

**English W131-40 Elementary Composition I**  
**Syllabus and Tentative Course Schedule**  
**TR 9:00-10:15, KT 149**

**Instructor:** Ryan P. Shepherd  
**Contact Information:** Office: CM 124  
Home Phone: (260) 426-9391  
Voice Mail: (260) 481-6773  
Email: [RPShep@juno.com](mailto:RPShep@juno.com) or  
[shepherr@ipfw.edu](mailto:shepherr@ipfw.edu)  
**Office Hours:** Monday 3-4 pm; Tuesday 4:15-5:15 pm

---

**Texts and Required Materials:**

- Trimbur, John. The Call to Write. Second Ed. New York: Longman, 2002.
- Hult, Christine A. and Thomas N. Huckin. The New Century Handbook. Second Ed. New York: Longman, 2002.
- One sturdy composition notebook to be kept as a journal.
- Loose-leaf paper to be used for in-class writing.
- Folder or binder to use as a portfolio.
- Recommended: College dictionary and thesaurus.

**Course Description:**

English W131 will offer exercises and practice “in writing organized, well-developed, researched papers for a variety of purposes and audiences” (IPFW Catalog of Courses). The focus of the course will be largely on research strategies, subject matter in student writing, familiarization with audience in writing, and analysis of familiar genres. Gradually, the course will move from more familiar writing genres and methodology to less familiar areas.

**General Course Goals** (Specific Course Goals on separate sheet):

Upon completion of W131, students should be able to:

- Read critically and write clearly and persuasively in various rhetorical contexts.
- Apply methods of inquiry appropriate to various rhetorical contexts.
- Demonstrate critical thinking through the interrelated activities of reading and writing.

**Course Requirements:**

Out-of-class writing:

- Journaling (1-2 pages per week)
- Paper 1: Memoir (3-5 pages)
- Paper 2: Proposal (3-5 pages)
- Paper 3: Review (4-6 pages)
- Paper 4: Research (6-10 pages)

Portfolio:

- All writing for the entire semester collected

- Revised versions of four main papers

**Class Participation:**

- In-class writing
- Active class discussion
- Peer review
- Attendance

**Evaluation:**

Final grades for the course will be based on the following:

Final Portfolio	70%
Journal	15%
Class Participation	15%

**Portfolio:**

Portfolios will be graded largely on improvement but also on criteria determined by the entire class with guidance from the instructor. All work from the entire semester will be included in the portfolio but only final drafts will be given letter grades. Incomplete portfolios will not be graded.

**Journal:**

Students will be required to write one to two pages per week in their journals. Journals will be graded solely on completeness and not on content. A student who writes two pages per week receives an A. A student who writes one page receives a C. A student who does not write in their journal receives an F.

**Conferences:**

A conference will be scheduled with each individual student to discuss progress near the middle of the course. A second conference will be held at the end of the semester to discuss progress in the class, especially as reflected in the portfolio, and to inform students of their final grade.

**Attendance:**

Students are permitted to miss up to three classes without repercussions. Subsequent absences will affect your participation grade (unless there is a valid reason for the absence). Any in-class writing or peer review missed on a day when you are absent will also affect your participation grade. *Attendance is strongly encouraged.*

**Tardiness:**

Being late to class is disruptive and frowned upon. Three instances of tardiness will count as an absence.

**Late Papers:**

Late papers will only be reviewed if discussed with the professor before the due date. Late portfolios will not be accepted.

**Format of Papers:**

All papers should be in Times New Roman 12 point font or equivalent (please no fancy fonts), should be double spaced, and should have one inch margins all around.

**Plagiarism:**

Deliberate plagiarism, including purchased papers, present in portfolio writing will result in a failure of the course. Unintentional plagiarism will result in an incomplete, and the student will be allowed to resubmit the portfolio when the errors have been remedied.

**Resources:**

- The Writing Center, located in Kettler 234, is a free tutoring service to IPFW students. Consultants read all or part of your paper and discuss with you ways in which it can be improved. The Writing Center, however, *does not edit* your work. Hours are Sunday 1-5, Monday 10-5, Tuesday-Thursday 10-7, and Friday 10-1. The Writing Center is closed Saturdays. For more information or to set up an appointment call (260) 481-5740.  
I work as a consultant in the Writing Center on Tuesdays from 12-1:30 and 3-4, and on Thursdays from 12-1:30 and 3-5.
- Center for Academic Support and Advancement (CASA), located in Kettler G23, is a free tutoring service for IPFW students. Each student is entitled to two free hours of tutoring through CASA for every course taken. For more information call (260) 481-6817.
- Helmke Library offers assistance to students for research and academic projects. For more information or library hours call (260) 481-6512
- Open-access Computing Labs are located in Kettler 204A, 217, and 217A; Neff B71 and B73; Engineering Technology 305; Helmke Libaray first floor and lounge (24-hour lab); Science Building G15; and Walb 221. Hours vary from lab to lab. Call (260) 481-6068 for more information.

