

English 202
Spring 2023

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Office hours: Tuesdays & Thursdays 9:00-9:30am, 12:30pm-2:00pm,
and by appointment

REQUIRED TEXTS

Available for purchase in the University Bookstore:

Hacker, Diana. *Rules for Writers*. 10th ed., Bedford/St. Martin's, 2022.

The 10th edition is preferred as it has crucial MLA & APA updates; however, you can use the 9th edition if that's what you already have.

NOTE: You probably saw multiple books available for purchase for this class. DO NOT BUY ANY YET! You will read ONE of them later on in the semester, and we will choose them in class. (We'll talk about this assignment later in the syllabus.)

CLASS OBJECTIVES

This class will focus on the essentials of argument, research, and documentation.

As with all English classes at UWSP, you will

- 📖 Compose an articulate, thoughtful, grammatically correct, and logically organized piece of writing with properly documented and supported ideas, evidence, and information suitable to the topic, purpose, genre, and audience.
- 📖 Apply your understanding of elements that shape successful writing to critique and improve your own and others' writing through effective and useful feedback.

Specifically in this English 202 class, you will

- 📖 perform appropriate college-level research by identifying various kinds of sources, evaluating their rhetoric, knowing how and when to use appropriate sources, and knowing how to incorporate sources into your writing
- 📖 critically analyze a nonfiction book
- 📖 be proficient with both MLA and APA styles of documentation
- 📖 work with your peers to improve your writing and critical thinking skills

ATTENDANCE

I expect you to attend every class. Regular attendance required for a passing grade.

I do not teach from the textbook; all classes have activities and discussions that cannot be made up. Missing class will ultimately negatively impact your grade.

You are also expected to be to class on time each day and stay the entire class period. In addition, arriving late to class, leaving early, or ducking out of class for a while are distracting and not acceptable.

However, obviously there are times when you may need to miss class. If you are exhibiting any symptoms of illness, please do not attend class. Check Canvas to see what you missed. **It's not necessary to email me UNLESS you are missing multiple class periods.**

CLASS POLICIES

1. You will be respectful of all people in the classroom at all times. This means you will attend each class on time, stay for the entire class period, not talk while I'm talking, nor will you badmouth me, other students, or other professors.
2. You will be respectful of my time, which means you will not beg me to redo an assignment, ask me to accept an extremely late paper, nor distract me during class. You will also not waste my time by submitting papers that are wholly incorrect or plagiarized.
3. I assess your performance in class by grading your written work, mainly through your major papers. Therefore, I cannot accurately nor fully assess you unless you hand in ALL of your papers in a timely fashion. You can't pass the class on just small assignments, attending a class or two, or a miracle. **Be aware that failure to turn in even ONE paper will result in decrease of an entire letter grade – and possibly more – from the final class grade.** This will also set the stage for an F. All papers must be submitted on time for full credit. I do not accept papers whenever you feel like handing them in (I have a late paper policy which is listed later in this syllabus).
4. Silence or turn off your cell phones once class starts. Neither you nor I need the distraction. Even if there is a quiet moment once class has started, please refrain from checking your phone.
5. Laptops, tablets, and any video or audio recording are not allowed in class (unless you have and present to me official documentation from the DRC that they are needed).
6. Class materials, assignments, quizzes, grades, news, reminders, updates, etc., are all on Canvas. CHECK CANVAS AT LEAST ONCE A DAY!
7. All assignments/papers posted to Canvas must be uploaded as files in pdf or doc format. Canvas cannot open Pages files nor links to external storage locations (e.g. One Drive).
8. All work in this class must be original (i.e. your own creation) and new in execution. You are NOT allowed to turn in work done for a previous class (in whole or part, from high school or another college course), nor may you use work from this class in future classes. You also cannot use any kind of AI program to write your papers. If you do, it constitutes academic misconduct, and you will receive a D or F on the paper depending on the severity of the infraction.
9. If you have a detailed question or concern about an assignment, grade, or the class, don't ask before or right after class or via email. This causes the class to be delayed and brings everyone into your business. It is also impossible to have a meaningful discussion via email. Instead, set up an appointment to meet with me.
10. Email/Canvas message info – **PLEASE READ AND REFER TO THROUGHOUT THE SEMESTER**
 - a. I know it's surprising, but I do have a life outside teaching. Therefore, I typically will not respond to emails or messages between 5:00pm-9:00am, nor will I reply on the weekends at all. Allow at least 24 hours for a response (Monday for a weekend email).
 - b. I will NOT respond if what you're asking for is found on the syllabus or Canvas, if you're asking me to reteach the day via email, if you're missing one class, if you want to make up an assignment that you can't make up, or if you're rude, demanding, disrespectful, or you cross personal boundaries.
 - c. Think about what you are asking before you email me. My inbox gets clogged with unnecessary emails. Look at Canvas BEFORE you email me.

d. Emails **must** contain your class title and section (e.g. English 202 sec. #) in the subject line. I teach four almost identical classes, and this helps me narrow down which class/section you are in. I promise I will get to know everyone's names, but it takes me a while.

e. Additional guidelines are listed at the end of the syllabus. I know it sounds like I'm the email ogre, but it gets tedious for me AND you and I want to avoid any frustration.

11. Office hours: My office hours are listed at the top of the first page of this syllabus. They are times when I am free to meet with students. HOWEVER, there are times I may need to cancel or cut short office hours with little to no notice. Therefore, if you want to meet with me, contact me to set up a time so I will definitely be there. If my office hours don't work for you, please contact me to set up another time.

