

Introduction to College Writing

English 101, Section 79
Tuesday & Thursday 3:30 – 4:45 pm
AUP Room 104

Instructor: Katie Morrissey
Office: Curtin Hall 483
Email: morriss9@uwm.edu
Office Hours: Tuesday & Thursday 2 – 3:00 pm (And by appointment.)

>> Required Texts and Materials

You need to purchase the following materials (all available at the UWM Bookstore):

- *The First Year Composition Reader 2013-2015*
- *A Student's Guide to UWM's First-year Writing Program, 2013-14 Edition*
- *The DK Handbook, 3rd Edition* (A digital version of this is available, but you will need to bring it with you to class regularly.)

You will also need:

1. Regular access to a computer, the Internet, D2L (<http://d2l.uwm.edu/>), and a printer.
2. Paper for printing and writing. Access to a stapler and dictionary.
3. A binder or folder for collecting and keeping your notes, work, and all course materials/handouts.
4. 2 plain manila file folders for your final portfolio and working portfolio. (Both are turned in at the end of the semester.)

>> Course Prerequisites

Students in English 101 need to have scored a 1 or 2 on the EPT (English Placement Test), received a grade of C or better in English 095, or have been placed into 101 based on transfer credit from another university.

>> The Grading System

Your final grade is calculated in the following way:

- Final Portfolio (50%)
- Participation (25%)
- Assignments (25%)

Final Portfolio (50%)

The final portfolio consists of two revised and edited interpretive essays and one reflective piece. This must be material that you have written for this class and worked on revising over the course of the semester. (In

other words, I must have seen previous drafts of all the work that appears in your final portfolio.) A committee of instructors from the UWM composition program will review your final portfolio. In portfolio assessment your portfolio will be given a pass or fail grade. If your portfolio passes, I will assign it a final letter grade. If you fail portfolio review, you cannot pass the course. If you do not submit a portfolio, you cannot pass this course.

[Final Portfolio Passes Review] → You receive a final grade somewhere between A and C.
You pass the class.

[Final Portfolio Doesn't Pass Review] → You receive a final grade between C- and F.
You must repeat the class.

(For more detailed information about the portfolio review system, see *A Student's Guide*, pages 20-21.)

Remember: If you have more than four absences *or* have not submitted all of your assignments by the end of the semester, you are not eligible to submit a portfolio.

Participation (25%)

Course participation is vital to your success in this class. Your opinions, feedback, and ideas are invaluable to your classmates. We want to hear your voice! Participation is not just about being present in class. Your participation grade takes into account your contributions in class, on D2L, and your overall preparation for class and conferences.

Showing up late to classes or conferences, leaving early, or coming unprepared (either arriving without assigned work or without doing the reading) will significantly impact your course participation grade. Using mobile phones and/or other electronic devices in class for non-class related reasons will also impact your participation grade.

Assignments (25%)

There are assignments due for every class. Some work will be completed in class, others assignments will be given as homework. Homework will typically be due on D2L (<http://d2l.uwm.edu/>) by 1:00pm on the day of class. At some points during the semester, I will also ask you to print assignments and bring copies to class. We will go over this process in class and these requirements will also be clearly stated on every assignment.

Assignments in English 101 are not individually graded. Instead, you will receive feedback on your assignments in the form of comments, questions, and feedback from either your classmates or myself. To facilitate this process, you are expected to turn in every assignment on time. Carefully read the Late Work Policy (below) for information about late, incomplete or unacceptable work.

Remember: You need to save *all* of your assignments during the term. You will be submitting them as part of your portfolio at the end of the semester. (This is also why we submit assignments on D2L, so that you always have an archive of your past work.)

>> Course Expectations and Requirements

Attendance

Attending class regularly and participating are vital to your success in this class. The work we do during class time is important to your progress in the course and cannot be made up. Due to this, English 101 has a strict attendance policy which you need to be mindful of:

- **You are permitted only four absences in English 101.** (The equivalent of two weeks of class.) Per UWM English department policy, missing four class periods will make you ineligible to submit a final portfolio at the end of the semester. Therefore, you will automatically fail the course.
- **There are no excused absences in English 101.** This includes illness, accidents, religious observances, courtroom appearances, childcare emergencies, and university-excused sporting events. This means you need to keep your four allowed absences in reserve for unforeseen emergencies.

