Are You Ready?

Necessary Tools

- A Student’s Guide to the First-Year Writing Program at UWM, 2014-2015
- Computer and printer access
- Internet access
- Use of .doc(x), .rtf, or .pdf files
- Desire2Learn (D2L)
- One tabbed manila folder for portfolio submission
- Writing utensil & paper for class

Prerequisites

You are eligible for ENG 102, if you have:

1) scored 3 on the English Placement Test (EPT),
2) earned C or higher in ENG 101, OR
3) been placed here based on transferred credit from another university.

Immediately contact ENG 102 Coordinator Chris Lyons (bobdylan@uwm.edu), if you do not qualify for enrollment in this course.

Accessibility & Accommodations

If you are working with the Accessibility Resource Center (ARC) and have been issued a Verified Individualized Services and Accommodations (ViSA), please contact me. If you believe you may need their or my aid to meet the requirements for this course, visit their office in 112 Mitchell Hall, call (414) 229-6287, or check out: http://uwm.edu/arc.

English as a Second Language (ESL)

Tailored composition courses are available to meet the needs of students whose first spoken language was not English. English 102 has class sections devoted to ESL students that are equivalent to all other sections. For more information, contact me or Amy Shields (grisk@uwm.edu).

Note on Behavior

Discriminatory conduct is not tolerated by the University, whose policy regarding the matter may be found here: http://www4.uwm.edu/secu/docs/other/S47.pdf.

[Click on hyperlinks in the downloaded PDF to visit the sites.]
Wanna Know about Your Grade?

Final Portfolio
At the end of the semester, you will submit a carefully researched and revised paper as a representation of your effort all semester. Included with this will be a reflective essay on your writing choices and processes from the beginning to the end of the course. These two fully developed works of writing will be assessed by an impartial reading committee composed of ENG 102 instructors besides your own, who will holistically pass or fail the portfolio. Your instructor will receive the result along with your reviewers’ commentary, notify you, and then assign a letter grade to your portfolio. Full credit would involve successfully accomplishing the goals and outcomes outlined on page 7 of your Student’s Guide—the objectives your portfolio must meet to pass.

(Students who pass their portfolio reviews receive between an A and a C overall for the course; those who fail receive between a C- and an F. Students who receive between a C- and an F must, indeed, repeat ENG 102. Only a grade of C or higher receives credit for this course.)

Class Assignments
You will complete milestone assignments that demonstrate the work you put into your project along the way. These are designed to walk you step by step through the writing of both the research paper and reflective essay. Full credit would involve submitting assignments on time and thoroughly and thoughtfully addressing the requirements of each. In addition to feedback, you will receive indications of where your work falls in comparison to your peers and course expectations.

Class and Conference Participation
This course and your success in it relies on your communication and contribution during class, both with your peers and your instructor. Full credit would involve minimal absences, being in classes for their durations, having properly prepared for class by meditatively engaging assignments, having reflected on one’s own ideas and work, bringing proper materials, engaging in discussion, tackling in-class activities, and contributing a serious investment in the evaluation of your peers’ ideas and work.

During the weeks when conferences take the place of classes, you will be assessed both on the effort you put into those and your preparation before them. At those meetings, we will discuss your understanding of the course, address your concerns, and work together toward further progress in your coursework. Full credit would involve keeping your appointment and being on time, having proper materials, preparing well, having submitted or brought (as applicable) assignments needed for discussion, and sustaining the conversation.

| MAJOR DATES |
|------------------------|------------------------|
| Project Proposal Drafts | First Conference Week  |
|                      | 02/27 – 03/04/2015     |
| Annotated Bibliography Drafts | Second Conference Week |
|                      | 03/30 – 04/03/2015     |
| Research Paper Drafts  | Third Conference Week  |
|                      | 04/24 – 04/29/2015     |
| Reflective Essay Draft | Spring Recess          |
|                      | 03/16 – 03/20/2015     |
| Final Portfolio        |                        |
| 05/04/2015             |                        |
WHAT'S EXPECTED OF YOU?

Policies

➤ ATTENDANCE
- See pages 15 - 16 of your Student’s Guide.
- Regardless of the circumstances, you may not miss more than six class sessions (or two weeks of class) this semester. If you do, you are no longer eligible to submit your final portfolio, and thus, you will fail the course.
- Best practice is to save your six absence allowances for expected events, sudden illnesses or emergencies, or civil appearances. Though additional absences are not permitted, accommodations will be made in terms of assignments for students of faith and military students called to active duty. Those students should see me as these times arise.
- Enrolled students missing the first three class sessions will be administratively dropped from the course.
- Students who miss their scheduled conferences, which replace one week of classes, will earn three absences at once. Tardies can accrue absences as well.
- Every third classroom tardy arrival or early departure will result in a recorded absence.
- Absences and habitual class interruptions will lower your class participation grade.

