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Fall 2015

ENGL 1157

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University of New Orleans

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JENNIFER KUCHTA
ENGL. 1157

Section 030: MWF 11-11:50 LA 212

Section 031: MWF 12-12:50 LA 212

FALL 2015

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OFFICE HOURS:

MWF 1:00-2:00,

TTH 12:30-2:00,

or by appointment

REQUIRED TEXTS: *The Curious Writer*, Ballenger, (UNO 2nd Custom Ed. – 978-1-269-88765-6)*
 3 Folders (one for each Project)
 Clips or Paperclips (for organizing your Project Portfolios)
 College-ruled looseleaf*

***Bring to every class!!!**

WRITING AS INQUIRY—THE COURSE AND ITS GOALS: As a major stage in the Freshman English Writing Program at the University of New Orleans, English 1157 is intended “to take students through a sequence of steps that help them to develop and practice effective approaches and methods that will serve them in their future writing experiences, teaching them to ask questions and find answers.” In an inquiry-based writing program such as ours, students will learn “to recognize and practice the **habits of mind** essential to inquiry—and success in college: questioning, looking for answers, suspending judgment, seeking and valuing complexity, and understanding that academic writing is a conversation and that writing is a process” (3). This course will introduce you “to a variety of genres and their conventions,” teach you “how to conduct research and to integrate [your] findings into [your] own writing,” as well as “create opportunities for [you] to understand how audience and purpose govern the content, scope, organization, and expression of [your] own ideas” (19). The Freshman Writing Program’s goals and expectations are outlined very specifically in the very first four pages of our textbook. Familiarize yourself with them ASAP.

STUDENT LEARNING OUTCOMES (as found on p 5 of *The Curious Writer*): By the end of the semester, students should be able to:

1) Demonstrate Rhetorical Knowledge:

- Determine purpose and audience in their own and others’ writing.
- Understand how purpose, audience, and context affect writing style, voice, and tone.
- Apply appropriate rhetorical strategies for diverse writing situations.
- Demonstrate familiarity with and/or compose in different genres (such as editorial writing, personal narratives, reviews, satires, dialogues, letters, or profile essays).
- Demonstrate familiarity with and/or incorporate different media (such as power point presentations, web pages, pod casts, or visual essays).

2) Demonstrate Critical Thinking, Reading, and Writing:

- Analyze and/or interpret texts and other forms of discourse in multiple genres.
- Use logical reasoning.
- Summarize, analyze, evaluate, and respond to the ideas of others.
- Understand writing as a process that involves invention, drafting, collaboration, and revision.
- Identify and incorporate persuasive techniques.
- Write informative, analytical, and persuasive essays.
- Incorporate the ideas and texts of others.
- Use library and non-library research methods.
- Evaluate sources.

3) Demonstrate Knowledge of Conventions:

- Use standard grammar.
- Follow conventions for word choice, syntax, spelling, and punctuation.
- Follow conventions appropriate for the given genre and/or medium, such as style, diction, and format.
- Use a variety of sentence structures.
- Document sources in MLA style.

WRITING REQUIREMENTS: In this class you will complete Three Projects that each revolve around a Long Essay (minimum 1000 words). You will finish out the semester with an in-class essay (minimum 600 words) written during our Final Exam period in response to prompts that will ask you to reflect in some way on your work and/or your growth as a writer over the course of the semester. Each Project has two parts:

1) Process Work: various, shorter, low-stakes exercises, *such as* brainstorming, freewriting, fastwriting, listing, peer reviews, reflective writing, reading responses, sketches, outlines, summaries, and quizzes. Writing is a process, and, as such, every assignment, exercise, reading, etc., no matter how seemingly small or “low stakes,” contributes in some way to the Long Essay for that Project.

2) Long Essays: longer, high-stakes writing assignments. Each Project will require a Long Essay First Draft which will be reviewed but not graded. This First Draft will be revised into a Long Essay Final Draft which will be reviewed and graded. If you choose not to do the First Draft, your overall grade on the essay will be dropped ten points. For example, a Final Draft that earns a 70 C- will be dropped to a 60 D-. **All revision work is built into each Project. There will be NO opportunities for rewrites later on in the semester.**

You MUST complete ALL Three Long Essay Final Drafts and the Final Exam to pass the course.

