

Eastern Illinois University

The Keep

Fall 2023

Fall 8-15-2023

ENG 1001G-017 College Composition I Critical Reading and Source-Based Writing

Shelly Spear

Eastern Illinois University

Follow this and additional works at: https://thekeep.eiu.edu/english_syllabi_fall2023

Recommended Citation

Spear, Shelly, "ENG 1001G-017 College Composition I Critical Reading and Source-Based Writing" (2023). *Fall 2023*. 20.

https://thekeep.eiu.edu/english_syllabi_fall2023/20

This Article is brought to you for free and open access by The Keep. It has been accepted for inclusion in Fall 2023 by an authorized administrator of The Keep. For more information, please contact tabruns@eiu.edu.

English 1001-017: College Composition I: Critical Reading and Source-Based Writing

Fall 2023 | 3 Credit Hours

Course Meeting Times: MWF 1:00-1:50 PM

Course Meeting Locations

Coleman Hall 3210 (Computer Lab): After Week 1, this is where we will typically meet unless otherwise specified by me via the schedule below, email, D2L Announcement, and/or signage on classroom doors.

Coleman Hall 3140 (Traditional Classroom)

Instructor: Shelly Spear (she/her); rlspear@eiu.edu

Instructor's Office Location: Coleman Hall 3745

Instructor's Office Hours:

Mondays: 10:00-10:50 AM and 12:00-12:50 PM

Wednesdays: 10:00-10:50 AM and 12:00-12:50 PM

Fridays: 12:00-12:50 PM

Required Textbooks and Other Resources for this Course

Course Textbooks Available at Textbook Rental Services (TRS)

<i>Book Titles</i>	<i>Initialisms on Schedule</i>
• <i>Let's Talk . . . with Readings</i> by Lunsford and Brody	LTR
• <i>Easy Writer</i> (8 th ed.) by Lunsford	LSH
• <i>They Say I Say with Readings</i> (5 th ed.) by Graff, Birkenstein, and Durst (Graff et al.)	TSIS
• <i>Reading Critically Writing Well</i> (13 th ed.) by Axelrod, Cooper, and Carillo (Axelrod et al.)	RCW

Other Texts/Readings

- D2L– Some handouts/readings will be made available to you in D2L
- TBA–Some readings have yet to be determined, but I will make the specific reading assignments available to you in a timely manner.

COURSE DESCRIPTION

College Composition I focuses on informative, analytical, evaluative, and persuasive writing and introduces students to college-level research. Students will develop sound writing processes, produce cogent writing, strengthen analytical reading skills, and work with sources.

CONTACTING YOUR INSTRUCTOR

I am also available throughout the semester during my scheduled office hours, listed above. I am also willing, **if possible and upon request**, to meet with you during these office hours via Teams or Zoom.

I am also readily available to help with any course-related questions or concerns that may arise this semester via email during business hours (9AM-5PM, Monday-Friday) either via the D2L email interface or Panthermail (rlspear@eiu.edu).

If you abide by the email etiquette established in the example email in the D2L Module titled "Academic Email Etiquette," I will provide timely responses to your emails (within 24-48 hours during normal business hours).

COURSE LEARNING OBJECTIVES

Students will demonstrate the ability to:

- Develop effective writing processes for producing documents
- Produce informative, analytical, evaluative, and persuasive prose
- Implement reading processes to evaluate sources
- Adapt written texts to suit the text's purpose, audience, genre, rhetorical situation, and discourse community
- Recognize how to transfer their writing processes, understanding of rhetorical principles, and genre awareness to other writing situations
- Find appropriate sources through secondary research, including the use of academic databases
- Integrate sources ethically and appropriately using at least one recognized citation style
- Use effective language and delivery skills through speaking opportunities
- Present work in edited American English

COURSE CONTENT OVERVIEW

BUT FIRST . . . A NOTE DESCRIBING THE EXPECTATIONS OF COLLEGE-LEVEL ACADEMIC WORK:

The general guidelines for and expectations of learners enrolled in any college course valued at three (3) credits are that learners should spend *at least* two (2) hours outside of class working on course assignments for each hour spent in class; this equates to a *minimum* of five hours of work outside the ENG 1001 classroom.

