I. Basic Course Information

A. Fall 2006
B. Instructor: Carr Kizzier
C. Office: E331
D. Phone: 410-780-6638 Email: use WebCT email
E. Office Hours: MWF 12:15-1:15; T 4-6; or by appointment
F. Pre-requisite: Placement is based on assessment and/or successful completion of (ENGL 052 or LVE 2) or ESOL 052 and (RDNG 052 or LVR 2)

II. Course Goals

A. College Composition I Provides instruction in a writing process that will enable students to develop a topic, organize their ideas, write a draft, revise, edit, and proofread; covers how to conduct basic research, grammar, mechanics, and usage.

B. Overall Course Objectives -- Upon completion of this course, students will be able to:
   1. employ a generative and recursive writing process that includes invention, planning, drafting, revising, editing, and proofreading
   2. work collaboratively with peers to develop and carryout writing projects
   3. write whole essays with clear thesis statements, and coherent and unified paragraphs
   4. think critically and support their thinking with details, examples, reasons, and evidence
   5. write essays for a purpose, such as argumentation or exposition
   6. vary sentence structure and length for clarity, coherence and interest
   7. employ a variety of rhetorical strategies and modes to express complex ideas
   8. use language appropriate to a given audience
   9. conduct research using both print and electronic sources
   10. incorporate direct quotes, summaries and paraphrases into their essays
   11. provide documentation for sources on a Works Cited page using parenthetical documentation
   12. edit their writing to conform to the grammar, punctuation rules of standard written English

III. Evaluation

A. Requirements

1. Diagnostic Writing Sample: Each student will write a diagnostic essay during the first week of classes. This essay will be used to evaluate your current writing skills.
2. **Papers**: This is a writing course, and thus the bulk of the work we do in class will be directed at producing essays. During the course of the semester **each student will write and revise total of five essays**, employing all of the process steps, including multiple drafts, for a minimum of three thousand words. **Four (4) of the essays will be out-of-class essays**, including one documented essay. **One (1) essay will be written in class** as a final exam. Regardless of the topic or length, each paper must conform to the following standards: **All papers must be typed, completed on time, and presented in standard MLA format** (double-spaced, one-inch margins, 12-point font).

3. **Reading Assignments**: In this class, the assigned readings will form the basis of our discussion, analysis, and writing. With this in mind, then, you will be assigned some reading material for nearly every class: material from the texts; stories brought in from outside sources; and the work of you and your fellow students. **You are required to read thoroughly and be prepared to discuss each of these readings before you come to class.** Occasionally I will give you short quizzes to augment your test-taking skills.

4. **Blog Postings**: In order to facilitate responding to what you read, during the course of the semester you will be writing reviews of the texts that you read. The basic format is to provide a summary and response to the reading (see handout), but I will often direct your topics. The minimum requirement is one blog post per week, which you will then post to your small group discussion board, where you will read the posts of your colleagues and provide feedback.

5. **Class preparation/participation**: English 101 is by nature a participatory course. Writing is not something that can be taught to students by an instructor giving a lecture. In order to develop your writing skills, you must write, read, and rewrite, and we will be doing all three in class. It is essential, then, that you come to class prepared, which involves the following:
   a. **Be punctual**. Entering late is distracting to the entire class.
   b. **Please bring your work** – texts, journals, reviews, dictionary, pens or pencils, diskettes, and blank paper – **to every class**. **Students who do not bring their texts will be asked to leave and will be marked absent (unexcused).**
   c. **Complete all assignments** – particularly your blogs – **on time**, before you come to class. If reading is assigned, be prepared to discuss it or take a quiz on it as soon as you enter class.
   d. **Participate fully in all class activities**: discussions, peer workshops, presentations, etc.
B. Grading Policy

1. Your essays and research paper will carry the greatest weight in determining your final grade. In addition, all essays must be completed in order to achieve a passing grade.

Assuming you have fulfilled the attendance requirements, then, your final grade will be determined according to the following formula:

- 60% -- 4 Out-of-Class Essays
- 10% -- 1 In-Class Essay
- 20% -- Blog Posts
- 10% -- Class preparation, participation and group work

2. Late Work: It is imperative that students a.) attend class and b.) complete all work on time. Thus the following policy regarding late work:

Out-of-class essays will be submitted at the beginning of the class they are due. Papers submitted late will be assessed a penalty of one grade for each class that has elapsed – NO EXCEPTIONS.

No in-class assignments will be “made up.” If you must miss an in-class paper, contact me before the class in question, and we will arrange for you to write the paper early. Late blog posts will not be accepted.

*Please Note: Never, ever leave work in my mailbox. All assignments must be hand-delivered or e-mailed.

C. Attendance Policy

Regular attendance is crucial to success in this course. Many of the activities we engage in during class time – the discussions, peer workshops, conferences — can’t be “made up”, with the result that students who miss class may submit weaker papers. In the end, poor attendance almost always results in a disappointing outcome for the student.

That said, there are always circumstances in which you will find yourself unable to attend class. If you know ahead of time that you will miss a class, let me know in person, leave a message on my phone, or email me.

Keep in mind, however, that poor attendance can also directly affect your grade. Missing one or two classes will most likely not affect your grade. Students having 3-4 unexcused absences, however, can receive no better than a B for their final grade. Students with 5-6 unexcused absences can receive no better than a C for their final grade. Finally, students may miss no more than six (6) classes and still receive a passing grade. This rule applies for both excused and unexcused absences.

In addition, frequent tardiness can also affect your grade. Showing up late for class three times will equal one absence.
IV. Course Procedures

A. Texts and Materials

- The Best American Essays 2005 ed. Susan Orlean (required)
- QA Compact ed Lynn Troyka nd Douglas Hesse (required)
- The American Heritage or any good college dictionary (recommended)

Class Materials: binder or folder for papers, notebook, writing implements, CDs, etc. (required)

B. Other Procedures

1. Classroom Etiquette – It is expected that adult college students will exhibit courtesy, respect, and cooperation during class toward the instructor and toward fellow students. Please remember the sacrifices that others make to attend college, and that everyone is entitled to an orderly and scholarly environment. With this in mind, then, please turn off all cell phones and pagers before entering the classroom, and please refrain from bringing food with you to class.

2. Academic Honesty Policy – Academic honesty is expected of all students. Work submitted by students as their own must be their own, and materials taken from any other source must be clearly identified as such. Intentional falsification of source materials, plagiarism, obtaining advance information about exams, and other violations of academic honesty are not acceptable. The usual penalty for academic dishonesty is failure on the paper or exam for the first offense. A second instance of academic dishonesty will result in failure of the course. Any subsequent violations of the academic honesty policy will result in the student’s dismissal from the program or from the college. A student may appeal any action taken under this policy.

3. Extra Assistance –
   a. Instructor Office Hours: If you are having a problem with an assignment, need some extra help, or simply want to discuss class-related topics, please feel free to schedule an appointment with me for time outside of class. I am available to help. JUST ASK.
   b. The Writing Center: In the Writing Center, located at H&A 338, faculty tutors are available to help you with your writing projects/problems. Walk-in assistance is available, though making an appointment by calling 410-780-6799 is preferable. The Writing Center also serves as one of the open computer labs on campus.

C. Tentative Schedule of Assignments

*Please See Attached*