

ENC 1101: College Writing I

ENC 1101-030

CRN 89750

M/W 2pm – 3:20pm

SO 276

Professor: Julia Mason, Ph.D.

Office Hours: SO 121, MW 12-2, 3:30-4, 5:30-6

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I only pick up my office phone during office hours. Email is the best way to reach me. Email is checked approximately 10am-3pm M-F.

Required Materials

- Barrios, *Emerging: Contemporary Readings for Writers*, national edition
- Aaron, *The Little, Brown Essential Handbook*
- Printouts of electronically distributed class materials (on Blackboard and course website)
- Folder for keeping in class writings in preparation for your portfolio submissions
- Paper and writing instrument
- Means of saving/accessing files (I recommend a GoogleDocs account, but you may also use a USB drive or email files to yourself)

ENC 1101 Course Objectives

At the end of this course you should be able to:

- Produce clear and appropriate writing that performs the specific rhetorical tasks of analytic discourse
- Produce both finished writing and preparatory writing (e.g., multiple drafts of formal writing, journal writing, written responses to other texts, etc.)
- Employ critical thinking based on well-reasoned assumptions
- Read and respond critically to a variety of professional and other student texts in order to position their own ideas and arguments relative to the arguments and strategies of others
- Incorporate and cite external sources in one's writing
- Use writing not only to communicate, but also to generate thinking and examine intellectual and/or cultural assumptions that emerge in the readings and in their own writing
- Use an academically acceptable ethos (i.e., the ability of writers to effect credibility in their writing)
- Recognize and practice writing as a recursive process that demands substantial reworking of drafts to revise content, organization, clarity, argument structures, etc. (global revision), as distinct from editing and correction of surface error (local revision)
- Demonstrate enhanced learning through global and local revisions that are based on "learning-centered" grading criteria
- Work effectively with other students in peer-group sessions to critique the substance of each other's work, focusing primarily on issues that would be addressed by global revision
- Demonstrate the abilities to identify, understand, and edit for global organization, style, and the patterns of error recurrent in their own writing. To help you achieve this goal, you will learn a system of error tracking to identify and correct your patterns of error.

WAC/Gordon Rule Statement

This course serves as one of two "Gordon Rule" classes that must be taken within the Department of English before you may take two additional required 2000-4000 level writing intensive courses. You must achieve a grade of "C" (not C-minus) or better to receive credit. Furthermore, this class meets the University-wide Writing Across the Curriculum (WAC) criteria, which expect you to improve your writing over the course of the term. The University's WAC program promotes the teaching of writing across all levels and all disciplines. Writing-to-learn activities have proven effective in developing critical thinking skills, learning discipline-specific content, and understanding and building competence in the modes of inquiry and writing for various disciplines and professions.

If this class is selected to participate in the university-wide WAC assessment program, you will be required to access the online assessment server, complete the consent form and survey, and submit electronically a first and final draft of a near-end-of-term paper.

Foundations of Written Communication

This course meets the guidelines of the Foundations of Written Communications component of the General Education Curriculum. Specifically, you will:

- produce clear writing that performs specific rhetorical tasks.
- respond critically to a variety of written materials in order to position their own ideas and arguments relative to the arguments and strategies of others.
- use writing not only to communicate but also to think critically—examining assumptions that underlie the readings and their own writing.
- demonstrate an understanding of the ethical standards that apply to the use of external sources in one's writing.

And you will develop:

- knowledge in several different disciplines.
- the ability to think critically.
- the ability to communicate effectively.
- an appreciation for how knowledge is discovered, challenged, and transformed as it advances.
- an understanding of ethics and ethical behavior.

Coursework and Assessment

Clear, written descriptions of all writing assignments will be distributed to the class, as well as the evaluation criteria that will be used. Response papers and other writing assignments will be reflected in your class participation grade. You are expected to participate in class discussions and small group work. You are also required to use a system to track your errors with language, which will be incorporated into your final grade. The grade break down is:

Final Paper 1	15% of final grade
Final Paper 2	15% of final grade
Final Paper 3	15% of final grade
Final Paper 4	15% of final grade
Revision(s)	20% of final grade
Portfolio	10% of final grade
Assignments & Participation	10% of final grade

← assignments and weights
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You will receive substantive comments on all written work through both instructor and peer comments. Paper assignments will ask you to make a contribution to the conversation of the texts by stating an argument or staking a position and then supporting it with close textual analysis. Revision assignments ask you to think reflectively on this work by returning to previous papers and revising them substantially to create new critical thinking. Portfolio assignments are also reflective and ask you to consider your growth and development as a writer in this class. Grading criteria for paper and revision assignments are provided on the Writing Program website at <http://www.fau.edu/english/writingprogram/index.php>.