50-minute class meetings * 3 class meetings/a week =150 minutes (2.5 hours of class)

2.5 hours of in-classwork * 2 hours of work outside of class=5 hours

Total time expectation of work for ENG 1001 (and all other three-credit-hour classes)=**7.5 hours**

If one is taking five classes valued at three credits in a single semester, they are spending *still slightly fewer hours* than a full-time job *if* one only devotes the minimum expected time both inside and outside of their classrooms/labs/clinical environments to earning their degree.

1. MAJOR WRITING PROJECTS (%)

- You will complete **six major writing projects** of various genres in composition and sometimes in diverse media for this course.
- You will conference with me over a number of your major writing project essays. I typically provide a sign-up sheet for conferences a week ahead of conference days to offer you ample time to sign up for a convenient time.
- At the end of the semester, for your final major writing project, you will complete a reflective portfolio and memo that demonstrate how you have integrated the course objectives into your own composition practices.
- You must submit major writing project essays in designated Dropbox folders in *D2L* *before* the class meeting on which they are due. I rarely request hard copies of final MWP submissions, but I will give you advance notice if you should, in addition to submitting the essay in D2L, bring a hard copy (a printed copy) of an essay to submit in class.
- Always check your Turnitin Similarity Report (you will have one opportunity to check this report, make changes, and submit a major writing project a second time with corrections).
- If you have not submitted a project essay in *D2L* on its due date *before* you arrive in class, the assignment will be considered late.

Additional Note: It is *very* unusual and *extremely* rare for any learner to pass this course if they have not submitted **ALL SIX** of the major writing projects assigned in this class. For that reason, it is a policy in this course that you submit all of the major writing projects to pass the course, regardless of your final grade in ENG 1001 (if a severe emergency prevents you from doing so, proper documentation of the emergency will be required, which will be addressed on a case-by-case basis).

2. PROCESS JOURNAL MEMOS (10%)

- You will complete a series of graded Process Journal Memos, as assigned throughout this semester
- Provided prompts, crafted to scaffold the writing process as you work through course materials and major writing project tasks, will guide your Process Journal Memo responses.
- Though these Process Journal Memos allow you to pre-write, brainstorm, and complete other writing tasks in an informal space, you should always format these responses as memos and read closely each memo's content guidelines (the writing task of the memo, the length of the memo, the memo due date, memo submission instructions, etc.).

Note: Though I won't be grading for surface errors (grammar, for instance), do follow instructions for each journal memo. A memo that does not follow its outlined requirements risks losing half or all points for the assignment. If you are instructed to write a full page, for instance, but you only submit half a page of writing, you risk losing all 10 points for that Process Journal Memo.

3. PARTICIPATION (15%)

A participation grade can (and often does) determine whether or not a learner's grade, if it is on the line, is elevated to the next grade letter. Moreover, a poor or failing participation grade (earning less than a 60% in this grade category) often results in a learner not passing ENG 1001 (a lack of participation naturally negatively impacts grades earned in other areas of the course and demonstrates a general lack of integrated engagement in the coursework).

Concretely, the participation grade for this course encompasses all of the following:

- in-class activities assigned throughout the semester
- readings assigned to be completed outside of class *before* designated class meetings
- written/composed homework assigned to be completed outside of class (designated as participation homework)

- work assigned in D2L that is additional to in-class work and assigned homework (D2L work includes but is not limited to brief quizzes, discussion forum posts, viewing links relevant to work we are completing in class)

All participation items will range in point value TBD dependent on the assignment/task.

Thus, participation is also graded based on your ability to participate in the list of actions below consistently and observably:

- Attend class
- Arrive in class, on time, having already read assigned texts and/or completed assigned homework
- Be prepared for pop quizzes covering course content
- Be prepared to complete short in-class writing assignments
- Contribute meaningfully to in-class group work
- Engage thoughtfully in class discussions
- Prepare and give casual and formal presentations in class
- Learn how to use new software, technology, applications, etc. as needed
- Ensure that you are using technology in class (laptops, cell phones, etc.) **only to work on class-related materials**
- Write all correspondence for this course (emails, text messages, memos, etc.) in a professional manner
- Be respectful of your peers and your instructor—we are all learning together and will do so courteously

ACADEMIC INTEGRITY

"Students [learners] are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct <https://www.eiu.edu/deanofstudents/conductcode.php>. Violations will be reported to the Dean of Students. <https://www.eiu.edu/deanofstudents/>"

(Dean of Students' statement regarding academic integrity)

Remember that kindness, courtesy, respect, and critical thinking are essential for successful discussions in any class; additionally, be mindful of your tone and how your words might be read by your audience (your peers and me). **Bottom Line**—if I notice any individual acting in any way that deviates from appropriate academic conduct and integrity, I will ask them to leave the classroom immediately and I will ensure that the individual encounters the consequences of those actions via the Office of Student Standards.

