Professor Kirsten Lodge
217 Bea Wood Hall, 940-397-4363
Class meets MWF 1-1:50 in DB 342
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Office Hours: MWF 2-4, TR 10-12, and by appointment

Rhetoric and Composition: English 1123, Section 104
Fall 2012

Texts and Website Access Code
- Access Code for MyCompLab (www.mycomplab.com), packaged with *Writing Today* or purchased separately online. Our Course ID is Lodge33466.

Course Goals
- Write thesis-based essays that provide strong support and specific details;
- Analyze and respond critically to texts at a high academic level;
- Write effective position essays, both with and without citation of outside sources;
- Find, evaluate, and synthesize credible sources in support of a research paper;
- Understand writing as a process that includes invention, drafting, and revision;
- Learn to revise with the help of peer and instructor comments;
- Improve all aspects of your writing;
- Demonstrate proficient use of Standard Written English;
- Learn how to avoid plagiarism;
- Document sources responsibly in MLA style.

Further information on course goals is available on the English Department website at libarts.mwsu.edu/english/

Course Requirements
- **Review**: Draft (4%) and Final Essay (8%)
- **Rhetorical Analysis**: Draft (4%) and Final Essay (8%)
- **Commentary**: Draft (4%) and Final Essay (8%)
- **Argument**: Draft (4%) and Final Essay (8%)
- **Research Paper**: Annotated Bibliography (4%), Draft (6%), Final Paper (13%)
- **In-Class Essay** (4%)
- **Assigned Grammar Exercises** (4%)
- **Recommended Grammar Exercises** (4%)
- **Short Writing Exercises and Peer Review Assignments** (5%)
• Participation (4%)
• Final Exam (8%)

Length: Essays, 650 word minimum each
       Research Paper, 1150 word minimum
       One page is approximately 250 words.

Note on Drafts: Please note that the drafts are required and total 22% of your final grade. One of the course objectives is to help students view writing as a process and break the habit of writing a paper the day before it is due. Moreover, research has shown that students’ writing improves significantly more when they revise drafts based on instructor comments than when they receive comments only on the final essay. Your final paper grade is independent of your draft grade. A good grade on a draft means that you wrote a good draft, but you are still expected to revise your draft extensively for the final version of each assignment. Your final paper grade will be based not only on the quality of the paper, but also on how well you responded to my suggestions on revising your draft.

Attendance and Punctuality: You are permitted three unexcused absences. Other absences will be excused on the basis of a note from a doctor, dean, or coach. If it is not possible for you to get a note but you feel your absence is justified, you must inform me of your situation and I will decide whether or not to excuse you. Communication is absolutely essential! If you are absent and do not tell me why, your absence will be counted as unexcused. Repeated lateness may add up to an absence. If you have more than three unexcused absences, your final grade will be lowered by one point for every additional unexcused absence. Excellent attendance, on the other hand, will be rewarded.

Final Examination Tuesday, Dec. 11th, 10:30-12:30. The final exam will be a position essay. The format will be similar to that of the Writing Proficiency Examination.

Grading Policies In this class, the following numerical equivalents for final grades are used:

A (excellent) = 100-90%; B (good) = 89-80%; C (satisfactory) = 79-70%; D (poor) = 69-60%; F (failed) = 59-0%.

IMPORTANT: For freshmen and transfer students entering MSU in fall 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.

The Writing Competency Rubric lays out the standards by which your writing will be evaluated, and you should refer to it frequently.

Assignments and Submission Policies: All assignments and announcements for this course will be posted on www.mycoplal.com, and you must submit all drafts and papers through that website. Check your Assignments, Recommended Resources, and the Calendar regularly. The website allows me to compare your draft and your final paper, and it also does a source check for accidental or deliberate plagiarism. When I have graded your assignment, you will see a message on your homepage that it is ready for you to
Important: When you have submitted your assignment, you will get a message saying that it has been successfully submitted. **If you do not get this message, you must resubmit the work.** If you are unable to submit the assignment for technical reasons, you should call the MyCompLab helpline first. If the issue is not resolved, or if you are not sure whether it has been resolved, you must send me your paper by email immediately to avoid late penalties.

If you are working directly in the online composing space, I recommend that you save your work frequently and copy it into a Word document as well to back it up. Most students find it easiest to write their paper in a Word document and then copy and paste it into the online composing space. If you do this and lose the formatting in your paper, do not worry: I will not count off for it.

