

4 Sections

English 101
Fall semester 2019

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Office hours: Mondays & Wednesdays 12:30-1:45 PM; Wednesdays 3:30-5:00 PM,
and by appointment

REQUIRED TEXTS

Available in text rental:

- Kirszner, Laurie G, and Stephen R. Mandell. *Patterns for College Writing*. 14th ed., Bedford/St. Martin's, 2018.

Available for purchase in the University Bookstore:

- Hacker, Diana. *Rules for Writers*. 9th ed., Bedford/St. Martin's, 2019.
You will be using *Rules for Writers* ALL SEMESTER (and for English 202 as well);
therefore, **YOU ARE REQUIRED TO PURCHASE IT ASAP.**
- Shakespeare, William. *Macbeth*. Edited by Barbara Mowat and Paul Werstine, Simon and Schuster, 1992. **THIS BOOK IS REQUIRED.**
- 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.)

REQUIRED MATERIALS:

- A notebook with lots of clean paper – **BRING EVERY DAY**
 - A two-pocket folder
- A stapler or numerous paperclips – you will be required to staple or paperclip your papers prior to handing them in.
 - Multiple pens and/or pencils – **BRING EVERY DAY**

CLASS OBJECTIVES

This class will focus on the essentials of effective composition.

We will spend a lot of time reading and analyzing various kinds of literature, writing papers, and working with your classmates. You will learn how to apply these skills to your other college studies and beyond. You will learn how to fit the pieces of English together to become a strong critical thinker, a well-read college student, and an effective writer.

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, at the conclusion of this course, you will be able to

- ✍ Identify and correctly write for various purposes, audiences, and styles
- ✍ Understand the basics of college-level research and documentation
- ✍ Develop strong critical thinking skills through analysis of literature

- ☞ Effectively critique your peers' papers
- ☞ Demonstrate academic integrity by working responsibly and professionally in class

ATTENDANCE

You are required to attend every class. There are no "excused" or "unexcused" absences. I teach more than just this class; I don't have the time to respond to emails asking, "What did I miss?" and I guarantee I will not respond if you ask "Did I miss anything important?". I put a lot of class information and materials on Canvas. Check there or talk to a classmate if you miss class. **There is no need to contact me UNLESS you are absent for multiple days OR you are absent the day something is due or we have an exam.**

It is entirely your decision to miss class (and, at times, it might be the right decision), but don't be surprised if missing class negatively impacts your grade.

If you are in a UWSP-sanctioned sport or activity that may require you to miss class, I need official documentation ahead of the absence, and you will need to meet with me to discuss how to complete the coursework, if necessary.

If you have a serious illness or family emergency, contact me as soon as possible before the absences are insurmountable, otherwise I will assume that you are just skipping class.

Also, just because you inform me of an absence does not mean I will automatically accept late work or give you an extension. (My late work policy is later in the syllabus.)

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 leaving class and returning a short while later are distracting and not acceptable. Occasional late arrivals or emergency departures are fine, but do not make it a habit. If you are going to be late to class, please wait outside the room until an appropriate moment arrives for you to enter. If you are going to be more than 10 minutes late to class, don't bother coming. I've already marked you absent.

So, after all that is said, I grade attendance as follows:

- ☞ All students start off with 50 attendance and participation points
- ☞ You are allowed to miss 3 classes without losing any points from your attendance grade. **At the fourth missed class, I will deduct 10 points from your attendance grade EACH time you miss class.**

**** Please be aware that if you miss more than 6 classes, you will likely fail the course.****

- ☞ You are allowed to be late to class twice. **At the third time, I will deduct 10 points from your attendance grade EACH time you are late to class.**
- ☞ You are allowed to leave early or leave class & return a short time later twice. **At the third instance, I will deduct 10 points from your attendance grade EACH time this behavior occurs.**

If your attendance points drop to 0, then I may continue to deduct points from your overall class grade.

If you have a medical condition that may cause you to frequently leave class, you should let me know and I will take that into consideration so you won't lose points.

PARTICIPATION

Every student will actively participate in classroom discussions. This includes keeping up with reading and writing assignments, being an active listener and thoughtful speaker, staying on task, and paying attention.

