

ENG 202 - 19 & 4
SPRING 2017

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 202—UWSP** in the subject line.

Office hours: Monday 10:45-12:00 and Wednesday, 3:15-4:00 or by appointment (I have quite a lot of flexibility if you make an appointment in advance).

English 202

Texts:

Practical Argument Kirszner, Mandell 3rd ed. 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 2-7 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/homework	100 points
Grammar quizzes	40 points
Midterm exam	100 points
Grammar exam	100 points
#1 Definition essay (3-5 pages)	100 points
#2 Causal argument (3-5 pages)	150 points
#3 Proposal essay (3-5 pages)	250 points
#5 Final assessment/self evaluation	50 points

(Assignment sheets for each essay will be forthcoming.)

****IMPORTANT!!**** Failure to submit any one of the essays or the 2 exams will result in a failing grade for the class.

Grade distribution:

93% +	A
90-92%	A-
87-89%	B+
86-83%	B
82-80%	B-
79-77%	C+
76-73%	C
72-70%	C-
69-67%	D+
66-63%	D

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. ALL reading assignments MUST be actively read, following your active reading techniques handout. You must TYPE detailed NOTES and a SUMMARY for each chapter in Practical Argument. Those notes and summary will be collected regularly for 10 points each.
3. You must maintain a class binder using a three ring binder. Please include all notes, handouts, homework, essays, etc. All class material must be hole punched and put in the correct tab within the binder. The correct tabs include: **Syllabus, Definition, Causal Argument, Proposal, Grammar**. You may not use folders.
4. 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. **Lateness** is not acceptable to the cohesiveness of this writing community. Neither is absence when I only see you once a week. Attendance will be taken each week using a sign in sheet.
5. In some class periods, you may have two or three graded homework tasks collected. Realize that these active reading and homework assignments are “worth” 100 points of your total grade. **However, there will be more than 100 points of these activities can be submitted and which can help you do better than the “possible” number of points with, in essence, “extra credit.”** This extra padding on your grade can have a significant effect on your grade, so particularly if your early essay grades aren’t as high as you hope, **BE HERE and DO THE HOMEWORK.**
6. Homework will be posted to D2L in “batches” of about 2 weeks’ worth of points. You can **EXCEED** the possible points each time, so you might have a homework grade that is low and then several that are more than 100%. Each homework grade **DOES NOT** equal one assignment. It is a group of several.

7. Late assignments of any kind will not be accepted without prior permission. 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. Please print out assignments to hand in IF REQUESTED. Some work will be directly submitted to the Dropbox online. If you cannot attend class, you may email homework, but do not do this if you can attend class and bring a hard copy. If you must email work, it must be received **BY THE TIME CLASS BEGINS, NOT LATER.** If it is not time stamped before the beginning of class, it is considered late and not accepted.

9. Please, for the sake of your classmates and instructors, **DO NOT COME TO SCHOOL IF YOU ARE SICK.** Do not wait until you are healthy to try to make up work or to contact me. You do not want to get behind. You can still turn work in by email or have your roommate or a friend drop it off at my office. 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.

10. 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 jmarshal@uwsp.edu. Make sure to put **English 202** 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.

11. 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.

12. 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.

13. Essays and homework will be typed. 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. ROUGH**

DRAFTS and HOMEWORK can be printed on both sides of the paper. FINAL DRAFTS must be printed on ONLY ONE SIDE.

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.

17. As a final note, let me say that while these policies may seem lengthy, there is a reason for it. I want you to have exactly what I expect from you in writing today. I want you to refer to it regularly through the term. This is, in essence, our contract. I will not make demands that are not outlined here, but I will not deviate from these policies except in the rarest of extreme extenuating circumstances and then only at my discretion. If you have emergencies, please contact me immediately to discuss your options. In order to help you, I need to be notified as soon as possible. If you become ill, contact me or have someone else contact me right away. Otherwise, you will NOT be able to catch up and will suffer the loss of the work you miss. I will follow through on these policies, and they will only harm your grade if you choose to disregard them. It is your job to accept your own responsibility for your education and to commit to doing what it takes to succeed in this class or choose another.