Heidi S. Hakimi-Hood  
Bea Wood 200  
Office Phone: 940-397-4058  
Class meets TR 5:30-6:50 PM in PY 205  
E-mail: heidi.hood@mwsu.edu  
Office Hours:  
- MW 10:00 AM – 12:00 PM  
- Tuesdays and Thursdays 3:30 PM – 4:30 PM  
- And by appointment  

**English 1113-180: Rhetoric and Composition**  
Fall 2012  

**Texts**  

**Course Goals**  
- Write thesis-based essays that provide strong support and specific details  
- Engage in a writing process that includes invention, drafting, and revision  
- Demonstrate proficient use of Standard Written English  

Additional information about course objectives can be found on the department webpage, [http://libarts.mwsu.edu/english/](http://libarts.mwsu.edu/english/).  

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Assignments</th>
<th>% of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 In-Class Essays (350-word min. each)</td>
<td>5% (ICE 1) + 10% (ICE 2) + 10% (ICE 3) + 15% (ICE 4) = 40%</td>
<td></td>
</tr>
<tr>
<td>4 Formal, Revised Essays (750-word min. each)</td>
<td>5% (FE 1) + 10% (FE 2) + 10% (FE 3) + 15% (FE 4) = 40%</td>
<td></td>
</tr>
<tr>
<td>Memoir Presentation</td>
<td>= 5%</td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td>= 10%</td>
<td></td>
</tr>
<tr>
<td>Participation</td>
<td>= 5%</td>
<td></td>
</tr>
</tbody>
</table>

*See attached log regarding participation requirements, due date, and details*  
Writing assignments should require students to produce approximately 5000 words of **graded** writing and count for at least 80% of the final grade.  

**Other Required Materials**  
1 folder and 4 blue books  

**Final Examination**  
Tuesday, December 11 from 8:00 PM – 10:00 PM (plan your schedule accordingly to the published final exam date)  

**Grading Policies**  
In this class, the following numerical equivalents for **final** grades are used: A = 100-
Note: The MSU Catalog (2012-2014) defines a C grade as “satisfactory work” (74).

**IMPORTANT:** For freshmen or transfer students entering Midwestern in the fall of 2011 or later, a grade of C or higher in ENGL 1113 is a prerequisite for enrolling in ENGL 1123, and a grade of C or higher in 1123 is required for graduation from Midwestern.

### Submission Format and Policy

All essays will be submitted at the beginning of class typed in MLA format with stamped prewriting, peer editing, and all required drafts in a folder containing all previous formal essay assignments as described on each assignment sheet. Failure to submit any of the required materials will result in a 3 point deduction from the assignment’s grade per missing item.

By enrolling in this class, the student expressly grants MSU a “limited right” to all intellectual property created by the student for the purpose of this course. The “limited right” shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality and authenticity, and for educational purposes.

*Note:* You may not submit a paper for a grade in this class that already has been (or will be) submitted for a grade in another course, unless you obtain the explicit written permission of me and the other instructor involved in advance.

### Late Paper/Assignment Policy

If you know that you will be absent on the day a formal, revised essay or quiz is due, make arrangements with me ahead of time to turn in your work early for full credit. For late assignments, defined as work not submitted by the start of class on the designated due date, will be accepted, but they will lose 10% off the final grade. Please be aware that any assignment submitted in class but after the instructor has called for it is late and subject to the 10% penalty. *Additionally, no late work will be accepted more than 48 hours after the original deadline. Late work must be handed directly to the instructor. Do not slide any work under the instructor’s office door or email late work to the instructor.*

Missed quizzes and the memoir presentation may not be made up. Missing work will automatically be assigned a zero.

If a student has an “authorized absence” (see Student Handbook) on the day of an in-class essay, he or she must make arrangements with me in order to complete the in-class essay prior to the authorized absence.

*Note:* if a peer editing is missed for an authorized absence, the student is responsible for contacting the instructor prior to the missed class meeting in order to determine the appropriate course of action for completing and submitting the peer editing no later than the second class meeting following the peer editing’s original due date.

### Plagiarism Policy

Plagiarism is the use of someone else’s thoughts, words, ideas, or lines of argument in your own work without appropriate documentation (a parenthetical citation at the end and a listing in "Works Cited")—whether you use that material in a quotation, paraphrase, or summary. Plagiarism is a theft of intellectual property and will **not be tolerated**, whether intentional or not.
When plagiarism occurs, the following steps will be taken:

1. For the first offence, the student will earn an F for that particular assignment, and he or she will forfeit the privilege of revising the essay. Also, the student and instructor will meet for a special conference to discuss the matter.

2. The second offence will be the final offence in the course. If a student commits plagiarism twice in the same semester, he or she will be dropped from the course, assigned an F for that semester's grade, and will be reported according to the policy outlined in the student handbook.

**Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the Clark Student Center, 397-4140.

**Safe Zones Statement**

The professor considers this classroom to be a place where you will be treated with respect as a human being – regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thought is appreciated and encouraged, provided you can agree to disagree. It is the professor’s expectation that ALL students consider the classroom a safe environment.

**Contacting Your Instructor**

All instructors in the Department have voicemail in their offices and MWSU e-mail addresses. Make sure you add your instructor’s phone number and e-mail address to both email and cell phone lists of contacts.

**Attendance Policy**

My policy is very simple and straightforward: if you have **more than 6 absences excused or not, you fail the class**. Please note, however, that this is not an invitation to miss three full weeks of class—class time will provide the instruction you need to meet the objectives of this course and to learn how to develop as a rhetor and a writer. When you miss class meetings, you miss out on the instruction for which you pay tuition. In the unfortunate event that you accrue 7 or more absences before the last day to withdraw, you have the responsibility of withdrawing from the class. Please don’t feel you have to explain or justify any absences to me; I respect your privacy, but you must accept the consequences. If you miss class, you miss any writing assignment or group work done during that period, and you miss any announcements regarding future assignments. Notify me in advance if you will not be able to make class; you may leave an email message. If you must miss class on a due date for an assignment, email it as an attachment by the start of class. Consider it your responsibility to be here, prepared for class, or you will not do as well as you wish, nor gain as much as you could.

In addition, **every THIRD late arrival will count as ONE absence**. A late arrival will be defined as an arrival after the instructor has taken roll. Students who arrive during roll, or after, must make sure the instructor knows they are present. Also, A missed conference counts as an absence. Additionally, students who come to class
on peer-edit days without hardcopies of their drafts (as specified by the assignment prompt) will be marked absence.

**Other Policies**

**For the Classroom:**
No electronic devices should be turned on or visible during class. Any student seen with such a device out during class will be asked to put it away. Any student who must be asked twice to put the device away or any student whose device has gone off twice during class will be asked to leave and be marked absent. If the instructor sees any device in use during a quiz, in-class essay, or exam, the student’s paper will be picked up and receive zero credit. A student may also have a cell phone on vibrate in an emergency situation, but the instructor must be informed before class, and the student must sit so he or she is able to leave class with minimal disruption.

Any student behaving in a disruptive manner will be asked once to stop the behavior. If the disruption continues, the student will be asked to leave and marked absent for the class. If a student is consistently disruptive in class, he or she will be reported to the Dean of Students and potentially dropped from the course.

**For Planning Ahead:**
The best and easiest way for you to improve in this course is to write drafts. I hope we may visit about your drafts during office hours. I will identify 2-4 “targets” for improvement and will make suggestions about how you should proceed. You may email me your drafts. You are not required to visit with me for draft reviews; however, I do require that you include drafts when you submit your final essays.

Usually (not on weekends) I will get drafts back to you the next day. I am unable to respond to drafts submitted less than 24 hours before the assignment is due.

**For Improvement:**
Revisions for formal essays are also optional. Revisions with substantial improvement in content, style, or organization will be “regraded,” and the new grade will be averaged with the original grade to get the final grade for the assignment. I cannot accept revisions later than two class meetings following the day the first graded versions are returned to students.

**University Writing Labs**
I encourage you to begin drafting papers as early as possible and to take advantage of the MSU Writing Labs located in 224 Bea Wood and RC246 Moffett Library. Writing tutors will not edit your papers for you, but they will provide you with specific suggestions for improving your writing.

**Writing Proficiency Requirement**
All students seeking a Bachelor’s degree from Midwestern State University must satisfy a writing proficiency requirement once they have 1) passed English 1113 and English 1123 and 2) earned 60 hours. You may meet this requirement by passing either the Writing Proficiency Exam or English 2113. Please keep in mind that, once you have earned over 90 hours, you lose the opportunity to take the $25 exam and have no option but to enroll in the three-credit-hour course. If you have any questions about the exam, visit the Writing Proficiency Office website at http://academics.mwsu.edu/wpr, or call 397-4131.

**Daily Schedule of Readings and**
See attached calendar.
Assignments

Additional Note   The syllabus may be modified as the instructor sees fit.
Participation Log Name______________________________

Each class member will be expected to have read the assigned materials and to have kept up to date with regard to pending assignments. I expect students to have questions about material not fully understood. If no one has a question, I will assume everyone understands and can be held responsible for the materials we have covered.

Each time that you respond in class, please note as much on the Participation Log, below, documenting the date and nature of your participation (see sample response for format). To receive the full 5 participation points toward your final grade, you will need to turn in the Participation Log showing 15 responses. A log showing 14 responses will receive 4 points; 13 responses, 3 points, and so on. I read these logs, so you will need to be specific (as below) and realistic in order to earn points. Thank you for your participation.

<table>
<thead>
<tr>
<th>DATE</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 August</td>
<td>I asked about MLA formats for margins and spacing</td>
</tr>
</tbody>
</table>