ENGL 2113                     Composition Skills                     Fall 2012

Section 102 MW 12:00-1:20pm  DB 133          Section 104 TR 9:30-10:50am  DB 336
Instructor: Professor Henson                  Office: Bea Wood 236
Phone: 397-4245                                Office Hours: MW 8:30-11:30; TR 11:00am-1:00pm

E-mail: For this course, please do **not** use my official MSU email address. Instead, use this one: hensonmsu@gmail.com

**Resources:** Class wiki at [http://writingreview.pbworks.com](http://writingreview.pbworks.com)

**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 critical and creative thinking about a timely issue or debatable topic
- Demonstrate proficient use of Standard Edited American English

**Course Requirements**
<table>
<thead>
<tr>
<th>Assignment</th>
<th>% of Grade</th>
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<tbody>
<tr>
<td>8-10 quizzes</td>
<td>20</td>
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<tr>
<td>4 writing assignments</td>
<td>40</td>
</tr>
<tr>
<td>Final Grammar Test</td>
<td>20</td>
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<tr>
<td>Final Essay Exam</td>
<td>20</td>
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**Grading Policies**  This class will use the following grading system for essays: **A 90-100; B 80-89; C 70-79; D 60-69; F 0-60.**

**Final Examinations**  The grammar portion of the final exam will be given on the last day of class; the essay portion will be given on the day of the scheduled final exam, as follows:

**Wednesday, Dec. 12** from 3:30 to 5:30 pm for 2113-102
Tuesday, Dec.11 from 8:00-10:00 am for 2113-104

Attendance Policy

Attendance is required and includes arriving on time, being prepared with the day’s assignments, and participating in class discussions. Excessive absences (more than 3) will lower your grade. If you have more than 6 absences (the equivalent of 3 weeks of class), excused or not, you fail the class. 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. Notify me in advance via email if you will not be able to make class. If you must miss class on a due date for an assignment, email it as an attachment or it will lose points.

Several in-class writings and weekly quizzes are required to complete this course. If you miss one of these sessions, you must contact the instructor before the following class to arrange to make up the work. Do NOT come to class unprepared following an absence! To get credit for a missed quiz, you must arrange to make it up before the scores are returned (usually the following class period).

WITHDRAWAL:

NOTE: MSU policy states that "any student with credit for more than 90 semester hours who enrolls in and subsequently withdraws from or is withdrawn from ENGL 2113 will not be allowed to enroll in any course except ENGL 2113 until the Writing Proficiency Requirement is met.

Additional Information

The English Department’s home page is [http://www.mwsu.edu/english](http://www.mwsu.edu/english).

Formatting and Submitting Assignments

Each writing assignment includes prewriting or brainstorming, outlining, drafting, and revising. For electronic submissions, name files carefully as instructed and save all of your writing in a portfolio. Follow MLA formatting, including these conventions:

- use double-spacing and a size 12 font
- include in the upper left-hand corner your name, course and section number, date, and both the name and version of the assignment (draft, revision)
- for additional pages, include your last name and page number in the upper right-hand corner.

Late papers are not accepted.

Plagiarism Policy

Plagiarism is the use of someone else’s thoughts, words, or ideas in your own work without appropriate documentation (a parenthetical citation at the end of the borrowed material and a listing in "Works Cited")—whether you use that material in a quote, paraphrase, or summary. It is a theft of intellectual
property and **will not be tolerated**, whether intentional or not. Penalties for plagiarized papers, depending on the severity, range from a grade of 0 on the assignment to failing the course.

**Instructor Contact Information**
You can expect me to be available as a resource from which to draw and to obtain feedback. I encourage you to schedule an appointment with me during my office hours to discuss your progress in the class.

**Email guidelines**
I am also very responsive to email questions as long as you follow these guidelines:

- Use your **MSU email account** so that you are identified by name in the email address
- Use **only** the email provided in this syllabus: hensonmsu@gmail.com. I have reserved this gmail account for student use only so that I can more efficiently track your messages
- **Always** include in the subject line the course and section number (Engl 2113-102 or -104)
- Provide all the information necessary for me to provide a complete answer.

What you cannot expect of me is to be available 24/7. While I do check my email and voicemail regularly, including weekends (if I am in town), I do not necessarily check them more than once a day or late in the evenings. Therefore, if you procrastinate on an assignment, you may not have the information you need to complete the assignment appropriately. Please plan your time accordingly to maximize the probability that you will receive a response in time for it to be useful.

**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.

**Students with Disabilities**
**Americans with Disabilities Act (ADA):**
The English Program at Midwestern State University complies with the ADA in making reasonable accommodations for qualified students with disabilities. If you have an established disability as defined in the ADA and would like to request accommodations, please see the instructor as soon as possible.

**Additional Information**
Writing Labs in Bea Wood and Moffett Library will be open for tutoring sessions. Please take advantage of this valuable resource when revising your writing assignments. Information about the labs and how to prepare for a session can be found at the Writing Center website: www.mwsu.edu/writingcenter