If you miss a class:

- **You are still responsible for turning in your work on time.** (If you cannot attend, assignments should either be emailed to me, uploaded to D2L, or you can make arrangements with a friend to drop off your work to my office by the start of class.)
- **You are responsible for checking D2L and/or speaking with your classmates** to collect any handouts, assignments, notes and/or news from that day. You are also expected to come prepared to the next class.
- **You are expected to contact me** via email and explain your absence.

Remember: If you miss class, copies of all assignments will be posted on D2L the day they are assigned. You are responsible for looking up this information.

You may need to speak with your classmates if you miss a class. Here is a space to write down the contact information for 2-3 of your peers:

1. _____
2. _____
3. _____

A note on conference attendance: There are three points in the semester where regular classes are canceled and group conferences take place instead. Your group will be given a choice of conference times, but once selected, attendance at the conference is mandatory. Failing to appear at a conference or arriving late counts as a course absence.

Late-Work Policy

Turning in your assignments on time and completing them in full is vital to your success in this class. Each assignment in the sequence builds upon the last and it is important that you stay on top of this work. If an assignment is incomplete, missing work, or I feel it is unacceptable, I will ask you to re-do it. Once completed, incomplete and/or late assignments will be marked as received, but will be returned to you without comments. If you would like feedback on late work, you are welcome to bring it to office hours for feedback. If you are unable to attend office hours, feel free to email me to schedule an appointment.

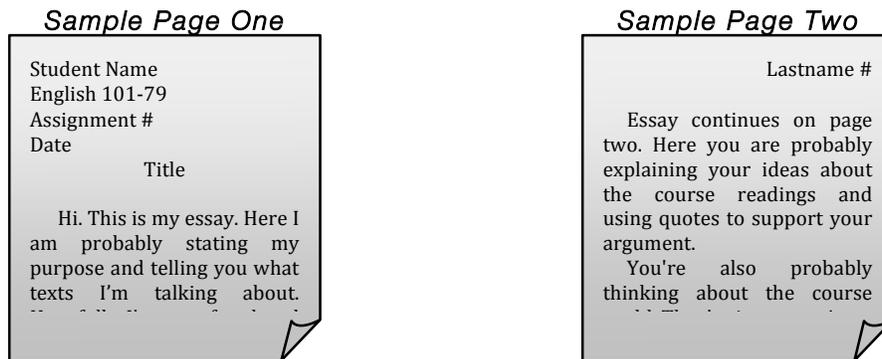
You will have two weeks to turn in late or incomplete work. After these two weeks I will not accept the work

and you will not be able to submit a final portfolio. Remember, any student barred from submitting a portfolio will automatically fail the course.

Work Submission Requirements

Unless otherwise noted, all assignments should be turned in typed, double-spaced, have one-inch margins, use a 12-point sized standard font (for example: Times New Roman, Arial, Cambria, etc.).

Documents should include a works cited page and follow current MLA guidelines for citation and formatting. (There is detailed information about MLA citation and formatting in *The DK Handbook*.) As per MLA requirements, the first page of all your assignments must include your name, the course name and section number, the assignment number and the date. Subsequent pages should include your last name and the page number. Before submitting your essay, remember to proofread and correct any mistakes.



Any printed assignments need to be stapled and have your name on them.

Most of your work this semester will be submitted on D2L. Documents uploaded to D2L can only be submitted in the following formats: .doc, .docx, .rtf, .odt. I cannot open .pages or .wps files, and I cannot make appropriate comments on PDFs. If your word processing software does not automatically save in one of the acceptable file formats, it is your responsibility to convert your work as needed. If you have questions about converting files or using D2L, please see me or ask the IT Help Desk.

D2L posts or comments will typically be due by 1:00pm before class. This will allow me to read through your posts and incorporate your work into the day's class. Material uploaded after the deadline will be considered late. There may also be times when you are asked to post at other times during the week (for example, when preparing for conferences).

