Introduction to College Writing
ENG 101  Spring 2016
(Section 012)

Instructor: Hal Hinderliter
Office: Curtin 588
Office hours: Mon. 2 - 3 pm; Tues. 2 - 4 pm; Wedns. 2 - 3 pm
Contact: hinderl2@uwm.edu

Course Description
This course introduces students to college-level reading and writing practices through assignments that integrate the skills of critical reading, writing, and reflection. Building on what students already know about reading and writing, ENG 101 Introduction to College Writing invites them to develop sophisticated composing strategies. Rather than focusing on “correct answers,” students will instead be judged on the effort they put into critical thinking, writing, and reflection. The course culminates in a final portfolio of three essays intended to demonstrate the student’s analytical and compositional skills. ENG 101 is writing intensive; every class period is likely to include a homework assignment that involves composing several pages of text.

Prerequisites
To be eligible to attend this class, students must have achieved a score of 2 on the EPT (English Placement Test), received a grade of C or better in ENG 100, or have been placed into ENG 101 based on transfer credit from another university.

Course Materials
The following materials must be purchased for this course and should be brought to each class session (along with this syllabus):

- A Student’s Guide to the First-Year Writing Program at UWM (2015-2016)
- The DK Handbook (Third Edition)
- First Year Composition Reader (2015-2017)
- A notebook and a pen or pencil (for note-taking and in-class writing)

Outside of class, you will need access to a computer (Mac, PC, or UNIX) equipped with Microsoft Word, a printer, and an Internet connection. Printers are available in the UWM Library. UWM students are eligible to download a free copy of Microsoft Office; use your ePanther ID to log in to https://outlook.office365.com/owa/ then click the Office 365 logo in the upper-left corner of the screen to download the MS Office suite.
D2L (Desire 2 Learn)

UWM's online learning management system is named D2L. You will be expected to access supplementary course materials, submit assignments, and receive feedback through this website. An ePanther ID and password is required to access this site. Information on how to use D2L is available at http://uwmltc.org/?p=870

Class Assignments

Unless otherwise noted, all class assignments will be due in the appropriate D2L dropbox one hour before the start of class. Allow yourself enough time to submit the assignment early, in case there are technical issues. If problems occur, alert me when you come to class, then upload your document to the appropriate dropbox after the technical issues have been resolved. In addition to the dropbox, you are also required to bring a printed copy of your assignment to class for peer review.

All writing assignments must be created in Microsoft Word, formatted as US Letter-sized pages (portrait orientation) with one-inch margins, set in twelve-point Times New Roman typeface, and observing all MLA style guidelines. An assignment template is available in the Content section of the class D2L site. Always include your name as part of the document’s file name when saving your Word document; failure to do so may result in rejection of your submission.

Feedback for your completed assignments will typically be provided via D2L’s dropbox. In some cases, the feedback may include directions to revise then resubmit your assignment; no credit will be given for the assignment unless the revision is completed. Reading, comprehending and acting upon instructor feedback is an essential component of this class, so you will also be required to analyze then acknowledge instructor feedback in a timely fashion (when requested).

Students are responsible for retaining a copy of every submitted assignment, as they are required for your working portfolio (containing all writing generated during the semester). Additionally, you will be required to submit a printed final portfolio at the end of the semester.

Late Work

While individual projects for this class are not critically graded, failure to submit assignments on time will impact your overall course grade. Late assignments will only be accepted for seven days beyond the original due date. If you have more than four late assignments, you will be ineligible to turn in a final portfolio (which means you cannot pass the course). You will also be ineligible to submit a final portfolio if your working portfolio is incomplete, so it is important that you keep up with the assignment sequence.

Portfolio and Evaluation

At the end of the semester, your three essays will be reviewed by a panel of other UWM writing instructors. If your portfolio passes this review, it will receive a letter grade based on the degree to which it exhibits the skills identified in the course goals.
The quality of your final portfolio will determine **fifty percent** of your course grade. Final portfolios must be submitted by the final day of class (late submissions will not be accepted). Your final portfolio will consist of two interpretive essays and one reflective essay; throughout the semester, you will have multiple opportunities to revise the essays contained in your portfolio.

