NECESSARY TOOLS:


Computer and Internet access

Use of .doc(x), .rtf, or .pdf files

Desire2Learn (D2L) competency

Use of your UWM e-mail

Course Description

Students develop research questions that guide them as they use University library resources to inquire into a topic of their choosing. Students analyze, interpret, and critique the sources they gather. They engage with their readings, both through their own ideas and through juxtaposing the ideas found within the texts, in order to construct a project of their discoveries, responses, and insights. Students support one another as they work through data-gathering, drafting, revising, and reflecting on all of these writing processes.

Online Nuances

Your success in this fully online course requires your making it your own. Whether or not it is a positive experience is largely dependent upon the course participants. Take personal responsibility for learning through full utilization of the resources the course offers. Mostly, you have the flexibility to complete your work when and where you desire within any given week. However, online courses require learners to be self-motivated and actively engaged with the coursework and other online members. You will need to be self-disciplined and organized, have time management skills, and adapt to communicating effectively online. Remember to spend time both online and off-line, complete the weekly assignments, participate in online discussions on a timely basis, and check frequently for e-mail in your UWM account. And, most importantly, do not forget to be in contact with your instructor whenever you have questions.

Prerequisites:

You are eligible for ENG 102, if you have:

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

Immediately contact ENG 102 Online Coordinator Ash Evans (evans39@uwm.edu), if you do not qualify for enrollment in this course.

kristin ‘kizzy’ fay
kafay@uwm.edu
Office: Curtin 292

E-mail for appointments—in-person, live chat, Skype, teleconference, etc.
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 as soon as possible. If you believe you may need aid to meet the requirements for this course, visit ARC’s office in Room 112 of Mitchell Hall, call (414) 229-6287, or check out: http://uwm.edu/arc.

[Click on hyperlinks in downloaded PDF to visit sites.]

English as a Second Language (ESL)

Tailored composition courses are available to meet the needs of students whose first spoken language was not English. ENG 102 has class sections devoted to ESL students that are equivalent to all other sections. The advantages to ESL students:

- Instruction is designed specifically for non-native users of English, including one-to-one individual meetings with your instructor.
- Learn how to make your English writing communicate your ideas more effectively. Perform better in all of your university courses by strengthening your English reading and writing skills.
- Increase the likelihood of your passing this course.

Take the English as Second Language – Placement in Composition (ESL–PIC) test to determine which ESL writing course you need. This is the placement exam for UWM’s ESL writing courses, and it is free to you. It is not the same as the English Placement Test (EPT), which places native English speakers into their standard composition courses. The ESL–PIC test takes about 75 minutes and asks you to write an essay on a specific topic. Even if you already took the EPT (or the TOEFL or IELTS), you may still take the ESL–PIC. In addition, you may take the ESL–PIC more than once. The test is administered at the Testing Center (www.testingcenter.uwm.edu, 414-229-4689, Mellencamp B28). If you do not have time to take the ESL–PIC test, you make take ESL 115 (Basic Writing in ESL, 6 credits) or ESL 120 (Grammar & Editing in ESL, 3 credits). The coursework for these is individualized, which means you work one-to-one with the instructor to determine what you need to learn about writing in English. Then, at the end of the semester, your writing is evaluated in order to place you in the ESL writing course for which you have qualified.

For more information, contact ESL Writing Course Coordinator Amy Shields (grisk@uwm.edu).

Final Portfolio (in lieu of Final Exam)

At the end of the semester, in place of any final exam, you will submit a carefully researched and revised project as a representation of your effort all semester in this course. Included with this research project will be reflective writing on your writing choices and processes for that project. These two fully developed works 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 of their decision, and then assign a letter grade to your portfolio. Full credit would involve successfully accomplishing the “Goals and Outcomes” outlined for ENG 102 in 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. However, once you retake the course, your former grade will be completely erased from your transcript and replaced by your new grade, just as if it never existed!)
Coursework  (Much more detailed instruction will be provided as we go.)

- **Scaffolding Course Assignments** ~ You will be given additional tasks to those milestone tasks listed in the following bulletpoints. These will be supportive in nature, as you build toward your final portfolio. They will include such items as course readings—which provide insight into UWM's First-year Writing Program's philosophies—and online library modules—designed by UWM's Librarians to assist UWM's First-year Writing Program students in better understanding collegiate research and the resources available to support that. Do not be fooled for a moment that any task given to you is busywork and without value; rather, it has all been specially crafted over decades to assist students in this exact course with these exact expectations placed upon them. They are meant both to distribute the workload evenly over the course of the semester and to build upon themselves in production. Take advantage of them in order to best position yourself to succeed.

- **Project Proposal Drafts** ~ You will follow a very particular format to provide information about your ideas and plans for your project, both at the outset and after you have completed the bulk of your research, to your instructor and to your small writing group peers. This is a way for your support team to understand your reasoning and to offer additional and appropriate thoughts, and for you to sort and clarify all that for yourself.

- **Annotated Bibliography Drafts** ~ Again, you will follow a very particular format to organize your sources for your research project and to delineate how you intend to use them. Once more, this aids both your support team and your own thought process as you strategize. You will continue updating this document throughout your research process.

- **Research Project Drafts** ~ You will submit sections of your research project during the latter half of the semester, as you begin the actual work of assembling it. These will undergo review by your support team and then, of course, your own revision and further development in response to the feedback you receive. You will also submit one full version near the end of the semester for final comments before having to complete your revisions in preparation of portfolio review.

