

English 1304: Thinking, Writing, & Research

Spring 2016

Instructor

Sara Kelm

Office

Draper 246.18
(Carroll Science 4th flr)

Office Hours

MWF 10-11a
TR 9:30-11:30a
& by appointment

Email

sara_kelm@baylor.edu

Course Information

English (ENG) 1304.11
TR 8:00-9:15
Carroll Science 302

Final Exam

Saturday, May 7
4:30-6:30p

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

Course Objectives

While continuing to build on the knowledge and skills developed in English 1302, English 1304 focuses on the relationship between critical reading and writing in an academic context and the writing of a series of argumentative essays, including a formal research project. Assignments will require students to read sources carefully and critically; to evaluate information and arguments; to respond in discussion and in writing to a variety of sources; to represent sources accurately and fairly through summary, paraphrase, and quotation; and to incorporate and document sources appropriately in their own writing. Furthermore, this course will emphasize an essential part of writing and research: learning to cultivate a sense of curiosity in order to ask the kinds of questions that make research most meaningful.

Course Materials

Texts:

Perspectives on Argument, Baylor edition (7th edition)
The Writer's Harbrace Handbook, Baylor edition (5th edition)
Other readings posted on Canvas

In Class Daily:

A notebook, binder, and/or folder for notes and handouts
Lined paper (loose leaf or perforated)
A two-pocket folder for turning in supplemental materials for major assignments

Course Breakdown and Grading

Students in English 1304 complete four major assignments including a research paper. Major assignments of the course reflect the following emphasis: Analysis and Response to Argument; Construction and Presentation of Argument; Survey and Annotation of Resources; Academic Research Essay. The final research paper must reveal genuine research with the assimilation of a number of appropriate sources and meet all standards of writing and research presented in class. To pass the course, you must (1) complete all major writing assignments and projects, (2) prepare a research project on an approved topic that meets the requirements specified by the research paper assignment, and (3) complete the final exam. To receive full credit for any essay, including the research paper, the student must show evidence of work in progress throughout the unit. **You cannot pass ENG 1304 without earning a passing grade on the research paper.** Plagiarism on any assignment warrants failure in the course.

Assignments: Essays, Daily Work, & Class Participation

Essays: There are four major projects (see units outlined in box below). **You must pass the final research paper in order to pass the course.** Essays must be formatted according to MLA guidelines. Essay grades will be based on the standards we will review in class and emphasize during each unit. There will also be a final reflection due during the final exam class period, which you are required to attend.

Projects: In addition to four major essays, you will complete two additional projects: (1) an annotated bibliography that includes a minimum of eight sources, and (2) a presentation to the class of your research topic.

Daily Work contributes to your understanding of the type of writing focused on in that unit. This work may include discussions based on reading, short writing assignments, reading quizzes, group work, and peer revision. If you miss a class period, you will not be able to make up any daily work unless you have checked with me in advance. Assignments uploaded to Canvas without your presence in class will receive half credit.

Reading Quizzes: Any day that you have reading, you may have a quiz. The possibility of a quiz will be announced in advance. On the quiz, you may reference any handwritten notes you have taken

Participation: Your participation is necessary for the success of class discussions and group work, which is why it is a significant component of your grade. Repeated absences will lower your participation grade. Simply being physically present is not enough; you must engage with the material and other class members. Basically, wake up! As in the workplace, civility is expected at all times. If you struggle to understand the purpose of an assignment or activity, please talk to me during office hours. If you are having trouble with a reading or writing assignment, I encourage you to seek help from me; don't let yourself fall behind.

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

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

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

Unit I: Learning to Converse (Summary/Response Essay)	10%
Unit II: Defining the Conversation (Toulmin Essay)	20%
Unit III: Understanding the Conversation (Rogerian Essay)	15%
Unit IV: Joining the Conversation (Research Essay)	40%
Daily Work/Participation	15%

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.**

Classroom Policies

- **Office Hours:** While I expect to be on campus during my office hours each week, I occasionally use that time to run errands around campus. Thus, it would be wise to send an email and let me know if you are planning to stop by during my office hours. That way, I can be sure to be available. If we have set up a meeting or conference and you do not attend, I reserve the right to award you an unexcused absence.
- **Sustenance:** No food or drinks are allowed in the classroom. That said, as long as you are *extremely* careful, I will make exceptions for water, coffee/tea, and energy bars. If there are any issues, I will rescind this offer.
- **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, and I will inform you of those days in advance. Expect electronics to break when you need them most. Back up your work regularly on GoogleDrive, Box, or a USB drive. Print any readings or paper assignments well before class to prevent last-minute scrambling.