However, simply completing the work does not guarantee a passing grade in the course (more on this later). Each Project must be completed as per all of the requirements for that assignment and the Portfolio Guidelines (to be handed out later). At least two of the Long Essays will require the inclusion of multiple outside sources that are correctly cited using MLA format. **All out-of-class essay drafts must be typed and double-spaced.** If possible, all other homework (freewriting, listing, brainstorming, reading responses, etc.) should be typed; however, it may be written legibly on loose-leaf paper. In-class work must be written legibly on loose-leaf paper. **All work must be written on only one side of the paper and set up in appropriate MLA format.**

ALL of your course work **must be** turned in to me during our Final Exam period as your Writing Portfolio (Projects 1-3 plus the Final Exam) so that I can assess your body of work as a whole if needed. Additionally, if you do not have **ALL** of your work, you will be unable to reflect upon it, utilize it, and review it while preparing for and writing your final essay. It is crucial that **YOU** keep track of everything we do this semester so that it can be used on a day-to-day basis for discussion and review as well as during the Final Exam. Once a graded/marked essay, draft, list, etc. has been returned to you, put it in the appropriate folder and keep it in a safe and dry place. You may want to make copies of your work and keep the originals somewhere separate. Be sure to keep clearly named electronic copies of all essays and drafts.

QUIZZES/HOMEWORK/CLASSWORK: There will be a number of announced and unannounced quizzes, homework and/or daily in-class writing assignments related to the readings, Projects, and/or class discussions. These assignments are geared toward keeping you up on your reading, writing, reflecting, and critical thinking skills, continually reinforcing the habits of mind noted previously.

DEADLINES: **ALL assignments are due in hardcopy the moment class begins or else they are subject to the One-Week Rule and other penalties/restrictions spelled out below.**

- **The One-Week Rule:** *NO work will be accepted once it is a week late unless you have made prior arrangements with me.* For example, if an assignment is due on a Monday, your *last chance* to

turn it in is that Friday.

- **Missed quizzes *cannot* be made up.**
- **Unexcused, missed in-class work *cannot* be made up if it is collected on the day it is completed in class. If the work is to be turned in at a later date, it may be made up for partial credit, but you are responsible for getting the assignment from your peers.**
- **Unexcused, late out-of-class essays are docked a minimum of 5 points** (half a letter grade) **for each class period** they are late (up to two periods).
- **Unexcused, late homework and in-class assignments are docked a minimum of 1 point for each class period** they are late (up to two periods). However, not all of these assignments can be turned in late.
- ***If an absence is “excused” via documentation***, any missed quiz points will not count against your overall point total (quizzes cannot be made up), and you *may* be allowed to make up in-class work. **“Excused”** late essays, homework, and or in-class assignments are due upon your return to class unless you have made prior arrangements with me. ***This late work may still be penalized and is subject to the one-week rule spelled out above.***
- If you are late or absent, it is **your** responsibility to find out what you have missed (assignments, handouts, returned materials, etc.). Checking the syllabus or Moodle is a good place to start.
- **Do NOT email any assignments to me without permission. Emailing your work to me does not mean it’s on time, and it will not be read.**

GRADING: Your final course grade will be weighted and determined as listed below using a typical 100-point scale upon which A = 90 – 100, B = 80 – 89, C = 70 – 79, D = 60 – 69, and F = 0 – 59. The two grades for each Project are NOT combined into one overall Project grade. Each grade stands on its own.

Project One:

Process Work: 8%
Long Essay: 15%

Project Two:

Process Work: 10%
Long Essay: 20%

Project Three:

Process Work: 10 %
Long Essay: 25%

Reflective Essay (Final Exam): 12%

Again, you **MUST** complete **ALL** three Long Essay Final Drafts and the Final Exam to pass the course. However, **simply completing the work does not guarantee a passing grade** in the course.