ARTIFICIAL INTELLIGENCE STATEMENT

Statement forthcoming.

ATTENDANCE POLICY & ABSENCES

Because your participation grade will reveal how well you are attending (or not attending) class, I do not technically “grade” your attendance in class; in other words, you do not automatically gain or lose five points because of your presence or absence in class, for instance. However, I do take attendance during each class period and keep a record of attendance for the term.

However, keep in mind that 0’s on participation assignments will quickly add up; moreover, missing several classes will very likely result in your inability to complete major writing projects, especially those that are group writing projects. Remember, in order to pass this course, you must complete and submit every major writing project.

If you have an excused absence, accommodations for instruction and make-up work will be made for students with documented medical absences in accordance with IGP #43, but it is your responsibility to contact me and to provide the proper documentation of your absence for me (see Late Work Policies Overview Below for more information concerning excused absences, make-up work, and late work).

If I notice that you are having difficulty submitting course work, that you are not engaging in the course, and/or that you are having difficulty attending class, I will contact the Early Alert System and other relevant parties to determine the best course of action for you. This report will result in someone contacting you to provide necessary support to help you get back on track in this course (most often, this is your RA).

ABSENCES WHEN AN ASSIGNMENT IS DUE

For emphatic clarification, if you are absent on a class day on which an assignment is due, in D2L and/or in hard copy (such as a rough draft of an assignment for peer review), you will not receive credit for that assignment. In other words, if you miss class but submit an assignment in D2L that is due on that same class day, the assignment will earn a 0.

The reason for this policy is that this class does benefit from online assignment submission (which is wonderful because it can be more convenient, it saves paper, and it allows learners to submit work without the requirement of access to a printer on a regular basis), **but this course is not an online course.** If we did not use D2L for assignment submissions, all learners would submit work in class; thus, a learner not present for class in such circumstances would not be able to submit their work. To maintain the integrity of this face-to-face class, then, all learners should be present when an assignment is due in order to receive any credit for that assignment (from participation assignments to MWP’s).

CURRENT COVID-19 PRACTICES & EXPECTATIONS ON EIU’S CAMPUS

“Masking remains optional in most campus settings unless you have tested positive for COVID or been exposed to COVID per CDC guidelines. Masking remains mandatory in EIU’s Medical Clinic.

Offices, Office Hours, & Learning Spaces: Faculty and other employees may request and expect masks to be worn in their assigned personal office spaces, as well as labs, studios, or other learning environments where 6 feet physical distancing for the instructor or employee may be impractical. When appropriate, faculty and staff may also choose to meet in a conference room or other available space that is more physically distanced than an individual office, if appropriate. Employees should work with their supervisor, as needed.

As a mask-optional campus, the facial covering decisions and practices of all members of the campus community will be respected.” (<https://www.eiu.edu/covid/>)

If you are ill you should consult the student health clinic as soon as possible, and, if you might be contagious (with any illness), I ask that you do not come to class. **In these instances, contact me via email as soon as possible and let me know that you are ill and will be seeking the proper documentation for your absence** (which will allow you to make up any missed work for that class period).

LATE WORK POLICIES OVERVIEW

I do not accept late work. If you are absent without an acceptable university-sanctioned excuse and without contacting me, you will earn 0's for all work that you miss. This policy also applies to late Major Writing Projects: these projects will earn a 0 after the due date and time have passed. This means, for instance, that if an assignment is due at the beginning of class on a Monday at 1:00 PM, the assignment will automatically earn a 0 if submitted at or after 1:01 PM (again, this applies to all assignments *and* major writing projects).

For emphasis: Without documentation of a university-approved absence, a learner's absence will result in a 0 for any work completed in class, for any participation grades that are assigned during their absence, and for any major writing project that is due on the day of their absence.

