**Course Description**

This is the first required general core course in college-level writing. Students will compose essays and other works using various methods of development. This course stresses structural and analytical writing, and it covers the fundamentals of writing different types of essays such as the personal essay, the expository/formal essay, and the research paper. Emphasis is placed on constructing a thesis statement, clarity, organization, peer-review, mechanics, and grammar.

**Course Objectives/Competencies:** See attached.

**Policies**

To receive a passing grade in this course, you must write essays at an acceptable college level (grade C or higher). If you do not write essays at an acceptable college level, you will not pass the course.

**Papers/Essays**

Papers must be turned in by the due date. Late papers will not be accepted under any circumstances. No exceptions. At the earliest, papers will be returned one week after the due date.

All essays, as well as the research paper, must be submitted to [http://www.turnitin.com](http://www.turnitin.com). Papers that are not submitted to the website on the due date will not be evaluated and will receive a grade of 0.

All papers are due in class. If you must miss a class when a paper is due, send it with a classmate or drop it off in my mailbox. Before you drop it off in my mailbox, you must get a date-received stamp from the secretary. Your paper will not be accepted without a date-received stamp. Your paper will not be accepted if the date-received stamp does not correspond with the due date for the paper. You may not e-mail your papers to me. If you don’t have a printer at home, you will need to use the computer labs on campus.
Expectations

Successful students in a writing course not only attend class regularly and on time, but they also complete assignments by the due date. They budget their time wisely and give priority to their studies. I urge you to do the same. Once you fall behind in a writing class, it is difficult to catch up. Therefore, to be successful you need to come to class prepared. Doing other class homework while class is in session is forbidden, and it will result in dismissal from the class for that period, and will be counted as an absence.

You are also expected to come with your homework done. This course is not an independent study; in other words, you have to be present in class and do the in-class activities that are assigned. You have to work hard, and the papers you turn in must meet the expectations of this course.

Plagiarism

Whether intentional or unintentional, plagiarism is unacceptable. Copying, inaccurately documenting, or misrepresenting any source as your own will constitute a failing grade for the course. If you plagiarize a paper, you will automatically fail the course. No exceptions.

Attendance and Tardiness

Attendance is mandatory, and I will take roll each class meeting. If you are not in class for roll call, you will be listed as absent. You are allowed 4 absences. On your 5th absence, your grade for the course will be lowered one letter grade. Should you miss 6, your final grade will be lowered two letter grades (for example, a “B” becomes a “D”). If you have more than six absences, you will automatically fail the course. No exceptions.

Attendance affects your performance, and you are expected to take part in class writing activities. No formal credit is given for attendance; that is expected of you. In other words, your attendance does not guarantee a passing grade. You are also responsible for everything that takes place in class, whether you are present or absent. There is no extra credit, makeup work or pre-work for this course, so please don’t ask for any. If you miss a class for some unexpected reason, it is your responsibility to contact one of your classmates, because I will not tell you what you missed. Please exchange contact information with another person in the classroom in case you cannot attend the class.

Being on time is also mandatory, and three tardies (of five minutes or more) will equal one absence. Any student who arrives more than ten minutes late will be counted absent, but I encourage you to attend so that you can get whatever instruction is being presented. Moreover, any student who leaves before the end of the period will be counted absent for the day. Students who come to class and leave after attendance is recorded will be considered absent. In other words, a walk-out will be recorded as an absence. No exceptions.

Many of the writings in this class are timed; if you come in late you will have only the time remaining for the class, and it is doubtful you will be able to do your best work in a shortened time period.

For this class, when you come into the classroom, please turn off pagers (beepers), cellular phones, and all other electronic devices that beep or make audible sounds. Please keep them on the vibrate mode or turn them off completely.

Grading Policy
All grades are final. Once a grade is assigned, it will not be changed. If you receive a C or a D on a particular
assignment, it is in your best interest that you look at your errors and not repeat the same ones on the next
assignment. All assignments will be graded based on the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

Your final grade for the course is broken down into these components:

<table>
<thead>
<tr>
<th>Description</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily work (in-class/daily assignments, homework)</td>
<td>20%</td>
</tr>
<tr>
<td>In-class essay 1</td>
<td>10%</td>
</tr>
<tr>
<td>In-class essay 2</td>
<td>10%</td>
</tr>
<tr>
<td>Test on grammar</td>
<td>10%</td>
</tr>
<tr>
<td>Research paper</td>
<td>30%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
</tr>
</tbody>
</table>

Your mark in this course will be computed with the above percentages. However, several variables that determine
your overall performance in the course will lower that base grade. They are as follows:

1) Failure to attend class
2) Tardiness
3) Coming to class without your homework or assignment as scheduled
4) Failure to complete writing assignments satisfactorily
5) Failure to participate in class activities
6) Failure to follow directions
7) Cell phone disruptions—cell phones going off, text messaging, etc.
8) Being disrespectful and disruptive
10) Doing other class homework
11) Coming to class without your course books
12) Reading a book or a magazine while the class is in session

It is your responsibility to keep a record of your grades, as well as your absences. Using the above percentages,
you should be able to figure out what your grade is at any given time in the course.

****The research paper is due Friday, December 1, in class. Late papers will not be accepted under any
circumstances. No exceptions.

****This syllabus is subject to change. Attendance in class is the best option for staying informed of any changes.

I have read the goals and expectations of this class, and accept the responsibility to uphold them throughout the
semester. I am aware that failure to follow any of the rules mentioned above will affect my final grade for the
course.
Name: -----------------------------------------------

Today’s date:-----------------------------------------