

# English 1302: Thinking & Writing

Fall 2014

## Course Objectives

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I know that English 1302 is required for graduation, and that's probably why you're here. There is a reason this course is required. You will use what you learn here in everyday life, whether you will spend the majority of your adult life in a laboratory, an office, or a minivan. Effective communication and critical thinking are, simply put, skills for life, which is why you are required to take this course. This course is designed to help students develop the rhetorical knowledge and practical habits of successful college writers.

The goals for this class are:

- To answer the questions: "Why write?" and "What is readable?"
- To learn how to think and write critically about texts and ideas
- To move from viewing writing as linear to understanding it as a process
- To learn how to critique and revise your writing (and that of others) with a sensitivity to organization, content, and style
- To use the concepts of purpose, audience, and genre in order to craft writing that is persuasive and logical
- To produce a prose style that is readable, effective, and free from error
- To engage in classroom discussion with openness and courtesy

Because rhetoric exists in every field and every occupation, this class will help you learn to critically engage with rhetoric in order to more fully understand the world around you. You will learn to read critically, think maturely, and express your ideas coherently.

## Course Materials

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### Texts:

*The Prentice-Hall Essential Guide for College Writers*, Baylor University custom edition  
*The Writer's Harbrace Handbook*, Baylor University custom edition

### In Class Daily:

A notebook, binder, and/or folder for notes and handouts  
Lined paper (loose leaf or perforated)  
Pen or pencil  
Index Cards (3x5)

### When an Essay is due:

A sturdy folder with two pockets, for turning in work and keeping all major essays together.

## Major Assignments: Essays, In-Class Writing, and the Final Exam

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Students in English 1302 write six essays, including the final exam, which is an in-class essay. In this course, you will develop proficiency in several different writing skills which will be emphasized in different units. Essays will be due on the final day of each unit.

### Instructor

Ms. Sara Kelm

### Office

Carroll Science 413

### Office Hours

M 11-12a  
W 11-12a, 2:30-3:30p  
R 11-12a  
F 10-12a  
*and by appointment*

### Email

[sara\\_kelm@baylor.edu](mailto:sara_kelm@baylor.edu)

### Office Phone

254-710-6885  
*(email is highly preferred)*

**Course Information**  
English (ENG) 1302.58  
MWF 1:25-2:15  
Carroll Science 301

### Final Exam

Thursday, Dec. 11  
11:30-1:30  
Location TBA

*All course policies, guidelines, and regulations are subject to change at the instructor's discretion.*

**You must complete all major assignments and earn a final grade on the final four essays in order to pass the course.** The major essay assignments of the course comprise **75%** of your grade, while your final exam comprises **10%** of your grade.

*Your final course grade will be based on the following percentages:*

Unit I: Reading and Responding	10%
Unit II: Explaining	15%
Unit III: Analyzing and Evaluating	20%
Unit IV: Problem Solving and Arguing	25%
Unit V: Revising and In-Class Writing	5%
Daily Work/Participation (quizzes, homework, in-class work)	15%
Final Exam	10%

*The grading in this course will be based on the following grade scale:*

<b>A</b> (1000-900)	<b>C+</b> (799-770)
<b>B+</b> (899-870)	<b>C</b> (769-700)
<b>B</b> (869-800)	<b>D</b> (699-600)
	<b>F</b> (599-0)

You are always welcome to talk to me about a grade received on an assignment. However, **you must wait 24 hours before coming to talk to me.**

## Minor Assignments: Daily Work, Discussion Questions, Quizzes, Class Participation

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**Daily Work** in each unit will contribute to your understanding of the kind of writing focused on in that unit. This work may include discussion questions based on your readings, short writing assignments, reading quizzes, group work, peer revisions, and peer discussions of writing assignments.

**Discussion Questions:** Throughout this semester, you will be required to bring two discussion questions over the previous night's reading to contribute to class conversation. These questions will not always be collected, but students will be randomly selected to read their questions in class, so all students should be ready to contribute.

## Classroom Policies

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- **Participation:** Civility is expected at all times; we will respect differing opinions on any subject and different responses to class readings. Additionally, your participation is necessary in order for class discussion to succeed.
- **Sustenance:** No food or drinks are allowed in the classroom. As long as you are careful, I will make exceptions for water, coffee/tea, and energy bars.
- **Technology:** No electronic devices should be seen or heard during class. Any student caught using their cell phone during class may be counted absent for the day without warning. We may have occasional in-class projects for which you may use your laptop; I will inform you of those days in advance. Also, expect electronics to break when you need them most. So, back up your work regularly on GoogleDrive, BearSpace, or a USB drive. Print assignments well before class to prevent last-minute scrambling.
- **Readings:** Whenever there are assigned readings, you must bring a paper copy of the reading to class, whether that is a textbook or a reading posted to Canvas. If you do not have the reading required for discussion during class time, you may lose credit for participation for that unit.
- **E-mail and Canvas:** The majority of my communication will come through e-mail. I expect you to **check your Baylor e-mail daily**, and you can expect me to do the same. I will try to respond to any questions as promptly as possible, but same-day response is not guaranteed for e-mails received after 7:00 PM. E-mails should be professional and polite. Also, you have access to materials for this course through Canvas. **You are responsible for checking your Baylor e-mail and/or Canvas for information, updates, and class materials.** This includes having the appropriate Canvas notification settings.
- **Late Work:** All work will be due at the beginning of class as a hard copy. Late work must still be turned in as a hard copy, but it will lose one half of a letter grade for each day that it is late (for example, if a paper is due