Accommodations for instruction and make-up work will be made for students with documented medical absences according to IGP #43: <https://castle.eiu.edu/auditing/043.php>.

If a learner is ill and has a documented university-approved absence, it is their responsibility to contact me and let me know how they will submit their work.

If a learner has a university-excused absence (with the proper documentation/verification) for something like a Student Organization or an athletic event, **that learner is still responsible for submitting work on time.**

Moreover, any learner with a documented university-approved absence is responsible for contacting me to let me know how they will reasonably make up any missing in-class work.

When you will miss class for a university-excused event, you are responsible before the absence to let me know you will not be present. If I do not receive an email from you or any form of communication from you about an alternate plan to submit work and make up work, I will assume you have decided to forego the points for the assignments you miss during your university-excused absence (including points for Major Writing Projects).

If you are a learner who already knows that you will have regularly scheduled university-excused absences, you are responsible for providing an appropriate letter to me and/or a schedule for your events for the semester and a personal plan for communicating with me about your absence in advance and detailing your plan submit work on time (and make-up work that you might miss).

Extra Credit and Free Passes

I do not provide opportunities for extra credit. Occasionally, if several learners are absent, I will reward those present with a generous participation grade.

Also occasionally, I offer a Free Pass to learners (e.g., for *exceedingly* well-done work, for examples of effective or ineffective rhetoric you might find “in the wild,” for illustrations of integrity, for a professional email or conversation about any errors I have made in course content). A Free Pass allows you to be exempted from ONE participation assignment/participation grade. The participation assignment cannot be

a collaborative assignment (peer reviews and other group work) or a major project process assignment (topic proposal memos, rough drafts, etc.). If you are ever unclear about whether you can use an earned Free Pass on a specific assignment, ask me. The award of a Free Pass to any learner is always up to my discretion.

A NOTE ON D2L IN THIS COURSE

We will use D2L regularly as a hub for information and communication, a place where you can access the weekly detailed schedule (and any changes to that schedule), a location for assignment submissions, and much more.

Resultingly, if you are not yet familiar with D2L, I encourage you to set aside time this week to get to know this software. You should also plan to check in on our course page in D2L regularly throughout the week for the duration of the semester.

Below are the suggested notifications you might enable for this course (most provide the option for email notifications, some for SMS text message notifications). Many learners find these notifications helpful reminders of assignment due dates for the course. Other settings ensure that you are notified of and are able to view feedback for essays once they are graded.

Suggested D2L Notification Settings to Update for ENG 1001

Dropbox: 1) assignment feedback released; 2) assignment feedback updated; 3) Dropbox folder due date or end date is 2 days away

Grades: 1) grade item released, 2) grade item updated

News: 1) new News item available, 2) News item updated

Do not rely on your phone to access D2L—you will miss important notifications and other significant information.

TECHNOLOGY NEEDS

Because this is a writing-intensive course with a heavy focus on various genres in composition, academic research, and sometimes working in diverse media, there are technology needs to consider for the course. Without access to these, it will be very difficult to pass the course:

- 1) You will need easy and consistent access to a computer or laptop that has a reliable internet connection (among many other things, this will allow you to access D2L regularly, to work on assignments outside of class, to more fully access word processing software, and submit assignments online).
- 2) You will need Microsoft 365—you have access to this software via your Panthermail account.
- 3) Software to open and view PDF's (Adobe, Preview, etc.).
- 4) Your EIU email address/Net ID and password
- 5) One location in which to save all your files for this course. EIU offers OneDrive, which is an excellent place to keep your course-related files. Dropbox is another convenient app for storing documents if you prefer a location other than OneDrive.
- 6) Other technology needs beyond the aforementioned may arise.

THE FOLLOWING RESOURCES ON CAMPUS MAY HELP YOU TO MEET TECHNOLOGICAL NEEDS:

- ◆ If you have headphones, you can go to Gregg Triad and use the computers there; terminals may also be reserved on a regular basis (please let me know if you are interested in this arrangement)
- ◆ You can use the computer labs available in Booth Library.
- ◆ The Center for Student Innovation (CSI) (located in Booth Library) also provides technology rentals and may be able to help you meet the technology requirements for this course