LATE WORK POLICY

For major papers (worth 100 points, excluding the final), I have the following late paper policy:

If your paper is one class period late = full credit (grace period)

Two class periods late = -20 points

Not handed in after one week = 0 on the assignment

I reserve the right to provide fewer comments on late papers. And remember, "class periods" refers to when we meet (i.e. if a paper was due Tuesday, you can turn it in Thursday with no points off). PAPERS WILL ONLY BE DUE ON CANVAS, so look there for specific due dates.

COURSE REQUIREMENTS

PLEASE NOTE: All assignments will be discussed in detail when assigned.

Attendance and Participation

I reserve the right to deduct points from ANY assignment if you do any of the following:

- 🔔 Arriving late more than 2 times
- 🔔 Leaving class early more than 2 times
- 🔔 Ducking out of class for a while more than 2 times
- 🔔 Talking while I'm talking or another student is talking
- 🔔 Being distracting or disruptive
- 🔔 Not being prepared for class
- 🔔 Using your phone during class

I reserve the right not to give a warning before deducting points. Check your grade frequently on Canvas as I will put a note in the grade when I deduct points.

Short writing assignments/quizzes/peer reviews (150 points)

Throughout the semester, we will have several short assignments. Some may be due only during class time; some may be due only on Canvas. There will be 150 total points available for this grade. **These assignments are unable to be made up if missed/late**; however, I will drop the grades of the THREE LOWEST-SCORED assignments throughout the semester. Therefore, 180 points will be available, but only a maximum of 150 points will count towards your grade.

Current Events discussion (50 points)

Each Tuesday, we will spend a bit of class time discussing current world events. Each article you post to Canvas AND discuss in class will be worth 10 points, with a maximum of 50 points for the semester.

Papers (400 points)

You will write four papers of varying styles and topics. They will be required to be submitted on Canvas. Each paper is worth 100 points.

1. An I-search paper on your career or major (approx. 3-5 pages in length, in MLA format)
2. An evaluative biography paper (approx. 3-5 pages in length, in MLA format)

3. A literature review of a current event topic (approx. 6 pages, in APA format)
4. An annotated bibliography of your lit circle book (group project, approx. 5 pages long, in MLA format). This will double as your final exam.

All will utilize UWSP library's many resources. You will be required to attend library instruction sessions to find the correct sources for these papers. You are also required to peer review drafts of these papers online on Canvas. There will be points attached to the peer reviews (part of the Short Writing Assignments grade).

Nonfiction literature circles project (400 points)

In small groups, you will read a nonfiction book that you have chosen from a list (these are the books in the bookstore). You will meet with your group each week during class & discuss the book, have assignments to complete on the readings, and fill out an evaluation of the project (this will be part of the **Short Writing Assignments**). There will be in-class writings as well. Class attendance during the lit circle meetings is required to get a passing grade for these assignments.

REQUIREMENT AND POINT BREAKDOWN:

Short writing assignments/quizzes	150 total points
Current Events	50 points
I-search paper	100 points
Evaluative biography paper	100 points
Literature review	100 points
Literature circle assignments	400 points
Annotated bibliography	100 points

Total	1000 points

Approximate point/letter grade correspondence:

940+ = A	900-919 = B+	820-839 = C+	740-759 = D+
920-939 = A-	860-899 = B	780-819 = C	680-739 = D
	840-859 = B-	760-779 = C-	below 680 = F

**** PLEASE NOTE: YOUR GRADE IS POINT BASED, NOT PERCENTAGE BASED. ****

A QUICK GUIDE TO PLAGIARISM

Plagiarism is taking credit for someone else's work. It includes turning in a paper written by someone other than you (with or without permission), downloading a paper off the internet, or copying and pasting source info with inaccurate or no documentation.

It is up to you to pay attention in class, follow *Rules for Writers*, and ask questions in regards to citing and plagiarism. **Ignorance is not an excuse.**

If I discover plagiarism, most times your grade will be reduced to an F or a 0 depending on the severity. If the infraction is severe enough, you will get a 0 and I will contact the office of Student Rights & Responsibilities. They will put letter in your student file stating that you plagiarized. If you plagiarize again, I will again contact Student Rights & Responsibilities and you will receive an F for the course. **If a student has two incidents of plagiarism in one or more courses, you may be expelled from the university.**

If you have any questions, please either talk to me or contact the office of Student Rights & Responsibilities.

EMAIL GUIDELINES

I tend to get inundated with unnecessary emails. This wastes time for both of us. Instead, follow these guidelines to see if you should email me:

1. Check the assignment, Canvas, syllabus, or prior communication/class notes to see if you can find the answer BEFORE you send an email.
2. Don't tell me you won't be attending class UNLESS you will miss multiple class periods.
3. Don't ask for things that are already posted to Canvas. If the document/assignment is not on Canvas (and you've genuinely looked all over), then let me know.
4. Don't ask me trivial matters (E.g. "Do I have to bring my textbook to class?").
5. Be respectful and professional in email correspondence (i.e. Don't address me as "Hey You" or "Yo").
6. Do not ask me, "Did I miss anything important?" EVERYTHING IS IMPORTANT.
7. I am not a tech person. If you're having difficulty with a technical aspect of Canvas or Zoom or any other online platform, contact Help in Canvas (it's on the bottom far left of all pages) or contact UWSP IT.
8. Be sure to include your class and section (English 202, sec. #) in the subject line of your emails.
9. I care about you as a person; however, I'm not the person to contact if you're having a crisis. Please contact the Dean of Students (715-346-2611, uwsp.edu/dos) and they will get you the help you need. PLEASE reach out to them if you need it.
10. Don't use the excuse "You told me not to email you." That is untrue! I just want you to think about what you are asking and if you even need to email me. The majority of the time the answer is accessible on your own, but when it is important, I will be able to more effectively respond to you.