**ENGLISH COMPOSTITON 1113-61061**

M/W 8:00-9:15 AM

Morrill Hall 307

Instructor: Sara Gilbert

E-mail: sara.gilbert@okstate.edu

Office: Morrill Hall 406

Office hours: Monday/Wednesday 9:30-10:30, Tuesday 2:00-3:00 or by appointment

\*\*e-mail is the best way to reach me—I will try to respond within 24 hours, but sometimes it may take longer (i.e. weekends, near deadlines/midterms). Email me early if you have any questions.\*\*

**Course Outcomes:**

By the end of English 1113, all students will:

* Recall and describe vivid details through a narrative that shapes and expresses those details for a general/public audience.
* Interpret and explain vivid details through inquiry and observation, and then characterize those details in the form of a profile constructed for a general/public audience.
* Break down and analyze the rhetorical moves made in a primary text, and then arrange and assemble those details in an essay explaining their overall purpose/effect for a specialized/academic audience.
* Research a selected topic through guided inquiry and develop an evidence-based argument that evaluates sources through analysis that is attentive to rhetorical considerations including--but not limited to--audience, purpose, situation, and exigency.
* Read, summarize, analyze, synthesize, and evaluate texts in a variety of styles, genres, and mediums, demonstrating the ability to do so in forms that may include—but are not limited to—class discussions, quizzes, annotations, and writing about writing.
* Revise and edit multiple drafts to produce writing that is well organized, mechanically and grammatically sound, and mostly error free.

**Course Materials:**

Lunsford, Andrea, et al. *Everyone's an Author: with Readings*. 2nd ed. New York: Norton, 2016 (already available on Canvas)

**Assignments and Grading:**

I will be grading based on four major essays, minor assignments, and a final exam. I am a holistic grader, meaning I focus on the development of ideas, purpose, organization, grammar, and revision. I also take into account how closely you follow assignment guidelines. Major assignments will be submitted online through Canvas. Minor assignments will be submitted via discussion posts on Canvas or in class.

**Grading Scale:**

A – 89.5-100%

B – 79.5-89.4%

C – 69.5-79.4%

D – 59.5-69.4%

F – 0-59.4%

**Major Assignments:** 65% of final grade composite

Literacy Narrative: **10% of final grade (DUE 9/13)**

Profile Essay: **15% of final grade (DUE 10/11)**

Rhetorical Analysis: **20% of final grade (DUE 11/8)**

Evaluating Controversies: **20% of final grade (DUE 12/6)**

**Final Exam/Presentation:** 5% of final grade

Final: **5% of final grade**

 -Details of final will be explained closer to exam date

 FINAL EXAM TIME: **Monday, December 9, 8:00-9:50 AM**

**Minor Assignments:** 30% of final grade

In-class writings: **10% of final grade**

Peer review and Instructor Conferences: **10% of final grade**

Discussion posts and Participation: **10% of final grade**

**Revisions:**

Students will have the opportunity to revise and resubmit one (1) major assignment during the semester if it received a B or lower. If you would like to revise a paper, you should meet with me during office hours (or schedule an appointment) to discuss why. We will choose a new due date and then I will re-grade the new submission.

**Conferences:**

Students will be required to attend instructor conferences before each final draft is due. Class will not meet regularly—instead, students will sign up for a time to meet individually. Missing the conference counts as an absence, and the feedback given in conferences will not be sent electronically if it is missed. This will ultimately affect your final grade, so it is important to take these seriously.

**Composition Program Policies**

**Contact Information**

Program Director: Dr. Lynn C. Lewis (Morrill 309c)

Composition Website Address: comp.okstate.edu

Dates from the Registrar: See attached .PDF in the “Content” section of the Online Classroom.

**Students with Disabilities**

If you think you have a qualified disability and need special accommodations for this course, you should notify your instructor and request verification of eligibility for accommodations from the Office of Student Disability Services (315 Student Union) as soon as possible. Accommodations for disabilities cannot be made until the instructor receives a verification letter from the SDS office, and accommodations cannot be made retroactively for assignments already completed or absences already accrued. For more information, call 405- 744-7116 or go to <http://sds.okstate.edu/>

**Attendance Policy**

You are expected to be present every day your class meets, but the Composition Department does allow for 4 absences without penalty for unavoidable circumstances that may occur. Absences beyond the limit are considered excessive and result in grade reductions. The only absences that do not count toward the total allowed are those taken for mandatory military service and activities required for classes or scholarships. No other absences will be considered excused, including absences due to illnesses, doctor's appointments, and emergencies.

