**English 099: Writing Studio**

**UW Steven’s Point at Marshfield**

**Fall 2018**

**Course Information**

Section 001 **T 9:10-10:00 Rm. 405**

Section 002 **R 9:10-10:00 Rm. 405**

Section 003 **M 2:30-3:20 Rm. 405**

Section 004 **W 2:30-3:20 Rm. 405**

Section 005  **W 4:00-4:50 Rm. 405**

**Instructor Contact Information**

Christine Klingbiel

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**Instructor Office:** Laird 447

**Office Phone:** 1-715-389-6547 **Best Way to Contact:** email

**Office & Student Success Center Hours:**

OFFICE-M-F 10:00-11:00

STUDENT SUCCESS CENTER T & R 10:00-12:00

**Course Website (**[**https://d2l.uwc.edu/**](https://d2l.uwc.edu/)**)**

Our studio class has a website through a program called Desire2Learn (D2L or Brightspace). Materials for studio sessions are available through D2L, including the syllabus, information about makeup work options, and links to online resources for college writing. You also have the option to use D2L to keep track of your attendance, contact the instructor or classmates, submit drafts of essays to discuss during sessions, and save prewriting.

**Writing Studio Overview**

**English 098 Course Description**

A small group and individualized instruction course that helps students develop college-level writing and critical reading skills. Emphasizes writing process strategies. Taken concurrently with a composition course or another writing-intensive class. 1, 2, or 3 non-degree credits.

**What Is a Writing Studio Course?**

A writing studio is a hands-on workshop style class. The studio offers a supportive learning environment within a community of writers in a space outside of a traditional classroom. Students meet in a small group with a professional writing instructor to work on writing projects that they bring from their other college courses. Students work with the instructor to determine the activities that the group will work on together and individually in the studio. During studio sessions, you will discuss your writing with classmates and the instructor, give and receive feedback, and complete writing process activities. You will not complete separate writing assignments for your studio class except for self-assessments. The homework for the class focuses on learning activities and process work to help you develop as a college writer and complete your writing projects.

**Purpose of the Studio**

The main purpose of the writing studio program is to help students develop college-level writing skills and strategies. This includes helping writers a) achieve their own educational goals, b) complete writing-intensive courses taken with the writing studio, c) prepare for more challenging college courses, and d) develop strategies for lifelong writing after receiving a college degree.

**Class Structure**

Most studio sessions will be organized into three parts:

1. ***Reports on Projects and Session Planning***: Studio members will meet together to discuss their completed work, progress on current writing projects, and introduce the writing that they brought for work and discussion. Students and the instructor will then create an agenda for the rest of the class period.
2. ***Studio Workshop Activities***: Studio members will engage in discussions and hands-on learning activities, which will vary based on the goals of each writer and the writing projects that students bring to the studio.
3. ***Review and Planning***: Near the end of each session, studio members will review their learning and what they accomplished during the session. Students will record their activities in a studio log and create a written plan (or to do list) for writing project tasks to complete before the next studio session.



**Studio Workshop Activities**

Class activities will be different each week, depending on the time of the semester and class members’ current writing projects for other courses. In the writing studio, you can expect to do most of the following activities over the course of the semester:

***Analysis of Writing and Feedback***

* Discuss your in-progress and completed writing projects with other writers
* Analyze and discuss the writing that classmates bring to the studio
* Give and receive peer feedback
* Discuss your work one-on-one with the instructor and receive individualized feedback
* Discuss and respond to feedback that you have received from other instructors

***Reflection and Self-Assessment***

* Complete informal oral and written reflection activities
* Set and discuss writing goals and report on progress toward achieving those goals
* Evaluate and discuss on your own processes as a writer
* Analyze the effectiveness of your project drafts in relation to their audience and purpose
* Use self-assessment to revise and edit your writing
* Reflect on how to apply learning from a previous writing project to a subsequent writing project
* Analyze and evaluate your progress as a writer over the course of the semester, including completing formal self-assessment activities after midterms and before finals week

