports and further develops the controlling idea stated in their essay's thesis. By the end of this course, **students who earn the required C (equivalent to a 73%), or above, that is needed to pass English 280** should be able to produce the lengthy, documented, multi-sourced, stylistically and grammatically sound essays typically required in higher-level courses in their major area of study. **Students can read the complete course description, including WIU and the Writing Department's goals for this course, that is available in the "Vital Course Documents" box of Western Online or at the following website :**

www.wiu.edu/cas/english/writing/F15%20ENG%20280%20Handout.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 e-mail or 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.

Pre-Requisites : Completion of English 180 (or an ENG 180-equivalent course accepted for transfer) with a grade of C or better and a minimum of 24 hours of college credit.

Course Requirements : **This course is worth a total of 475 points (pts), which can be broken down into the following grade categories :**

Major Paper # 1 / Informative Research Essay	60 points ("Working" Works Cited worth 10 pts; Complete Final Draft worth 50 pts)
Major Paper # 2 / Argumentative Research Essay	135 points ("Working" Works Cited worth 15 pts; Rough Draft Conference worth 20 pts; Complete Final Draft worth 100 pts)
Major Paper # 3 / Critical Analytical Essay	60 points ("Working" Works Cited worth 10 pts; Complete Final Draft worth 50 pts)
Final Major Paper Portfolio	70 points (Final Draft worth 50 pts; Submission of Electronic Copies of Any Artifacts/Items from Your Coursework Referred to and Discusses in that Reflective Essay worth 20 points)
Homework Assignments / Quizzes	65 points
Participation in In-Class Activities	60 points
Participation in Class Discussions of Assigned Readings	25 points

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	475-440	B+	425-411	C+	377-364	U	344-236	F	235-0
A-	439-426	B	410-392	C	363-345				
		B-	391-378						

Recommended Course Textbook :

Hacker, Diana, and Nancy Sommers. *A Pocket Style Manual*. 7th ed. New York : Bedford/St. Martin's, 2015. (The earliest edition of Hacker's *A Pocket Style Manual* that is still acceptable to use in this class is the 5th edition that has the purple circle on its front cover referring to the inclusion of the 2009 MLA and 2010 APA Update.)

Required Course Materials :

Additional Texts : I will assign additional reading materials (e.g., excerpts from other composition textbooks, example 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 under Assigned Readings on 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 and read that material, before coming to the next class, with either an electronic or printed copy of that Assigned Reading in hand, and being ready to participate in the discussion of that reading in class.

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. If you experience any problems receiving my class e-mails, please tell me 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 homework due that day. **Coming to class without the materials needed for that class** will be viewed as a lack of class participation and will negatively affect your final semester grade should it become a habit for you.

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

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 papers, to **2 different places** to help protect yourself against a computer issue leading to the loss of all of your work on a particular major paper or homework assignment and forcing you to start all over again.

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 47.5 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 47.5 points being deducted 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, send an OARS Absence Notification, and/or directly contact me regarding a particular absence and I do make note of that student doing so in my records for him/her, please know that doing so does not guarantee I will overlook any absences that student has over the allowed 6.

Please Keep the Following in Mind When You Miss Class :

- A. Participation points given for any in-class activities and/or class discussions of assigned readings that you miss the day(s) you are absent cannot be made up since you were not there, in class, to participate in those activities and/or discussions.
- B. **If you miss a class, you will be responsible for turning in any homework assignments due the day(s) you missed class and any assignments due the day you return.** If you miss class, **I will expect you to :**
1. Read the homework posting for the class(es) you missed on Western Online to see what we did that day in class and what homework, if any, students need to prior to coming to the next class, and possibly 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 class **and** any assignment(s) given that same missed day(s) and thus are due the day you return to class.

If you do so, any homework assignment(s) due the day(s) you missed will be accepted as on time and for credit.

Please note that the homework posting for any particular day of class, discussing what we did in class that day and what students need to do as homework for the next class, will be posted under Homework Assignments on Western Online by 5 p.m. each day class meets. If I assign students any readings not in their textbook and/or I pass out to students a class handout during a particular class, the homework posting for that class will refer to those additional readings and/or class handouts and say where they are located on Western Online.

Furthermore, if a student does not make it to their own class for whatever reason, that student is more than welcome to come to one of my other ENG 280 classes that same day (saying they have that time free otherwise) to make up for missing their own class and thus avoid being counted as "Absent" for that particular day of class. Please see the beginning of this syllabus for a list of the ENG 280 sections and times that I teach this semester. On any given class day, my other classes will meet in the same room as yours, and we will cover the same material in those classes as I will cover in your class.

