

**MISSISSIPPI VALLEY STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES
GENERAL SYLLABUS**

**This is a co-requisite course that combines English Composition 101 and Intermediate English 100B.
(Four (04) Credit Hours)**

COURSE DESCRIPTION: This co-requisite course is an introduction to the major forms of composition through writing, and critically analyzing expository forms of writing while emphasizing the importance of grammar and mechanics through the writing process.

OBJECTIVES: The primary goal of the following course is to help students learn how to write at the college level.

1. To help students learn to generate ideas and concepts that challenge and exhibit the nature of sound/meaningful logic;
2. To aid students in examining and analyzing exemplary research papers;
3. To help strengthen students' abilities to read critically through the process of interpretation, analysis and evaluation, and to think creatively and imaginatively;
4. To help students improve writing skills through the use of specific strategies and exercises;
5. To improve students overall writing style;
6. To encourage use of the dictionary;
7. To call attention to distinctions between formal and informal usage and standard and non-standard usage;
8. To discuss vocabulary building; and
9. To call attention to details of mechanics – how to handle italics, spellings, hyphenation and syllabication, capitalization, apostrophes, abbreviation, and numbers.

EXPECTED STUDENT LEARNING OUTCOMES:

At the end of this course, students will be able to:

1. Write effectively at the college level by writing coherent and well-developed essays that use various modes of composition with effective sentence structures;
2. Appreciate composition as critical to their reading and writing in other university courses;
3. Edit and correct grammar and mechanical errors, such as subject-verb and pronoun agreement, ambiguous references, verb tenses, vague references, clauses and phrases, scoring 70 or higher on grammar and mechanics and significantly improving the quality of revised papers.
4. Students will demonstrate, as well as, illustrate their knowledge of grammar and mechanics to write complete sentences consistent with standard English grammar and usage.

COMPETENCY I:

Writing Skills: Students must generally show that they can:

1. Write sentences consistent with standard English grammar and usage.
2. Write body paragraphs that have a topic sentence, major/minor support, and a concluding sentence.
3. Use transitional devices to link ideas.

TEXTBOOKS: Steps to Writing Well with Additional Readings (Tenth Edition)

Steps to Writing Well (Thirteenth Edition) by Jean Wyrick (2017)

Foundations of English: Grammar Workbook Edited by Caitlin Clark, Katherine Cleveland, and Caitlin Edahl (2018)

1. Students must acquire the required textbooks after the first day of class.
2. Students are responsible for all reading and writing assignments given in the course.

CLASS ATTENDANCE POLICY: Regular and punctual attendance is required. Students must comply with class attendance policies set by individual faculty members and complete all work required. When students must be absent from class, they are required to make arrangements satisfactory to the instructor with regard to work missed. When students know in advance that they will be absent from class, instructors should be notified and arrangements made to secure assignments.

Students may obtain from the Office of Student Affairs an official excuse from class due to an emergency (illness, accidents, jury duty, or death in the immediate family) or for attendance at officially – authorized functions and authorized field trips sponsored by the University. Official excuses presented to the instructor within three days from the date of the absence entitle the student to make up work missed.

CHEATING AND PLAGIARISM POLICY: Plagiarism is the deliberate submission of someone else's work as your own. It, and other forms of academic dishonesty (such as cheating on exams), will not be tolerated. Students will receive a grade of "F" for plagiarizing and/or cheating on any given assignment.

MAKE-UP POLICY: No special make-up work will be given, unless in cases of documented emergencies or official absences. In either case, the instructor's prior approval is required, and work made up must be turned in according to instructor's due date.

TEACHING/LEARNING STRATEGIES:

Lectures and Discussions

Readings

Small Group Sessions/Presentations

Demonstrations

Essays

Exams/ "Pop Quizzes"

TECHNOLOGY:

Audio-visual Aids

Films

CD-ROMS

Internet

Twitter

GRADE PERCENTAGES: Students will be graded in the course for the semester according to:

1. English Composition 101-----75%
2. Intermediate English 100B-----25%

EVALUATION:

90-100=A 80-89=B 70-79=C 60-69=D 0-59=F

STUDENTS WITH SPECIAL NEEDS:

Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located inside the EMAP Computer Lab in the Technical Education (IT) Building to register for the program at the beginning of each semester. If you are determined to be eligible after your confidential consultation, you will be provided with a “Memo of Accommodations” that must be submitted to each of your instructors.

