

**Karla Jennings**  
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**Department of Humanities and Technical Communication**  
**ENGLISH 1101 Section 23 SYLLABUS**  
**Revised August 10, 2009**

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**Office Hours: 1-2 pm Tuesday/Thursday**

**I. TEXTS**

- Raines, Ann. *The Open Handbook*. Houghton Mifflin, 2007.
- Kennedy, X.J., Dorothy M. Kennedy and Jane E. Aaron. *The Bedford Reader*. 8th ed. Boston: Bedford, 2003.
- Dictionary (recommended): *American Heritage Dictionary, Collegiate Edition*
- Outside readings (optional)

**Additional Course Materials:**

- **Letter Size Manila Folders**
- **Photocopies of Selected Writings**
- **Access to computer with Internet Connection**
- **SPSU Email Account**
- **2 computer disks**

**II. COURSE DESCRIPTION**

Students in all sections of English 1101 will write essays that take into account the rhetorical situation of writer's role, intended audience, and purpose of the essay. To develop ideas students will write expository, analytical, and argumentative essays. However, the approach and the amount of time spent on each essay/approach will vary according to the needs of the students and the instructor's judgment regarding how best to teach effective writing.

### **III. COURSE OUTCOMES**

Upon successful completion of ENGL 1101, students will . . . .

- Demonstrate rhetorical strategies by composing for different audiences, purposes, and contexts.
- Draft, revise, and edit at a level of proficiency appropriate for first year college writers.
- Work effectively with source material in support of the main point of an essay.
- Produce extemporaneous in-class writing at a level of proficiency appropriate for first year college writers.

### **IV. REQUIREMENTS**

To meet course requirements and objectives, students must complete the following:

1. Write a diagnostic essay, plus write at least six graded essays or complete a portfolio. At least one of these writing assignments must be an impromptu essay (Regents'-type topic) to be completed in one hour. All graded essays should be at least 500 words in length.
2. Engage in the processes of writing including invention, drafting, revision and editing throughout the semester.
3. Maintain a complete folder of all original work plus revisions.
4. Have conferences with the instructor as scheduled.
5. Engage in regular exploratory or journal writing that need not be graded.
6. Make a grade of C or better for the semester to exit the course.

Students may also have to meet additional requirements established by individual instructors, including attendance and tardy policies, participation, homework, and work in the ATTIC.

### **V. THE ATTIC (Advising, Tutoring, Testing, International Student Center)**

The ATTIC provides opportunities for individualized tutorial assistance to all Southern Polytechnic students. Academic assistants help students through the processes of invention, organization, writing, revising, and editing of essays and research papers. The ATTIC also offers Regents' Test preparation instruction. The ATTIC maintains student academic enrichment as its primary mission and students should expect to work to improve their grammar and mechanics. Students should not expect an editorial or proofreading service.

The ATTIC encourages both student "drop-ins" and faculty referrals.  
Room J-253 -- Phone: 678-915-7244

## **VI. PLAGIARISM**

Plagiarism is the intentional or unintentional representation of another person's ideas or writing as one's own, including any materials taken off the Internet. Students should consult the *Catalog* under Academic Regulations for a fuller explanation of this violation of Academic Honesty (53, 66). The penalty for plagiarism may be failure of the course or dismissal from the university.

## **VII. FINAL EXAMINATION**

The final examination will be an in-class, extemporaneous essay written at the end of the term.

## **DISABILITY STATEMENT**

*Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the counselor working with disabilities at 678-915-7244 as soon as possible to better insure that such accommodations are implemented in a timely fashion.*

## **COURSE POLICIES**

### **A. COURSE ORGANIZATION AND REQUIREMENTS**

**Comp 1101 focuses on learning how to write in a clear, convincing, effective way through narrative, description, comparison/contrast, analysis, and persuasion, with some use of secondary sources toward the end of the course.**

### **B. ASSIGNMENT DESCRIPTIONS**

**There are 9 assignments. They include 2 in-class essays as prep for the Regent's exam, and an in-class final exam. The other essays emphasize revision and peer review and entail multiple drafts written outside class. All assignments are subject to change, as is the class schedule.**

### **C. CLASSROOM ACTIVITIES**

**Class discussion focuses on how to sharpen essay-writing skills by learning different writing techniques and by listening to peer review. The emphasis is on peer review and self-editing (rewrites), since learning how to listen carefully to critiques of one's writing is a valuable skill, as is the ability to evaluate and edit one's work (hence the corollary emphasis on multiple drafts).**

### **D. GRADING APPROACH AND POLICIES**

Your course grade is determined by your final grade on six extended essays (70%), quizzes (10%), and participation (20%) that includes meaningful attendance, active listening and response, in-class writings, and small-group work. Please note that *drafts of essays, in-class and outside class writing assignments*, and other types of written document or forms that I deem necessary to help improve your writing and succeed in this course will be required.

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|----------------------|-----|
| <b>Essays</b>        | 70% |
| <b>Quizzes</b>       | 10% |
| <b>Participation</b> | 20% |

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All essays will receive a letter grade and number grade. Grade Scale: 100-90 points =A; 89-80= B; 79-70= C; 69-60 =D; 59-0 = F.

