

English W131-23 Elementary Composition I
Syllabus and Tentative Course Schedule
TR 9:00-10:15, CM 226

Instructor: Ryan P. Shepherd
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Office Hours: Monday 3:15-4:15 pm; Thursday 10:15-11:30 am

Texts and Required Materials:

- Burch, C. Beth. Writing for Your Portfolio. Boston: Allyn and Bacon, 1999.
- Hult, Christine A. and Thomas N. Huckin. The New Century Handbook. Second Ed. New York: Longman, 2002.
- One sturdy composition notebook for journaling and 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:

Portfolio:

- Revised versions of four main papers
 - Paper 1: Memoir (3-5 pages)
 - Paper 2: Review (3-5 pages)
 - Paper 3: Proposal (4-6 pages)
 - Paper 4: Research (7-10 pages)
- All drafts for each paper
- All in-class writing
- Entire journal

Class Participation:

- Peer Review
- Class Discussion

Journal:

- Weekly journals of 1-2 pages per week

In-Class Writing:

- One assignment Tuesday of every week

Evaluation:

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

Final Portfolio		70%
• Paper 1: Memoir	15%	
• Paper 2: Review	15%	
• Paper 3: Proposal	15%	
• Paper 4: Research	20%	
• Improvement	5%	
Class Participation		10%
• Peer Review	5%	
• Class Discussion	5%	
Journal		10%
In-Class Writing		10%

Final Portfolio:

Portfolios will be graded on criteria determined by the entire class with guidance from the instructor. Improvement from first to final draft will also be considered. 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.

Class Participation:

Class participation requires that students attend class and *actively* discuss the materials for that class meeting. Student comments and feedback are required when discussing readings and examples. Active, concrete, and helpful criticism is required for review of other students' papers.

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. Ten percent of your final grade is based on journaling. A student who completes two pages per week (28 pages total) will receive all 10 points. A student who completes one page per week (14 pages total) will receive 5 points. A student who does not complete a journal will receive no points.

In-Class Writing:

Every Tuesday, an assignment will be given for students to complete in class. These assignments will be graded for completeness, meeting the criteria determined by the instructor, and general coherence of thought.

Conferences:

Required conferences will be held after the first draft of each major writing assignment. Students must attend these conferences in order to complete the class. Failure to attend conferences and actively participate will affect both the portfolio grade and the participation grade.

Attendance:

While attendance is not graded directly, failure to attend class will cause students to miss in-class writings, peer reviews, and class discussions, which strongly affect the student's grade for the course. *Attendance is strongly encouraged.*

Tardiness:

Being late to class is disruptive and frowned upon. Tardiness may also cause the student to miss important information regarding the class, in-class writings, and class discussions.

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. Title and author's name should be on the top of the first page. All pages must be numbered. No title pages are necessary and are, in fact, discouraged. PLEASE STAPLE ALL PAPERS BEFORE CLASS.

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 call (260) 481-5740.
I work as a consultant on Tuesdays and Thursdays. My hours are:
Tuesday 11-12:30, 1:30-3, and 5-7
Thursday 11:30-12:30, 1:30-3, and 5-7
- 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

Date	In-Class Discussion and Activity	For Class
T 1/14	Introduction to the Course Review of Syllabus In-Class Writing #1	
R 1/16	Introduction to Journaling Introduction to Memoir	READ: <i>Writing for Your Portfolio</i> (WYP) pg. 8, 43-58
T 1/21	Prewriting Workshop Continuation of Memoir Discussion In-Class Writing #2	READ: WYP 65-78 and <i>The New Century Handbook</i> (NCH) pg. 29-45 HANDOUT: Sample Memoir
R 1/23	Discussion of Homophones, Comma Use, and Other Issues of Grammar and Punctuation Grading Criteria for Memoir	READ: WYP 3-5 and NCH 632-642, 767-781
T 1/28	Introduction to Peer Review Assignment of Peer Review Groups In-Class Writing #3	READ: WYP 8-16, 335-339 NCH 92-97
R 1/30	Peer Review of Memoir	Due: Memoir Rough Draft for peer review and instructor comments
T 2/4	Discussion of Peer Review Introduction to Conferences and Instructor Comments In-Class Writing #4	READ: NCH 71-92
R 2/6	Memoir Conferences	
T 2/11	Introduction to Review In-Class Writing #5	READ: WYP 205-218, 254-260 HANDOUT: Sample Reviews
R 2/13	Discussion of Revision Grading Criteria for Review	READ: WYP 340-343
T 2/18	Discussion of Analysis In-Class Writing #6	READ: WYP 129-134, 148-163
R 2/20	Peer Review of Review	Due: Review Rough Draft for peer review and instructor comments
T 2/25	Introduction to Proposal In-Class Writing #7	READ: WYP 165-207
R 2/27	Review Conferences	
T 3/4	Midterm Class Review Grading Criteria for Proposal In-Class Writing #8	HANDOUT: Sample Proposals

R 3/6	Introduction to services and researching tools of Helmke Library Meet in the library room 440A	
T 3/11	No Class: Spring Break	
R 3/13	No Class: Spring Break	
T 3/18	Introduction to Research Project In-Class Writing #9	READ: NCH 155-186
R 3/20	Peer Review of Proposal	Due: Proposal Rough Draft for peer review and instructor comments
T 3/25	Introduction to Annotated Bibliography In-Class Writing #10	READ: WYP 288-321
R 3/27	Proposal Conferences	Due: Research Topic and Question
T 4/1	Research Workshop In-Class Writing #11	READ: NCH 243-275
R 4/3	Discussion of Citing Sources	READ: NCH 276-311
T 4/8	Discussion of Subtheses Grading Criteria for Research Project In-Class Writing #12	Due: Annotated Bibliography
R 4/10	Discussion of Format, Note Taking, and Plagiarism	READ: NCH 187-242 (as needed)
T 4/15	Discussion of Organization and Style In-Class Writing #13	READ: WYP 343-351 NCH 103-115
R 4/17	Peer Review of Research Project	Due: Research Project Rough Draft for peer review and instructor comments
T 4/22	Research Project and Portfolio Conferences Portfolio Peer Review	
R 4/24	Research Project and Portfolio Conferences Portfolio Peer Review	
T 4/29	No Class: Extended Office Hours for Portfolio Review and Questions	
R 5/1	No Class: Extended Office Hours for Portfolio Review and Questions	DUE: Final Portfolios due in my office or the English office no later than 5 pm
T 5/6- R 5/8	Exit Conferences: Fourth Floor of Helmke Library	