- 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. Otherwise, **you will be counted as tardy if you are more than 10 minutes late. 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).

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.**

- 3) **Class Participation** : Participation not only in in-class activities *but also* in class discussions of the assigned readings 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 thus is a significant part of your grade. Again, **coming to class unprepared and without the materials needed for you to fully take part in 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 :**

- A. **All homework assignments need to be typed, unless** I specifically state otherwise in my verbal and written instructions for a particular assignment. The reason for this is that 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.
- Because homework assignments must be typed, I strongly recommend students **print out their assignments (and major papers) 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.
- If you have a problem completing or, in rare extreme cases, printing a particular homework assignment,* 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 solving your problem. Please do not wait until I collect that assignment in class to tell me of your problem and expect me to give you an extension on that

particular assignment.

- B. Late homework assignments**, for whatever reason, will not be accepted for credit **unless** that completed late assignment is :
1. Securely attached to 1 of the 2 late-homework coupons I will give each student to use at their discretion over the course of this semester **and**
 2. Turned within 7 days of its original due date.

Otherwise, the student will receive a zero for that assignment.

Again, if you miss class the day a homework assignment or major paper is due, you can still turn in that assignment, as on time—without having to attach to it a late-homework coupon—as long as you turn in that particular assignment (again, due the day you missed) either by e-mailing it (as an attachment) to me before you return to class or handing it to me when you first return to class after being absent (either giving it to me before that class starts or when I collect the homework due the day you return).

- 5) **Major Papers (MP)** : I will expect the final draft of a major paper 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 paper for more specific instructions regarding how I want papers to be formatted.

A. Please also note the following regarding each MP : In order for me to grade your final draft for a Major Paper, you will :

1. **Be expected to go through the entire Peer-Response Process for that Major Paper**, an activity that we will usually do in class. Thus, **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 MP is due. **Those peer responses must be done outside of class time by a classmate(s) in 1 of my 3 ENG 280 classes this semester** (unless otherwise approved by me), who will need to read your rough draft for that MP and then respond to the Peer-Response Questions for that MP, which I will hand out in class and/or post on Western Online the day of that MP's in-class Peer-Response Session.
2. **Be expected to turn in both a hard, physical (printed) copy and an electronic copy of your Final Draft (including its title page and Its Works Cited page) for a Major Paper that Major Paper's Dropbox on Western Online.** You will hand in a printed copy of your final draft (including its title and Works Cited pages) in class the day a MP is due. You will also submit an electronic copy of that same final draft (and title and Works Cited pages) to that MP's Dropbox on Western Online by 11:59 p.m. that same day. (For example, if a MP is due on Mar. 2nd, then you will hand in a printed copy of your final draft (and its title and Works Cited pages) for that MP at the beginning of class that day and submit an electronic copy of that same final draft (again, and title and Works Cited pages) to that MP's Dropbox on Western Online by 11:59 p.m. the night of Mar. 2nd.)

and

3. **Be expected to include, in your Final Draft Folder for a Major Paper, hard, physical (that is, printed) copies of any and all sources that you used and (hopefully) correctly cited within the text of your final draft and then documented by listing those cited sources on the Works Cited page of your final draft.** I will expect that you clearly label the included printed copy of each source you use, cite, and document in your final draft and that within the copy (of each source) itself, you clearly indicate any and all passages that you ended up including within the text of your paper (whether by quoting, paraphrasing, or summarizing).

- B. Late Major Papers** : As far as the major papers are concerned, **any required materials** (listed on the paper's assignment sheet) **for your Final Draft Folder for a Major Paper missing from that Final Draft Folder when turned in to me the day it is due and/or a complete electronic copy of your Final Draft for that MP ("complete" meaning your title page, Works Cited page, and final draft for that MP) submitted to that Major Paper's Dropbox after 11:59 p.m. the night of that MP's due date will not be accepted without the following consequence :**

For **each school day that a student's** Final Draft Folder for a Major Paper and/or 1 or more of the required materials for that Final Draft Folder is late and/or electronic copy of his/her final draft for that paper is incomplete, **that student will be docked** 10 percent of the total possible points that Major Paper is worth from whatever grade he/she ends up receiving on that paper. (*For example, if a Major Paper is worth 50 points and your Final Draft Folder for that Paper and/or 1 or more required materials for that Final Draft Folder is 1 school day late, and/or the electronic copy of your final draft is incomplete for 1 school day, 5 points (equivalent to 10% of the 50 points that paper is worth) will be docked from whatever grade that you end up receiving on that paper.*)

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 the final draft of that Major Paper.