COURSE GRADING POLICY & POINT SUMMARIES FOR COURSEWORK

Major Writing Project 1: Process Analysis & Reflective Memo Essay (3)	5%
Major Writing Project 2: Career Profile Paper (4)	10%
Major Writing Project 3: Compare and Contrast Essay (4-5)	15%
Major Writing Project 4: I-Search Topic Proposal Memo & Annotated Bibliography (2-3)	15%
Major Writing Project 5: I-Search Research Prelude Essay and Presentation (5-6)	20%
Major Writing Project 6: Reflective Writing Portfolio & Reflective Memo (2)	10%
Process Journal Memos	10%
Participation Grade	15%

GRADING SCALE:	
A	90-100
B	80-89
C	70-79
NC	0-69

Total 100%

A passing grade for English 1001 is a C or higher. If you receive a grade lower than a C, you will receive a No-Credit (NC) for the course. While NC does not affect your GPA, you will have to retake this course if you fail to earn a C or higher in our section of ENG 1001.

REVISION POLICY

I strongly encourage you to revise any major writing project essays if you are unsatisfied with the grade you earn on the final draft of an essay. **After you have received your final grade for a major writing project essay**, you will have a week to submit revisions of said essay to me. I will expect **deep revision** (more than just editing surface issues). I will also require a revision memo (one full page of single-spaced writing, 12-point Times New Roman font) in which you discuss the changes you made in your essay (I will talk further about the details of each revision memo as the semester progresses).

If you submit a deeply and meticulously revised essay within a week of receiving it, and if you include all documentation I request alongside this revision, there is a possibility that you might earn a higher grade on the essay which will replace your original grade.

ACADEMIC INTEGRITY AND PLAGIARISM

The EIU Code of Conduct (<https://www.eiu.edu/judicial/studentconductcode.php>) defines plagiarism as follows:

“the use, without adequate attribution, of another person's words or thoughts as if they were ones' own, failing to cite outside sources used in completion of the work, improperly citing sources, and submitting work that was previously completed for another class without prior approval from the instructor”

Moreover, the English Department clearly defines plagiarism and the consequences of plagiarizing:

“Any teacher who discovers an act of plagiarism—'The appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation of them as one's own original work' (Random House Dictionary of the English Language)—has the right and responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignments of a grade of F for the assigned essay and a grade of F for the course, and to report the incident to the Office of Student Standards. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.”

In other words, plagiarism (**even unintentional plagiarism**) is a serious offense that will be met with serious consequences. There will be class assignments geared toward guiding you in the best practices for quoting, citing, and interacting with sources in your work; additionally, there will be exercises and opportunities for you to work with sources appropriately.

Keep in mind that plagiarism does include actions such as **neglecting to give proper attribution to a source** and **plagiaphrasing (presenting a source's words as your own paraphrase, even when you give proper attribution to an author)**. If you are not sure how to work with a source, I can be reached via email and during office hours to discuss how to properly and ethically use sources in college writing.

A plagiarized paper (**either intentional or unintentional**) in this course risks earning a 0 for the writing project and may result in your failure of this course (No Credit). **I report all incidents of plagiarism to the Office of Student Standards.**

ELECTRONIC WRITING PORTFOLIO (EWP): (Fall 23 submissions due on 12-16-23)

You may submit an assignment from English 1001 that meets the general requirements for an EWP submission (it is 750+ words, it is written solely by you, and it is a cohesive essay). **Should you decide to submit an assignment from this course to your EWP, please speak to me before you do so.** If you have further questions about the EWP, the following website contains detailed information about the portfolio: <https://www.eiu.edu/assess/ewpmain.php>

THE WRITING CENTER

Students who would like one-on-one assistance with writing assignments from this or any other course may go to the Writing Center. The Writing Center works with students from all disciplines, majors, and academic backgrounds at any stage of the writing process. The Writing Center offers weekday in-person appointments and evening online appointments. You can schedule an appointment at www.eiu.edu/writing or at Coleman Hall, Room 3110.

COLEMAN HALL RESTROOMS

There is an all-gender restroom on the 2nd floor of Coleman Hall, directly under the main English Dept. office. This bathroom was only recently designated all gender, so it does not yet appear on the map of gender-inclusive restrooms at EIU (<https://www.eiu.edu/lgbtqa/all-gender-restrooms.php>). This restroom has a lockable door and two stalls. Gendered restrooms are located on every floor in Coleman Hall.