- **Reflective Writing Draft** ~ After responding to reflective prompts all semester—which in themselves will assist you in recording and tracking your decisions for your research and your project—you will then submit a completed draft to your support team for feedback. As with your project, you will revise this second element of your final portfolio before its assessment.

- **Workshop Feedback** ~ You will be assigned to a small writing group of peers in order to exchange your work with one another and provide commentary on all of these milestone tasks. Upon occasion, you will engage in small-group online discussions to further discuss all the responses of your group members.

### Major Dates

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<tr>
<th>Event</th>
<th>Dates</th>
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<tr>
<td>Project Proposal Drafts</td>
<td>Weeks 5 &amp; 9</td>
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<tr>
<td>Annotated Bibliography Drafts</td>
<td>Weeks 7 &amp; 10</td>
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<tr>
<td>Research Project Drafts</td>
<td>Weeks 9, 11, &amp; 12</td>
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<tr>
<td>Reflective Writing Draft</td>
<td>11/24/2015</td>
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<tr>
<td>Final Portfolio</td>
<td>12/07/2015</td>
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<td>Thanksgiving Recess</td>
<td>11/25 – 11/29/2015</td>
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Late Work ~ Any late submission of assignments or other scheduled contributions must be pre-approved by me, will lower your grade, and will not receive feedback. Each week of this online course will begin on Mondays at 12:01 a.m. and end on Sundays at midnight. Thus, with some exceptions, every week’s tasks are due by midnight every Sunday. Watch weekly assignment sheets and dropboxes in D2L for confirmation of exact due times. If you do not discuss the late submission of your work with me and you do not turn in assignments for two solid weeks, you will automatically fail the course. If you anticipate being away from the course for any extended period of time, notify me, and plan to submit work ahead of schedule. Work may always be submitted before its due date. Accommodations will be made for students of faith and military students called to active duty, who should approach me at those times.

Technology ~ Use your UWM e-mail address for all e-mail correspondence related to this course. You are responsible for any electronic communication—be that via e-mail or D2L. Back up electronic files.

Add/Drop ~ September 16th: Last day to add full-semester courses or change sections of any course. September 29th: Last day to drop full-semester courses without receiving “W” on transcript. October 23rd: Last day to drop or withdraw from full-semester courses at all. For additional information on adding and dropping ENG 102, see your Student’s Guide.

Credit Hours ~ UWM asks departments to break down for students how much time they will spend working on various aspects of classes. UW System assumes “[s]tudy leading to one semester credit represents an investment of time by the average student of not fewer than 48 hours” (UWS ACPS 4). This 3-credit course, then, requires a minimum of 144 hours (3 x 48) of your time. You may need to spend additional time on the course; these numbers only indicate that the course will not require any less of your time. This is a standard 15-week online course, and thus, you will spend a minimum of: 37.5 hours reviewing instructional materials; 75 hours completing assignments, such as reading, note-taking, exercises, peer discussion, and instructor discussion; 31.5 hours preparing for and drafting major projects. [UWM Credit Hour Policy (UWM Faculty Doc. No. 2838): https://www4.uwm.edu/secu/docs/faculty/2838_Credit_Hour_Policy.pdf. UW System Policy on Academic Year Definition & Assorted Derivatives (UWS ACPS 4): https://www.wisconsin.edu/programplanning/download/lpca_documents/Academic%20Year%20Definition%20and%20Assorted%20Derivatives.pdf.]

Components of Final Grade

- Supplementary Course Assignments: 10%
- Small Writing Group Participation, Contribution, & Support: 20%
- Final Portfolio (w/Final Versions of Research Project & Reflective Writing): 50%

Full credit for the top three line items here would involve on-time submission of all assignments, thorough and thoughtful attention to fulfilling their requirements, serious analysis of one’s own ideas and work, and full investment in the evaluation of others’ ideas and work. During the term, in addition to feedback, you will receive indications of where your work falls in comparison to your peers’ efforts and course expectations.

Course Policies

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.

Note on Plagiarism

- More information on this matter available in your Student’s Guide.
- Practice proper citation conventions when referencing others’ words or ideas.
- Penalty for intentional plagiarism can include failure of course, or even suspension or dismissal from UWM.
- Final portfolio pieces must match revision drafts developed over a period of time; they should not be new, spontaneous projects without progressive growth or preceding documentation.
Support

THE WRITING CENTER

Make an appointment by calling (414) 229-4339 or by visiting http://www4.uwm.edu/writingcenter/

Or, you may drop in to either of their locations to ask whether a tutor is immediately available. Their hours and locations may be found on their Web site.

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.”

[Quoted from their Web site]

COMPLAINT PROCEDURES

Students may direct complaints to English Department Chair Mark Netzloff (netzloff@uwm.edu). 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.

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 further, please contact English Department Chair Mark Netzloff (netzloff@uwm.edu).

ADDITIONAL SERVICES

UWM has several resources that offer free student support—such as counseling, psychology, and substance abuse services. Surf UWM’s Web sites for these helpful programs, or visit with a faculty or staff 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 approach me about it.

INSTRUCTOR RESPONSES

My promise to my students: I will respond to your inquiries and requests within 24 hours of your making them. I will provide my feedback to your work within one week of your submission of it.