Professor Kirsten Lodge
217 Bea Wood Hall, 940-397-4363
Class meets MWF 8-8:50 in PY 201
E-mail: kirsten.lodge@mwsu.edu
Office Hours: MWF 1-2, R 9:30-10:30 and by appointment

Rhetoric and Composition: English 1123, Section 101
Fall 2011

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
• Find, evaluate, and synthesize credible sources in support of a research paper
• Document sources responsibly and follow a designated style guide

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

Course Requirements
• Informal Essay: Draft (5%) and Final Essay (10%)
• Analytical/Interpretive Essay: Draft (5%) and Final Essay (10%)
• Position Essay: Draft (5%) and Final Essay (10%)
• Research Paper: Annotated Bibliography (5%), Draft (10%), Final Paper (15%)
• Two Graded In-Class Essays (5% each)
• Exercises: Short grammatical, stylistic, and other writing exercises will also be assigned periodically to the class as a whole and to individuals who need work on specific topics (5%)
• Final Exam (15%)

Length: Essays, 750-word min. each=c. 3.5 pp.
Research Paper, 1500-word min.=c. 7 pp.
In-Class Essays: 350-word min. each=c. 1.5 pp.

Grading of Drafts: Please note that even if you get a good grade on a draft, the final product must reflect thoughtful and extensive revision to receive a good grade. In other words, the final product must be significantly better than the draft.

Attendance and Punctuality: It is essential that you come to class and participate. Absences will be excused on the basis of a note from a doctor, dean, or coach, or for religious holidays, if you inform me in advance. Exceptions may be made under
certain circumstances if you explain your situation to me. It is your responsibility to explain your absence to me; if you do not do so, it will not be excused. Repeated lateness will be counted as an absence. If you have more than three unexcused absences, your final grade will be lowered.

**Writing Journal:** Please purchase a notebook reserved for this class in which you will do in-class exercises and writing and use for notes when preparing your papers. You should also start a “never again” list, where you will record any glaring grammatical and spelling errors I point out to you. I will also keep a list of these errors for each student. If you make the same error in a later assignment, your grade may be lowered.

**Final Examination**

Wednesday, December 7, 8-10 a.m. The final exam will be similar to the Writing Proficiency Examination.

**Grading Policies**

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

- A = 100-90%
- B = 89-80%
- C = 79-70%
- D = 69-60%
- F = 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. Written handouts explaining what is required and expected in each assignment will complement the Writing Competency Rubric.

**Submission Format and Policy**

With the exception of short exercises, all writing assignments listed above must be typed and submitted both electronically on Blackboard and in hard copy to me. If you are absent, you should submit the assignment electronically by 8 a.m. on the morning it is due.

All papers must be submitted in MLA format (see our textbook for details).

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

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 beforehand. No late drafts will be accepted.

**Plagiarism Policy**

*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.”

Submission of a plagiarized paper or cheating will result in an “F” in the course and commencement of disciplinary proceedings.

We will discuss ethical paraphrasing and citation in this course.

**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. Arrangements cannot be applied retroactively.

**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. Diversity of thought is encouraged.

**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.

**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 (Tues., 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**

**Food:** You may bring beverages to class, but please do not eat while class is in session.

**Computers:** You may bring your computer to class to take notes if you wish, but you may access the Internet only with my consent, e.g. to look up something related to our discussion. You may not check email during class.

**Cell Phones:** You may not use your cell phone in class or at the final exam. If you use your cell phone during the final exam, you will get an “F” on the test.
**Attention:** I know this class is very early, but please be alert and do not lay your head down on your desk during class.

**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.

**Email Communication:** The only way I can communicate with you outside of class is through email. You are responsible for checking your MWSU or “preferred” email daily for any assignments, clarifications, reminders, or other communications from me.

**Books:** You must bring your book to class, as we will use it for in-class exercises.

*Repeated or serious violations of course policies may be grounds for lowering your grade.*

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<tr>
<th>Writing Proficiency Requirement</th>
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<tr>
<td>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 <a href="http://academics.mwsu.edu/wpr">http://academics.mwsu.edu/wpr</a>, or call 397-4131.</td>
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**Class Schedule**

This is a basic outline of topics to be covered and assignment due dates. We will also work on grammar points and exercises as needed and discuss individual students’ writing as a class, in groups, and in pairs.