IMPORTANT ADD/DROP/WITHDRAW DEADLINES

- Aug. 25: Last day to add a class
- Sept. 1: Last day to drop a course with no grade
- Sept. 1: Last day to withdraw from all classes with full tuition and fees refund
- Sept. 18: Last day to withdraw from all classes with 50% tuition and fees refund
- Nov. 3: Last day to withdraw from a full term course or the university

Learners with questions about these deadlines should contact the Registrar [(217) 581-3511, (217) 581-3831, records@eiu.edu].

STUDENTS WITH DISABILITIES

If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Accessibility and Accommodations (formerly known as the Office of Student Disability Services). All accommodations must be approved through Office of Accessibility and Accommodations. Please stop by McAfee Gym, Room 1272, or call 217- 581-6583 to make an appointment.

THE STUDENT SUCCESS CENTER

Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (<https://www.eiu.edu/success/>) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to McAfee Gym, Room 1336.

STUDENT WELL-BEING

EIU is committed to supporting and advancing the mental health and well-being of our students. Students may experience stressors that can impact both their academic experience and their personal mental health and well-being. These may include academic pressure and challenges associated with relationships, anxiety, depression, alcohol or other drugs, identities, and finances.

If you are experiencing concerns, seeking help is a courageous thing to do for yourself and those who care about you. Below is a list of available campus resources to assist with student well-being:

- **EIU Counseling Clinic:** Human Services Building, 1st floor; 217-581-3413; for after- hours urgent support, call 1-866-567-2400. The Counseling Clinic offers individual and group counseling, emergency services, and resources.
- **Online Mental Health Screening:** online, private screening tool for depression, anxiety, eating disorders, and alcohol and substance misuse.
- **EIU Health Clinic:** Human Services Building, 1st floor; 217-581-3013. The Health Clinic services include lab work, pharmacy, and women's health and men's health programs.
- **Health Education Resource Center (HERC):** 2201 Blair Hall; 217-581-7786. The HERC offers health programming in the areas of alcohol, tobacco and other drug prevention and education, flu and cold

prevention and education, nutritional analysis and education, and sexual health education, in addition to other health-related topics.

- [Center for Gender and Sexual Diversity](#) (GSD): Stevenson Hall, lower level; 217-581- 7117. The GSD Center provides services such as the Trans*formation Station, a large library full of books and movies, year-round programming, and a comprehensive Safe Zone Training program.
- [EIU Campus Food Pantry](#): 1347 McAfee. The EIU Campus Food Pantry is a means to support students and the campus community by alleviating barriers to consistent, adequate, and healthful food. Anyone with a Panther Card can visit the pantry two times per month.
- [Student Legal Service](#): MLK Jr University Union Room 2420; 217-581-6054. Student Legal Service can assist with off-campus housing issues, traffic violations, misdemeanor criminal offenses, municipal ordinance violations, and expungement.
- [Financial Aid and Scholarships](#): Student Services Building East Wing; 217-581-6405, Fax: 217-581-6422, finaid@eiu.edu. The Office of Financial Aid and Scholarships provides information and guidance to secure the necessary financial resources to meet educational goals and financial obligations to the university.

SYLLABUS ADJUSTMENT DISCLAIMER

I reserve the right to make changes to the syllabus policies, assignments, and schedule if I see fit to do so at any point in the semester. In other words, all portions of this syllabus are tentative and subject to change at any point in the semester.

ENGLISH 1001 TENTATIVE FALL 2023 SCHEDULE

SCHEDULE GLOSSARY

MWP: Major Writing Project

Example: Submit MWP 1 in D2L by 12:59 PM on Friday, September 29th.

TPM: Topic Proposal Memo

Example: Submit Process Journal Memo 4 (The Major Writing Project 2 TPM, by _____ on _____ in D2L.)

D2L: D2L Brightspace, our Online Learning Management System.

D2L is our online class hub: there you will see **modules** containing information for each major writing project, modules containing the detailed schedule, assignments, and Dropbox folders for each week (where you will submit much of your work for this course), and other resources to support your work in this course.

Module: A **module** simply refers to a container of information in D2L.