For more information or to schedule an appointment, please contact Mr. Billy Benson, Jr. via phone or email at 662-254-3005 or billy.benson@mvsu.edu.

ACADEMIC INTEGRITY POLICY:

Academic integrity is a commitment to the values of honesty, trustworthiness, fairness, respect and responsibility in academia. Academic integrity is violated by any dishonest act that is committed in an academic context. Honesty and integrity are essential values of the Mississippi Valley State University’s mission to pursue truth and knowledge. Academic excellence can be reached only with the cooperation and support of students. Students are expected therefore to accept responsibility for maintaining honesty and integrity in all acts inside and outside the classroom, studio or laboratory.

For a detailed description of sanctions and appeal procedures, consult Student Handbook pg. 59. https://www.mvsu.edu/sites/default/files/student_handbook

COURSE REQUIREMENTS:

1. After one week of class, students must have the following:

- Required textbooks
- College dictionary and thesaurus
- Spiral bound notebook for English notes only
- Highlighters or colored pens
- Ink pens (blue or black)
- Typing Paper

2. Additional work shall consist of:

- One Mid-Term Examination
- One Final Examination

EN 101 – Freshman Composition Classroom Activities

Week 1

- Course Overview and Introductions
- Sample Writing
- Other Diagnostic Assessments

Week 2, 3, and 4

- Chapter One – “Prewriting”
- “Practicing what You’ve Learned” (PWYLS)
- Assignments
- Collaborative Activities
- Chapter Two – “The Thesis Statement”
- PWYLS
- Assignments
- Collaborative Activities
- TEST (Chapters One and Two)
- Quotation Essay

Weeks 5 and 6

- Chapter Three – “The Body Paragraphs”
- PWYLS
- Assignments
- Collaborative Activities

Week 7

- MID-TERM TEST
- Complete Collaborative Activities

Week 8 and 9

- Chapter Four – “Beginnings and Endings”
- PWYLS
- Assignments
- Collaborative Activities
- TEST (Chapters Three and Four)

Weeks 10, 11, and 12

- Chapter five – “Drafting and Revising: Creative Thinking, Critical Thinking”
- PWYLS
- Assignments
- Collaborative Activities
- TEST
- Current Issue Essay

Week 13 and 14

- Complete Current Issue Essay
- Collaborative Activity
- Post Assessments

Week 15

FINAL EXAMINATION

EN 100B

Classroom Activities

Week 1

- * Course Overview and Introductions
- * Sample Writing
- * Other Diagnostic Assessments

Weeks 2 and 3

- * Common Sentence Errors: Fragments and Run-ons
- * Consistent Subjects and Verbs
- * Exercises
- * Review Tests

Weeks 4 and 5

- * Consistent Subjects and Verbs
- * Pronoun and Antecedents
- * Exercises
- * Review Tests

Weeks 6 and 7

- * Commas
- * Using Capitalization and Italics
- * Using Basic Spelling Rules
- * Exercises
- * Review Tests

Week 8

- * MID-TERM TEST

Weeks 9, 10, and 11

- * Spelling Commonly Confused Words
- * Proofreading Sentences for Grammar
- * Exercises
- * Review Tests

Weeks 12, 13, and 14

- * Maintaining Consistency in Tense and Person
- * Using Parallelism, Coordination, and Subordination
- * Exercises
- * Review Tests

Week 15

FINAL EXAMINATION

NOTES

- The schedule as presented in this syllabus is subject to change in the event of extenuating circumstances. You will be given notification for any significant change, if possible.
- “This document (course syllabus) is not a contract with the University. It contains guidelines.” (IHL Board)

