



ENG 101

Intro to College Writing

Course Syllabus

SECTION 082: TUESDAYS & THURSDAYS; 3:30 - 4:45 PM; MERRILL 142

FALL 2016

Instructor



Are You Ready?

Necessary Tools

- ❖ *The DK Handbook*, Anne Wysocki & Dennis Lynch: **either** ISBN 978-0-205-86379-2, or 978-1-269-42332-8
- ❖ *First Year Composition Reader, 2015–2017* (ISBN 978-1-323-16942-1)
- ❖ *A Student's Guide to the First-year Writing Program at UWM, 2016–2017* [provided in D2L]
- ❖ Computer and printer access
- ❖ Internet and D2L access
- ❖ Use of .doc(x), .pdf, or .rtf files
- ❖ Writing utensil & paper for class

Prerequisites

This course is not open to students who have taken ENG 100, ESL 118, EAP 111.

You are eligible for ENG 101, if you have:

- 1) scored 2 on the English Placement Test (EPT), *OR*
- 2) been placed here based on transferred credit from another university.

Immediately contact ENG 101 Coordinator Molly Ubbesen (mubbesen@uwm.edu), if you do not qualify for enrollment in this course.

kristin 'kizzy' fay

kafay@uwm.edu

Office: Curtin 292

Office Hours: Tu & Th, 2:15 – 3:15 PM
(BUT! BY APPT. ONLY!)

Course Description

This course provides insight and techniques for reading and writing at the college level. The assignments and in-class activities will aid you as you move toward achieving the Goals & Outcomes outlined on page seven of your *Student's Guide*. You can expect to analyze and interpret both published texts and your peers' coursework. You will work to develop your own drafting and revision skills, and in turn, you will receive responses to your writing from readers in your class.

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, e-mail archelp@uwm.edu, 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, including a course equivalent to this one (EAP 101). For more information, contact me or EAP 101 Course Coordinator 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:

https://www.uwm.edu/secu/docs/other/S_47_Discrimina_duct_Policy.pdf

[Click on hyperlinks
—like this one—
in the downloaded PDF
to visit the Web sites.]





Wanna Know about Your Grade?

BREAKDOWN

- Final Portfolio = 50 %
- Tasks & Assignments = 20 %
- Class Participation = 20%
- Conference Participation = 10 %

Final Portfolio

At the end of the semester, in place of any final exam and as a representative final project, you will submit two carefully revised interpretive essays and one work of reflection on their development. This final portfolio will be assessed by an impartial reading committee composed of ENG 101 instructors besides your own, who will holistically pass or fail the portfolio. Your instructor receives the result along with your reviewers' commentary, notifies you of their decision, and then assigns a letter grade to the portfolio. Full credit would involve thoroughly accomplishing the "Goals and Outcomes" outlined for ENG 101 portfolios on page 7 of your *Student's Guide*—the same 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 a C– or lower must, indeed, repeat ENG 101. Only a grade of C or higher receives credit for this course.)

Tasks & Assignments

This semester's coursework—in and out of the classroom—is designed to guide you through the entire development of your two revised essays and your reflection. Programmatic policy requires students to complete every assignment in order to submit portfolios. Full credit in this category would involve on-time submission of all assignments, thorough and thoughtful attention to fulfilling their requirements, and serious analysis of one's own ideas and work.

Class & Conference Participation

This course and your success in it rely 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 writing. 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 DUE DATES

First Interpretive Essay 10/06/2016
 Second Interpretive Essay 11/03/2016
 Reflective Writing Project 11/22/2016



First Conference Week 10/11 & 10/13/2016
 Second Conference Week 11/08 & 11/10/2016
 Third Conference Week 11/29 & 12/01/2016

Final Portfolio 12/13/2016 [Cannot be late]

Thanksgiving Recess 11/23 – 11/27/2016



So, why do you get only one, final grade in this class, and not grades all along the semester?

In all UWM First-year Writing Program courses, whether that is ENG 101 or any of the others offered:

Every instructor must give a minimum weight of 50% of the final grade to the portfolio. The other 50% is up to their discretion of how to divide. However, no Program instructor should ever give individual grades throughout the semester, since that goes against the nature of the courses (not to mention Program policy, as delineated in your *Student's Guide*). You see, the work you do all semester is to build your portfolio toward being representative of the best work you can submit.

That means you take all semester to learn about: college-level reading comprehension, interpretive analysis, and critical thinking; the development of intellectual property and its delivery to others according to academic standards; the sorts of texts you might encounter in research; the practice of representing other people's intellectual property; the composing process that includes drafting and revising and further development; the value of reader-response to your own writing; the ability to analyze your own work and that of others critically. All of this . . . all of it is part of writing in the academy. Your entire portfolio demonstrates this work that you do all semester and this knowledge that you accrue and apply.

The Program believes learning about this methodology emerges over time, through a recursive process. You don't pick up these activities right away; they're hard! And all the work that you do should be considered trials, gestures, and practice, until you can proffer your strongest version. We want to give you the time and space to experiment before you begin working with clear intention and awareness. You may have never done some of these tasks before in your life, and the Program thinks it inappropriate to assess your earliest attempts at tackling the skills involved. It may feel like you get only one chance, when it is the exact opposite!