Example: If I note that you refer to the **module for Week 1**, I mean that you should log in to D2L, click on the Content tab, and then click on “Week 1” (modules are typically listed in order on the left-hand side of your web browser or at the top of your web browser depending on your tech and your browser of choice)

WEEK 1 August 21st-25th

Monday, August 21st: Introductions; Syllabus Part 1

Wednesday, August 23rd: Building Our Learning Community; Syllabus Part 2

Friday, August 25th: Building Our Learning Community Cont’d; Syllabus Part 3

WEEK 2 August 28th-September 1st

Monday, August 28th

- Pressfield, Selections from *NOWTRY*s
- Memo Writing Tutorial

Process Journal Memo 1 Assigned

Wednesday, August 30th

- Pressfield, *NOWTRY*’s Reading
- Memo Writing Continued

PROCESS JOURNAL MEMO 1 DUE: Submit in D2L Before Class Today (by 12:59 PM on Wed, August 30th)

Friday, September 1st

- Introduction to Major Writing Project 1 (MWP 1): Process Analysis & Reflective Memo Essay
- Before class today, read Chapter 1 in LTR, “Listening” 4-11

Process Journal Memo 2 Assigned

WEEK 3 September 4th-8th

Monday, September 4th: **NO CLASS on Monday, September 4th in Observance of Labor Day**

Wednesday, September 6th

- Rhetorical Situation Continued
- Before class today, read Chapter 2 in LTR, "Thinking Rhetorically" 12-28
- Before class today, read Selections from the Purdue OWL (These Readings Will Be Located in Week 3)

PROCESS JOURNAL MEMO 2 DUE: Submit in D2L Before Class Today (by 12:59 PM on Wed, September 6th)

Friday, September 8th

- Rhetorical Situation Continued
- Before class today, review Chapter 2 in LTR, "Thinking Rhetorically" 12-28
- Before class today, review Selections from the Purdue OWL (These Readings Will Be Located in Week 3)

WEEK 4 September 11th-15th

Monday, September 11th

- Integrity, Plagiarism, and Academic Integrity
- Purdue OWL Readings (Will Be Located in Week 4)
- TSIS Readings TBA

Process Journal Memo 3 Assigned

Wednesday, September 13th

- Integrity, Plagiarism, and Academic Integrity: Summarizing a Source
- Purdue OWL Readings (These Readings Will Be Located in Week 4)
- TSIS Readings TBA

PROCESS JOURNAL MEMO 3 DUE: Submit in D2L Before Class Today (by 12:59 PM on Wed, August 30th)

Friday, September 15th

- Integrity, Plagiarism, and Academic Integrity: Quoting from a Source
- Purdue OWL Readings (Will Be Located in Week 4)
- TSIS Readings TBA

WEEK 5 September 18th-22nd

Monday, September 18th

- Integrity, Plagiarism, and Academic Integrity: Paraphrasing, *not Plagiaphrasing*, Source Materials
- Purdue OWL Readings (Will Be Located in Week 5)
- TSIS Readings TBA

Source Integration Worksheet Assigned

Wednesday, September 20th

- Integrity, Plagiarism, and Academic Integrity: Source Integration Worksheet

Source Integration Worksheet Should be Completed Before Class Begins Today (Turn in the hard copy of your completed worksheet before you leave the classroom today)

Friday, September 22nd

- MWP 1 Conferences from Thursday, September 21st-Wednesday, September 26th (NO CLASS Meeting on Friday, September 22nd or on Monday, September 25th: MEET Shelly Spear IN COLEMAN 3745 FOR YOUR INDIVIDUAL CONFERENCE OVER MWP 1)

WEEK 6 September 25th-29th

Monday, September 25th

- MWP 1 Conferences over MWP 1 from Thursday, September 21st-Wednesday, September 26th (NO CLASS Meeting on Friday, September 22nd or on Monday, September 25th: MEET Shelly Spear IN COLEMAN 3745 FOR YOUR INDIVIDUAL CONFERENCE OVER MWP 1)

Wednesday, September 27th

- MWP 1 Comp Day

Friday, September 29th

- Introduction to Major Writing Project 2 (MWP 2) Career Profile Paper

MAJOR WRITING PROJECT 1 (MWP 1) DUE: Submit in D2L Before Class Today (by 12:59 PM on Friday, September 29th)

WEEK 7 October 2nd-6th

Monday, October 2nd

- MWP 2 Work: Planning for a Productive Interview with Your Audience (Interviewee) in Mind

