Instructor: Mary Willis  
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Office Hours: See website http://www.abac.edu/mwillis

Required Texts: A Writer’s Reference, Hacker (7th edition)  
Concise Guide to Writing, Axelrod and Cooper (6th edition)  
Ava’s Man (paperback), Rick Bragg

Recommended Text: a collegiate level dictionary

Required Materials: Journal – a one-subject spiral bound notebook  (regular size, 81/2 x 11)  
Three-ring binder to keep all class work  
Flash drive – all out-of-class essays must be typed and backed up on a disk  
Pen – black or dark blue ink

Prerequisite for English 1101: Exemption from or successful completion of READ 0099 and ENGL 0099

Course Policies:  
Attendance: I will be in class and I expect you to be here. Excessive absences will seriously hamper your ability to be successful in this class. Attendance at any scheduled conference is mandatory. Absence from a conference indicates your lack of interest in course benefits.

ATTENDANCE POLICY:  
English 1101 & 1102: Students whose number of absences is more than twice the number of class meetings per week will receive a grade of “F” for the course. Fewer absences than twice the number of class meetings per week may result in grade penalties at the discretion of the instructor.

Students missing class are still responsible for work missed when not in class. Likewise, assignments are still due at the scheduled time even when a student is absent. Make up work will not be assigned when a student is absent, and it is the student’s responsibility to complete material discussed in class.

Absence from class is not considered a legitimate excuse for not turning a paper in on time.

Reminder: Absence from any scheduled writing workshop or peer evaluation session will lower your final essay grade by 10 points.

Tardiness: Three tardies will result in one absence. I will check roll at the beginning of class, and students who arrive late (after I have checked the roll) need to report to me after class and let me know they arrived late to avoid being marked absent.

In the event of a weather crisis, call 229-391-5225 for information.

In the event the college campus is closed for an extended period of time, the course work and assignments will be arranged through WebCT.

Etiquette: We are all adults in this classroom, meaning we treat each other with respect and courtesy at all times. Controversial topics may arise throughout the semester; even though we are all entitled to our own opinions, we should be open and accepting of others’ opinions. Race, gender, religious preference, and political standpoint are all excellent examples of how we may differ. If a student is disrespectful at any point to classmates, he/she will be asked to leave the classroom and will be counted absent for that day. I expect
everyone to participate openly in classroom discussions and share ideas without disrespecting or humiliating others.

**Participation:** Because this class is designed as a workshop, participation is essential to the learning environment. Participating in class does not mean being merely a warm body in a seat; rather, participation involves coming to class having read the assigned material and being ready to discuss or ask questions about the assignment. Participation encompasses class discussions, freewriting, and peer reviews. Failure to participate actively in class will adversely affect a student’s grade.

**Late Work:** Assignments are due at the beginning of the class period on the due date. Failure to meet the deadline will result in a penalty of one letter grade per calendar day the paper is late. Do not wait for me to ask for your paper; place them on the front desk when you arrive.

**Academic Honesty/Plagiarism:** There is nothing wrong with presenting someone else’s words and ideas in your own writing. In fact, most non-practical learning occurs as people read each other’s ideas, and then synthesize and build on those ideas. Some other cultures may not insist on documenting sources; however, American institutions do. The key to properly using others’ ideas in your writing lies in acknowledgement and citation. As a result, to avoid plagiarism, it is very important that you give credit where it is due.

**Plagiarism is using others’ ideas and words without clearly acknowledging the source of that information.**

To avoid plagiarism, you must give credit whenever you use

- another person’s idea, opinion, or theory
- any facts, statistics, graphs, drawings – any pieces of information that are not common knowledge;
- quotations of another person’s actual spoken or written words;
- a paraphrase or summary of another person’s spoken or written words.

**Penalties for Plagiarism:** Since one of the goals of this class is to teach you how to use the tools of proper documentation to acknowledge others’ ideas in your work, plagiarism is broken into the following two categories:

- Inadvertent Plagiarism: If you make the attempt to use the tools of documentation, but fail to do so correctly, this is considered unintentional – a part of the learning process. Consequently, errors of this sort as determined by the instructor will be considered as major errors during the grading process, and will affect the assignment’s grade accordingly, but may not automatically result in a failing grade for the assignment or the course.

- Intentional Plagiarism: When you use material from an outside source without any attempt at proper documentation (such as “cutting and pasting” passages from one or more sources), this is considered to be intentional plagiarism. This includes using material from a source without documenting it, even when you document other material from the same or different sources, so be very careful. Submitting an assignment that you did not write, whether obtained through purchase from or other arrangement with ANY person or source, will be considered cheating on the assignment, even if you make some changes to the obtained source. The type and seriousness of plagiarism will be determined by the instructor and may result in a grade of zero (0) points for the assignment or failure of the course.

