

Mississippi Valley State University
Department of English and Foreign Languages
EN 102: Freshman Composition
Fall 2018

Professor: Dr. Lin Knutson
Phone: office sec 662-254-3451

Class & Location: 9:00-9:50 sec 01 TED 108
 10:00-10:50 sec 02 TED 108

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Office Location: TED 161
Office hours: Mon, Wed, Fri: 12:00-1:00; 2:00-4:00;
 Wed 4:00-5:00

Note on office hours: I may be moving my office hours to either the Writing Center, or to our classroom 108. I will let you know during the second week where each of my office hours will be held.

Prerequisite: A minimum grade of "C" in EN 101 (3 HRS)

REQUIRED MATERIALS:

2 folders to use for: 1) portfolios and 2) storing handouts, drafts, and copies of outside sources

Flash drive

Stapler

Text: *Steps to Writing Well* Jean Wyrick. Tenth Edition, in the bookstore

COURSE DESCRIPTION:

Students are introduced to the research paper and critical analysis. Students will learn research methods for conducting library and Internet research. Students will evaluate, paraphrase, summarize, quote, and integrate outside sources, and document and format papers using the MLA style manual.

OBJECTIVES:

The primary goal of the course is to help students learn how to think critically, write a literary analysis paper, write argument, conduct library research, and write a research paper using MLA style documentation. Students will become more familiar with the library's holdings and materials. Teaching methods will include examining research models and analyzing exemplary research papers. Students will learn to think critically and creatively through the process of interpreting, analyzing, and evaluating outside sources.

STUDENT LEARNING OUTCOMES:

At the end of EN 102 students will be able to:

1. Use electronic and print sources, including reference books, books, periodicals, and journals and library databases, other official
2. Use writing and reading for inquiry, learning, thinking, and communicating
3. Understand a researched writing assignment as a series of tasks, including finding, evaluating, analyzing, and synthesizing appropriate primary and secondary sources Integrate their own ideas with those of others
4. Adopt appropriate voice, tone, and level of formality
5. Write in several genres
6. Reflect on writing and learning processes
7. Practice appropriate means of documenting their work
8. Students can compose a range of formal and informal texts taking into consideration the interrelationships among form, audience, context, and purpose; students understand that writing is a recursive process
9. Students know the conventions of English language as they relate to various rhetorical situations (grammar, usage, and mechanics); they understand the concept of dialect and are familiar with relevant grammar systems

Course Outcomes: By the end of English 102, each student who earns a C or better will have...

1. Written major assignments in a minimum of three genres.
2. Produced a portfolio that includes revised and edited assignments totaling 3750-5000 words (approximately 15 double-spaced pages).
3. Written and revised multiple drafts of each major assignment to improve and/or clarify the writing project's purpose, thesis, organization, use of supporting details, use of source material, documentation, conventions, and audience awareness
4. Evidence of researching and evaluating a variety of outside sources.
5. Integrated outside sources into paper and cited all outside sources correctly and consistently using an accepted and current form of documentation such as MLA.
6. Worked effectively in peer groups to give and receive substantive feedback on drafts.
7. Reflected on writing process and growth in writer's memos for each draft and an opening statement in the final portfolio.

The Writing Center and My office hours:

Please stop by my office just to say hi and introduce yourself as soon as possible. I look forward to working with each of you and want to meet you on an "informal" or friendly basis.

Any visit to the Writing Center to work with me on a paper will remove one absence for the semester. If this is another English faculty besides me, that person who reads and responds to your essay must sign his/her name on your paper as indication of an at least 15 minute conference.

Class Attendance and Participation:

Students must bring the textbook to class every day. I would recommend that you get the book today and bring it to class on Wed. After 3 weeks of class you will not be admitted to class without a textbook.

I cannot stress enough the vital importance of attending this class every class period. Most of the work we do in this class will happen right in this classroom. Never miss a class period except for an emergency.

Attendance and participation count for 10% of your grade. You will receive a 10% "A" if you do not miss any class periods. You will receive and "F" if you miss more than six classes without an official university excuse. It is vital to be in attendance when class begins, which is when attendance is taken. A student with 3 "tardies" equals 1 unapproved absence. A student who leaves class and does not return for 15 minutes or more is considered "absent."

Students are allowed a maximum of six absences. A student with six or more unexcused absences fails the course. Do not take this class at this time if you have another obligation at this hour (i.e.: job, etc. When students must be absent from class, they are required to make up missed work on the day they return to class. When students know in advance that they will be absent from class, instructors must be notified and arrangements made to secure assignments ahead of time. The worst action a student can take is to miss class, not inform the instructor, and expect to be able to make-up class work when he/she returns to class without an excuse.