- **Readings:** Whenever there are assigned readings, you must bring a hard copy (not a digital copy) of the reading to class, whether the reading is from the textbook or a PDF posted to Canvas. If you do not have the reading required for discussion during class time, you may lose credit for participation for the day.
- **E-mail:** The majority of my communication will come through e-mail or Canvas announcements. I expect you to **check your Baylor e-mail daily**, and you can expect me to do the same. E-mails should be professional and polite, with a subject, a greeting and a closing. I reserve the right to not respond to e-mails that do not follow this professional format. I do not use the Canvas inbox; please use the Baylor e-mail to contact me.
- **Canvas:** All materials (PowerPoints, hand-outs, etc.) for this course will be uploaded to Canvas. **You are responsible for checking your Baylor e-mail and/or Canvas for information, updates, and class materials**, particularly if you have missed a class period. Make sure you have the appropriate Canvas notification settings. As indicated on the unit schedule, most assignments must be uploaded to Canvas before the start of class. Make sure you upload these assignments as a Word document (.doc or .docx).
- **Late Work:** All work will be due at the beginning of class, sometimes as a hard copy and more often uploaded to Canvas. **I do not take any late work, except for major assignments.** Late major assignments will lose one half of a letter grade for each day that they are late. The assignment is not turned in until all documents (both electronic and paper) are handed in. If the assignment is turned in after class on the day it is due, the highest it may receive is a 90%. Each day after that, it will lose half a letter grade (for example, if a paper is due Monday but is not turned in until Thursday, the highest grade the paper may earn is a C+ [78%]). 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). 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:** All essays must be uploaded to Canvas. 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.

Attendance Policy

- 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. This is approximately **seven** absences, and includes both excused and unexcused absences. Since each day's class work will be directed toward the completion of the final research essay, any work you miss will affect not only your grade but also your understanding of the writing process. Attendance will not be posted on Canvas; 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.
- **Unexcused absences:** Obviously, skipping class is an unexcused absence. Other ways of accumulating unexcused absences are the following: (1) sleeping in class, (2) working on assignments not related to ENG 1304 while in class or using an electronic device without permission, (3) failing to attend the entire class meeting by arriving more than ten minutes late or leaving class early.
- Do not be late. **Three tardies will equal one absence.** Additionally, if you are more than ten minutes late, I will count you absent. If you leave early, I will count you absent. If we've already taken a quiz by the time you arrive, you cannot take the quiz. Your participation grade will also be affected by repeated tardies. I only see you twice a week and we have a lot to cover. Be present.
- **You are responsible for the material you miss because of an absence.** Check Canvas to review

Revisions and Extra Credit Opportunities

- o You have the opportunity to revise either Essay II or Essay III, particularly if you received a C or below. You can receive up to one letter grade higher than your original grade. You must meet with me before turning in your revision, and consulting the writing center is highly recommended. Revisions will be due **two weeks** after essay III is returned.
- o Late penalties cannot be made-up in the revision. If you fail to turn in an assignment, you cannot re-submit it for the post-grade revision. *I reserve the right to require revisions in cases where work is unsatisfactory.*
- o 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 **five** writing center extra credit points.
- o Other extra credit may be given at my discretion, in addition to the five writing center extra credit points.

PowerPoints and assignments, and be prepared for the next class period's assignments.

- Again, I do not take late work. If you miss a quiz, you miss a quiz.

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 my comments into account for future assignments. This includes both overall comments and line comments. Make sure you know how to find both on Canvas.

Do not be discouraged by the number of comments on your work. Even experienced writers have editors.

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 1304 class, taught Spring 2016. 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: _____