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| <b>English 101: English Composition and Rhetoric</b><br>Section 45, Spring 2013 |  |
| M, W, F 10:30AM-11:20AM in Woodburn Hall 105                                    |  |
| Instructor Name: Connie Pan   | E-mail Address: cpan1@mix.wvu.edu                |
| Office Location: Colson 330   | Office Hours: W 11:30AM-1:00PM or by appointment |

**Introduction.**

“Writing is an exploration. You start from nothing and learn as you go.”

-E. L. Doctorow

Welcome to English 101: Composition and Rhetoric, a three-credit class in your required curriculum. The purpose of English 101 is to help you develop your abilities as a reader, writer, and thinker of texts. The West Virginia University English 101 Faculty has developed our own unique text *Work in Progress* with specific course goals which guide our teaching and your learning. Each unit has a specific course goal that corresponds with a paper but, of course, these goals apply to all the work you will complete in English 101. You will be expected to write four papers. The Multi-Angle Personal Narrative will focus on *learning processes*. The Feature Article will focus on *knowing contexts*. The Text Analysis will focus on *thinking critically*, and the Stakeholder Research Paper will focus on *knowing the rules*. I look forward to working with each of you this semester!

**Policies and Procedures.**

- **Attendance.** You are responsible for coming to class on time, prepared, and ready to discuss the course work. If you must miss class due to illness, injury, personal emergency, concert, required university activities, birthday, or religious observances, you are responsible for the assignments, handouts, and material that you missed. You are expected to stay for the entire duration of the class. If you leave early, I reserve the right to mark you absent for the day. There is no such thing as an excused absence, so use your absences wisely! For MWF courses, you are allowed up to three absences without penalty. The fourth absence will affect your grade up to one full letter. Each subsequent absence will decrease your grade by one full letter grade. Students who miss six classes will fail the course. If you are worried about missing a class or deadline, please contact me in advance. For more information on the attendance policy please see pages xxi and xxii in *WiP*.
- **Lateness.** Stuff happens, but excessive lateness will affect your grade. If you are late, it is likely you will miss valuable information as well as interrupt your peers’ learning.
- **Participation.** Everyone is expected to contribute their ideas, insights, and interpretations to class discussion. This weighs heavily on your being prepared. Being prepared means having read and digested the material thoroughly and thoughtfully. Come to class ready to answer questions and discuss the material.
- **Additional Help.** I am always available to help you with any questions regarding the course. However, if you would like additional help with a paper, the **WVU Writing Center** is a great resource for students. It is located in G02 Colson Hall on the lower level. The Writing Center’s hours are Monday through Thursday 10:00AM - 5:00PM and Friday 10:00AM -

3:00PM. To schedule an appointment, call (304) 293-5788 or stop by to see if a tutor is available. I stress that you should NOT wait until the last minute to seek help. The Writing Center gets extremely busy close to midterms and finals. Beat the rush! Web address: [http://english.wvu.edu/centers\\_and\\_projects/wcenter/writing\\_center\\_home](http://english.wvu.edu/centers_and_projects/wcenter/writing_center_home)

- Also, the **Term Paper Clinic** is located in Study Room 1028 in the Downtown Library. No appointment is needed. Hours: Monday - Thursday 1:30PM - 3:30PM, Contact: [kelly.diamond@mail.wvu.edu](mailto:kelly.diamond@mail.wvu.edu)
- **University Counseling Services.** The Carruth Center provides resources to help manage stress, improve relationships, make healthy lifestyle choices, and face new challenges and transitions. For more information about their hours, services, and location see page xxiv in *WiP*.
- **Classroom Etiquette.** You are expected to be courteous and respectful at all times to ensure that our learning environment remains comfortable and positive (See Social Justice Policy in *WiP*, page xxiv).
- **Computers and Cell Phones:** You are welcome to bring laptop computers and other electronic devices that support your educational endeavors into the classroom. If, at any time, these devices become a distraction to me or other members of the class you will be asked to put them away. In the case of an emergency, notify me beforehand. I will instruct you to sit close to the door, so that you may exit upon receiving an emergency call.
- **Disabilities.** If you have a documented learning disability or any special needs that may impair your participation and / or performance in class, please make me aware of it as soon as possible, so that I may better accommodate you. Also, there is a support system available through West Virginia University Office of Disability Services. It is located in G30 in the Mountainlair. Phone: (304) 293-6700, Voice/TDD: (304) 293-7740, Email: [access2@mail.wvu.edu](mailto:access2@mail.wvu.edu)
- **Late Work and Electronic Copies.** Late papers and electronic copies will not be accepted except under extraordinary circumstances. An extension must be approved and prearranged in advance with me. Your grade may still be penalized for lateness. On Final for Now due dates, I require that you submit a hard copy to me in class. If, for whatever reason, you fail to bring the hard copy to class, you may place a hardcopy in my mailbox by 2PM of the same day to avoid penalties. My mailbox is located in 101 Colson Hall.

