ENGLISH 202 COURSE SYLLABUS

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Welcome to English 202 online (Fall 2023)

The purpose of this course is to build on writing skills learned in English 101. This course emphasizes argumentation, research, critical analysis of information, and integration of correctly documented information into our writing.

We will learn to examine and write different types of well-supported arguments, how to conduct research, how to incorporate our research into our writing, properly document that research, and better communicate through writing our specific reasons to write. This will provide an essential starting point for the more specialized writing that will be required in your academic and professional careers. (Specific goals and outcomes are included on another document in this module.)

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Course materials

1. (Rental text) *Joining the Conversation* (4th edition), Palmquist.
2. (Purchase) *Rules for Writers at the University of Wisconsin-Stevens Point* (10th edition), Hacker and Sommers.
3. (Purchase) *They Say/I Say: The Moves that Matter in Academic Writing* (5th edition), Graff and Birkenstein.
4. UWSP email account that you check frequently

Course Expectations

This course functions much like a standard classroom course in that you will be expected to keep up with weekly textbook readings and material, meet deadlines for assignments, and participate actively in discussions online.

This course differs from a standard classroom course in that you can participate in class at any time of day and choose where to participate…at the library, at home in your bunny slippers, or anywhere else you have reliable Internet access…providing that you stay on schedule.

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Another characteristic of an online course is that students are responsible for much of their own learning. In other words, my role as the instructor is to be a learning facilitator while you (the student) take charge of your own learning process. The necessary learning resources and instructional activities will be provided so you can successfully learn, but I will not provide instruction in the form of lectures.

Successful students "stay in contact" with the course and required work by logging on to our Canvas site throughout the week rather than "checking in" periodically to see what is occurring.

That said, I will not supply information and leave you on your own. We all will be active participants in the process.

Students should expect to spend 6-12 hours per week on this course. This includes readings, viewing course content, completing homework assignments, posting to the discussion area, etc.

I will use UWSP email for communication. My email address is lmorgan@uwsp.edu.

An email from our UWSP Online office that you should have received offers useful suggestions and helpful links for success in an online course. Included in the email was this link to the student support web page for online courses.

In-person meeting: If you'd like to meet with me, face-to-face, to discuss any aspect of the course (material, assignments, etc.), I have office hours from 11:00 a.m.-12 noon on Tuesdays and Thursdays in my campus office, CCC 432. Alternatively, we can schedule meeting at another day and tme.

Email conventions: Because this is a course centered on improving writing skills, any **emails** to me or class members are expected to be *written in a professional manner*. This means emails should have a clear subject line (e.g., English 202: Assignment question), a greeting (with the correct title/name), a closing, your name, and use paragraphs—that is, do not write one big chunk of text, punctuation, and correct grammar. *Emails that do not follow these writing guidelines are not likely to receive a response*.

All announcements/changes/due dates also will be posted on Canvas. It is your responsibility to check our Canvas site for communications and changes to the course several times a week.

Computer Requirements

Since this is an online course, there are hardware and software requirements to complete the course. (The first requirement, of course, is a reliable internet connection.)

Canvas Questions
For recommended operating system requirements, web browser compatibility, and other issues involving Canvas, see the "Student Resources" section on the Canvas login page.

Microsoft Word
All homework assignments must be completed in a format compatible with Turnitin.com (which essentially means Microsoft **Word** or a .pdf file) and submitted electronically in Canvas. *Work submitted as a .zip file will be rejected*.

Adobe Acrobat Reader
You will need to obtain Adobe Acrobat Reader, which can be downloaded free from the Internet. You will use Acrobat Reader to access some of the course material.

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Technical Support

If you are having technical problems with Canvas (such as submitting work), contact free technical support through one of the following ways:

- Phone: 715-346-4357 (HELP)
- Email: help@uwsp.edu
- Web: See the Canvas login page under "Student Resources"

Any course content-related questions should be directed to Prof. Morgan.

Assignments and Grading

These are the assignments for the class and their associated points:

Assignment	Points
Assignment #1: Reflective piece	150
Assignment #2: Writing to Inform	150
Assignment #3: Proposal	150
Assignment #4: Argument	150
Peer reviews	80
Professionalism (Discussion/participation)	170
Total	850

Points and letter grades: The total course points and associated final letter grades are as follows:

Course Grade	Total Points
A	799+
A-	765-798
B+	740-764
B	714-739
B-	680-713
C+	655-679
C	629-654
C-	595-628
D+	570-594
D	544-569
F	543 and fewer

Discussions / Class Participation

This class is your opportunity to practice informal and formal writing. You will do formal writing in assignments. You will do informal writing by posting discussion responses. Participating in discussions is our way of attending class.

In an online class, each missed response is like an absence in a regular class.