OFFICE HOURS/GETTING HELP: Unless otherwise noted or something unforeseen arises, I will always be in my office (LA 325) during office hours. I sometimes add extra office hours, so pay attention in class and/or check Moodle for any additions. **It takes a lot of hard work to get out of this class** with anything other than a C, D, or F—*even earning a C can be a struggle*. The second you don’t understand something, are concerned about your grades, or just want/need help, you should be in my office seeking that help, information, etc. You will most likely need to come to work with me more than once and/or will need to visit the Learning Resources Center (LRC) in LA 334 multiple times. Don’t be a “wait and see” student. By the time you get around to asking what can be done to “pass the class,” it will already be too late. **Grades are earned not given. You are responsible for your success or failure in the class.** Merely showing up is not enough.

ATTENDANCE & PARTICIPATION: When it comes to attending class, the UNO Website itself notes, “Class attendance is a vital part to academic success. When you miss a class you miss the material covered that day plus you give the impression that you do not consider the class important. Blowing off class to go to the beach

is a bad idea. Class attendance is the number one predictor of success for the vast majority of college students. Excessive class absence and/or tardiness will result in a lowered overall grade and possibly failure of a course. Expectations for attendance are indicated in the course syllabus, so be certain to read the entire syllabus and always communicate with the instructor about absences and tardiness” (First Year Advising: “Frequently Asked Questions”).

Additionally, the following attendance requirements are outlined on the UNO Website (Parent FAQs: “What are UNO’s attendance requirements?”):

- Students are expected to attend all classes regularly and punctually. A student who is not present when attendance is checked in a class is considered absent.
- A student must attend all classes in any course for which he or she is registered. All unexcused absences in such a course are counted against a student’s attendance record.
- Any student registered in a college may, at the discretion of the dean, be placed on attendance probation. The dean is further authorized to drop from the rolls of the University any student who violates this attendance probation.
- A student placed on academic probation is automatically placed on attendance probation.
- A student on academic or attendance probation is expected to attend all classes and an absence from any class may be reported to the appropriate administrator.
- Each instructor shall report all cases of absence from class which, in the opinion of the instructor, jeopardizes the student’s chances of satisfactorily completing the course.

As such, you should come to class prepared, on time, and ready to actively participate. If you are not in class with **all** of the required materials (paper, textbook, assignment, etc.), you are not participating. Much of our Process Work will be done in class; if you are absent, you may well miss out on completing a vital step (group work, peer/self review, brainstorming, listing, etc.) of that Project. If you are doing homework for this class or another class, reading a newspaper or magazine, sleeping, or texting, you are not participating. **Students repeatedly asked to put away their phones, stop talking, pay attention, etc. will not receive the curve (if there is one) at the end of the semester.**

Attendance is mandatory in English 1157, and English Department policy requires that you be placed on attendance probation with your Dean for excessive absences. **Excessive absences (excused or not—there is no difference) and chronic tardiness will lower your grade.**

- Upon reaching your **fifth absence, you forfeit any chance of receiving the curve** (if there is one) at the end of the semester, and your **final grade will be dropped half a letter grade**. For example, an 83% B- becomes a 78% C+ final course grade, and you have no curve to “bump” you up.
- **If you incur a sixth absence, your grade will be dropped a whole letter grade** at the end of the semester. For example, a 78% C+ becomes a 68% D+ final course grade, and you have no curve to “bump” you up.
- **Students missing more than six classes (two weeks) will automatically fail the class.** Remember, *there is no difference between an excused and an unexcused absence* except that an absence “excused” via documentation allows you to turn in and or make up work, *generally* without penalty.
- **Roll is taken at the beginning of class only. Coming in late (even five minutes late) doesn’t guarantee that you will be marked “present” or “late.” Three “lates” equal one absence.**
- **If you leave class early, you will be marked late or absent for the day depending upon how early you leave.**

Again, it is **your** responsibility to notify me if you will be late or miss a class, to ask me about making up work, to check Moodle for announcements and assignments, and to provide documentation regarding your tardiness or

absence. You will be able to track your class attendance in our course shell on Moodle.

UNO STANDARD STATEMENT ON ACADEMIC INTEGRITY: Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the Student Code of Conduct for further information. The Code is available online at <http://www.studentaffairs.uno.edu>.