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 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 Final Draft Folder for that Major Paper (with all of the required items (as listed on that paper's assignment sheet) in that folder) and submit an electronic copy of your final draft (again, including its title page and Works Cited page) for that Major Paper to its corresponding Dropbox by the second deadline, your paper will not be accepted as late without the consequence outlined above.

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 are missing a particular item I have required you to include in your Final Draft Folder for a Major Paper 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 how to solve your issue.

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

- 6) **Conferences** : You are required to attend at least one conference (usually after students have participated in the Peer-Response Session for Paper # 2) 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 this conference and do not call beforehand to cancel and reschedule, you will lose your conference time and the 20 points that Rough Draft Conference is worth, and be docked 1 absence (from your allowed 6) and you will 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 conference I just mentioned) 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 1 absence (from your allotted 6).

- 7) **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>.
- 8) **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, the homework posting for any particular day of class (discussing what we did in class that day and what students need to do as homework for the next class), as well as any assigned readings not in the required course textbook (if any) and/or class handouts given in class that day (if any), will be posted on Western Online by 5 p.m. each day class meets.** 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 "Other Useful Course and Important Campus Resources" box on the course's Western Online homepage and at the following website : http://www.wiu.edu/university_technology/student_resources/LABSCHEDSP17.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 the Friday of this semester's Final Exams Week. In the "Other Useful Course and Important Campus Resources" box on the course's Western Online homepage, I have provided a link to the homepage of WIU's University Writing Center, which students can use to find information regarding the location, phone number, and the hours for each Writing Center.
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 a central condition you will need to meet, and provide evidence of doing so, before handing in the final draft of that paper for me to grade.
If you do go to the Writing Center (whether requested to or not), please take a copy of any handouts for that particular paper (e.g., assignment sheet, copies of any sources you use and cite within the text of your paper, etc.) 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.

Students 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 Disability Resource Center at 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>.

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.*

Overview of the 3 Major Papers and the Final Major Paper Portfolio for ENG 280

Please note that the page lengths/word counts given below do not include either the Title or Works Cited page for the 3 Major Papers. In addition, a **Complete Final Draft is one that** includes a title page, the final version of the essay you have written, and a Works Cited page saying outside source material has been cited within the text of that essay.

- Paper # 1 – Expository/Informative Research Essay** (4-6 pages; equivalent to approximately 1100-1650 words) : *60 points* (“Working” Works Cited worth 10 points; Complete Final Draft worth 50 points)
Assignment : Write an essay in which you **objectively inform** your readers about the subject of your essay, using what you already know about it and information/material from **at least 4 different credible sources** found while gathering and putting together research for this paper. Any outside source information/material used in your essay will be need to be correctly cited and documented using the MLA Style of Source Documentation.
- Paper # 2 – Argumentative Research Essay** (6-8 pages; equivalent to approximately 1650-2200 words) : *135 points* (“Working” Works Cited worth 15 points; Rough Draft Conference worth 20 points; Complete Final Draft worth 100 points)
Assignment : After choosing a controversial issue (that (1) is not a banned topic and (2) is debatable, has at least two opposing sides, and is one you are interested in learning more and writing about the next several weeks), and after narrowing your focus to one specific area of the debate involving that controversy, write an essay in which you state your position on that issue, briefly providing readers with an objective overview of the debate surrounding that issue, and do the following :
 - Support and defend your position by providing valid, clearly stated, and fully developed reasons for why you believe the way you do;
 - Incorporating credible source material from **6 different credible sources** to support your argument for your position;
 - Address and refute counterarguments (i.e., concerns or objections the opposing side usually brings up in support of their own position and your refutation/response to those objections); and,
 - Following the MLA Style of Source Documentation, use in-text citations throughout the paper to acknowledge where you found incorporated source material and have a Works Cited page at the end of the paper to provide full bibliographic information for all sources cited within the text of the paper.

Please note that, as a requirement of the Illinois Articulation Initiative and WIU's Writing Department, a student must get at least a U (same as a D), or a 60%, on this major paper in order to pass the course.