Grade Scale

	B+: 89-87	C+: 79-77	D+: 69-67	F: 59 and below
A: 100-94	B: 86-84	C: 76-74	D: 66-64	
A-: 93-90	B-: 83-80	C-: 73-70	D-: 63-60	

Your semester grades will not be rounded. This means that an 89.999 is a B+. Because this is a WAC/Gordon Rules course, you must achieve a grade of "C" (not C-minus) or better to receive credit.

Course Policies

► Professionalism

You will have homework—readings, assignments, or both—due nearly every class session. Readings must be completed before class time. You must read **carefully and thoughtfully**. I expect you to come to class with some **understanding** of the reading material. This will necessitate you looking at examples, considering questions posed in the text, looking up the meanings of words, learning about events, and generally, engaging with the material.

You must carry yourself professionally at all times; be prepared for class, work with others, communicate professionally, and be attentive in class. This means that you must take notes, ask questions as appropriate, respond to questions, participate in group activities, etc. Your cell phone must be turned off and placed in your pocket, purse, or bag. You may not do any of the following during class time: read or send text messages, check email or Facebook, work on material unrelated to class, chat, browse the web, or listen to mp3 players (no earbuds). Students who are engaged in non-class related activities, students who are unprepared for class, and students who fall asleep may be asked to leave class and will be given an absence for that class period. There will be no warning. If you are asked to leave, please do so immediately and without disrupting the rest of class. If you'd like to talk to the instructor about a dismissal, please attend office hours or make an appointment. Any unprofessional behavior will negatively affect your participation grade.

► Absences & Tardiness

In this class, there are no excused or unexcused absences; you have “personal days.” Because this class meets twice a week, you may take up to two personal days during the semester without penalty. You may use your personal days for illness, appointments, prior engagements, interviews, etc. You should **not** inform the instructor about the details of your absence. It's none of my business and I don't want to know.

One absence after your two personal days will result in a 10% deduction from your semester grade. Two absences after your two personal days will result in a 20% deduction from your semester grade. Three absences after your two personal days will result in failure of the course, as per English department policies: “absences in excess of two weeks’ worth of class risks failure” unless you successfully apply for a grade of W.

If you are absent, it is your responsibility to figure out what happened in class or what you might have missed. Please check the course website and consult a classmate. I will not conduct one-on-one class sessions to catch you up on what you missed. Do not email me to ask: “Did I miss anything important?” or “What did I miss?” Additionally, do not ask me if you can “miss class.” *Of course you can miss class, but on your third missed class, you’ll be penalized.* (with the exception of religious observance).

Assignments, quizzes, and in-class work completed/turned in on the day of an absence cannot be made up. If you know in advance that you will miss class, please make arrangements with the instructor to turn your work in ahead of time.

Students who anticipate the necessity of being absent from class due to the observation of a major religious observance must provide advance written notice of the date(s) to the instructor before the third week of class.

In the case of extended illness or other inability to attend class, please request a medical withdrawal from the course (see Registrar’s website).

Attendance will be taken at the beginning of class. If you are late, please email me after class to make sure that I’ve given you credit for that day’s attendance. Please arrive on time and stay the entire class period. If tardiness or leaving early become frequent, a student may be asked to leave the classroom and will be marked absent for the class period at the instructor’s discretion.

► Assignments (Formatting, Submission, Late Work)

You must work to produce **error-free** drafts and final documents. During the entire semester, you will be required to use an “error log” to track your patterns of stylistic and grammatical error.

In general, work should be formatted professionally and should adhere to the conventions of its genre (in other words, an essay should look like an essay). When required, please include appropriate MLA citations and documentation.

Grammar, n (\gra-mər\): “...means of indicating the relations of words in the sentence, and with the rules for employing these in accordance with established usage...” (OED)

Instructions for assignment submission will be discussed in class before the due date. Sometimes you will be required to submit paper copies, and other times you will be asked to submit electronic copies to particular locations (to Blackboard, GoogleDocs, email, etc.). You must follow all submission instructions—after all, part of the assignment is that you follow directions. If an assignment is submitted incorrectly, it will not be graded or will be considered late, as appropriate.

If the instructor requests an electronic copy, please submit as a .doc or .docx. Unless specifically instructed otherwise, .wps, .pdf, .rtf, and/or any other file format will not be accepted. If you do not have Microsoft Word, consider downloading the free OpenOffice suite at <http://www.openoffice.org>, which functions much the same as MS Word and will allow you to save documents as .doc or .docx.