Thus, at the end of the semester, you get to put forward a polished portfolio that demonstrates all of this learning accomplished. Also, you will be assessed on your growth and development over the course of the semester and on your overall participation and contributions. You can stumble a few times, and it should not be too penalizing for you. Your portfolio may receive a blind review, but your final grade will be given by someone who has watched you and taken notes all along of all of your work and effort.

Even though this is not my policy but is programmatic policy, please let me know how else I may answer questions about this matter, or if you are ever feeling anxious about your status in the class. You will receive frequent and extensive feedback from both your instructor and your classmates throughout the semester, which will allow you to self-evaluate the quality and growth of your work. In this way, the class becomes a writing community and yields a collaborative learning process.

WHAT'S EXPECTED OF YOU?

Policies

➤ ATTENDANCE

- See pages 12 - 13 of your *Student's Guide*.
- Regardless of the circumstances, you may not miss more than four class sessions, or two weeks of class, this semester. If you do, you are no longer eligible to submit your final portfolio and, thus, will fail the course.
- Best practice is to save your four absence allowances for expected events, sudden illnesses or emergencies, civil appearances, etc. Though additional absences are not permitted for religious observances, accommodations will be made in terms of assignments for students of faith. Military students called to active duty will be accommodated and should see their instructor at that time.
- Enrolled students missing the first two class sessions will be administratively dropped from the course.
- Students who miss their scheduled conferences, which replace one week of classes, will earn two absences at once.
- Every second tardy arrival or early departure in class earns one absence, and any conference tardiness does as well.
- Absences and habitual class interruptions will lower the Class Participation portion of your final grade.

➤ LATE WORK

- Any late submission of assignments must be approved and will lower the Tasks & Assignments portion of your final grade. Late work receives neither peer nor instructor feedback, and it also receives only partial credit, even when it has been approved in advance. Work may be submitted ahead of schedule when needed. If you have an emergency, approach your instructor as soon as possible to discuss how to get back on track in terms of assignment submission.
- If you have not discussed the late submission of your work with your instructor 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, whether or not you will be present in class those days. Printed assignments to be submitted in a class that you will miss should be e-mailed to your instructor before that class in order to avoid being counted late. If D2L does not accept and confirm your submission when needed, you should either e-mail the assignment to your instructor or bring a hard copy to class.
- 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 your instructor for credit.
- A class session cancellation is not an excuse for late work. During those occasions, watch for electronic communication from your instructor, especially if it affects conference scheduling.

➤ ADD/DROP

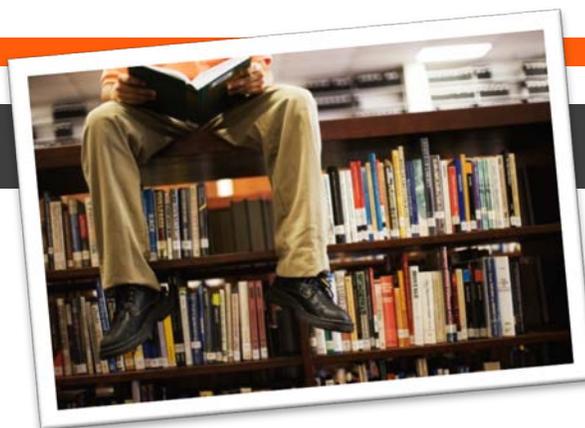
- See page 13 of your *Student's Guide*.
- Add or change deadline: 09/19/2016 || Drop without "W" deadline: 10/03/2016 || Drop deadline: 10/28/2016

➤ TECHNOLOGY

- Use of electronic devices beyond the purposes of the class is not permitted and will lower the Class Participation portion of your final 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 are responsible for any electronic course communication—via e-mail or D2L.
- Remember to back up your electronic files.

➤ PLAGIARISM

- See page 14 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.
- Portfolio submissions must have matching revision drafts developed progressively over time. They cannot be new, spontaneous projects without preceding documentation.





Credit Hours

[Mandatory Syllabus Addendum]

Please Note!

This requires a
MINIMUM
of **TEN HOURS**
devoted **EVERY WEEK**
to this course.

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%20Year%20Definition%20and%20Assorted%20Derivatives.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 feedback to your work within one week of its due date.



Where can you turn for HELP?



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. Online chats are also possible. Their hours and locations are posted on their Web site.

A Direct Invitation:

The Writing Center is open to all UWM writers—freshman through graduate students, staff, and 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 tutors will work with you to generate topics, organize ideas, develop content, and revise drafts.

[from their Web site]

Info on Getting Help from Campus IT Support:

<http://www4.uwm.edu/technology/help/campus/index.cfm>

D2L Tutorials are available from the class site, on YouTube, and here:

<http://www4.uwm.edu/learningtechniques/ondemand/d2l.cfm>

Info on PASS Course Tutoring and Small-group Study:

<http://www4.uwm.edu/pass/>

COMPLAINTS

Students may direct complaints to the Department Chair of the English Department, 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 option further, please contact Director of Composition Shevaun Watson (watsonse@uwm.edu).

SUPPORT SERVICES

UWM has several resources that offer free student support—such as counseling and substance abuse services. Surf UWM's Web sites for these wonderful 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 visit with me about it.