### Tentative Course Schedule

<b>Date</b>	<b>In-Class Discussion and Activity</b>	<b>For Class</b>
T 8/27	Introduction to Course Discussion of Syllabus Brief Overview of Class	
R 8/29	Introduction to Journaling In-class Writing Assignment #1	READ: <i>The Call to Write</i> (CW) pg. 7-31
T 9/3	Introduction to Memoir	READ: CW pg. 145-166
R 9/5	Continuation of Memoir Discussion Discussion of Prewriting In-class Writing Assignment #2	SKIM: CW pg. 167-180 READ: <i>The New Century Handbook</i> (NCH) pg. 29-52
T 9/10	Introduction to Peer Review Assignment of Peer Review Groups	READ: NCH pg. 92-97
R 9/12	Peer Review of Memoir Rough Draft	<b>DUE:</b> Memoir Rough Draft (One copy for each group member and one copy for the instructor)
T 9/17	Discussion of Peer Review and Instructor Comments Introduction to Revision	READ: NCH pg. 71-92
R 9/19	Continuation of Revision Discussion Discussion of Journaling	READ: CW pg. 428-446
T 9/24	Introduction of Proposal Essay In-class Writing Assignment #3	READ: CW pg. 344-369
R 9/26	Continuation of Proposal Essay Discussion Proposal Essay Workshop	READ: CW pg. 370-385
T 10/1	Peer Review of Proposal Essay Draft	<b>DUE:</b> Proposal Essay Draft (Group and Instructor copies)
R 10/3	In-class Group Writing Assignment #4 (Class Review)	
T 10/8	Introduction to Helmke Library Meet in Library Room 440A	<b>DUE:</b> Tentative Portfolio for Midterm Conferences (3 questions for instructor).
R 10/10	Introduction of Review Essay Schedule Midterm Conference Times	READ: CW pg. 386-397 and 407-416
T 10/15	<b>No Class: Fall Recess</b>	
W 10/16- R 10/17	Midterm Conferences	
T 10/22	Continuation of Review Essay Discussion Workshop for Review Essay	READ: CW pg. 81-106
R 10/24	Peer Review of Review Essay	<b>DUE:</b> Review Essay Draft
T 10/29	Introduction of Research Paper In-class Writing Assignment #5 (Topic)	READ: NCH pg. 155-186

R 10/31	Continuation of Research Paper Discussion	<b>DUE:</b> Research Paper Topic and Research Question <b>READ:</b> CW pg.519-526
T 11/5	Continuation of Research Paper Discussion Introduction of Annotated Bibliography In-class Writing Assignment #6 (What You Know)	<b>READ:</b> CW pg.527-560 <b>SKIM:</b> CW pg. 561-579
R 11/7	Discussion of Format Introduction to Researching, Note Taking, and Plagiarism	<b>READ:</b> NCH pg. 187-242 <b>SKIM:</b> NCH pg. 276-311
T 11/12	Research Workshop	<b>READ:</b> CW pg. 581-598
R 11/14	Discussion of Paper Organization and Style Research Workshop	<b>DUE:</b> Annotated Bibliography <b>READ:</b> NCH pg. 243-275
T 11/19	In-class Writing Assignment #7 (Research) Group Discussion of Material and Ideas	<b>READ:</b> CW pg. 615-625
R 11/21	Workshop	
T 11/26	Peer Review of Research Paper	<b>DUE:</b> Research Paper Draft
R 11/28	<b>No Class: Thanksgiving Recess</b>	
T 12/3	Guided Revision and Peer Review of Portfolio in Class	
R 12/5	Guided Revision and Peer Review of Portfolio in Class	
T 12/10	<b>No Class:</b> Extended Office Hours for Final Portfolio Discussion as Needed	
R 12/12	<b>No Class:</b> Portfolio Discussion as Needed	<b>DUE:</b> Completed Portfolio Due to Instructor by 5 pm.
T 12/17- R 12/19	Exit Conferences	