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<tr>
<th>Aug.</th>
<th>22 Introduction</th>
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<tr>
<td></td>
<td>24 In-class writing (not graded)</td>
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<tr>
<td><strong>Reading Assignment:</strong></td>
<td>pp. 2-4</td>
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<tr>
<td><strong>Last day to add/drop classes without the dean’s permission</strong></td>
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**The Informal Essay**

| 26 Choosing and Narrowing a Topic |
| **Reading Assignment:** | pp. 4-6 |
| 29 Purpose and Audience |
| **Reading Assignment:** | pp. 6-9 |
| 31 Invention |
| **Reading Assignment:** | pp. 9-14 |

<table>
<thead>
<tr>
<th>Sept.</th>
<th>2 Thesis</th>
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<tr>
<td><strong>Reading Assignment:</strong></td>
<td>pp. 15-19</td>
</tr>
<tr>
<td>5 No class</td>
<td></td>
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7 Organization  
*Reading Assignment:* pp. 19-25

9 Drafting  
*Reading Assignment:* pp. 25-28

12 Revising and Editing  
*Reading Assignment:* pp. 28-39

14 Commenting on Others’ Writing  
*Reading Assignment:* pp. 39-41

**Writing and Revising Paragraphs**

16 Unity  
*Reading Assignment:* pp. 42-45

19 Coherence  
*Reading Assignment:* pp. 45-51

First Draft of Informal Essay Due

21 Development  
*Reading Assignment:* pp. 52-58

23 Introductions  
*Reading Assignment:* pp. 58-60

26 Conclusions and Standards for Document Design  
*Reading Assignment:* pp. 61-63, 66-69

Informal Essay Due  
28 In-class writing assignment (graded)

**The Analytical/Interpretive Essay**

30 Critical Reading  
*Reading Assignment:* pp. 78-85

Oct.  
3 Analysis  
*Reading Assignment:* pp. 85-88

First Draft of Analytical/Interpretive Essay Due

5 Responding to Texts  
*Reading Assignment:* pp. 94-103

**The Position Essay**

7 Argument  
*Reading Assignment:* pp. 103-6

10 Logic and Appeals  
*Reading Assignment:* pp. 107-12

Analytical/Interpretive Essay Due

12 Logical Fallacies  
*Reading Assignment:* pp. 113-16

14 Sample Argument  
*Reading Assignment:* pp. 117-20

17 In-class writing assignment (graded)

First Draft of Position Essay Due

Last Day for “W”
Style

19 Emphasis  
*Reading Assignment*: pp. 148-53
21 Coordination  
*Reading Assignment*: pp. 153-56
24 Subordination  
*Reading Assignment*: pp. 156-59
*Position Essay Due*
26 Parallelism  
*Reading Assignment*: pp. 159-62
28 Variety and Details  
*Reading Assignment*: pp. 163-67
31 Appropriate Language  
*Reading Assignment*: pp. 167-75

Nov.
2 Precision  
*Reading Assignment*: pp. 175-84
4 Completeness  
*Reading Assignment*: pp. 184-86
7 Conciseness  
*Reading Assignment*: pp. 186-92

The Research Paper

9 Planning  
*Reading Assignment*: pp. 374-77
11 Sources and Bibliography  
*Reading Assignment*: pp. 377-82
14 Finding Sources  
*Reading Assignment*: pp. 382-99
16 Evaluating Sources  
*Reading Assignment*: pp. 399-410
18 Using Databases: Library Visit  
21 Synthesizing Sources  
*Reading Assignment*: pp. 410-13
*Annotated bibliography due*
23, 25 No class
28 Gathering Information and Using Sources  
*Reading Assignment*: pp. 413-24
30 Plagiarism and Documenting Sources
*First Draft of Research Paper Due*
*Reading Assignment*: pp. 424-33

Dec.
2 Writing  
*Reading Assignment*: pp. 433-36
5 Research Paper Due
7 Final Exam