- Paper # 3 – Critical/Analytical Research Essay** (4-6 pages; equivalent to approximately 1100-1650 words) : *60 points* (“Working” Works Cited worth 10 points; Complete Final Draft worth 50 points)
Assignment : After choosing **1** short story, argumentative essay, **OR** movie from the list given on the assignment sheet and after reading/viewing and reviewing the selected piece carefully, write an essay in which you first objectively and concisely summarize the piece and then critique or analyze the piece by providing and developing your own evidence-supported position regarding the piece’s meaning and how that meaning is conveyed, incorporating material from the selected piece and correctly cited and documented information/material from **at least 2 different credible sources** (*such as critical readings, movie reviews, articles discussing related events/issues, etc.*) discussing your selected piece or similar main ideas/theme. (Again, any outside source information/material used in your essay will be need to be correctly cited and documented using the MLA Style of Source Documentation.)
- Final Major Paper Portfolio** (4 page; equivalent to approximately 1100 words) : *70 points* (Final Draft worth 50 pts; Submission of Electronic Copies of Any Artifacts/Items from Your Coursework Referred to and Discusses in that Reflective Essay worth 20 points)
Assignment : In a (at least) 4-page essay, you will reflect back on and discuss and evaluate your overall growth and progress as a writer in this course over the past semester. As you do so, you will need include and reference examples pulled from **at least 4 different artifacts/items** out of all of your completed coursework for this class to serve as evidence to support and illustrate the growth and progress you feel you have experienced as a student writer in this past semester.

(Please see the next page for the General Evaluation Criteria for Each Paper)

General Evaluation Criteria for Each Paper : While students should refer to the assignment sheet of a major paper for any specific content requirements/evaluation criteria for a particular major paper, the grade a student receives on any of the papers listed above will be determined based on how well the student's written work :

- Clearly develops a stated thesis and fulfills the content requirements for the assigned paper—requirements that will depend on the kind of essay being written (e.g., informative, argumentative, critical/analytical, etc.) and that will be listed on the assignment sheet of each paper;
- Is coherently organized in such a way that is appropriate to its purpose and audience and uses transitions to maintain the flow of writing from one paragraph/main idea to the next;
- Clearly conveys the writer's unique voice and perspective;
- Is free of or contains few errors in grammar, usage, and mechanics that take away from meaning of a sentence or the paper; and
- Correctly cites any material from outside source material with in-text citations and documents that source material on a corresponding Works Cited page, using the MLA Style of Documentation.

Please note that while the general subject matter of a paper listed above may change as the semester progresses, the type of paper (i.e., informative, argumentative, critical analysis, research) and general evaluation criteria for the three papers will not.

Tentative Semester Schedule

- Week 1-2 :** Introduction to Course
Jan. 23, 2017 : Open registration ends – for those students who need permission to enroll in/drop a course, seek permission before 4:30 p.m. that day.
Discussion and Practice of Critical Reading Strategies
- Weeks 3-7 :** **Jan. 30, 2017 :** Last day for restricted schedule changes – for those students who need permission to enroll in/drop a course, seek permission before 4:30 p.m. that day.
Discussion of Essays Intended to Inform Readers, Primary and Secondary Sources, Evaluation and Integration of Credible Source Material into an Essay; Citing and Documenting Sources via In-Text Citations and Works Cited using MLA Style of Documentation
Feb. 13, 2017 : No Classes – Lincoln’s Birthday – University Closed
Write and Complete Major Paper # 1 : Expository/Informative Research Essay
- Week 8 :** Discussion of Essays Arguing in Favor of a Position on a Controversial Issue and Logical Fallacies
Write Major Paper # 2: Argumentative Research Essay
- March 13, 2017 through March 17, 2017 : No Classes – Spring Break**
- Weeks 9-11 :** Continue to write and complete Paper # 2 : Argumentative Research Essay
Rough Draft Conferences for Paper # 2
Mar. 26, 2017 : Last day to drop a course and/or withdraw completely from university - for those students who need permission to enroll in/drop a course, seek permission before 4:30 p.m. on Mar. 26th.
- Weeks 12-14 :** Discussion of Critical/Analytical Essays
Write and Complete Major Paper # 3 : Critical/Analytical Essay
Start Discussion of and Writing Process for Final Major Paper Portfolio
- Week 15 :** Continue to write and complete Final Major Paper Portfolio
- Final Exams Week :**
- Sec. 17 (MWF 10 a.m.) : Monday, May 8, 2017 @ 10 a.m. to 12 p.m. – Location TBA
Sec. 31 (MWF 1 p.m.) : Wednesday, May 10, 2017 @ 1 p.m. to 3 p.m. – Location TBA
Sec. 34 (MWF 2 p.m.) : Monday, May 8, 2017 @ 3 p.m. to 5 p.m. – Location TBA