

ENGLISH COMPOSITION 101

Spring 2012

CONTACT

Savannah Guz, instructor

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Course Notes and Deadlines here: <http://savannahschrollguz.com/101compituesday.html>

COURSE MATERIALS

Required: *Prentice Hall Reference Guide* by Muriel Harris and Jennifer L. Kunka

COURSE DESCRIPTION

This course teaches the fundamentals of writing. Emphasis will be placed on learning to communicate ideas both effectively and concisely and exploring varieties of expression.

COURSE REQUIREMENTS

You must complete *all* of the following assignments in order to pass the course.

- 7 two-page or paragraph-long paper assignments
- 1 five-page final paper
- Graded in-class work
- Regular participation yields 5 bonus points

CLASSROOM ETIQUETTE (Heads up! This part is non-negotiable.)

Etiquette here does not imply that we should extend our pinkies when drinking tea. Etiquette is *respectful* behavior. Here are the ground rules for my courses. The points below are non-negotiable. If you can't abide by them, I recommend that you to take this course with another instructor:

- When I am lecturing, do not walk in and out of the room. Why? Walking in and out while class is in session is both *distracting and disrespectful*. You may not care about the lecture, but others do. Please remember and respect that.
- If you're planning to leave early, let me know first. If you get up and leave *while* I am lecturing and you haven't told me beforehand, I will expect that you are planning to drop the course, and I will no longer accept your work. Yes, I'm serious. Getting up and leaving because you are bored or because it suits you at the time is not acceptable in the work world, so it's not acceptable here. If you want to leave during break, that's fine. But it's not fine while I'm lecturing.
- Please do not run in before class, hand me your paper, and then leave. Why? If you don't attend class on a fairly regular basis, I will not accept your papers. Period. No appeal. Moreover, I definitely will not accept your papers via email if I see you in class only two or three times all semester. This is a traditional classroom-based course, not a correspondence or online class. *To get a grade, you have to spend time in lecture.*
- Avoid disruptive behavior. Specifically:
 - *Please do NOT come to class drunk, high, and/or combative. If you do, I will ask you to leave, and I will back it up with a police escort, if necessary.*
 - *Please don't take calls during class. (We'll take breaks, honest.)*
 - *Please don't text during class (I know, I know...it's rough. But we'll have regular breaks and you can absolutely text then.) If you're texting secretly, I'll know. (Psst...professors see more than you think they do. Texting behind your purse? Under the table? Yep, we see it). Is it such a big deal? Yes, because it means that you're not paying attention to important things, like the course material.*
- At all times, I expect you to be courteous and respectful to both me *and* your classmates.

ATTENDANCE & PARTICIPATION

I take attendance during every class period by sending around a sign-up sheet. It is your responsibility to see that your name is on the sign-up sheet before the end of class.

Regular class participation in lecture and discussion yields 5 bonus points. I keep tally of participating students each class period. Your overall grade can increase as many as 5 points (half a letter grade!) just by participating. Involvement helps you learn and keeps class energy positive.

Absences Due to Vacations: Please notify me either in person or via email *at least 1 week before you leave for a planned vacation* so we can work out a way for you to complete all the necessary course requirements.

Class Notes/Deadlines: If you miss a class, it is **your** responsibility to get class notes, handouts, etc. You can download notes and handouts, as well as stay on top of class deadlines on the course webpage, noted above and just below. It is your responsibility to check the site if you are absent. Choose your class from tabs on the left hand side of this site: www.savannahschrollguz.com. Notes will stay up in PDF format for 1 week. After a week, if you have not downloaded the notes and you still want to see them, you will need to borrow them from someone in class. I cannot send them to you.

ADMINISTRATIVE WITHDRAW POLICY

If you miss three consecutive classes *without* notifying me, I may administratively withdraw you on the third day of absence. **Additionally, students who chronically fail to submit course work in a timely fashion may be withdrawn.** However, *do not depend on me to withdraw you* if you decide not to come to class. **Your registration status is ultimately your responsibility.**

If you intend to drop the course, file the necessary paperwork with the college before mid-term. Then check Northern on the Web or touch base with the Registrar's Office to make sure the paperwork was processed. **After mid-term, I will have to give you a grade.** Finally, be advised that changes in your registration status may affect financial aid, and you may owe the college money if you drop a course.