There is one exception to the 1pm D2L post rule: If your work/life schedule makes it difficult for you to post by 1pm on Tuesdays and/or Thursdays, come and talk to me ahead of time to work out an alternate time.

Email

I will frequently use email to contact the class as a group in order to communicate reminders and/or changes to our class plans. Please be careful to regularly check your email, even on the days we do not have class.

You are also welcome to email me with any questions and concerns you have about the class or your work. I generally respond to email quickly and you can expect a response in 24 hours. If you do not receive a response from me in 1-2 days, please email me again. It's very rare, but I do receive a lot of daily email and occasionally someone gets lost in the shuffle or inexplicably stuck in a spam/junk mail filter.

Technology in the Classroom

Because smartphones and computers can be helpful tools, you are encouraged to bring technology to class. However, it is expected that you will turn off the ringers on your phones and only use these tools for class-related purposes. Please do not text your friends or update your Facebook page. This takes away from class discussion and interferes with both your ability to learn and your classmates' ability to learn from you. I reserve the right to ask anyone abusing this policy to put away the device or leave class.

>> Additional Information

ESL Courses

The English department also offers a course for non-native speakers of English. The course structure is identical to English 101, but the sections have a smaller class size and teachers are trained ESL (English as a Second Language) instructors. Students who are interested in ESL courses can contact me for more information. Or, you can speak directly with Cathy Kaye, ESL Writing Coordinator, in the English Department (cjkaye@uwm.edu, Curtin 678).

Student Accessibility Center (SAC)

If you have a health condition or disability that may affect your ability to meet any course requirements, you are required to provide a VISA form completed by a SAC counselor before accommodations will be made. Working with the SAC, we will then establish a plan that allows you to successfully meet the goals of the course. Students with conditions that are not documented by the SAC at the beginning of the semester will not receive any exceptions to any of the course policies, so it is important that you visit the center as soon as possible.

If you feel that you may need some accommodation with this course and have not met with a SAC advisor, you can visit the center's office in Mitchell Hall, room 112. You can also learn more about the SAC by visiting their website: <http://www4.uwm.edu/sac/>. Or, visit <http://www4.uwm.edu/sac/SACltr.pdf> for more information about this paperwork.

Writing Center

The Writing Center is a wonderful resource for writers on campus. Even better, it's free! All students are strongly encouraged to consider visiting the writing center. The center is staffed by knowledgeable tutors who are aware of the demands and goals of English 101. One-on-one work with a writing tutor can be helpful at all stages of the writing process.

You can contact the Writing Center at:

Curtin Hall 127

414/229-4339

<http://www.writingcenter.uwm.edu/>

Counseling/Psychology/Substance Abuse and other Support Services:

If you ever feel overwhelmed, overly stressed, or are experiencing extreme life difficulties, please let me know. I can help you find appropriate resources at UWM to help even the most complicated life situations.

Administrative Drop

Any student who does not attend during the first week of class (or its equivalent) will be administratively dropped from the course.

Academic Honesty and Plagiarism

Each student in this course is expected to adhere to the policy on honesty and plagiarism as detailed in the Student Guide. Your work must be your own and you are expected to accurately and fairly represent the work and ideas of others. We will discuss representation and citation practices during the semester.

Respect and Tolerance

Some class materials may contain sensitive language or images. Class discussions, likewise, may include discussions of subjects you find objectionable. It is expected that you will treat all class texts, discussions, and – most importantly – your peers with respect and tolerance.

I reserve the right to amend course policies and due dates, with adequate notice to you.

>> Other University Policies

Discriminatory Conduct

Discriminatory conduct (including sexual harassment) will not be tolerated by the university. It poisons the work and learning environment of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. For more information on the university's policy, see: <http://www4.uwm.edu/secu/docs/other/S47.pdf>

Complaint Procedures

Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy. <http://www4.uwm.edu/secu/docs/other/S49.7.htm>

Grade Appeal Procedures

A student may appeal a grade on the 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 department, college, or school in which the course resides or in the case of graduate students, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School. <http://www4.uwm.edu/secu/docs/other/S28.htm>.

Please note that English 101 has a specific procedures for appealing portfolio decisions and other grading grievances. See pages 21-22 of *A Student's Guide* for full details.