Monday but is not turned in until Thursday, the highest grade a student may earn is a C+). In extenuating circumstances, the student should make arrangements with me as soon as those circumstances are known.

- **Writing Center:** I strongly recommend visiting the Writing Center (Carroll Science, Room G-06; for athletes, Highers Athletic Complex). This service is provided free of charge by Baylor University and is available to all students. While Writing Center tutors cannot proofread or edit your papers for you, they can help with outlining, thesis development, sentence structure, organization, clarity, MLA citation, and other writing skills.
- **Honor Code:** All students should be aware of Baylor University's Honor Code (located at <http://www.baylor.edu/honorcode>) and should take special care to avoid engaging in conduct that violates the code. Incidents of plagiarism are grounds for immediate course failure. A few examples of such behavior are:
  - o Claiming all or part of another writer's work
  - o Copying/pasting large segments of writing from other sources (especially without proper citation)
  - o Turning in work that was done in a previous or contemporaneous class (including high school and current Baylor courses)
- **Turnitin:** With the goal of deterring behavior that violates Baylor's honor code, this course will use Turnitin.com in conjunction with Canvas to check the originality of each major assignment students turn in. Instructions on how to use Turnitin.com will be given in class. Students agree that by taking this course, all required papers, exams, class projects, or other assignments submitted for credit may be submitted to turnitin.com or similar third parties to review and evaluate for originality and intellectual integrity. A description of the services, terms and conditions of use, and privacy policy of turnitin.com is available on its web site: <http://www.turnitin.com>. Students understand all work submitted to turnitin.com will be added to its database of papers. Students further understand that if the results of such a review support an allegation of academic dishonesty, the course work in question as well as any supporting materials may be submitted to the Honor Council for investigation and further action.

*A Note on Teacher Comments:* When a paper is returned to you, it will contain multiple comments and/or corrections all throughout your writing. Although it is tempting to look only at your grade, you will be expected to take these comments into account for future essays. Do not be discouraged by the number of comments on your paper. Even experienced writers have editors.

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## Syllabus Contract

*Please cut from syllabus, sign/date this section, and bring it to the next class meeting.*

I, \_\_\_\_\_ (print name), have carefully read and understood the policies put forth in the syllabus for Ms. Kelm's English 1302 class, taught Fall 2014. I understand that I will be held to these policies and that if I have any concerns about them, it is my responsibility to ask for clarification.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Attendance Policy

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- The College of Arts and Sciences Department policy for attendance states that students must attend **75%** of class meetings to receive credit for the course. Since each day's class work will be directed toward the completion of the major essay assignments, any work you miss will affect not only your grade but also your understanding of the writing process. Three tardies will equal one absence. Attendance will not be posted on Blackboard; you are responsible for keeping track of your absences and tardies. **You are also responsible for the work you miss because of an absence.**
- **Excused absences:** Excused absences include those necessitated by university-sponsored activities, illness, family, or personal emergencies that require you to miss class or leave school. If you have an excused absence, you must bring a note from the proper authority stating the dates and reasons for your absence.
- **Absences and class work:** You are responsible for each day's assignment when you come to class—even if you have missed the previous class. If any written work is due on the day you miss, you should have it ready to turn in when you return to class.
- **Make-up work:** You will receive credit for make-up work for excused absences only, and you must make up all work within two weeks of the missed assignment except in cases of extreme emergency. Make-up work for unexcused absences will not be given credit. You may not make up any in-class writing or group work, as these assignments often rely on the context of the day's lesson.

### *Revisions and Extra Credit Opportunities*

- If you receive a C or below on one of the first three essays, you will have the opportunity to revise one of them. The revision is due two weeks after the paper has been returned, and the final grade will be the average of the old and new grades. You are required to 1) meet with me and to 2) consult the writing center before turning in revisions.
- Extra credit will be given if you visit the writing center **before** an essay is due. A Writing Center appointment will result in one extra credit point toward the final grade for that essay. You may go to the Writing Center multiple times for an essay, but you may only receive a maximum of **two** extra credit points per essay. You may receive a maximum of three extra credit points.