Process Journal Memo Assigned

Wednesday, October 4th

- MWP 2 Work: Integrating Research into Profile Paper

Process Journal Memo Due

Friday, October 6th

- MWP 2 Workshopping the Career Profile Paper Part 1

Process Journal Memo Assigned

WEEK 8 MID-TERM EXAM WEEK October 9th-13th

Monday, October 9th

- MWP 2 Workshopping the Career Profile Paper Part 2

Process Journal Memo Due

Wednesday, October 11th

- MWP 2 Conferences from Tuesday, October 10th-Thursday, October 12th (NO CLASS Meeting on Wednesday, October 11th or on Friday, October 13th: MEET Shelly Spear IN COLEMAN 3745 FOR YOUR INDIVIDUAL CONFERENCE OVER MWP 2)

Friday, October 13th

- MWP 2 Conferences from Tuesday, October 10th-Thursday, October 12th (NO CLASS Meeting on Wednesday, October 11th or on Friday, October 13th: MEET Shelly Spear IN COLEMAN 3745 FOR YOUR INDIVIDUAL CONFERENCE OVER MWP 2)

WEEK 9 October 16th-20th

Monday, October 16th

- MWP 2 Comp Day

Wednesday, October 18th

- MWP 2 Peer Review

Friday, October 20th : NO CLASS for FALL BREAK on Friday, October 20th

WEEK 10 October 23rd-27th

Monday, October 23rd

- Introduction to Major Writing Project 3 (MWP 3): News Media Bias Compare and Contrast Essay

MAJOR WRITING PROJECT 2 (MWP 2) DUE: Submit in D2L Before Class Today (by 12:59 PM on Monday, October 23rd)

Wednesday, October 25th

- MWP 3 Workshop Part 1

Friday, October 27th

- MWP 3 Workshop Part 2

WEEK 11 October 30th-November 3rd

Monday, October 30th

- MWP 3 Comp Day

Wednesday, November 1st

- MWP 3 Workshop Part 3

Friday, November 3rd

- MWP 3 Workshop Part 4

WEEK 12 November 6th-10th

Monday, November 6th

- MWP 3 Conferences from Monday, November 6th-Thursday, November 9th (NO CLASS Meeting on Monday, November 6th or on Wednesday, November 8th: MEET Shelly Spear IN COLEMAN 3745 FOR YOUR INDIVIDUAL CONFERENCE OVER MWP 3)

Wednesday, November 8th

- MWP 3 Conferences from Monday, November 6th-Thursday, November 9th (NO CLASS Meeting on Monday, November 6th or on Wednesday, November 8th: MEET Shelly Spear IN COLEMAN 3745 FOR YOUR INDIVIDUAL CONFERENCE OVER MWP 3)

Friday, November 10th

- MWP 3 Peer Review

WEEK 13 November 13th-17th

Monday, November 13th

- Introduction to Major Writing Project 4 (MWP 4)

MAJOR WRITING PROJECT 3 (MWP 3) DUE: Submit in D2L Before Class Today (by 12:59 PM on Monday, November 13th)

Wednesday, November 15th:

- MWP 4 Materials
-

Process Journal Memo Assigned

Friday, November 17th

- MWP 4 Work

PROCESS JOURNAL MEMO DUE: Submit in D2L Before Class Today (by 12:59 PM on Fri, November 17th)

=

WEEK 14 THANKSGIVING BREAK

WEEK 15 November 27th-December 1st

Monday, November 27th

- MWP 4 Workshop Part 1
- (Optional Conferences Outside of Class Meetings); Introduction to MWP 5

Wednesday 29th

- MWP 4 Workshop Part 2
- (Optional Conferences Outside of Class Meetings)

Friday, November 17th

- MWP 4 Peer Review

WEEK 16 December 4th-December 8th

Monday, November 13th

- Converting a Written Essay to a Presentation ("Remediation")

Wednesday, November 15th

- MWP 4 Presentations

Friday, December

- MWP 4 Presentations

WEEK 17 FINAL EXAM WEEK December 11th-December 15th

Tuesday, December 12th 12:30-2:30 PM (Our Final Exam Meeting):

Final MWP 4 Presentations

Discussion Concerning MWP 5

Wednesday, December 12th:

Submit Reflective Portfolio and Reflective Memo via D2L ePortfolio by 8:00 AM