FAQs about discussions:

1. *How many prompts will there be each week?* There will generally be one prompt each week. Specific instructions will be included with the weekly "lecture notes" in the last section labeled "Tasks for the Week." Most often, these tasks will be among members of small groups that I will set up (typically, four students per group) and you will be required to post an original response to the prompt and two responses to the postings of classmates in your group. In this way, we can develop a conversation on topics presented in class.
2. *How much are discussion responses worth?* There are 170 points allocated to Professionalism— meaning doing your work as a student in a professional manner.
3. *Do I have to submit a response to every prompt?* To get the most out of the course and to receive a good Professionalism grade, you should respond to every prompt.
4. *What happens if I don't submit a response in time?* You can't make up a missed response. At the end of the week, I will close the discussion. If you didn't respond at all that week, you will lose points. Any incomplete or weak responses will detract from your points.
5. *How long should my discussion response be?* I don't count words but I do consider content. I look to see if you have given serious thought to the prompt and have fully answered it. If you do this, you get full credit. But if your response is hurried and short, and doesn't relate to the prompt well, you won't get full credit. But it is better to post something than nothing at all.

Collaboration: Collaborative work, such as studying or discussing course assignments and materials with other class members, is highly encouraged. Students are encouraged to collaborate with each other using the email and discussion tools.

Grammar & Spelling

Bad grammar and spelling mistakes are annoying. They tell people that you haven't taken the time to proofread. They reflect negatively on you in the classroom and beyond in your professional life.

That said, in an online class like this one where most of our correspondence is written, the occasional bad sentence construction or misspelling is understandable in discussion responses. It's very important that you communicate in this class, and you should not let your fear of mistakes get in the way. But in your formal assignments, bad grammar and spelling will be penalized.

You should know basic grammar. If you don't, thoroughly review your copy of *Rules for Writers*.

Late Work

This class moves fast. It's important to keep up or you'll be left behind wondering what happened. So, don't submit assignments late.

That said, late—with a limit—is better than not at all. If an assignment will be late, email me in advance of the due date to tell me your assignment will be late and when you plan to submit it. I don't need excuses. However, turning in assignments late may cost you a half grade per day on that assignment and **unless there are extenuating circumstances, there is a <u>two-day limit</u> for late assignments (with reduced credit).**

In the event of extenuating circumstances when several days or more of a week will be missed and you are unable to participate or otherwise complete course work, you must contact me and let me know your situation as soon as it is evident you will be unable to participate. In other words, do not wait until you've missed a week of class and then send me an email that says, "The reason I haven't logged on for eight days is because…." If I am aware of your situation, we can work out a reasonable solution.

Plagiarism

In an effort to cut down on plagiarism, the following is an explanation of plagiarism and the consequences of committing plagiarism. I understand that most students are honest. This information is offered because I realize that unintentional plagiarism is a problem for all writers and I want to help students avoid it.

What is Plagiarism?

In academic writing, plagiarism occurs when a writer uses someone else's language, ideas, or other original material without acknowledging the source. ("Original" means information that is not common knowledge in our society.) This definition applies to writing that appears in print or online, to manuscripts, and to the work of other student writers.

How Do Student Writers Commit Plagiarism?

Plagiarism usually takes several forms in university writing courses:
- Students submit papers or portions of papers that someone else has written–whether from a commercial service, a web site, or a friend–and then claim the writing as their own;
- Students get too much help from friends, relatives or tutors and claim their writing as their own;
- Students are careless about documenting sources. When they sit down to write, they cannot remember where they got their information and so neglect attribution altogether;
- Students have not learned how to properly cite sources: They do not know how to quote, how to paraphrase, or how to summarize, or they do not recognize when to document sources.

How Can I Avoid Plagiarism?

Understand writing assignments as opportunities for genuine and rigorous inquiry and learning. Such an understanding means that:
- You do not purchase papers from commercial services or copy and paste information from a web site without citing it (this includes graphics as well as text);
- When you ask tutoring services or friends and family to read your work (as you should), you make sure they leave all decisions about what to write and how to revise in your hands.
- You acknowledge clearly when and how you are drawing on the ideas or phrasings of others;

- You learn the conventions for citing documents and acknowledging sources.
- You consult your instructor when you are unsure about how to acknowledge the contributions of others to your thinking and writing.

What Happens If The Professor Thinks I've Committed Plagiarism?

One goal of this course is for you to work on developing the writing, analytical, and critical thinking skills that you will need to be successful as a professional in your chosen field. I want to acknowledge that recent buzz about ChatGPT and other generative AI tools poses some interesting questions about the need for developing these skills, and how such tools can be used in higher education. Given that this technology is still in its infancy and that my goal is for you to develop your skills as a writer, the unauthorized use of ChatGPT, or other AI writing tools, is not permitted in this course.

Students found to be using such tools, or submitting essays from a third party, will be considered as engaging in conduct aimed at making false representations of a student's academic performance, and will be subject to disciplinary action as defined in the UWSP Academic Misconduct Policies. Furthermore, the affected assignment may not be resubmitted and a score of zero will be recorded.

Course Policies

Access to Education: Qualified students with disabilities needing appropriate academic adjustments should contact me as soon as possible to ensure your needs are met in a timely manner.
Copyright: All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purposes outside of this course.
Privacy and Canvas Tracking Notice: Canvas or the course web site automatically records all students' activities including your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, chat room discussion text, and posted discussion topics. The primary reason to access this data is to evaluate class participation and identify students having difficulty using Canvas features.
UWSP Policies: This course falls under all UWSP policies for last day to drop courses, etc.

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