ENC 1101 – English Composition

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Office Hours: By appointment

Introduction:
Chances are that you already write nearly every day. Regardless of the form (letters, emails, text messages, memos, blogs, etc.), you already have experience writing with a goal and a reader in mind, making appropriate rhetorical decisions based on your audience. Thus, this course is going to build on skills you already have.

As a student, a citizen and a person entering the workforce, you need to be able to write clearly and effectively. Developing this skill will be integral to your success inside and outside of the university. In order to be an effective writer, you must learn to read actively and think critically about texts. You must write with a specific purpose in mind. You must develop a recursive writing process, meaning that you must reconsider and revise your work.

ENC 1101 is what we call an active learning classroom, because you will not learn to write simply by listening to lectures about writing. In this course, you will be expected to actively engage in discussion. You will be journaling, collaborating with other writers, and engaging in peer review of your classmates’ work. You will be helping one another to improve as writers, and you will learn from one another’s successes and mistakes.

Course Description:
This course is designed to enhance your abilities to write competently at a college-level, to read critically, and to respond to your peers’ work. Classes will consist of discussions, readings, journal writing, group activities and a trip to the library. You will also be required to write four major essays: narrative, analytical, informative and argumentative.

Course Goals:
• The recursive nature of the writing process, and how to develop your own process
• How to respond effectively to various rhetorical situations and in various genres.
• How to use conventions such as format, structure, and tone appropriate for the chosen genre and rhetorical context
• That writing is a flexible process involving multiple drafts.
• How to respond critically to written texts, including those of your peers.
• How to write researched papers that reflect academic conventions for scholarship, showing an emerging awareness of the persuasive value of selected sources
• Strategies for responding to timed-writings, a common form of university discourse.

Required Materials:
The Everyday Writer (FIU Custom Edition) by Lunsford, Glen and O’Brien
Printer paper, black printer ink, stapler with staples (basic college essentials)
Internet Access

You are responsible for bringing both The Everyday Writer and The Allyn & Bacon textbooks to EVERY class meeting.
Internet Course Access
This course can be accessed at http://natashasenc1101.wordpress.com/. Bookmark this page on your browser. All the materials you will need to print out for this class can be found at this website. You can also access important web sites, powerpoints presented in class, chat with me and view twitter updates. The site is divided into “Pages” where you will find unit plans for each essay; each unit plan has all the materials needed for that specific unit.

Attendance Policy:
Attendance is a critical component to your success in this class (if you anticipate this being a problem, please speak to me immediately). Department policy dictates that three absences are excusable for medical and personal reasons. Each additional absence results in a deduction of points from the final grade. Be aware: **Anyone missing 25% of the course is subject to automatic failure.**

If you miss class, you will miss in-class assignments; therefore you will miss a grade. It is your responsibility to find out what you missed and what homework was assigned. An absence is not an excuse to miss an assignment, a due date or to come to class unprepared. It is your responsibility to submit all assigned work on the due date. If you are absent, e-mail or hand-deliver your assigned work to me before the start of class on the day it is due.

Excessive tardiness will also affect your grade. I consider it extremely rude to walk into a class after it has already begun, therefore habitual tardiness will not be tolerated and you will be asked to leave. If you arrive more than 10 minutes late to class please do not interrupt our class. The only exception to this rule is if you sent me an email prior to class notifying me that you will be more than 10 minutes late. Please be aware that two tardies equal one absence.

Student Behavior:
As Per FIU Student Handbook:
Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.

All students are expected to behave according to accepted norms that ensure an environment where everyone can exercise their right to learn. Any behavior that violates these norms will not be accepted or tolerated. Keep in mind that this class functions at its best through discussion and peer-peer interaction, therefore while everyone’s opinions are valued, it is also important to be respectful and considerate of those around you. **Absolutely NO electronic devices** are permitted to be in use in my class, this includes, and is not limited to, **cell phones, laptops, Ipods,** etc. Please turn off your cell phones before class begins and put them away; if I catch you using them you will be asked to leave.

Academic Dishonesty Policy:
Plagiarism is defined as the use, without proper acknowledgement, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker – from any source (including the Internet). Engaging in plagiarism, whether intentional or not, will result in a zero for the assignment and possible expulsion from the course.
Measures of Evaluation:

Writing Assignments – These assignments consist of response/reflection essays in reaction to readings or various media, as well as numerous pre-writing exercises, or “idea” drafts that will lead to your “final” draft. These exercises will include brainstorming, looping, summaries, outlines, peer reviewed rough drafts among others. Some assignments will be due online through Blackboard, others will be due in class, and some will be required in your portfolio. All assignments will be provided in advance as part of a homework unit plan, therefore there are no excuses for missed assignments. In addition, late homework will not be accepted.

