

ENG 101 -16
SPRING 2014

Ms. Janice Marshall

Office: Room CCC 424

Email: jmarshall@uwsp.edu This is your best bet for reaching me as quickly as possible. I try to check email at least once a day, usually more often, so please email me with **English 101—UWSP** in the subject line.

Office hours: Mon. and Wed. 3:30-4:00, Tues and Thurs. 12:00-12:30. Please make appointments (even during office hours) so that I can be ready for you. Or feel free to email anytime. I check it regularly and respond promptly.

English 101

Texts:

Patterns for College Writing, RENTAL

Rules for Writers, eighth edition Diana Hacker, PURCHASE

Course Materials:

Thick (2" thick minimum) 3-ring binder

Loose leaf paper

Section dividers (with tabs preferred)

Blue or black pens

Small personal stapler

3-hole punch recommended (one is available in library)

Dictionary recommended (or try www.dictionary.com)

Course Objectives:

At the completion of this course, you should

*be able to identify and correct basic errors in grammar

*be able to develop ideas for essays

*be able to accurately and clearly write essays from 2-5 pages in length

*be able to obtain and use research in MLA documentation style

*be able to work in small groups

*have gained confidence in your own abilities☺

Grading criteria:

The course grade will be comprised of the following components:

Active reading/rough draft workshops	100 points
1 two-three page essay	100 points
1 three-five page essay	150 points
1 three-five page research essay	200 points
Final assessment	50 points
Midterm exam	100 points
2 grammar quizzes	20 points each
Grammar exam	100 points

****IMPORTANT!!****Failure to submit any of the essays, exams or the final assessment will result in a failing grade for the course.

Policies

1. All writing for this class must be in ink or, when requested, typed. **If written in pencil, work will not be graded.** I suggest adding a hole punched pencil case to your binder and stocking it with pens and a small stapler. You must be prepared with pens, textbooks, paper, etc every class period. Without these items, you may be asked to leave class to get them.
2. Please take notes by hand, not typing on a keypad. Multiple studies show that handwriting notes creates stronger memory and understanding than typing. Therefore, you will not use your computers in class unless specified. Also, phone usage is prohibited in class. This is not negotiable unless you have a personal emergency, in which case, please let me know before class.
3. ALL reading assignments MUST be actively read, following your active reading techniques handout. You must thoroughly complete BOTH the notes AND the summary for each chapter in Patterns for College Writing. There will be dropboxes on D2L for each chapter. They must be submitted to the Dropbox BY the beginning of class on the date the chapter is listed on the syllabus.
4. You must maintain your class binder as specified in the binder handout. All class material must be hole punched and put in the correct tab within the binder. The correct tabs include: **Syllabus, Memoir, Compare/Contrast, Argument, Grammar.** You may not use folders.
5. The goal of this class structure is to create a “writing community,” a physical and mental place in which each of you can think of yourself and your classmates as writers who share a common goal. Class periods are designed to give you a multi-pronged approach to learning about writing. You will spend part of your time getting information from me, part doing your own writing, and sometimes working in small groups to collaboratively improve your own and others’ writing. I will not excuse assignments you didn’t know were due or reteach the lesson to people who were absent or late.
6. Although it is imperative for you to attend ALL class sessions especially in a night class, but please, for the sake of your classmates and instructors, **DO NOT COME TO SCHOOL IF YOU ARE SICK.** You can still turn work in by email or D2L dropboxes. I will also stay home if I am ill. If class is canceled, there will be a sign posted on the classroom door, and you can also call the University to check if class will meet. There is flexibility in the grade to accommodate an illness but NOT recurring absence. You can turn homework in either in the box on my office door (CCC 424) or by email. Do not turn work in late, but you may turn it in early or by class time on the day due.
7. Late assignments of any kind will not be accepted without prior permission asked for and granted in writing at least 24 hours before due date. If you will not be able to attend that class period and wish to hand in your work, you may drop it off in the box on my office door or bring it to the classroom. Do not drop assignments off at my office if it is 10 minutes or less before the start of class time. In that case, just bring it to the classroom. However, **each student is entitled to one Technical Excuse which entitles you to 48 hours after the due date to submit the essay with no penalty. The technical excuse is NOT used for daily homework/grammar. Each student gets ONE technical excuse, so plan ahead and use it wisely.**

8. I will be available by appointment to meet with students. Please make an appointment with me if you wish to meet with me or email me at janicemarshall@hotmail.com or jmarshall@uwsp.edu. Make sure to put **English 101 UWSP** in the subject line. **You may send a rough draft for comments from me for one of two of your essays.** I will give suggestions for improvement. You must send these drafts at least 3 days before the essay is due.

9. You will sometimes be working in small groups with your classmates. The workshops will benefit you in two ways: you will be, on one hand, learning how to evaluate and discuss your peers' work, and you will also learn how to dispassionately evaluate your own work. You will be given quiz credit for bringing completed drafts to these sessions and participating with your peers.. I will provide detailed tasks for each of these workshops to help you critique your classmates' (and your own) writing. As we get closer to the end of the semester, you will be asked to work a little more with your classmates, to essentially make sure that you are becoming more independent as writers as we get closer to the end of the term.

11. Revisions are meant to be completed BY the due date. Essays will not be revised for a higher grade. As in the "real world," you are expected to do your best work by the due date, not expect to be able to fix it later. Realize that despite being rather short essays, you are given 3-4 WEEKS to work on an essay, so the quality that is expected is high, not what can be produced in a day or two. Be prepared for the due date by working on the essays as soon as they are assigned.

12. Essays and homework will be **typed** on a word processing program. Essays will be space and a half or double spaced, without additional spaces between paragraphs. Paragraphs will be indented one Tab. They should be written in 10 or 12 point font on one side of the paper. You should have a minimum of 250 words per page. Do not include a title page. Type your name, my name or the course name, the time of day it meets, and the due date of the paper on separate lines, single spaced, at the top left corner of the first page. Subsequent pages after the first should be numbered in the upper right hand corner including your last name and the page number. **ESSAYS MUST BE STAPLED. ESSAYS NOT STAPLED WILL BE DOCKED ONE FULL LETTER GRADE.** Essays must have descriptive titles.

13. Essays will be graded for content (ideas and details), structure (organization, form, and connections), and accuracy (grammar, mechanics, etc.). References to grammar errors will be in a number system of the common errors on your grammar handout.

14. Essays will be graded within two weeks. The final essay will receive only a grade, no comments, and I will keep that essay. If you wish to discuss any of your essays, wait 24 hours at least and then bring a list of questions to discuss.

15. Writing is a process, just like training for a sport. Do not feel discouraged or doomed if your early efforts aren't as successful as you would like. Most people find that they improve with practice, and practice is what this class is all about. Writing is not something that you either can or can't do. It's a skill which needs to be strengthened. Some of you may be starting with a weaker writing muscle than others, so you will require a higher degree of practice to build it up. And for some of you, the possible improvement in one semester may be greater or lesser than others in the class. The more open you are to change and new modes of thinking and writing, the more successful you will be in this class. Your willingness to write multiple drafts, try new

techniques, and communicate with me and your colleagues will help determine how well you can ultimately do in this class.

16. Any students who distract the class by talking, not completing work, or displaying a disruptive attitude will be removed from class. First you will be removed from a single class period, then, if the problem recurs, you will be removed from the class permanently and will receive an F for the class. You will be asked once to refrain from your behavior; then you will be asked to leave the class. This is my biggest single pet peeve, so please don't push me on it.