#### **E. ATTENDANCE / TARDY POLICY**

**Attendance is 10% of your grade. Participation is 10%. Students who arrive without assignments due in-hand will not be allowed to participate in class discussion. Students who are more than five minutes late will have points docked for participation. Those who are more than half an hour late will be docked for attendance. Excessive absences will affect your final grade. You are allowed two (2) absences for any reason. Each additional absence will result in a 5% reduction of your final grade.**

**TARDINESS: Attendance will be taken at the beginning of class. Any student who is more than 10 minutes late will be counted absent for that class period and will not be permitted to enter that class.**

#### **F. COMPUTER WRITING CLASSROOM INSTRUCTIONS**

TBA

#### **G. CONFERENCE POLICY**

**Individual instructor/student conferences will be held September 29, which is the Tuesday before eCore Withdrawal Day and a week before drop day. If you can't make that day, inform me the previous week and we'll set up another meeting time. If you need to meet with me at any other time, please let me know.**

#### **H. PLAGIARISM STATEMENT / POLICY**

**University policy considers plagiarism (passing off someone else's work as your own or passing off work that is not original for this class) grounds for failure of the paper in question and, quite possibly, the course. This includes improperly cited Internet material. Writing lifted off the Internet or through online paper services is easily traced. Please do not risk your status in this class or at the university. I take this issue seriously and will not hesitate to**

**take action if you violate this ethical code. I encourage you to include the properly cited work of others and collaborate with proper documentation and credit.**

## **I. PAPER FORMAT**

**Assignments must be in standard format: double-spaced in 12-point Courier or Times New Roman type, with borders approximately 1". Typical assignments lengths will be 2-4 pages.**

## **J. OTHER POLICIES**

Common courtesy is expected. All cell phones, pagers, palm pilots, etc, must be turned off during class. No texting during class. Laptops are permitted only for taking notes. Any student using a laptop in class must sit in the front row during lecture. Any student caught surfing the web, checking e-mail, or doing anything aside from taking notes will lose their privilege to use a laptop in class for the remainder of the term and will have 5 points subtracted from his or her final grade. The same applies for the in-class installed computers, which are intended for classroom instruction only.

## SPSU FALL SYLLABUS COMP 1101

Tuesday, August 25  
Intros, read xxxx in Bedford Reader

Thursday August 27 discussion of narrative structure, purpose and techniques

Tuesday September 1 ASSIGNMENT 1: Regent's practice in-class quiz.

Thursday September 3 class readings of drafts, discussion of revision. For the next assignment, revise your essay to make it more engaging, clear, persuasive, and forceful.

Tuesday September 8 ASSIGNMENT 1 revision draft due, in-class peer review.

Thursday September 10 NO CLASS; WORK ON PEER REVIEW CRITIQUES AND ASSIGNMENT 1 FINAL DRAFT

Tuesday September 15 PEER REVIEW CRITIQUES AND ASSIGNMENT 1 FINAL DRAFT DUE. Class discussion of EXPOSITORY WRITING (Writing intended to explain the nature of an idea, thing, or theme. Expository writing is often combined with description, narration, or argument). Topics selected for ASSIGNMENT 2: expository writing.

Thursday September 17 ASSIGNMENT 2 first draft due.

Tuesday September 22 ASSIGNMENT 2 final draft due.

Thursday September 24 ASSIGNMENT 3 expository narrative.

Tuesday September 29  
Instructor/student conferences

Thursday October 1 ASSIGNMENT 3 first draft due. Class discussion of examples, discussion of revision.

**eCore Withdrawal Day Friday, October 02, 2009**

Tuesday October 6 PEER REVIEW CRITIQUES and ASSIGNMENT 3 final draft due.

Thursday October 8 **Mid Term Grades Due** ASSIGNMENT 4: Regent's practice in-class quiz.

Tuesday October 13 **Withdrawal Day** Class discussion and examples of comparison and contrast. ASSIGNMENT 5: comparison and contrast.

Tuesday October 20 PEER REVIEW CRITIQUES AND SECOND DRAFT ASSIGNMENT 5 DUE.

Thursday October 22 FINAL DRAFT ASSIGNMENT 5 DUE.

Tuesday October 27 ASSIGNMENT 6: PERSUASION. Use the comparison and contrast of the Assignment 3 topic to develop it into a persuasive argument. Not simply an either/or argument that "This is bad, this is good," but an argument for what you think would be the ideal combination of these two entities.

Thursday October 29 ASSIGNMENT 6: PERSUASION first draft due. Class discussion, peer review.

Tuesday November 3 ASSIGNMENT 6: PEER REVIEW AND PERSUASION second draft due. Class discussion about effective methods of persuasion and intended audience.

Thursday November 5 ASSIGNMENT 6: PEER REVIEW AND PERSUASION final draft due.

Tuesday November 10 ASSIGNMENT 7: PERSUASION choose a topic. Class discussion of potential topics.

Thursday November 12 ASSIGNMENT 7: first draft due. Class discussion.

Tuesday November 17 ASSIGNMENT 7: second draft due. Class discussion.

Thursday November 19 ASSIGNMENT 7: final draft and peer review due. ASSIGNMENT 8: analyzing the VISUAL. Write expository description of a picture. If it's not an assigned class picture, include the picture with your draft when you turn it in.

Tuesday November 24 ASSIGNMENT 8: first draft due. For the second draft, expand your expository description into a narrative involving your personal response to the picture.

**Thursday November 26 Thanksgiving**

Tuesday December 1 ASSIGNMENT 8: second draft due. For the third draft, use a secondary source such as a newspaper, other picture, or web article for a compare/contrast persuasive essay.

Thursday December 3 ASSIGNMENT 8: third draft due. Peer review and class discussion of persuasive essays.

Tuesday December 8 ASSIGNMENT 8: final draft due, along with peer review notes.

Thursday December 10 ASSIGNMENT 9: IN CLASS ESSAY FINAL EXAM. **LAST DAY OF CLASS**

## **January**

First Day of Class Spring 2010 Monday, January 11, 2010