### **Required Texts and Materials.**

- English 101 Faculty. *Work in Progress (WiP)*. 6th ed. Detroit, MI: Hayden-McNeil, 2012. Print. (ISBN: 978-0-7380-5268-7)
- Lunsford, Andrea. *Easy Writer (EW)*. 4<sup>th</sup> ed, WVU ed. Boston: Bedford, 2010. Print. (ISBN: 978-0-312-63821-4)
- One thumb drive/flash drive for the computer lab
- One notebook for class notes and in-class writing
- One folder for class handouts
- One folder that will be submitted to me for extended periods of time (mid-term and end of the semester) as your portfolio
- You may need to use your Mountie Bounty for photocopies from time to time for peer review, in-class writing samples, readings, presentations, etc.

**Office Hours.** My office hours are Wednesday 11:30AM-1:00PM or by appointment, and they provide us with an opportunity to talk one on one. Please drop by my office during these times if

you would like to talk to me about any comments, questions, and / or concerns regarding your progress in the course. I will not be available during my office hours during the weeks that student conferences are scheduled; however, you will be ensured time with me, because you will be required to reserve a time slot via a sign-up sheet that I hand out in class.

**E-mail and Phone.** If you e-mail me, you can expect I will respond to you (in e-mail or in class) within 24 hours Monday through Friday. My office phone number is (304) 293-3107 and is for messages only.

**Standard of Work.** This is a college level course. You are expected to understand and use proper grammar, syntax, and punctuation in order to communicate your ideas effectively. If you need help with the mechanics of writing, The *Easy Writer* is a great resource that offers a plethora of guidelines, examples, and activities to help you with the mechanics of writing. As mentioned above in the Policies and Procedures section, The Writing Center is available to assist you in refreshing your understanding of basic writing skills and any other writing processes that you may need assistance with.

All of your work is expected to be original and developed in and for this class. Plagiarism will not be tolerated. Please see pg. xxv in *WiP* if you need to be reminded as to what Plagiarism is.

**Response and Evaluation.** (See pgs. xix - xxi in *WiP* for Portfolio Requirements, Assignment Overview, and Grading Rubrics.) These are the grading rubrics I will be using throughout the entire course. I think you are all perfectly capable of turning in “A” work. The grading criterion is clearly stated and readily available for you to refer to all semester, so that you always know what quality of work is expected of you!

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| Final Portfolio = 70% of final grade | Short Writing Assignments & Homework = 20% | Participation = 10% of final grade |
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### Schedule of Work

\*\*I reserve the right to make changes to the syllabus according to the class's progress if the changes benefit the class.\*\*

| <b>January</b>   |   |   |
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| Monday   | Wednesday   | Friday  |
| <p>14<br/><b>(Late Registration Fee in Effect after Jan 14)</b></p> <p>Class Activities:<br/>Ice Breaker &amp; Introductions<br/>Review Syllabus</p> <p>Homework:<br/>Short write #1 – Effective Communication, Plagiarism reading assignment (xxiii, xxv), Reread Syllabus (and cross listed sections in <i>WiP</i>) and Sign Student Agreement, Scan School ID</p> | <p>16<br/><b>UNIT 1: Multi-Angle Personal Narrative</b></p> <p>Class Activities:<br/>Plagiarism Quiz<br/>Artifact Activity<br/>Class Notes DB Sign-up<br/>Assign Homework Buddies</p> <p><b>Due Today:</b><br/>Short write #1, Signed Plagiarism Contract &amp; Student Agreement, Scanned School ID</p> <p>Homework:<br/>“Bird by Bird” w/DB posting</p> | <p>18<br/><b>(Last day to register and add new courses is Jan 18)</b></p> <p>Class Activities:<br/>Top Ten Activity<br/>Assign Paper #1<br/>Genre Discussion (assign genres)</p> <p><b>Due Today:</b><br/>“Bird by Bird” DB Post</p> <p>Homework:<br/>Genre Presentations<br/>Read MAPN Student Example w/DB posting<br/>Short write #2 – Top ten</p> |