**Thirty percent** of your course grade will be determined by the quality and timeliness of class assignments; the final **twenty percent** is based on your responsiveness to assignment feedback. Grades are awarded holistically, based on your effort and progress toward course goals.

**Attendance Policy and Tardiness**

In-class discussion and lectures are a critical part of this course, so class attendance is crucial. *If you miss more than four classes (or an equivalent combination of tardy days and absences), you will be ineligible to submit a final portfolio.* Aside from military service, there are no “excused absences,” so you should reserve these allowed absences for severe sicknesses, emergencies, and other unforeseen circumstances. See the **Student Guide** for more details.

You are expected to arrive to class on time. If you arrive after roll call or leave before the completion of class, you will be counted as tardy. Each late arrival (“tardy”) is counted as $\frac{1}{4}$ absence. Students who miss the **majority** of a class (by either arriving late or leaving early) will be considered absent for that class period. Additionally, sleeping during class or other behavior that distracts from the teaching process (the use of a cellphone or other technology, for example) will be sufficient cause to mark you as absent, despite your physical presence.

**Conferences**

One-on-one meetings between the instructor and individual students (“conferences”) will be conducted several times over the course of the semester. Classes will not be held during these weeks, but individual participation in conferences is mandatory. *Missing your conference will count as two absences; being late for your conference will be counted as one absence.*

**Administrative Drop**

Any student who fails to attend the first week of classes without contacting the instructor will be automatically dropped from the course.

**Behavior**

You are expected to check your UWM email at least twice each day, and log into D2L several times each week in order to obtain important information and updates. Additionally, all students are expected to behavior in a collegial manner by showing respect for their classmates, the classroom environment, and themselves. Mobile phones, laptops, tablets, and other electronics should be silenced and put away unless otherwise specified. Students who cause a disturbance or act in a disrespectful manner will be dismissed from class and marked as absent.
Academic Integrity & Plagiarism
Any situation in which a student represents another person’s work as his/her own without citation or reference qualifies as plagiarism. The consequences, as administered by the university, can range from failing the course to expulsion.

UWM Writing Center
Students are highly encouraged to explore the assistance available from the UWM Writing Center. Tutoring sessions are available by appointment and for walk-ins (appointments are strongly recommended). For more information, visit the Writing Center at 127 Curtin Hall or in the East Wing of UWM’s Golda Meir Library. More information is available at http://www4.uwm.edu/writingcenter/

ESL Sections
Students who speak English as a second language (ESL) may wish to consider transferring to ESL 118, a course that is equivalent to ENG 101 but designed specifically for non-native English speakers. These sections have smaller class sizes and teachers who are specially trained to assist ESL learners. Non-native speakers of English who are interested in the ESL course should contact Amy Shields at grisk@uwm.edu during the first week of class.

Other Campus Support Resources
UWM has many centers and services dedicated to helping students in need, including the Accessibility Resource Center, the Norris Health Center, the Student Success Center, the Office of Student Life, the Women’s Resource Center, the LGBT Resource Center, the Military and Veterans Resource Center, and the Norris Health Center Crisis Counselor (414-229-4716). All students are highly encouraged to take advantage of these free resources! More information can be found in the booklet A Student’s Guide to the First-Year Writing Program at UWM.

URLs to Bookmark
Oxford English Dictionary Online (free access for UWM students):
http://www.oed.com.ezproxy.lib.uwm.edu

UWM Libraries (type your topic into the Search@UW field):
http://uwm.edu.ezproxy.lib.uwm.edu/libraries/

MLA Style Guidelines (for your assignments):
https://owl.english.purdue.edu/owl/resource/747/01/

All policies stated in this syllabus are subject to change. Students will be promptly notified of any revisions.

All course policies follow the guidelines listed in A Student’s Guide to the First-Year Writing Program at UWM.