LATE WORK

I DO NOT ACCEPT LATE WORK *except in extreme cases* (explained below), or if you were not present for the first week of class, I will accept the first assignment late.* **THE FINAL PAPER MUST BE RECEIVED IN CLASS ON TUESDAY, 5/1/12 IN ORDER TO RECEIVE A GRADE FOR THAT PAPER. ABSOLUTELY NO EXCEPTIONS.**

Please note that being absent on a day when a paper is due does not make it okay to turn in the paper late or during the next class period unless you and I have a prior agreement discussed before the paper is due. (Please see "Extreme Cases" just below).

If you anticipate an absence, you may always submit work early. In extenuating circumstances (i.e. "Extreme Cases"*), I can be flexible in my late-work policies, but you must notify me of a conflict before an assignment is due and keep me updated on a regular basis.

**Definition of "Extreme Cases": If you or a loved one is in the hospital, or if you are suffering some kind of personal cataclysm that prevents you from completing your work on time, please email me or have someone contact me at savannahguz@yahoo.com or sguz@adjunct.wvnc.edu, and we can work something out. Please don't wait to contact me or assume that you can eventually turn your work in; let me know what's happening ASAP otherwise you may be administratively withdrawn (see "Administrative Withdraw Policy" above).*

PLAGIARISM

Plagiarism means submitting work that is not your own (including paraphrases and ideas), without giving credit to the appropriate author by a parenthetical (or "in-text") citation and a works cited page. **IF YOU ARE CAUGHT PLAGIARIZING IN AN ASSIGNMENT, YOU WILL RECEIVE AN AUTOMATIC ZERO FOR THAT ASSIGNMENT, NO APPEAL.**

You are encouraged to look to outside sources to expand your knowledge. However, reading other sources shapes your opinion and interpretation of a text. Therefore, if you discuss someone else's interpretations (someone else's *intellectual property*) or use information that is not commonly known in your own paper, you must document the

source in which you read the interpretation or researched fact.

GRADING

To earn a passing grade, you must complete *all* assignments with a 60% or higher average. (*The final paper must be submitted no later than May 1, 2012.*) A 70% or higher is usually required to transfer the course to another institution.

- **Assignment 1** 5%
- **Assignment 2** 5%
- **Assignment 3** 10%
- **Assignment 4** 10%
- **Assignment 5** 10%
- **Assignment 6** 10%
- **Assignment 7** 10%
- **In Class Work** 5%
- **Final 4-page Essay** 35%

100-97 = A+; 94-96 = A; 90-93 = A-; 89-87 = B+; 84-86 = B; 80-83 = B-; 79-77 = C+; 74-76 = C; 70-73 = C-;
60-69 = D; 0-59 = F

SHREDDING POLICY

Any work of yours in my possession at the end of the semester will be kept until June 1, 2012. After this date, I will shred it, so there is no need to worry about it floating around after the course has concluded.

COLLEGE COMPOSITION 101

Jan 24, 2012 - May 1, 2012
Class Schedule – Spring 2012

Instructor: Savannah Guz

Email: sguz@adjunct.wvnc.edu

Time: Tuesday at 6:00 p.m. -9:10 p.m., Jan 24, 2012 - May 1, 2012

Class Location: Wheeling Campus, Education Center, 405E

Notes Downloaded here: <http://savannahschrollguz.com/101compituesday.html>

WEEK 1

Tues, Jan 24 Syllabus, Introduction & Statement of Purpose
Writing Process Steps
Read pp. **1-4** audience & purpose; anatomy of a paragraph
In-class Work: Tell me about yourself in one paragraph.

WEEK 2

Tues, Jan 31 Seeing vs. Observing / Abstract vs. Concrete
Read pp. **5-10**; Writing Process: Planning
Read **49-53** “Writing for Sciences, Humanities, etc.”
Read pp. **11-14 (only up to —Drafting)** Thesis Statements;
Read pp. **25-27**, “Unity & Coherence” to “Development”
Discuss **Assign. #1 (due 2/7) – Story from Image**
Paragraph Anatomy; Voice & Tone; Strong Verbs
Describe an image (provided in class)

WEEK 3

Tue, Feb 7 *Assign. #1 Due – Tell a Story from an Image*
(typed; 1 ½ - 2 pages)
Read pp. **14– 17** (from —’Drafting’ onward)