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| <p>21 <b>NO CLASS—Martin Luther King, Jr. Day</b></p>                                 | <p>23<br/>Class Activities:<br/>Discuss MAPN Example<br/>Genre presentations</p> <p><b>Due Today:</b> Short write #2, MAPN<br/>Ex DB Posting, Genre Presentations</p> <p>Homework:<br/>Short write #3 - “Spying” Activity<br/>or two page draft</p> | <p>25<br/>Class Activities:<br/>Genre presentations (if needed)<br/>Timeline<br/>Conference Sign-ups</p> <p><b>Due Today:</b> Short write #3</p> |
| <p>28<br/>Class Activities:<br/>I Am From</p> <p>Homework:<br/><b>Rough Draft</b></p> | <p>30<br/>Class Activities:<br/>Text messages<br/>Intro to Peer Review<br/>FA Preview (Events)</p> <p>Homework:<br/><b>Rough Draft</b></p>  | <p>Feb 1</p> <p><b>NO CLASS DUE TO CONFERENCES</b></p> <p>Homework:<br/><b>Rough Draft</b></p>   |

| February   |   |   |
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| Monday   | Wednesday   | Friday  |
| <p>4<br/>Class Activities:<br/>Peer Review</p> <p><b>Due Today:</b><br/>Events DB Posting, <b>MAPN Rough Draft</b></p> <p>Homework:<br/><b>Revise for Final for Now</b><br/>Bring magazine to next class</p> | <p>6 <b>UNIT 2: Feature Article</b><br/>Class Activities:<br/>Assign Paper #2<br/>Magazine Activity</p> <p><b>Due Today:</b><br/><b>MAPN Final for Now</b></p> <p>Homework: Read FA example w/<br/>DB posting<br/>Background Research</p> | <p>8<br/>Class Activities:<br/>Discuss FA Example<br/>Interview Questions<br/>Assign Mock-Interview Pairs</p> <p><b>Due Today:</b> FA Ex DB posting</p> <p>Homework: Set up Interview</p>     |
| <p>11<br/>Class Activities:<br/>Interview Protocol<br/>Mock Interviews</p> <p>Homework:<br/>Conduct Interview</p>  | <p>13<br/>Class Activities:<br/>Celebrity Profiles<br/>Sign-up for Conferences</p> <p>Homework:<br/>Short write #4: Profile<br/>Type Transcript</p>   | <p>15 <b>Meet in Colson G18</b><br/>Class Activities:<br/>Quoting, Paraphrasing, and<br/>Summarizing<br/>Transcript to FA</p> <p><b>Due Today:</b><br/>Short write #4<br/>Type Transcript</p> |

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| <p>18</p> <p>Class Activities:<br/>Writing a Feature Article</p> <p><b>Due Today:</b><br/><b>FA Rough Draft</b></p> <p>Homework:<br/><b>Rough Draft</b></p>   | <p>20</p> <p>Class Activities:<br/>MLA<br/>Midterm Portfolio Overview and Assessment<br/>Assign Short write #5:<br/>Midterm Reflection</p> <p>Homework:<br/><b>Rough Draft</b></p>   | <p>22</p> <p><b>NO CLASS DUE TO CONFERENCES</b></p> <p>Homework:<br/><b>Complete Rough Draft</b></p>   |
| <p>25</p> <p>Class Activities:<br/>Peer Review</p> <p><b>Due Today:</b><br/><b>FA Rough Draft</b></p> <p>Homework:<br/><b>Revise for Final for Now</b><br/>Compile Midterm Portfolio with Short write #5 and Transcript</p> | <p>27 <b>UNIT 3 - Text Analysis</b></p> <p>Class Activities:<br/>Assign Paper #3<br/>Spheres of Influence</p> <p><b>Due Today:</b><br/><b>Midterm Portfolio with FA, Short write #5, and Transcript</b></p> <p>Homework:<br/>Read TA Example</p> | <p>Mar 1 (Mid-Semester point)</p> <p><b>Meet in Colson G18</b></p> <p>Class Activities:<br/>Discuss TA Example<br/>Rhetorical Appeals</p> <p><b>Due Today:</b> TA Example DB Posting</p> |

| <b>March</b>  |   |   |
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| Monday  | Wednesday   | Friday  |
| <p>4 <b>Meet in Colson G18</b></p> <p>Class Activities:<br/>Music Video Analysis<br/>Sign-up for Conferences</p> <p>Homework:<br/>Music Video Analysis DB Posting</p> | <p>6 (Mid-Semester Grades Due)</p> <p>Class Activities:<br/>Fiction Analysis<br/>Annotated Bibliography<br/>Introduction</p> <p><b>Due Today: Music Video DB Posting</b></p>  | <p>8</p> <p>Class Activities:<br/>Take Home Poetry Analysis</p> <p>Homework:<br/>Take Home Poetry Analysis</p>  |
| <p>11 <b>Meet in Colson G18</b></p> <p>Class Activities:<br/>Speech Analysis<br/>Commercials</p> <p><b>Due Today:</b><br/>Take Home Poetry Analysis</p>               | <p>13 <b>Meet in Colson G18</b></p> <p>Class Activities:<br/>Thesis Statements<br/>Review Library Resources<br/>Research Activity</p> <p>Homework:<br/><b>Rough Draft</b></p> | <p>15 <b>Meet in Colson G18</b></p> <p>Class Activities:<br/>Research Activity</p> <p>Homework:<br/><b>Rough Draft</b><br/>Short write #6: Annotated Bibliography</p> |