➤ LATE WORK
- Any late submission of assignments must be pre-approved by me and will lower your class assignments grade. Late work receives neither out-of-class peer nor instructor feedback.
- If you have not discussed the late submission of your work with me and you do not turn in assignments for two solid weeks, you will no longer be eligible to submit your final portfolio. This is considered the same as having missed two weeks of classes.
- Assignments to be submitted via D2L are due before their assigned class periods have commenced, whether you will be present in the class those days or not. Printed assignments due in a class that will be missed should be e-mailed instead beforehand in order to avoid being counted late.
- Peer workshop feedback may never be late. If you will be absent when this feedback is due, you must deliver it to the appropriate classmates via e-mail before class, and you need to copy me for credit.
- A class session cancellation is not an excuse for late work. During those occasions, watch for electronic communication from me, especially if it affects conference scheduling.

➤ ADD/DROP
- See pages 16 – 17 of your Student’s Guide.
- Add or change deadline → 02/06/2015
- Drop without “W” deadline → 02/20/2015
- Drop deadline → 03/27/2015

➤ TECHNOLOGY
- Use of electronic devices beyond the purposes of the class is not permitted and will lower your class participation grade. Any of these devices must not cause any disruption—either seen or heard—or distract your instructor or fellow classmates.
- You must use your UWM e-mail address in your e-mail messages for this course.
- You will be responsible for any electronic course communication—be that via e-mail or D2L.
- Remember to back up your electronic files.

➤ PLAGIARISM
- See pages 18 – 19 of your Student’s Guide.
- Practice proper citation conventions when referencing others’ words or ideas.
- Penalties for intentional plagiarism can include failure of this course or even suspension or dismissal from the University.
- Final writings must have matching revision drafts that have been developed over a period of time. They should not be new, spontaneous projects without progressive development or preceding documentation.
Credit Hours

(Mandatory Syllabus Addendum)

The University has asked departments to break down for students how much time they will spend working on various aspects of their classes.

As the UW System assumes “that study leading to one semester credit represents an investment of time by the average student of not fewer than 48 hours” (UWS ACPS 4), a 3-credit course such as this one will require a minimum of 144 (3 x 48) hours of your time. You may find it necessary to spend additional time on a course; the numbers below only indicate that the course will not require any less of your time.

This is a traditional, or face-to-face, course, and thus, you will spend a minimum of

- 37.5 hours in the classroom;
- 75 hours preparing for class, which may include reading, note-taking, completing assignments, and discussing course topics with classmates and the instructor in structured settings;
- 31.5 hours developing your final portfolio writing.

Notes

- The breakdown above is for a standard 15-week semester.
- UWM Credit Hour Policy, University of Wisconsin-Milwaukee Faculty Document No. 2838, can be found at https://www4.uwm.edu/secu/docs/faculty/2838_Credit_Hour_Policy.pdf.
- UWS ACPS 4, the University Of Wisconsin System Policy On Academic Year Definition And Assorted Derivatives, can be found at https://www.wisconsin.edu/program-planning/download/acps_documents/Academic%Year%Definition%Assorted%Derivatives.pdf.

My Promise to My Students

I WILL respond to your inquiries and requests within 24 hours of your making them, whether they were verbally or electronically communicated.

I WILL provide my feedback to your work within one week of your submission of it.
Where can you turn for HELP?

A Direct Invitation:

“The Writing Center is open to all writers on campus, freshman through graduate students and even faculty, to meet one-on-one with a highly qualified and well-trained tutor to discuss any kind of writing project at any stage of the project. All majors, subjects and skill levels are welcome.

Our trained peer tutors will work with you to generate topics, organize ideas, develop thesis statements and revise drafts. Although we will not correct spelling and grammar errors for you, we will help you spot and correct them yourself.”

[Quoted from their Web site]

Complaints:

Students may direct complaints to the head of the English Department. If the complaint concerns the alleged violation of a specific University policy, it may be directed instead, should the student prefer, to the appropriate University office responsible for enforcing the policy. More information about student discrimination complaints may be found at: http://www4.uwm.edu/secu/docs/other/S49.7.htm.

Grade Appeals:

A student may appeal a grade on grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the English Department. Should you wish to research this option further, please contact Director of Composition Dennis Lynch (lynchd@uwm.edu).

Support Services:

UWM has several resources that offer student support—such as counseling, psychology, and substance abuse services. Surf UWM's Web sites for these wonderful programs, or visit with an English Department member whom you trust for more information. If you ever feel overwhelmed or too stressed or experience a particularly impactful difficulty in life, feel free to visit with me about it.