You fail to participate when you do any of the following:

- ✍ Talk while another person is speaking to the class
- ✍ Talk while I am speaking to the class
- ✍ Use your phone during class
- ✍ Refuse to participate
- ✍ Fall asleep in class
- ✍ Do not complete the day's reading

Any of these infractions are subject to removal from class and a decreased or failing grade.

In addition, I will deduct 10 points from your attendance and participation grade EACH time any of the above infractions occur. Therefore, check your attendance grade on Canvas frequently. I will make a note in the grade item if I deduct points. Also, I reserve the right to not give a warning before deducting points. And as above, if your attendance points drop to 0, I may continue to deduct points from your overall grade.

PLEASE NOTE

This class is intended for people with a commitment to their studies. If you are unable to show respect for me or your fellow classmates, please drop this course. I have no time for anyone who will negatively affect the learning experience of others, including myself, in this class.

CLASS POLICIES

1. You will be respectful of all people in the classroom at all times. This includes listening and not speaking when others are talking, being respectful of others in the class, paying attention, and maintaining academic integrity by not plagiarizing or cheating.
2. You will be respectful of my time, which means you will not beg me to redo an assignment, ask if something is "OK" if it doesn't match the assignment, nor will you talk while I am talking.
3. I assess your performance class by grading your written work, mainly through your major papers. Therefore, I cannot accurately nor fully assess you unless you hand in your papers. You can't pass the class on just small assignments, attendance, 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 almost certain failure in this class.
4. Laptops and tablets are not allowed in class unless you have documented approval.
5. Cell phones must be **TURNED OFF (or on Do Not Disturb) AND COMPLETELY OUT OF SIGHT.** Please refrain from checking your phone if there are a few minutes of down time during class (e.g. while waiting for others to finish a quiz). Neither you nor I need the distraction. (See the above policy regarding points deducted by using a phone in class.)
6. Assignments are due in class on the date due, or as instructed on the specific assignment. I do not accept emailed papers or papers turned in on my office door without prior approval.
7. All required assignments must be posted to Canvas by the paper's due date to check originality for credit. I will not grade papers until they are posted on Canvas, and that assignment will be a 0 until the paper is submitted to Canvas. **If you turn in a paper on Canvas but not in class in print format (if required), that assignment will not be graded until I receive the printed copy.** If you get me the printed copy by the next class period, I will deduct 10 points from the paper grade. After that point, if you either fail to get me a paper copy before the end of the semester or it is

more than 1 class period late, you will get half credit on the paper (50 points).

8. Ear buds/headphones are not allowed to be used during class. They need to be put away upon arrival in class (which means you cannot wear them around your neck during class).

9. Video and/or audio recording in class is not allowed unless you have documented approval.

10. Class information, grades, and course materials will be on Canvas. Make sure you regularly check your grades on Canvas and let me know if you see a major discrepancy. Also, regularly check your UWSP email.

11. 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 any institution), nor may you use work from this class in future classes. If you do so, it constitutes academic misconduct, a serious offense, and it will be reported to the Office of Student Rights and Responsibilities. I will also not grade the assignment completely, and you may either receive a D or F on the assignment depending on the severity of the infraction.

12. If you have a detailed question or concern about an assignment, grade, or the class, I would prefer if you made an appointment to talk to me during my office hours. Talking to me before or after class often affords you no privacy. In addition, before class begins, I'm getting materials ready and preparing to teach, and talking to me before class is distracting to me and makes the other students wait for class to begin. If you have a brief question, talking to me after class is slightly better, but it may not be the best choice, either, as I have to teach another class in a few minutes (and you may also need to attend another class). If you have a concern, please email me to set up an appointment and/or come to my office hours. This way I will be able to focus on your question without the prying eyes of the class.

13. UWSP has just switched from D2L to Canvas for our online course management system. I had been using D2L for over 10 years, so be patient with me as I learn how to use Canvas, too. If I ever say "D2L" in class, know that I mean Canvas. You WILL need to log into and learn how to use Canvas; you cannot pass this course without using it.

14. My office hours are a time I purposefully set aside to meet with students. Most of that time I am in my office working. However, I may need to leave early, make copies, eat, etc. Therefore, I appreciate it if you let me know you will be stopping in so I will be prepared to meet with you. Also, look at my office hours on the first page of the syllabus to see my availability. I will NOT be on campus Tuesdays, Thursdays, or Fridays, so don't email me requesting to meet with me on one of those days. If the times I have on the syllabus do not work for you, contact me and we will see what we can work out. You can always visit the Tutoring-Learning Center (TLC) if you need help with an assignment.