WARNING ABOUT PLAGIARISM: Plagiarism is presenting as one's own the writing or ideas of another person. Some students think of plagiarism only as extensive copying, but copying a single sentence, or even a genuinely distinctive and individual phrase is dishonest if you pretend it is your own expression. Furthermore, it is plagiarism to paraphrase another writer's ideas without providing proper documentation. If you have questions about what constitutes plagiarism, you should ask me *before* you turn in your essays. **All Long Essay Final Drafts MUST be submitted in hardcopy form as well as in electronic form.** Long Essays will not be graded until I have received the electronic copies and checked them for plagiarism via Turnitin.com.

Since plagiarism is cheating, I may report any offense to the UNO committee on discipline for appropriate action, which may include probation, suspension, or expulsion from the University. **All appropriate paperwork will be filled out and submitted to the Director of Student Accountability, Advocacy Affairs, and Disability Services.** ANY coursework suspected of being even minutely plagiarized will be checked against any and all available sources, especially the Internet and its various "free term paper" sites.

ALL plagiarism penalties will be handled on a case-by-case basis, but:

- **A paper with ANY form of plagiarism, no matter how "minor," accidental or unintentional, will generally receive a grade no higher than a 50% F.**
- **BLATANT plagiarists will automatically receive ZEREOS on their work.**
- **Plagiarists will not receive the curve, if there is one, at the end of the semester.**
- **Additional penalty info/specifcs will be spelled out on the assignments themselves.**
- **Anyone receiving a ZERO for blatant plagiarism on a Long Essay Final Draft will fail the class because the zero means the Project is incomplete.**
- **YOU HAVE BEEN WARNED. THERE ARE NO SECOND CHANCES.**

CLASSROOM CONDUCT:

1. Be in class on time. Do not come five, ten, or twenty minutes late. Distracting interruptions are inconsiderate, disrespectful, and time wasting. There is no excuse for repeatedly arriving late. Traffic may well be a problem, but it is not an excuse; plan accordingly. Parking is often a hassle; allow enough time for it.
2. Once you are in the classroom, you should remain there. It's only a 50-minute class, and students coming and going during class is very disruptive. Take care of business ahead of time.
3. Feel free to ask questions of the instructor during class, but please do not ask other students, as talking disturbs my concentration and the concentration of other class members.
4. Students are expected to treat faculty and fellow students with respect. Any actions that purposefully, maliciously, or otherwise distract the class from the work at hand (texting, talking, eating, etc.) will not be allowed.
5. Civility in the classroom and respect for the opinions of others is very important in an academic environment. It is likely that you may not "like" everything we read and/or agree with everything that is said, discussed, or assigned in the classroom. Courteous behavior and responses are expected. This includes ANY form of sexual harassment.

6. **Only students enrolled in the class will be allowed to attend the class.** Leave all significant others, friends, children, parents, pets, etc., where they belong.

PHONES, LAPTOPS, AND ALL OTHER ELECTRONIC DEVICES: These devices must be turned off (or to the silent mode) and stowed away during class—unless you are *clearly* taking notes on them. **They must be out of sight. No earphones or headsets may be worn during class.** Do not leave the classroom to answer or make a call or answer or make a call while in the classroom. **Do not text, Facebook, Google, or the like while in class. You will be called out and potentially counted absent for the day. If you can't refrain from entertaining yourself with your phone, pad, or laptop for 50 minutes, this probably isn't the class for you.**

EMAILS, INSTRUCTOR-STUDENT CORRESPONDENCE, OTHER COMMUNICATIONS & RESOURCES: You **must have** Internet access to **www.uno.edu** (for email) and **Moodle**, and you should **check both regularly**. Class announcements and assignments will be posted on Moodle, mostly as backup. Ideally, grades will be posted on Moodle so that you can easily keep track of your progress during the semester. Use only your UNO email account to email me—other addresses will be regarded with suspicion. This is **not** an online class, but you should become familiar with and utilize all of these resources.