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| <p>18</p> <p><b>NO CLASS DUE TO CONFERENCES</b></p> <p>Homework:<br/><b>Complete Rough Draft</b><br/>Short write #6</p>            | <p>20</p> <p>Class Activities:<br/>Peer Review</p> <p><b>Due Today:</b><br/><b>TA Rough Draft</b></p> <p>Homework:<br/><b>Revise for Final for Now</b><br/>Short write #6</p> | <p>22 (Last Day to Drop)</p> <p><b>UNIT 4 - Stakeholder Research Paper</b></p> <p>Class Activities:<br/>Assign Paper #4<br/>Invention Activity</p> <p><b>Due Today:</b><br/><b>TA Final for Now with Short write #6</b></p> <p>Homework:<br/>DB Posting: Top Ten Passions<br/>R&amp;R</p> |
| <p>25</p> <p><b>NO CLASS - Spring Break!</b></p>  | <p>27</p> <p><b>NO CLASS - Spring Break!</b></p>    | <p>29</p> <p><b>NO CLASS - Spring Break!</b></p>    |

| <b>April</b>   |   |   |
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| Monday   | Wednesday   | Friday  |
| <p>1</p> <p>Class Activities:<br/>SRP Refresher</p> <p><b>Due Today:</b><br/>Passions DB Posting</p> <p>Homework: Read SRP Example with DB Posting</p> | <p>3</p> <p>Class Activities:<br/>Discuss SRP Example<br/>Pet Peeves Activity</p> <p><b>Due Today:</b> SRP Example with DB Posting</p> <p>Homework: Short write #7: Pet Peeve</p> | <p>5</p> <p>Class Activities:<br/>Flash Draft<br/>Informal Peer Review</p> <p><b>Due Today:</b> Short write #7: Pet Peeve</p> |

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| <p>8 <b>Meet in Colson G18</b><br/> Class Activities:<br/> Research Activity</p>  | <p>10 <b>Meet in Colson G18</b><br/> Class Activities:<br/> Research</p> <p>Homework: <b>Rough Draft</b></p>  | <p>12<br/> <b>NO CLASS DUE TO CONFERENCES</b></p> <p>Homework: <b>Rough Draft</b></p>  |
| <p>15<br/> Class Activities:<br/> MLA Questions</p> <p>Homework: <b>Complete Rough Draft</b></p>  | <p>17<br/> Class Activities:<br/> Peer Review</p> <p><b>Due Today: SRP Rough Draft</b></p> <p>Homework: <b>Revise for Final for Now</b></p>   | <p>19<br/> Class Activities:<br/> Discuss Revision Weeks Final Portfolio Overview<br/> Peer Review Sign-up for Revision Weeks</p> <p><b>Due Today: SRP Final For Now</b></p> |
| <p>22<br/> Class Activities:<br/> Optional Conferences Sign-up<br/> Revision Activities<br/> SEIs</p> <p>Homework:<br/> Collect portfolio materials</p> | <p>24<br/> Class Activities:<br/> Final Portfolio Review<br/> Revision Tips<br/> Assign Short Write #8: Final Reflection</p> <p>Homework:<br/> <b>Portfolio Revision</b><br/> Final Reflection Memo</p> | <p>26<br/> <b>NO CLASS OPTIONAL CONFERENCES</b></p> <p>Homework:<br/> <b>Portfolio Revision</b><br/> Final Reflection Memo</p>   |

| <b>April/May</b> |           |        |
|------------------|-----------|--------|
| Monday           | Wednesday | Friday |



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| <p>Apr 29<br/>Class Activities:<br/>Peer Review</p> <p><b>Due Today: Revision 1</b></p> <p>Homework:<br/><b>Portfolio Revision</b></p> | <p>May 1 (<b>May 2 is the Last Day to Withdraw from the University</b>)</p> <p>Class Activities:<br/>Peer Review</p> <p><b>Due Today: Revision 2</b></p> <p>Homework:<br/><b>Portfolio Editing</b><br/>Bring your favorite paragraph to class!</p> | <p>3 (<b>Last Day of Classes for Spring semester</b>)</p> <p>Class Activities:<br/>Read Around Activity</p> <p><b>Due Today: Final Portfolio with Short write #8</b></p> <p><b>Have a wonderful summer!</b></p> |
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**\*Portfolios Returned By Final Exam Time Slot**

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Student Agreement

(Please read the following agreement and return to your instructor at the beginning of the next class period.)

I have thoroughly read the syllabus, the introduction to Work in Progress, and the schedule of work. I understand what is expected of me regarding the course work, policies, and procedures.

Student Name (please print) \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_