Discuss Assign. #2 (due 2/14)
What is “Objectivity”? Look at student paper 17-19;
Read pp. **21-24**, “Revising”/“Editing & Proofreading”
5-W lead vs. Thesis Statement
Recognizing Arguable Statements (objectivity)
Adding Transitions; Review: Abstract vs. Concrete
Grammar Trouble-shooting
Read pp. 27-36 Lead Types

WEEK 4

Tues, Feb 14

Assign. #2 Due—The Effective Paragraph (typed; 1 paragraph)

Review Objectivity/ Objective Report
Read pp. **378-381** “Understanding Plagiarism”
p. **382-385** “Documenting Sources Responsibly”
p. **391-393** “When to Quote”/“How to Quote” etc.
p. **394-396** Quotation Best Practices
MLA citation discussion

WEEK 5

Tues, Feb 21

Assign. #3 Due—Objective Report (typed; 2 pages)

Read pp. **100-104**, —Business Letters” & “Cover Letters”
Grammar Troubleshooting
Read pp. **105-111** Effective Résumés/Curriculum Vitae

WEEK 6

Tues, Feb 28

Assign. #4 Due— Effective Cover Letter & Resume (typed)

Intro to Three Argument Formats
MLA citation formats (works cited)
Grammar Troubleshooting
Discuss Classical Argument Format
Discuss Persuasive Essay #1
Review MLA citation formats (in-text citations)

WEEK 7

Tues, Mar 6

Read pp. **78-81** “Logical Fallacies” to
“Organizing Your Argument”
Read pp. **81-87** “Sample Argument Paper”
Analyze newspaper editorial (provided in notes)

WEEK 8

Tues, Mar 13

SPRING BREAK! (NO CLASSES)

WEEK 9

Tues, Mar 20

Assign. #5 Due— Persuasive Essay I (typed; two pages)

Read pp. **55-58** “Writing About Literature”
Discuss Essay Questions- Review Thesis Statements
Analyze Russell Biles’ *Final Showdown* in class.
“My Last Duchess” by Robert Browning (provided in notes)
Read pp. **58-65** “Conventions...” to End of Student Example
“The Ruined Maid” by Thomas Hardy (provided in notes)
Troubleshooting Grammar

WEEK 10

Tues, Mar 27

Review: Literature Paper/Essay Questions
Discuss Lily Allen’s “The Fear” (provided in notes)

Read **65-69** “Critical Reading, Thinking, and Arguing”
In class, read and discuss editorial #2 (provided in notes)
Read pp. **76-78** *Rogerian* Argument Format
p. 76 Discuss “Fairness vs. Accuracy” and Word Choice
p. 77 *Rogerian* Argument in 2008 Presidential Campaign

WEEK 11

Tues, Apr 3

Assign. #6 Due—Literature Paper (typed; two pages)

Read pp. **69-76** *Toulmin* Argument
p. 72-73 Inductive & Deductive Reasoning
p. 73-74 Emotional & Ethical Appeals
p. 75 Checklist and Anticipating Objections
Review Classical/Toulmin/Rogerian Argument Formats
In-Class Demo of Online Research Tools
p. 344-346 “Primary and Secondary Resources”
p. 119: “Proofreading Practice”

WEEK 12

Tues, Apr 10

Read pp. **335-339** Finding a Topic
p. 339 Exercise 61.1 Pattern for Paper
p. 350 Citation/Abstract/Full-Text
Read pp. **340-343** “Formulating a Thesis”
Grammar Troubleshooting

WEEK 13

Tues, Apr 17

Assign. #7 Due - Effective paragraph summary of final paper subject and stance (1 paragraph; typed)

Read p. **351-360** “Internet search strategies”
Grammar Troubleshooting
p. **365-372** —”Evaluating Sources”
p. **372** “Evaluating a Web Site”

WEEK 14

Tues, Apr 24

One-on-one student troubleshooting meetings (no lecture)

WEEK 15

Tues, May 1

Assign #8 Due—Final Paper (5 pages)

Final 5--page paper due in class—Persuasive Essay II (typed)

PLEASE REMEMBER:

BE SURE TO HAVE ALL YOUR WORK TO ME BY THE END OF CLASS ON 5/1/12. Papers received after this date and time will not be read or graded.