LATE WORK POLICY

It is rude to assume I will grade your paper whenever you feel like handing it in. It is also unfair for the students who handed their papers in on time if they have to wait for me to grade a late paper. Also, just uploading your paper to Canvas DOES NOT count it for being on time. The following is my late paper policy which applies ONLY to major papers (papers worth 100 points):

If your paper is one class period late = -10 points

Two class periods late = -50 points (half credit)

More than 2 class periods late = 0 on the assignment

Also, I reserve the right to provide fewer comments on late papers. And remember, "class periods" refers to when we meet (i.e. If the paper was due Monday, you can hand it in Wednesday with 10 points deducted, and so on.).

If you know you will be absent ahead of time (if, for example, you're in a UWSP sport and will miss class), please get me the documentation ASAP and I'll be willing to work with you to avoid point loss.

ABSENT FOR EXAM POLICY

If you are absent on a day we have an exam and you do not notify me ahead of time, you will get a 0 on the exam and you will not be able to make it up. If you know you will be absent or are ill the day of an exam, I need to be contacted BEFORE the exam, and even then, it is at my discretion to allow you to take the exam at a different time (and with possible point loss).

If you are physically unable to contact me before the exam, you need to contact me ASAP with appropriate documentation of the absence. Again, it is at my discretion if I allow you to take the exam at a different time.

COURSE REQUIREMENTS

Participation/Attendance

See the above section on attendance and participation. (50 points total for this requirement)

Short writing assignments

We will have various short writing assignments, quizzes, and peer review workshops throughout the semester. They will each be worth 10 points with 150 points total for the semester. These assignments are **unable to be made up if you are absent**. However, I will drop your THREE lowest grades (so there will be 180 points available, but only 150 points will count).

Papers

You will write five papers of various styles and topics:

- ✍ A descriptive essay (approx. 3 pages long)
- ✍ A paper about *Macbeth* (approx. 2 pages long)
- ✍ An exemplification and narrative essay (approx. 3 pages long)
- ✍ A profile paper on your lit circle book (uses research and is approx. 4 pages long)
- ✍ A compare & contrast essay (approx. 2 pages long)

They are each worth 100 points. You will also be required to participate in a workshop for the rough drafts of these papers. These points will be part of the Short Writing Assignments listed above.

Macbeth

We will read the play as a class and discuss it in-depth. You will have an exam and a paper (one of the papers mentioned above) on the play worth 100 points each.

Literature circles project

From a list presented to you, you will pick a book to read in small groups for several weeks of class. You will need to complete various assignments (150 points), evaluations (part of the Short Writing Assignments grade), one researched paper, and a compare & contrast paper. (These papers are part of the 5 listed above.)

Final exam

Your final exam will be on your literature circle book, and it will be worth 50 points.

REQUIREMENT AND POINT BREAKDOWN:

Attendance	50 points
Short writing assignments	150 points total
<i>Macbeth</i> exam	100 points
Papers (5 X 100 points each)	500 points total
Literature circle assignments	150 points
Final exam	50 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

A QUICK GUIDE TO PLAGIARISM

Plagiarism is, essentially, 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 incorrectly using a source.

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, I will first contact you and hold a meeting in which we discuss the issue. If you fail to have proof that you did not plagiarize, I will contact the office of Student Rights & Responsibilities. They will put letter in your student file stating that you plagiarized. In addition, you will receive a 0 on the assignment, and you will be unable to make up that assignment. If you plagiarize again, I will again contact Student Rights & Responsibilities. You will then automatically 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 for more information.

EMAIL ETTIQUETTE.

1. Don't email me to tell me you won't be in class UNLESS it is a day in which there is an exam or a paper is due OR you will be gone for multiple class periods.
2. Don't email me to ask for things that are already posted to Canvas. If the document is not on Canvas, then let me know.
3. Don't email me asking me trivial matters (E.g. "Should I bring my book to class?").
4. Please allow at least 24 hours for a response via email. (Monday morning at the earliest for a weekend email.)
5. Be respectful and professional in email correspondence (i.e. Don't address me as "Hey You" or "Yo").
6. Don't send me drafts for review.
7. Use email sparingly, and only for urgent concerns. This will save time for everyone.