Note: I do not excuse absences. That is the job of the Office of Student Affairs. Students may obtain 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 absences must be presented to the instructor within seven days from the date of the absence entitle the student to make up work missed. Athletes must also bring in excuses, since not all athletes travel.

CLASSROOM DEMEANOR:

Students are required to show respect to each other and to the professor at all times. The professor is in charge of the class at all times and must continue teaching the class. No shouting is allowed. If a student receives a grade that is upsetting they are required to be a young professional, and speak to the instructor in a calm and respectful tone. Good times for this are: during my office hours or before/after class. Disrespectful behavior prevents the instructor from teaching the class and will not be tolerated. Students who behave in a disrespectful manner to the instructor will be asked to leave class, so that the instructor can continue performing her required duties. The disruptive student will be marked absent for that class period.

PARTICIPATION:

Students must furthermore complete all work such as peer reviews, instructor conferences, class discussions, and group work. No late work will be accepted after 1 week. No student will receive a passing grade without having turned in each of the five major requirements (literary analysis, argument, annotated bibliography, research paper, remix) and the final portfolio including the final reflection letter.

Papers need to be turned in directly to me during class or during my office hours. Any work “on your flash drive” is work that is not done, and you will receive a zero for it. All papers must be printed on hard copy and due when each student arrives in the class. Plan ahead for deadlines.

Deadlines are final, so be sure to prepare for them and turn work in on time. No late papers will be accepted after the last day of class.

I expect each student to come prepared to participate actively in the day’s work. Thoughtful participation is especially important on draft workshop days. Class participation, as I see it, does not necessarily mean that a student is the life of the party. Instead, it includes helping yourself and others learn by asking questions.

Save Everything:

Keep copies of everything from the course—your drafts, memos, reflections, peer review sheets, everything! You will be asked to turn in graded papers again at the end of the semester in a final portfolio. Also, this evidence is the best way to protect you in the event of a clerical error on my part.

There is a **no cell phone policy** for this class. A student with a visible cell phone during the 50 minutes of class may receive a zero for class participation. The same applies for a phone that rings during the class period. Students may not leave the class to answer a phone call. If you have a family emergency you must tell me before the class begins, and I will allow you to have a phone on vibrate, and allow you to leave the room to take the call. This is the only exception.

Acceptable Draft Policy:

If a paper is unacceptable I will write “revise” or “R” at the top of the paper, and not give it a grade; this means the paper has not met key requirements of an assignment. If I return a draft to you marked unacceptable, see me immediately. You only have one week to resubmit it. NOTE: Because each formal assignment addresses different course objectives and outcomes, you must have an acceptable draft of each formal project to be eligible to pass the course.

Students you will also include a **writer’s memo**—a memo to readers in which the student writes *in detail* about what kinds of revisions you have made and why you made them. Because reflection on your writing is such an important part of this course, drafts submitted without a writer’s memo are also considered unacceptable.

Final Portfolio:

At the end of the semester, students will compile a **final portfolio of approximately 15 pages** that includes their best revised writing. This portfolio will have previously graded papers that have been revised A FINAL TIME. This final portfolio will also include a two-page FINAL REFLECTION/MEMO that analyzes the development of the student’s writing development throughout the course. The success of the portfolio will depend greatly on the quality of revisions you have made.

Cheating and Plagiarism Policy:

Plagiarism is the deliberate submission of someone else’s work as your own. Plagiarism and other forms of academic dishonesty (such as turning in a paper written for another class) will not be tolerated. Students will receive a grade of “0” for plagiarizing or cheating on any given assignment the first time it occurs. If this occurs a second time, the student will likely fail the course. Being rushed is never an excuse for plagiarism! Ask for more time if necessary, but better yet, plan ahead and give your written work the time and integrity it deserves.

Academic Integrity:

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 p 59.

www.mvsu.edu/sites/default/files/student_handbook

Emergencies:

If you have any kind of emergency that is preventing you from attending regularly or from getting your coursework done, please talk to me as soon as possible. I am generally not flexible if a student disappears for several classes with no explanation and then wants to make arrangements for turning in late formal assignments.

Procedures: Student Complaints: The Office of Academic Affairs would like our students to know the procedure for filing a complaint. If a student has a complaint, A) talk to the teacher of the class first to see if you can resolve the situation B) talk to the department chair, if you cannot resolve the situation C) only go to the Office of Academic Affairs if you cannot resolve the situation with the teacher and the department chair.

Services for Students with Disabilities (SSD) Disabilities Statement:

Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability (medical, physical, psychiatric, learning, vision, hearing, etc.). If you feel you are eligible to receive it for this class, 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. For more information or to schedule an appointment, please contact Mr. Billy Benson, Jr. via phone at: 662-254-3005 or email at: billy.benson@mvsu.edu.