>> Credit Hours

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.

If this is a **traditional, or face-to-face** course, you will spend a minimum of

- 37.5 hours in the classroom
- 75 hours preparing for class, which may include reading, note taking, completing minor exercises and assignments, and discussing course topics with classmates and the instructor in structured settings
- 31.5 hours preparing for and writing major papers and/or exams.

If this is an **online** course, you will spend a minimum of

- 37.5 hours reviewing instructional materials prepared by your instructor and placed online
- 75 hours preparing for class, which may include reading, note taking, completing minor exercises and assignments, and discussing course topics with classmates and the instructor in structured settings
- 31.5 hours preparing for and writing major papers and/or exams.

If this is a **hybrid** course, you will spend a minimum of

- 18.75 hours in the classroom
- 18.75 hours reviewing instructional materials prepared by your instructor and placed online
- 75 hours preparing for class, which may include reading, note taking, completing minor exercises and assignments, and discussing course topics with classmates and the instructor in structured settings
- 31.5 hours preparing for and writing major papers and/or exams.

Notes

- The breakdown above is for a standard 15-week semester. In a 16-week semester, the numbers breakdown above changes as follows. Traditional: 40 hours in classroom, 80 for preparation, 24 for papers and exams; online: 40 hours of online instruction, 80 for preparation, 24 for papers and exams; hybrid: 20 hours in classroom, 20 for online instruction, 80 hours for preparation, 24 for papers and exams. Again, these are minimums.
- 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 <http://www.uwsa.edu/acss/acps/acps4.pdf>.

Course Schedule

	Tuesday	Thursday
Week 1	9.3 – <i>Work on Assignment A1 in class.</i>	9.5 – DUE: Assignment A2 <i>Introduction to Rhetorical Analysis.</i>
Week 2	9.10 – DUE: Assignment B1 <i>More on rhetorical analysis. Discuss first reading.</i>	9.12 – DUE: Assignment B2 <i>Discuss choices and form.</i> * Mon 9.16 – Last Day to Change 101 Sections
Week 3	9.17 – DUE: Assignment B3 <i>Work with interpretive questions.</i>	9.19 – DUE: Assignment B4 (Interp Essay #1) <i>Prepare for group conferences and reflection.</i>
Week 4	9.24 – 9.26: Mandatory Student Conferences (No Class) DUE (during your conference): Assignment B5	
Week 5	10.1 – DUE: Assignment B6 <i>Discuss revision and reflection.</i> *M 9.30 – Last Day to Withdraw w/o W	10.3 – DUE: Assignment C1 <i>Discuss second reading. More on purpose.</i>
Week 6	10.8 – DUE: Assignment C2 <i>Discuss choices and form.</i>	10.10 – DUE: Assignment C3 <i>Developing interpretive questions.</i>
Week 7	10.15 – DUE: Assignment C4 (Interp Essay #2) <i>Prepare for group conferences and reflection.</i>	10.17 – 10.22: Mandatory Student Conferences (No Class) DUE (during your conference): Assignment C5
Week 8	...conferences continued.	10.24 – DUE: Assignment C6 <i>Discuss revision and reflection.</i> *F 10.25 – Last Day to Withdraw w/a W notation
Week 9	10.29 – DUE: Assignment D1 <i>Discuss third reading and key terms.</i>	10.31 – DUE: Assignment D2 <i>Discuss key terms & use with images.</i>
Week 10	11.5 – DUE: Assignment D3 <i>Developing interpretive questions.</i>	11.7 – DUE: Assignment D4 (Interp Essay #3) <i>Prepare for group conferences and reflection.</i>
Week 11	11.12 – 11.14: Mandatory Student Conferences (No Class) DUE (during your conference): Assignment D5	
Week 12	11.19 – DUE: Assignment D6 <i>Preparing for reflective project.</i>	11.21 – DUE: Assignment E (Reflective Project) <i>Preparing for portfolio review & revision.</i>
Week 13	11.26 – Revision	11.28 – THANKSGIVING BREAK
Week 14	12.3 – Revision	12.5 – Revision
Week 15	12.10 – Final portfolios due in class.	12.12 – No Class

Note: This schedule is tentative and subject to change