Emails to me should be composed and sent with audience in mind. I am not your mother, brother, sister, best friend, or enemy and should be written to and addressed in a professional manner. This is an English course after all. Be sure to refer to the course and your subject in the subject line (for example, English 1157: Question about Project 1). I check my UNO email throughout the day Monday through Thursday and on Sunday until 9pm. However, you may not get a response as quickly as you would like. Be patient. I have a lot of students. I do check my email sporadically on Friday and Saturday, but generally only before noon. Emails sent on those days may well not be answered until Sunday. Additionally, if you send an email, check for a response. If you expect me to answer your email, I expect you to read my response.

Do note, however, that **I will not respond to emails or talk to you about grades or written comments of any sort on the same day those grades/comments are returned to you.** There is a twenty-four hour waiting period for such discussions – unless you literally can't make out or don't understand something I've written. This timeframe allows you to read ALL of my comments, absorb what was said, and think things over before discussing any problems or concerns with *those* grades/comments. *There are ONLY two exceptions to this. 1) Long Essay First Drafts: I will be happy to talk to you about them once you have very carefully read through ALL of my annotations and end comments. 2) Concerns about your overall grade or performance in the class.*

UNO STANDARD STATEMENT ON ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES: It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities should contact the Office of Disability Services as well as their instructors to discuss their individual needs for accommodations. For more information, please go to <http://www.ods.uno.edu>.

SYLLABUS: You will get a Project Assignment Sheet and Syllabus of readings, assignments, due dates, etc. for each Project three times over the course of the semester. The Project One Assignment Sheet and Syllabus will be handed out next Friday (8/28), but these general guidelines apply in all cases:

- Come prepared to discuss, complete, and/or turn in *whatever is listed for that day*.
- Reading needs to be completed **before** coming to class. **CW** refers to readings in the textbook.
- **OC = writing to be completed out of class.** All OC writing assignments are due at the beginning of class *on the day they are listed*. Be sure to always look ahead.
- **IC = writing to be completed in class.**
- **ALL** quizzes, homework, and/or in-class assignments **are not listed** on the syllabus. **You** are responsible for keeping track of **any changes** to the schedule announced in class. Checking Moodle regularly and or emailing me is a good way to stay on track, especially if you're absent.
- There are many, many readings, exercises, assignments, etc. in the book – too many for us to cover. While you are welcome to and encouraged to read anything in the book and do any of the various exercises and assignments, you are **only required to complete what I have assigned**.

READINGS AND DUE DATES FOR FIRST TWO WEEKS

Date	Topics Under Discussion	Reading Due	Writing Due
AUGUST			
W 19	Core Syllabus; Book		IC: Student Checklist
F 21	Overview of Freshman Writing Program	CW: First four pages of the textbook; 3, 5, 18, & 19	IC: Writing Diagnostic
M 24	Writing as Inquiry (Part I)	Moodle: Tour our Moodle class shell. CW: Chapter 1, pgs. 3-23 (through chart)	IC: Syllabus Quiz
W 26	Writing as Inquiry (Part II); Basic MLA Format; Specific Details (if time)	CW: Chapter 1, pgs. 23-37 & Appendix A (back of book), pgs. 234-235	
F 28	Introduce the Personal Essay & Assign Project 1	CW: Chapter 3, pgs. 71-75 & 85-91	IC: Listing Prompts OC: Exercise 1.2 – A Roomful of Details (p 11-12). Follow all directions, and do all three steps.

Tentative Project Start and Essay Draft Due Dates (these dates are subject to change):

Project One: Start 8/28 First Drafts Due 9/11 Final Draft Due 9/28

Project Two: Start 9/28 First Drafts Due 10/12 Final Drafts Due 10/28

Project Three: Start 10/28 First Drafts Due 11/9 Final Drafts Due 11/25

Other Important Dates:

September: **M 7:** Labor Day – No Class

October: **W 14:** Final Drop Date
 F 16: Mid-Semester Break – No Class

November: **F 27:** Thanksgiving Break – No Class

December: **F 4:** Last Day of Class

Final Exam: Be sure you know which section you are.

MWF 1157 Sec. 030 – 11:00 Class: Wednesday, Dec. 9th—10:00am-12:00pm

MWF 1157 Sec. 031 – 12:00 Class: Wednesday, Dec. 9th—12:30am-2:30pm