Teaching/Learning Strategies:

Discussion, Short Lectures, Collaborative Groups, Peer Review, Demonstration and Explanation, Reading, Portfolio

Technology: Web 2.0 Applications, Internet Research, Multimedia

Evaluation:

Grading Criteria: 90-100= A 80-89 = B 70-79 = C 60-69 = D 59 and below = F

Grades for the course will be calculated based on data from:

1. **Homework/ Participation and Attendance** (10%)
2. **Five Formal Assignments** (70%)—In this class you will write complete five formal projects:
 1. Literary Analysis 20%
 2. Argument 20%
 3. Annotated Bibliography 5%
 4. Argument Research Paper 20%
 5. Remix Assignment 5%

Each of these five assignments must be completed in order to receive a passing grade.
3. **Final Portfolio of Polished Writing and Cover Letter** (20%)

Course Outline: En 102 Dr. Lin Knutson

Week	Readings and required assignments
1	<p>Mon 8/20 Introduction to course/ the writing process</p> <p>Wed 8/22 Writing Diagnostic</p> <p style="text-align: center;">Unit 1: Literary Analysis Paper</p> <p>Fri 8/24 Literary Analysis Paper/Writing about Literature: Chopin “The Story of an Hour” This assignment is in our textbook. Bring the book to class by this day.</p>
2	<p>Mon 8/27 Chopin, “The Storm” and questions</p> <p>Wed 8/29 Chopin “Desire’s Baby” and questions</p> <p>Fri 8/31 Maya Angelou’s poetry</p>
3	<p>Mon 9/3 Labor Day holiday, no class</p> <p>Wed 9/5 in-class writing: literary analysis paper</p> <p>Fri 9/7 Deadline: Draft of literary analysis paper/ peer review</p>
	<p>Mon 9/10 Papers returned. Revision day. Last day to drop a class</p> <p>Wed 9/12 Deadline: Portfolio #1 due: Literary Analysis/ writers’ circle</p> <p style="text-align: center;">Unit 2: Argument</p> <p>Fri 9/14 Chapter 15 in text, p. 306. Summarize main points pp 306-316</p>
5	<p>Mon 9/17 Introduction to argument: logic exercises; text 318-319</p> <p>Wed 9/19 Writing a prospectus/ narrowing the topic/ writing a thesis</p> <p>Fri 9/21 Argument prospectus due</p>
6	<p>Mon 9/24 Draft of argument paper/ peer review</p> <p>Wed 9/26 drafts returned; revision day</p> <p>Fri 9/28 Deadline: Portfolio #2 due: Argument Paper Unit 3: Annotated Bibliography Annotated Bibliography handout</p>
7	<p>Mon 10/1 Library Day (tentative)</p> <p>Wed 10/3 in-class writing of Annotated Bibliography (bring sources to class)</p> <p>Fri 10/5 peer review: Annotated Bibliography</p>
8	<p>Mon 10/8 Deadline: Portfolio #3 due: Annotated Bibliography and sources</p> <p style="text-align: center;">Unit 4: The Research paper</p> <p>Wed 10/10 The Research Paper: quoting/summarizing/paraphrasing</p> <p>Fri 10/12 Incorporating and evaluating secondary sources</p>

9	<p>Mon 10/15 Plagiarism/ intentional and unintentional</p> <p>Wed 10/17 parenthetical/ in-text citations</p> <p>Fri 10/19 Midterm exam Assignments following midterm will emphasize the research paper. They may not be exactly in the order listed</p>
10	<p>Mon 10/22 Outline for research paper</p> <p>Wed 10/24 background source</p> <p>Fri 10/26 exemplary source</p>
11	<p>Mon 10/29 visual source</p> <p>Wed 10/31 media source</p> <p>Fri 11/2 interview source (Last day to withdraw from a class)</p>
12	<p>Mon 11/5 Works Cited page</p> <p>Wed 11/7 sample research paper</p> <p>Fri 11/9 sample research paper (Last day to withdraw from the university)</p>
13	<p>Mon 11/12 Deadline: peer review research paper with Works Cited</p> <p>Wed 11/14 Intro the Remix assignment (Assignment #5)</p> <p>Fri 11/16 Deadline: Portfolio #4 (The Research Paper) due Final Portfolio and Final Memo handouts (the final portfolio is based on revision of previous writing. NO NEW WORK is accepted)</p>
14	<p>Fall Break Nov 19-23 No classes</p>
15	<p>Mon 11/26 Portfolio #5: Remix presentations</p> <p>Wed 11/28 Remix presentations (Last day to turn in any class work)</p> <p>Fri 11/30 Deadline: Portfolio #6 Final Portfolio Due /last class period. Since Portfolio 6 is your final exam you must be present on this class period and you must turn in Portfolio #6 on this date.</p>