

**Southern Polytechnic State University**  
**Department of English, Technical Communication and**  
**Media Arts**  
**ENGLISH 1101 – SYLLABUS**  
**FALL, 2009**  
**PROFESSOR CHARLOTTE STEPHENSON**

**I. TEXTS**

**Stanford, Judith A., ed. *Connections*. 3 rd.  
ed. Mountainview: Mayfield, 1997.**

**Raimes, Ann with Maria Jersey. *The open Handbook*.  
Boston: Houghton Mifflin, 2007.**

**Dictionary (recommended): *American Heritage  
Dictionary, Collegiate Edition***

**II. GENERAL INFORMATION**

**Charlotte L. Stephenson, Professor**

**Office: J318**

**Office Hours: MW 12:00—12:20 & 2:00-3:15**

**TTH 12:20—12:50**

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**III. LEARNING OUTCOMES**

- 1. Demonstrate rhetorical strategies by  
composing for different audiences, purposes,  
and contexts.**
- 2. Draft, revise and edit at a level of proficiency  
appropriate for the first year college writers**

- 3. Work effectively with source material in support of the main point of an essay**
- 4. Produce extemporaneous in-class writing at a level of proficiency appropriate for first year college writers**

#### **IV SPECIFIC COURSE REQUIREMENTS**

**To accomplish the objectives and achieve the learning outcomes of English 1101, the student is required to perform the following:**

- Read all reading assignments and keep a journal with specified entries. For this type of activity, the writer is the audience.**
- Write three to five major essays (500—750 words). These should be completed on a word processor and be free of errors. You will be given specific dates with each assignment. In addition, you will be instructed to fulfill a specific purpose and address a specific audience. The processes of drafting, revising and editing will be followed.**
- Write at least three extemporaneous in-class essays.**
- Respond to the writing of others through peer editing workshops.**
- Contribute to several group presentations. These are both oral and written.**
- Engage in on-line and computer networking discussions.**
- Participate in and promote thoughtful discussion.**

**V. IMPORTANT:****YOU SHOULD BE ACQUAINTED WITH THE FOLLOWING GUIDELINES:**

**\*ATTENDANCE: THERE ARE NO EXCUSED ABSENCES.** Please note that this is not a correspondence course. It is important that you are in class on time; we begin on time, and it is disruptive to students who are prompt for others to come in late as well as being a distraction to me. Three tardies (up to 10 minutes) will count as an absence. After 10 minutes, you will be counted absent. Every student is responsible, not only for the assigned readings, but also for the material presented in class. If you are absent, the class assignments may be made up only after discussion with me and the presentation of verifiable documentation allowing the make up of work. Part of the grade will assess your role as a participant within the discussions. Discussion grades will begin with attendance and timeliness. It's impossible to contribute to a discussion if you are not in class. It will also comprise preparedness. You will need to have the necessary materials as well as have completed the assigned writings and readings. Finally you will need to find ways to show active participation in small-group, full-class, and electronic discussions. This means listening well to others as well as sharing your views.

**\*CELL PHONES – Please keep your cell phone turned off while in class. If you have an emergency and need to leave your cell phone on, please speak to me before class.**

**\*DISKS – If you are in the lab J214 or J203, you will need a disk, CD, or thumb drive to use in saving your writing. This should have your name and professor clearly labeled. ADDITIONAL NOTE: EATING AND DRINKING ARE NOT PERMITTED IN THE COMPUTER**

**LABS. If you are in a regular classroom, you may bring your lap-top computer to class for the purpose of writing.**

**\*Reading and journal assignments are due at the beginning of the class indicated on the CLASS ASSIGNMENT SHEET. Assignments are given in units.**

**\*One requirement for a passing grade in English 1101 is that the student completes all essays and other assignments and requirements, whether those assignments are graded or ungraded. (Ignoring an ungraded assignment or requirement will almost always result in a substantial grade penalty.) Of course, it is necessary to receive a grade of C to successfully exit the course.**

**MAKE UP WORK: \*Assignments are due at the time specified in the assignment sheet and will not be accepted late. If you have a specific problem, I might make an exception. You must contact me and set up a time to discuss the problem.**

**\*I reserve the right to temper justice with mercy.**

## **VI. GRADING GUIDELINES:**

**\*Most graded material will carry numerical grades; letter grades will carry the following numerical value:**

<b>A+ = 100</b>	<b>B+ = 89</b>	<b>C+ = 79</b>	<b>D+ = 69</b>
<b>A = 95</b>	<b>B = 85</b>	<b>C = 75</b>	<b>D = 65</b>
<b>A- = 90</b>	<b>B- = 80</b>	<b>C- = 70</b>	<b>D- = 60</b>
<b>F = 50</b>			

**\*Assignments carry the following percentage value:**

<b>MAJOR ESSAYS (3 to 5)</b>	<b>45%</b>
<b>FINAL EXAM ESSAY</b>	
<b>In-Class Writings (2+)</b>	<b>45%</b>
<b>(Extemporaneous and Other In-Class Essays)</b>	
<b>Journals, in-class brief writings, Impromptu Writings from reading assignments</b>	
<b>PARTICIPATION</b>	<b>10%</b>

## **VII. CHEATING/PLAGIARISM**

**\*CHEATING:** It should go without saying that a student's grades should be honestly earned through his or her own efforts. To protect the integrity of your degree against a student who attempts to pass the course through dishonesty, I penalize cheating severely whenever I discover it. The usual penalty for cheating is failure in the course, plus other disciplinary action if warranted.

**\*PLAGIARISM:** Plagiarism is the intentional or unintentional representation of another person's ideas or writing as one's own, including any material taken off the Internet. Students should consult the catalog under Academic Regulation 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.

## **REGENTS' TEST INFORMATION**

**Effective fall semester, 2008, ALL students who have not satisfied Regents' Writing and Reading Skills Requirements MUST take the Regents' Test EVERY semester they enroll in classes until they satisfy the Regents' requirements. This includes all freshmen, all transfer students, and anyone else who has not previously satisfied Regents' requirements. No longer does the number of semester course hours determine when to take that Regents' test or when a student has to enroll in remediation classes. Mandatory enrollment in remediation classes and/or workshops will be determined by the number of times a student fails the test.**

**Students can register now for the Regents' tests in BANNER just like they would register for a course. Students who have not met the Regents' requirements and fail to register for the required test(s) will be assigned a testing date (which they will have the opportunity to change if necessary). Not taking the test on the assigned day/time will count as a failure. Non-native speakers of English must apply in the ATTIC and be approved for testing in order to sign up for the ESL version of the test.**

**These new policies are being instituted across the University System of Georgia. Information about the regents' test, including exemption criteria, may be found at**

- \* **The Regents web page: (<http://www.gsu.edu/rtp>)**
- \* **The SPSU Registrar's web page: (<http://www.spsu.edu/registrar/registration.html>), and**
- \* **The ATTIC web page: (<http://www.spsu.edu/home/services/attic.html>).**