**Cheating on a writing assignment is a violation of the college’s policy in the Student Academic Code of Conduct. If you have plagiarized on an assignment, the procedures for dealing with Academic Dishonesty are set forth in the Academic Policies and Procedures section of the ABAC catalog.**

**Manuscript Format:** All out-of-class papers must be produced on a word processor. All papers are expected to follow MLA format. MLA format requires typed, double-spaced papers with one-inch margins, and 12 pt. font. I expect the font to be Times New Roman, which is the font used in the syllabus. Any assignment not submitted in accordance with proper MLA format will automatically receive one letter grade lower on the assignment. In the upper left margin of the first page arrange identifying information in this fashion:
Extra Credit: Opportunities arise occasionally for students to earn extra credit by attending certain college-sponsored academic events. When such events present themselves, I will announce them in class. After attending the event, students should then submit a one page summary of the event and what was learned. Extra credit will result in one point added to the final grade. Do not expect to receive extra credit for an event I do not approve. Furthermore, do not ask for other extra credit opportunities outside the ones offered to the entire class; in fairness, the only extra credit I approve is an opportunity given to the entire class.

Cell Phones/Pagers: Ringing cell phones and pagers disrupt the learning environment of the classroom. Out of respect for classmates and for the instructor, all cell phones and pagers must be either turned off or in a silent mode upon entering class. Should a cell phone or pager ring or vibrate during class, the student may be asked promptly to leave the class and not return for the remainder of the class period. Students disrupting class with ringing phones or pagers may be counted absent for the class period.

Grammar: Any student enrolled in a college-level English course should have a working knowledge of grammar. Poor grammar and careless grammatical mistakes will affect an essay’s grade. The grammar sections in A Writer’s Reference will serve as a reference guide, and I will lecture on grammar throughout the semester.

The Academic Assistance Center: The Academic Assistance Center is staffed by faculty as well as student consultants. You can go to the Academic Assistance Center for additional assistance with every phase of the writing process. I strongly encourage you to do so. However, the Academic Assistance Center is not a proofreading service, and tutors will not “fix” problems for students. It is free for all ABAC students.

Special Needs: Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the instructor at the beginning of the semester. Students not registered with Student Support Services should contact the Student Support Services office in Conger Hall.

Course Requirements and Grading:
Out-of-Class Essays (Drafts/Reflective Memos) – 55%
In-Class Essays – 15%
Weekly Discussions/Reflective Writing/Responses/Participation/Conferences/Quizzes – 25%
Final Exam – 5%

Out-of-Class Essays: Students will write 3 out-of-class essays. When each essay is assigned, students will receive a detailed handout explaining the nature of the essay, including the required length, topic, and other details. Each out-of-class essay will be AT LEAST 21/2 to 31/2 pages in length. Students will engage in the writing process, writing a series of drafts and revisions. Peer Review workshops will guide students’ revisions. When the final draft of each essay is due, students will include in their essay packets a reflective paragraph explaining concerns and problem areas they have with their drafts, all previous drafts from peer reviews and conferencing, and a final, clean copy of the essay. Materials MUST be in an envelope (large size), or they will not be accepted.

RESPONSE PAPERS: You will write a one page response to most reading on the syllabus. Your response must be related to the reading and indicate your understanding of it. These writings are not summaries of the articles, but rather your reaction to the ideas, issues, and/or arguments raised by the author. Response paper will allow you to investigate your thoughts about the content of assigned articles in writing in order to
shape them logically. Figuring out what you think about things by writing about them is your goal as well. You should practice the conventions of writing in your response papers in order to reinforce your writing skills. At times, I may give you specific directions for kinds of information that must be included in the response. The responses are to be word-processed, double spaced. Please head each response with the name of the selection and the author. Papers are due at the beginning of the hour. **I do not accept late response papers.**

**Turnitin:** Students will submit all out-of-class essays to Turnitin. This program will be used by the instructor. You may be asked to submit other papers to Turnitin throughout the semester.

**Conferences:** Students will be required to meet with me on days labeled “Conference Day” to discuss essay drafts. Students will sign-up for 10 minute slots on conference day. Please do not be late for your conference session. If you miss your conference appointment with me, you will be marked absent for **TWO** days and receive a **ZERO** for conferencing.

Freewriting Journals: Students will freewrite for at least the first 10 minutes of class most every day and will write at least one page in their freewriting journals. Topics may be assigned, or students may not have specified topics on which to write. Throughout the semester, I will collect the freewriting journals and check them. A freewriting journal is similar to a diary, so I will not breach privacy and read students’ entries, nor will I check for grammatical or contextual accuracy; rather, I will check for adequate completion of the assignment. Grading is based on the number of entries in the freewriting journal. A substantial number of missing entries will be reflected in the student’s grade.

Peer Review: Students will read and offer feedback to their peers in class. On designated Peer Review Workshop days in class, students are expected to bring 3 copies of a draft of their essay and a letter to the reader for other students to read and to respond. Grading is based on active participation, such as thorough completion of Peer Review Guidelines. Students are expected to read and respond thoughtfully to other student’s drafts. Students who are absent on Peer Review Workshop days will receive an **F** for that day and be counted absent. Students who are not prepared for peer review (having no draft of an essay or no letter to the reader) will not be allowed to remain in the class that day and, therefore, will be marked absent.

Reading Exercises: Students are required to read everything assigned from our reader, *The St. Martin’s Guide to Writing*. Occasionally, I will give pop quizzes over reading assignments. It is crucial that students read from the text, as it provides models and suggestions that will help write the out-of-class essays.

*** The instructor reserves the right to alter the syllabus if circumstances warrant.