***Writing Process Work***

* Plan for a writing project and engage in prewriting activities
* Work on individual and small group writing process activities
* Occasionally work on reading and research activities as part of a writing project

***Discussion Activities Based on Writing Projects***

* Discuss strategies for successfully completing the writing projects that class members bring to the studio
* Discuss how to adapt writing process and strategies based on assignment instructions, requirements, and instructor expectations for work in other courses
* Use writing that the class brings to the studio to discuss the conventions of academic writing, including the varying conventions for different courses and disciplines
* Identify and discuss evidence in texts to support a source-based writing project

**English Department Learning Objectives for English 099**

In English 099, students work toward achieving the learning outcomes for one or more writing-intensive courses taken during the same semester. Students who are enrolled concurrently in a first-year writing course should demonstrate clear progress toward achieving composition learning outcomes in these areas: *rhetorical knowledge*; *knowledge of conventions*; *critical thinking, reading, and writing;* and *the writing process*.

**Learning Outcomes for Writing Studio Courses**

*By the end of English 099, each student should demonstrate the ability to do the following:*

* + Set and achieve personal goals for academic reading and writing; make clear progress toward achieving related learning outcomes for at least one other writing-intensive course;
	+ Independently revise and edit writing in response to feedback from instructors, peers, and (when available) tutors;
* Identify the basic features of academic writing; use appropriate vocabulary to discuss college-level writing with instructors and classmates;
	+ Plan, draft, revise, edit, and proofread a college essay that successfully develops a thesis or clear main point, using evidence that is appropriate for the requirements of another writing-intensive course;
	+ Organize a paragraph around a topic sentence that a) clearly states the main point of the paragraph and b) develops and supports the overall main point of an essay;
* Write structurally sound sentences in a revised and edited essay;
	+ Make progress toward adapting content, form, and style to the audience, purpose, and requirements of a first-year college writing assignment;
* Make progress toward using appropriate syntax, grammar, usage, punctuation, and word choice in formal college writing assignments;
* Use signal phrases and MLA documentation (or another academic citation style) to cite course texts and sources at a level that is appropriate for the writing-intensive course(s) taken concurrently with ENG 099;
* Achieve additional individual learning outcomes identified in consultation with each student

**Placement in a Writing Studio Course**

The English Department places students into a writing class through the campus placement process (which includes an evaluation of a writing sample, ACT reading and writing scores, Wisconsin English Placement Test scores, high school grades and courses, and a student questionnaire with self-assessment questions). Students receive a recommendation to take a writing studio course when the campus placement team determines that they would benefit from one-on-one instruction or small group work. Students may also receive an advisor recommendation or self-select the course. *Please see the instructor if you have questions about your placement in this course or your writing course.*

**Writing Studio for Second Year College Students**

Many students benefit from enrolling in the writing studio program each semester until they complete the core writing requirement (English 102). Students may take English 099 for two semesters. During their second year, students who are still taking composition courses should enroll in the second-year studio course (LEA 120: Intermediate Writing Studio). *If you have previously taken English 099 for two semesters, please talk to the instructor about changing your registration from ENG 099 to LEA 120.* You will stay in the same weekly studio session but work on a slightly different set of learning goals.

**Texts and Materials**

**Required Materials to Bring to Class**

To receive full credit for each studio session, bring the following materials to every class period:

* One or more pieces of writing or prewriting that you would like to discuss and/or work on (printed copies or electronic copies saved to a laptop or tablet)
* Previously completed prewriting and drafts for your current writing project(s)
* The assignment instructions for your current writing project(s)
* Required readings or research sources you need for successfully completing your current writing project(s)
* A pen and paper for note taking

**Additional Required Technology**

For writing projects, students need a word processing program with the ability to save documents in Word or PDF format. Both of the following options are free:

* [Google documents](https://www.google.com/docs/about/) (available through a free google account)
* Microsoft Office Online (available through your UW Colleges Office 365 account)

**Optional Recommended Technology**

Students who have a personal laptop, tablet, or other electronic device should bring it to the studio for completing workshop activities. However, an electronic device is not a required part of the course. Please notify the instructor if you do not have a laptop or other device to work with during class.