On the day after the assignment is due, if I have not received your paper, I will send you an email informing you that I have not received it. If you thought you had submitted it but there was some technical problem, you must resubmit it that day or, if you are still having technical problems, email it to me that day to avoid late penalties. “I did not check my email” will not be accepted as an excuse, and I will accept technical problems as an excuse only once or, at most, twice.

If you do not have access to the Internet and you believe this will prevent you from submitting online assignments, you must speak to me at the beginning of the semester to make alternative arrangements.

By enrolling in this class, you expressly grant MSU a “limited right” in all intellectual property you create for the purpose of this course. The “limited right” shall include but not be limited to the right to reproduce your work in order to verify originality and authenticity, and for educational purposes.

**Late Paper/Assignment Policy**

Late final assignments will be marked down one third of a letter grade per day (i.e., A > A-) unless you have a good reason for lateness and have spoken to me about it. No late drafts will be accepted and you will get a 0 on the assignment, unless you have a good reason for late submission and have spoken to me about it beforehand.

**Plagiarism Policy**

If you plagiarize on any assignments or tests, or engage in any other form of academic dishonesty as defined by the MSU Student Handbook and the Columbia University Academic Dishonesty Policy, you will get an F in the course and disciplinary proceedings will be initiated, as described in the MSU Student Handbook.

*From the Student Handbook:*

**Academic Dishonesty:** Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual’s to whom credit is given). Additional guidelines on procedures in these matters may be found in the Dean of Students office.
a. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.

b. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

c. The term “collusion” means collaboration with another person in preparing work offered for credit of that collaboration is not authorized by the faculty member in charge.”

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. This is known as self-plagiarism, and the penalty is an F in the course and the commencement of disciplinary proceedings. Purported ignorance of this policy will not be accepted as an excuse.

Plagiarism is the most important issue that we will address in this course. I will point out any accidental plagiarism in your drafts, and if you do not fix it on the final paper you will receive a 0 for the assignment. If you make a sincere attempt to fix it but do not change it sufficiently, your grade on the assignment will be lowered one full letter grade.

Students with Disabilities
If you require special accommodations, please contact Disability Support Service, 168 Clark Student Center, 397-4140, at the beginning of the semester so that appropriate arrangements can be made.

Safe Zones Statement
This classroom is a “safe zone” in which all students will be treated and will treat one another equally, regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability.

Contacting Your Instructor
You may contact me by phone or by email. The most effective way to contact me is by email.

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 the Moffett Library Lounge (Thurs. and Sun., 6-9 p.m.) and in 224 Bea Wood Hall (Mon.-Thurs., 9-4). Tutors will not edit your papers for you, but they will provide you with specific suggestions for improving your writing at any level.

Other Policies
Cell Phones: No cell phones should be visible in class at any time! If you try to hide your phone under your desk or behind your bag, don’t think I won’t see it. If I see you use your cell phone during class, you will be marked late or absent without any warning. You may not leave class to use your cell phone except under exceptional circumstances, of which you have informed me beforehand. You may not use your cell phone during the final exam. The same policy applies to iPods and other electronic devices.

Computers: No computers are allowed in class.
**Food and Beverages:** You may bring only bottled water to class, in accordance with the building regulations.

**Full Attention:** Please be alert and do not lay your head down on your desk during class, or I will mark you late or absent without warning.

**Class Dismissal:** Please do not start to pack up your things or leave until I have dismissed the class. If you believe I have gone over the allotted time, please raise your hand and let me know.

**REPEATED AND/OR SERIOUS VIOLATIONS OF ANY OF THESE POLICIES WILL RESULT IN A LOWERED GRADE WITHOUT WARNING, ESPECIALLY IF YOUR GRADE IS BORDERLINE.**

**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.

**Important Dates**
*Note: these dates are subject to change; for an up-to-date schedule and all assignments, see [www.mycomplab.com](http://www.mycomplab.com)*

**Aug.**  
29 MyCompLab registration and demonstration by a Pearson representative  
Meet in Dillard 306 (computer lab)  
Last day to add/drop courses without Dean’s permission

**Sept.**  
3 No class  
14 Draft Review  
19 Review  
28 Draft Rhetorical Analysis

**Oct.**  
3 Rhetorical Analysis  
12 Draft Commentary  
17 Commentary  
22 Last day for “W”  
26 Draft Argument  
31 Argument

**Nov.**  
9 Annotated Bibliography  
16 In-class essay  
21-23 No class  
30 Draft Research Paper

**Dec.**  
7 Research Paper  
11 Final Exam, 10:30-12:30