PLEASE NOTE: Because it is of the utmost importance to understand that writing is a PROCESS, all idea “drafts” that are not completed will adversely affect your final essay grade. If you fail to complete an assignment that was part of the process towards the final draft, your final draft grade will be reduced for every assignment missed. Please see essay rubrics for more information.

Final Drafts (Essays)- The final draft is your finished product, typed, in black ink, double-spaced, formatted in MLA style and according to my manuscript guidelines. The cover page of each final draft will be a signed Certificate of Authorship, certifying that you have submitted your own original work, followed by the final draft, a self evaluation and a works cited page(if necessary). This will all be placed in a portfolio folder on one side while all other process work will be placed in the opposite side pocket.

If, at any time, you are not satisfied with a grade you receive on any of the essays, you will be given the opportunity to revise. All revised essays will be submitted at the end of the semester with the originally graded essay in your final portfolio.

Participation – As mentioned before, this is a discussion-facilitated course; therefore your participation is critical. In order to participate you must first be present, and secondly you must be prepared. This, of course, means having done homework assignments prior to class. Response papers and blog entries will be used as a spring box for class discussions on a weekly basis. You will be graded on your participation in this class, therefore, do not assume that you will receive an ‘A’ in participation just for being present in class.

Journaling – Again, this is a writing course, and as such you will keep a journal where you will write critical thoughts and reflections in response to assigned prompts, on a weekly basis. Each student will maintain an online journal, also known as a BLOG. You will visit my personal blog at www.tashasinspiredmusings.blogspot.com where you will find a prompt for the current week’s journal entry. There you will read the entire prompt and watch any videos or visit any external sites (links) provided. After reading/watching you will return to your blog where you will ENGAGE IN A DISCUSSION about the provided prompt. This discussion should be thoughtful, exploratory and inquisitive. You will be required to bring in a hardcopy of your journal entry to class every Monday (printed directly from your blog so as to show the URL for your blog; it can be in back and white) with any other homework assignments. Journals are graded according to your effort to participate in a CRITICAL conversation or dialogue with the assigned topic. In other words, your grade will be determined by your ability to THINK OUTSIDE THE BOX, or to think critically. I recommend that you become a follower of my blog so that you may receive updates whenever I have posted a new prompt. I also encourage you to leave comments on my blog and interact with other students; current and prior.

Peer Groups - For each essay, time will be allocated for peer review. This is an intricate and critical step to becoming a stronger writer. You will assist your peers by providing sound and critical advice through your written and verbal responses, as your peers will do for you. Peer review days are not an opportunity for you to “skip” class. Failure to be in attendance and to participate in peer review workshops will affect your final essay grade (Please see essay rubrics for details). In addition, you will also be graded on your individual performance as a peer reviewer. This is an important role and your performance is essential.
Formatting:
Unless specified otherwise, all assignments must be typed, double spaced, Times New Roman 12 point and on white paper. In addition please print out the Manuscript Guidelines found on Blackboard and follow them for every essay. These guidelines explain exactly how your papers should be formatted. Use MLA format for all major essays; refer to  The Everyday Writer or  The MLA Handbook for correct standards.

Grading:
You must receive 70 pts (“C”) or higher to pass ENC 1101.

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Resources:
Center for Excellence in Writing – The Center for Excellence in Writing is a free tutoring service that the University provides you with. Please take advantage of this resource at any time during the writing process, whether it be at the beginning with your essay guidelines in hand in order to brainstorm, or when you need to create an outline in order to organize your essay, or with a preliminary draft. At whatever stage you decide to see a tutor, please have your “draft” stamped by your tutor at the CEW and attach a Signature Sheet for them to sign and describe what they helped you with during the session. You will receive extra credit points for each tutoring session you attend.

Please understand that seeing a tutor does NOT mean you have a writing “problem”. Sitting down with a tutor simply allows your paper the opportunity to be seen by a new set of eyes; from a different perspective, so that you can make adjustments according to various readers’ needs and expectations. If you have language difficulties because English is not your first language, you may be required to see a tutor for assistance.

The Writing Lab is located in the Green Library in room 120. The lab provides FREE individual in person tutoring. You must schedule appointments, therefore, make sure you plan ahead of time and not wait until the last minute. I highly recommend you use these free services that are available to you and are at your disposable as much as possible throughout your college experience, whether it be in Undergraduate Studies, or Graduate Studies.

Finally…
These are the rules; every class has them, and they are written to give you an idea of what to expect throughout the semester. You have made the decision to become a college student, and that said I expect you to demonstrate maturity and responsibility in my classroom. I am here to teach you, not to make your life difficult. I can be reasonable, so if you have questions, concerns or ideas you want to share or discuss with me do not hesitate to get in touch with me after class, by email or set up an appointment to meet with me. I want to see you succeed and if you want the same and are willing to put forth maximum effort then you have nothing to worry about.