**No Assigned Course Texts**

This course does not have assigned texts. During studio sessions, you will use readings and assignment instructions for the other courses. When you attend class, please bring copies of all the texts that you need for working on your current writing projects from other courses.

**Grading and Course Requirements**

**Writing Studio Grading**

Writing studio classes are offered on a pass/fail basis. Students will receive a satisfactory (S) grade if they regularly attend class and complete all of the course requirements. Students who do not complete the required activities will receive a failing (F) or unsatisfactory (U) grade. Students who drop out of the course without officially withdrawing will receive an F. Students who complete the course with insufficient attendance or engagement in required course activities will receive an unsatisfactory (U) grade.

**Grading for Non-Degree Credit Courses**

Because this is a non-degree credit course, your final course grade will not be included in your college grade point average (GPA). However, grades in non-degree credit courses count toward determining whether you are making satisfactory academic progress. You will receive a course grade in PRISM, and it could affect your financial aid status or potentially influence the outcome of any appeals that you might make to the campus if you are suspended.

**Grading for Writing Assignments**

You will receive extensive feedback on your writing from the studio instructor, but you will not receive a final assessment or grade. Your instructors for other courses will grade the writing assignments that you complete for their classes. Your studio instructor will give you a grade based on your participation and engagement in required studio activities.

**Course Requirements**

To pass the course with a satisfactory grade, you must complete the following course requirements:

1. Attend each studio session (or complete makeup work for a missed class period)
2. Always bring at least one writing project to the studio
3. Actively participate in discussion and workshop activities
4. Work with the instructor to create an individual weekly writing plan for your homework and then complete those assignments before the next class period
5. Report on the take home work that you complete between studio sessions
6. Discuss your major writing projects with your studio instructor and other writers, including the assignment instructions, prewriting, one or more preliminary drafts, and the final polished essay or other text
7. Keep an organized in-class record of your work through a studio log that you will update at the end of each studio session
8. Keep an organized portfolio, binder, hard copy folder, or electronic folder of all formal writing assignments completed during the semester to use for writing studio sessions and self-assessment activities.
9. Complete regular in-class self-assessment activities
10. Successfully complete a formal final self-assessment at the end of the semester

Students will not receive full credit for a studio session if they do not bring a writing project and fully participate in studio activities during the entire class period.

**Homework and Weekly Writing Project Plans**

Your only homework for this class is to work on process activities for your writing projects. Students are required to work on writing projects for their college courses, but they may also choose to work on other writing projects (for example, job applications, resumes, and scholarship applications). In the last few minutes of each class period, you will create an informal writing plan or short to do list for the upcoming week. You then will work on those activities between studio sessions. At the beginning of the next session, you will report back to the class on your completed and in-progress work, including discussing finished work from your writing plan or to do list, your progress toward completing unfinished projects, any adjustments that you made to your weekly writing plan, and new writing assignments for your college courses. In addition to writing process work, weekly plans might include other academic success activities (for example, attending an instructor’s office hours, making an appointment with an advisor, talking with the campus reference librarian, or working with a peer tutor in the writing center).

NOTE: When students do not have current writing projects for their other courses, the instructor will work with them to identify other homework activities to complete during the week that will help them develop as college writers.

**Required Attendance**

To receive a passing (satisfactory) grade for a studio course, you must complete 15 hours of studio coursework for each credit that you are taking. Because most of the learning and much of the required work for happens during class, attendance is mandatory. Students who miss studio sessions must complete makeup work to pass the course. Students who do not complete the required hours or do makeup work will receive a failing grade for the course.

**Required Work for Missed Studio Class Periods**

Whenever you are absent, you need to do the following activities to receive credit for the missed studio work:

1. Write a brief (one paragraph) report on the take home activities that you completed during the previous week to receive credit for your homework submit your report to the makeup work folder in the D2L dropbox or bring it to the next studio session.
2. Create a writing plan for the upcoming week and add it to your writing studio log.
3. Consult with the instructor and then complete one or more makeup activities for the missed class period. To receive course credit.
4. Record your completed makeup activities in your studio log.