Paper copies of “smaller” assignments will be collected in class on the day they are due. They will not be accepted late and cannot be made up. They may not be emailed or submitted later. Electronic copies of “smaller” assignments will not be accepted even one minute after the due date/time. Larger assignments will be penalized 10% or one full letter grade per day late. If a paper copy is requested, an electronic copy may be submitted as proof of the day/time of submission, but you must hand in a paper copy at the next class meeting. An assignment is considered late if it is submitted after the beginning of class on the due date or 1 minute after the due date/time.

► Technology

Detailed information about daily in-class activities, homework, and reading due will be posted on the course website. You must also take detailed notes about assignments in class and ask questions about assignments during class time. Forgetting the assignment or not understanding the assignment is not an excuse for late/unacceptable work. **Please note that the schedule will be updated frequently so you are advised against printing it out and encouraged to check it often.**

At certain points in the semester, your instructor will ask you to read, download and/or print out supplementary course materials from the course website or from Blackboard. If you do not have a home computer, please use one of the open-use labs on campus, go to a library, or find a friend with a computer. Dysfunctional computers, slow downloads, printer explosions or similar computer problems are no excuse for not having course materials printed out and read in time for class. Because computers can be unreliable, it is advised that you download/print course materials as soon as you can – if you run into problems, you will have time to find an alternative.

To be successful in this class, you are expected to have a basic understanding of email, attachments, web browsing, Blackboard, and MS Word/Open Office word processing (including how to adjust spacing, font, and margins; and how to insert a header and page number in MLA style).

If you need additional training, please see the FAU IRM's schedule of "Computer Training" courses available at <http://www.fau.edu/irm/training/>. Topics include word processing, presentation and graphics, and more.

► Academic Dishonesty/Plagiarism

The Undergraduate Catalog describes academic irregularities, which, on the first occurrence, can result in a grade of "F" for the course and a notation on a student's record, and, on the second occurrence, can result in expulsion from the University. Among these is plagiarism.

Plagiarism is a form of theft. It means presenting the work of someone else as though it were your own, that is, without properly acknowledging the source. Sources include published material and the unpublished work of other students. If you do not acknowledge the source, you show an intention to deceive. You should never present someone else's work as your own, whether it's an entire paper, a single sentence or phrase, or an idea.

If you are ever unsure about whether or not the work you are doing is plagiarism or might be considered academic dishonesty, you are strongly encouraged to discuss it with your instructor. If you come to the instructor with questions regarding these matters, you will not be penalized. However, if you are "caught" plagiarizing after you have turned an assignment or draft in, there will be no discussion and no excuses-- you **will** be penalized.

Additionally, your instructor may submit your work to SafeAssign, a plagiarism detection service.

► FAU Honor Code

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty, including cheating and plagiarism, is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see: http://www.fau.edu/regulations/chapter4/4.001_Honor_Code.pdf.

A.D.A. Notice

In compliance with the Americans with Disabilities Act (ADA) - Students who require special accommodations due to a disability to properly execute coursework must register with the Office for Students with Disabilities (OSD) located in Boca - SU 133 (561-297-3880), in Davie - MOD I (954-236-1222), or in Jupiter - SR 117 (561-799-8585) and follow all OSD procedures.

Resources

▶ University Center for Excellence in Writing (The Writing Center)

<http://www.fau.edu/UCEW/WC/>

The UCEW consultants can help you at every stage of the writing process: understanding the readings, understanding the assignment, developing a thesis/argument, developing support, MLA citation and documentation, grammar, style, patterns of error, etc. **They are not a proofreading service.**

Consultants will work with you during 30 minute sessions on whatever you want to work on. I strongly advise registering for an account with the UCEW early in the semester. You must register and make appointments online.

▶ OpenOffice Productivity Suite

<http://www.openoffice.org/>

Open Office is a free, open source office suite that has applications very similar to Microsoft Word applications (Word = Writer, Excel = Calc, PowerPoint = Impress) and also, an image editing application called Draw. Open Office allows you to save/open documents in .doc and .docx format.

▶ OWL (Online Writing Lab) at Purdue University

<http://owl.english.purdue.edu/>

The OWL at Purdue is a collection of resources for writers, including information on the writing process, developing thesis statements, grammar, and MLA citation and documentation. Their grammar resources are very clear and easily understandable and additionally, they offer exercises and answers that will help you to practice and improve any of your patterns of error.

▶ GoogleDocs

<http://www.docs.google.com/>

Google Docs allows you to upload documents, work on them (like a word processor), export them in .doc format, share papers, comment on others work, collaborate on projects, etc. To use the service, you must first sign up for a Google Account. If you already have a Gmail account, the login and password for your Google Account are the same. However, you can sign up for a Google Account using your FAU email address (this is helpful when you don't want your personal email address associated with your school work).

Your continued participation in this class indicates your understanding and acceptance of policies set forth in the syllabus. Syllabus and course schedule are subject to change at the instructor's discretion. All changes will be posted on the course website.