Course Requirements

1. All assignments – oral, written in class/outside the classroom are expected to be presented and/or passed in to the instructor on time. Late assignments (written) will be penalized by a 5-point deduction for each day that the assignment is late – up to 3 days and beginning with the same day the assignment is due. The instructor always reserves the right to accept or reject late assignments.
2. In-class written assignments are due before or by the end of that given class period unless directed otherwise by the instructor. If not, the assignment shall be considered late.
3. All assignments passed in for grading must be written on typing paper (8 ½ x 11) and in black or blue ink.
4. All assignments passed in for grading must be written neatly and legibly as well as on clean, unwrinkled typing paper. Otherwise, the assignments shall not be accepted.
5. All out-of-class assignments must be computer generated. Outside-of-class assignments must be passed in at the beginning of the class period.
6. Students must bring typing paper, dictionaries, textbook, and ink pens to every class meeting.
7. Cheating or plagiarism (the representation of someone else’s work as your own, usually without reference to the original source) will not be tolerated. The penalty for that assignment shall be a “F” with no possibility of make-up or alternate assignment.
8. Students must attend the Valley Theatre productions. When students and the instructor are in attendance at other culturally enriching activities, students shall receive incentive points, if they are appropriately dressed for the occasion.
9. Punctuality is of the utmost importance. You must report to this class on time.
10. All students (males & females) must remove caps, hats, and other headwear from their heads upon entering this classroom.
11. All pants worn by males and females in this classroom must be worn above the hips and at the waistline. Pajamas and house shoes must not be worn in this classroom.
12. Appropriate decorum is expected to be exhibited by all students at all times in speech and action in this classroom.

13. All cell phones (and all other electronics) must be turned off upon entering this classroom. If a cell phone rings during the class time, the instructor shall place a minus on the owner's/student's class participation card. Cell phones (and all other electronics) must not be visible during the class period.

*** NO GUM CHEWING NOR FOOD IS ALLOWED IN THIS CLASSROOM. **

Class Attendance

1. Eleven (11) unexcused absences in MWF classes and seven (07) unexcused absences in MW and TR classes will constitute failure in the course for the semester. One (01) unexcused absence for classes that meet once per week will constitute failure in the course for the semester.
2. Three (03) unexcused absences per semester for MWF classes will be permitted. Two unexcused absences per semester for TR and MW classes will be permitted (1 1/2 class meetings each day). One unexcused absence per semester for classes meeting once per week will be permitted.
3. Three (03) tardies shall constitute one (01) unexcused absence for MWF classes; two tardies shall constitute one (01) unexcused absence in TR classes; and one tardy shall constitute one unexcused absence for classes that meet once each week.
4. One (01) point for each unexcused absentee over the maximum number will be deducted from overall semester grade for students in MWF classes. One and one half points for each unexcused absentee over the maximum number will be deducted from overall semester grade for students in TR and MW classes. Three points for each unexcused absence over the maximum number will be deducted from overall semester grade for students in classes that meet once each week.
5. Only official excuses from the Vice President for Student Affairs Office shall be accepted for the instructor to determine whether the absentee is excused or unexcused.
6. Any excuses must be presented in writing, to the instructor within three (03) days of the student's return to class for MTWRF classes and within one (01) day for classes meeting once each week.
7. This policy on class attendance will be strictly enforced in the classes taught by Barbara J. P. Washington and LaTonzia N. Evans.

**Criteria for Awarding Incentive Points (ICPS) in Classes Taught by Barbara J.P.
Washington and LaTonzia N. Evans**

Awarding Incentive Points (ICPs)

Awarding incentive points to students whom we teach is not mandated by the University, the College of Arts and Sciences or the English and Foreign Languages Department. It is a means of encouraging students to attend some of the many culturally enriching activities held on campus that we devised. Therefore, we set the criteria for how points are awarded.

Criteria for Earning ICPs

1. The students and the teacher must be in attendance at the activity.
2. Students cannot wear sweats, jeans, tennis shoes, and wind suits. Dress/casual slacks, shirts, pantsuits (ladies), and dress/casual shoes are required.
3. At the activity's end, the students shall come to where one of us is located and sign the copy of the printed program. If any student is not dressed appropriately, he/she shall not sign the copy of the printed program. Thus, not ICP is awarded.
4. The earned ICPs are added to the students' class participation grade for the second half of the semester.
5. Students may also utilize The Writing Center to earn ICPs. The student must take an essay or a piece of writing with him or her to The Writing Center. You will not be awarded points for simply entering into the facility.
6. Students are not required to attend the activities nor The Writing Center. They may elect to attend or not attend. Attendance is by choice.

Attendance Keeping Code

: = an absentee
· = a tardy
:: = an excused absence

Grading Scale

100+	=A+	89	=B+	79	=C+	69	=D+
100	=A	85	=B	75	=C	65	=D
90-95	=A-	80	=B-	70	=C-	60	=D-
						59	=F

Daily Recitation/Class Participation

++	=100
+	=95
	=89
-	=75
=	=70
-	=65
-	=50