All makeup work activities require instructor approval. Makeup work activities include (but aren’t limited to) completing a self-assessment activity, working with a peer tutor and then writing a report on your learning from the tutoring session, visiting a professor during office hours and then writing a related reflection, and engaging in peer review with other students who need to do makeup work.

**Deadline for Submitting Makeup Work**

Makeup work is due based on an individual schedule that the instructor determines with the student. Normally, makeup work is due within one week of a missed studio session.

**Final Exam**

Your final exam for this course is a formal written self-assessment that reflects on your development as a writer and describes your writing goals for future college courses. Self-assessments are due on the last day of class for one-credit sections and during the officially scheduled final exam time for two-credit and three-credit sections.

**No Course Schedule**

Unlike other courses, the writing studio does not have a formal class schedule. The discussion topics and workshop activities for each studio session will depend on the writing projects that students bring to the studio. Students will create their own weekly homework schedules during class.

**Course Policies**

**Changes in Course Policies**

The instructor reserves the right to change any part of this syllabus. You will receive notification in class of any changes to the syllabus, structure of your studio session, or course policies. Changes will also be available online through the course website.

**Incomplete Grades**

Incomplete grades are very rare in studio courses, and they are reserved for students who have an unexpected medical or personal emergency that prevents them from attending the studio or completing writing process homework after the last day to officially withdraw from the course. Most students who receive an incomplete grade for the studio also receive an incomplete grade for their writing course or another college class. An incomplete grade is only available for students who were regularly attending and passing the studio course before the emergency situation. To makeup an incomplete grade, a student must work with the instructor to create a written contract that will list the writing activities that the student must do to pass the course. The contract will state when the makeup work is due.

**Use of Laptops and Other Electronic Devices in Studio Sessions**

Students who own laptops are strongly encouraged to bring them to class for writing workshops and writing process activities. However, students who use laptops, cell phones, or other electronic devices for activities that are not directly related to the course may lose credit for a studio class session. Please turn your cell phone off or use a silent setting during class to avoid disturbing other students who are using the library and writing center.

**Accessibility Accommodations**

Students who have a UW Colleges accommodation plan for a disability are strongly encouraged to talk with the instructor about how to implement the plan effectively in the studio and in other writing-intensive courses. You are not required to tell the instructor that you have a disability; however, if you do not notify the instructor, then you will be expected to complete studio activities and assignments without accommodations. Please contact the instructor if you would like more information about how to receive and access support for a disability or see the UW Colleges Disability Services website: <http://uwc.edu/students/disability>.

**Academic Misconduct (Cheating and Plagiarism)**

Plagiarizing means taking someone else’s work and submitting it to an instructor for course credit. In this class, you will receive help learning how to avoid plagiarism and other forms of academic misconduct as a writer. The UW Colleges has a process that instructors follow when students cheat, intentionally plagiarize, or engage in other academic misconduct. Depending on the situation, potential penalties include receiving a failing grade for an assignment or for an entire course. If you need additional help understanding plagiarism or academic misconduct, please contact the instructor. For more information on academic dishonesty, refer to the “Student Academic Disciplinary Procedures”section of the *UW Colleges Student Handbook*: <http://uwc.edu/students/handbook-policies>.

**Not Citing Sources Appropriately (Unintentional Plagiarism)**

In this class, you will learn how to cite ideas from readings and research sources; this course will also help you learn how to distinguish between your own thinking and the ideas of others when you write academic essays. Please talk with the instructor if you need extra help with learning how to cite sources. .

**UW-Colleges Assessment Activities**

The UW Colleges has an assessment program to evaluate the quality and effectiveness of programs and courses. Your syllabus for other courses will notify you about any assessment activities that will take place in those courses. Assessment activities for the writing studio program are separate from assessment work in classroom courses, and they focus on helping the English Department evaluate how well the studio program meets the needs of students.