English 180: College Writing I
Syllabus

Spring 2007
Section 05 T, Th 8:00-9:15
Section 13 T, Th 9:30-10:45

Instructor: Kay Hamada
Office: Simpkins 343-2B (red cubicle)
Office Phone: 309-298-2814
Office Hours: Tues 2-3:15 and Thurs 11-Noon or by appointment

Website:
http://www.wiu.edu/users/ksh115/
E-mail: KS-Hamada@wiu.edu (I do not check e-mail after 9 pm)

Required Texts
The Norton Field Guide to Writing. Richard Bullock
Western Voices (Vol. 4, 2006)

Materials Needed
- Jump drive (flash drive) or floppy disks to save or back up work
- University e-mail account
- Writing supplies (pen/pencil and paper)
- Portfolio/folder
- Suggested: Dictionary

Course Description
Learning to write papers is one of the most important things you will ever learn to do. You will have to write papers no matter what your major is and you are required to know how to write once you are out of school. English 180 seeks to help students develop writing abilities required for their time at WIU (and professional careers after graduation). In this class, you will begin to study your own writing processes through writing and reading assignments. As students, you will be exposed to the process of research, evaluation of sources and basic documentation methods. There will be occasional class or homework assignments that require group work, as well as library visits for research. In order to pass the course, you must be prepared to enter English 280 satisfactorily.

“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. 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.”

Don’t forget to visit the University Student Rights and Responsibilities web page at:
http://www.wiu.edu/provost/student
**Important information**

- Attendance is required. Only four (4) absences are allowed. Ten points will be deducted from your semester grade for each absence up to 4. Each absence beyond the fourth will lower your final grade by one letter (i.e. an “A” will become a “B”). Seven absences will automatically result in a “U” for the course.
- I keep track of tardiness. Being ten minutes late results in tardiness and two points will be deducted for each instance. Keep in mind that tardiness is cumulative and that if you are tardy five times, they will be counted as one absence.
- All papers must be handed in during the class period unless arrangements have been made with me in advance. You are not allowed to print your papers in class the day they are due.
- **I will not accept late papers.** If you have any questions about an assignment, do not wait until the last minute to contact me.
- You are allowed one rewrite during the semester, of any paper except the final. The better grade will be recorded.
- You must receive a grade of C- or higher on every paper in order to pass the class.
- If you receive a U grade on a paper, you will be given a chance to revise it (doing so does not count as your free rewrite) in order to achieve a C-. However, in order to revise your paper, you must first consult me. Take note that revisions will require tutoring sessions at the University Writing Center. While you may revise “U” papers, it is not an excuse for constantly turning in sloppy work. Students who receive a “U” on the majority of their papers obviously have not taken the effort to improve their writing and will be treated as such.
- All papers must meet length requirements. If your paper does not meet the requirement, it will not be read and will receive an automatic “0.”
- All writing assignments are to be word processed, double spaced, with standard 1” margins and font (12 point Times New Roman).
- Participation is essential in collaborative learning. It’s also figured into your final grade.
- Turn off cell phones. If your phone rings in class then I will ask you to leave class for the day and apply one absence to your class record.
- Respect your peers and your instructor. Everyone has the right to express their opinion but no one will be allowed to verbally attack another person in the class or use language inappropriate for the discussion.

**Assignments and Grading**

- Paper #1 (Personal response) = 50 points
- Paper #2 (Analysis/reflection of paper #1) = 100 points
- Paper #3 (Controversial issue paper) = 150 points
- Paper #4 (Mini research project) = 250 points
- Paper #5 (Essay Exam) = 150 points
- Paper #6 Case Study = 100 points
- Participation/Attendance = 200 points

**Class total = 1000 points**

Grading scale

- A = 900+
- B = 800-899
- C = 700-799
- U = 699 or lower

Warning: Plagiarism will result in an automatic F for the assignment and/or the course. In addition, it could result in expulsion from WIU.

*Syllabus may be subject to change.*

*If you have any special requirements or needs, please speak with me ASAP.*