\*Side note: 3 tardies will count as 1 absence. A tardy will be issued if you arrive in class after I have finished taking attendance. That said, a tardy is better than an absence, so still come to class even if you’re going to be late. \*note (again): IF you are counted absent due to tardiness, it is your responsibility to make sure I mark you as present\*

**Attendance Penalties**

4 absences without grade reduction

5 absences = Final grade reduction of 7.5% of the total points for the course

6 absences = Final grade reduction of 15% of the total points for the course

7 or more absences = Automatic failure of the course.

Reductions will be taken on a percentage basis from the total number of points possible in the course. Students are expected to arrive in class on time in order to be counted present. Requests for exemption from this policy must be made in writing to the Composition Program Director. However, exemptions are extremely rare and have been granted only for the most extraordinary circumstances. For example, if you sleep through class 2 times and then get the flu and miss class twice, you will have 4 absences. The allowed absences are for emergencies and illnesses, not for goofing around. Budget your absences well. Save them for a rainy day. Also, you do not have to miss class 4 times. You should only miss if you must.

**Missed in-class work**

Students absent for university-sponsored activities (which do not include social or Greek sponsored activities, clubs, or intramural athletics) or mandatory military service may make up work missed due to such absence. Other policies regarding missed in-class work are up to me and will be considered on a case-by-case basis.

**Late work**

Grades of work defined as "late" (coming in after established due date and time) will be reduced by 5% of the total points possible for the assignment each class day it is late up until one week (two class sessions) after the assigned due date. If an assignment is due Wednesday before class, it will lose 5% if it is not turned in by class time on Wednesday, then another 5% before class on Monday. After one week, Minor Assignments will no longer be accepted. Major Assignments will be accepted late but will continue to lose 5% per class period until they are submitted. This means it could be turned be worth 0% (Zero percent) but you would still be able to pass the class.

**Missing work**

You must complete all required drafts and all final copies of the four major papers in order to receive credit for the course. Assignments not turned in will be considered a zero (0) in the gradebook. Plagiarism According to University Policy, plagiarism is “presenting the written, published or creative work of another as the student's own work. Whenever the student uses wording, arguments, data, design, etc., belonging to someone else in a paper, report, oral presentation, or other assignment, the student must make this fact explicitly clear by correctly citing the appropriate references or sources. The student must fully indicate the extent to which any part or parts of the project are attributed to others. The student must also provide citations for paraphrased materials. ” Plagiarism can result in failure of the course or suspension from the University. For more information, see the policies listed at <http://academicintegrity.okstate.edu/>

**Behavior**

Students will behave civilly and respectfully to everyone in class (including me) at all times. **Disrespectful or threatening behavior will not be tolerated and will be penalized**. Doing work for other classes or goofing off, reading magazines, playing on your cell phone, checking Facebook/Instagram/Snapchat, etc. is disrespectful. I will respect you, but I do require that you respect me and your classmates. **If you email me, please write the email professionally—include a subject, salutation, and your name at the bottom**. Additionally, it is critical that you develop a fairly thick skin with regard to the peer reviews and workshops. All major writing assignments in this class are public, and all comments will be geared toward making your writing better. You are not your writing. Just because I (or your classmates during peer review days) offer constructive criticism, that does **NOT** mean you are wrong or have failed. It just means that your writing could be stronger, clearer, or more effective.

**Extenuating Circumstances**:

In the event of a sudden campus closure (e.g. inclement weather, a catastrophe, a zombie apocalypse), we will continue to hold class online.

**Schedule Changes**:

I reserve the right to make changes to the syllabus in order to accommodate the dynamics of the class.

CLASS SCHEDULE:

Week 1:

Monday, August 19: Introductions, syllabus review, introduction to Canvas

Wednesday, August 21: Gateway to Literacy Narrative: What are genres?

Read for class: Chapter 10: Choosing Genres; choose 5-10 songs that sum up you as a person/that speak to you the most and post the names/artists to the discussion board on Canvas

Week 2:

Monday, August 26: What is a Narrative?

Read for class: Chapter 12: Writing a Narrative/’Here’s What Happened’

Wednesday, August 28: The Writing Process

Read for class: Chapter 7: Managing the Writing Process; Chapter 1: Thinking Rhetorically

Week 3:

Monday, September 2: NO CLASS—LABOR DAY

Wednesday, September 4: **ROUGH DRAFT DUE in class**; Peer Review

 Read for class: Chapter 29: What’s Your Style?; Chapter 9: “The Writing Center”

Week 4:

Monday, September 9: Individual Conferences

Wednesday, September 11: Proofreading and Editing Strategies

**LITERACY NARRATIVE DUE FRIDAY (9/13) at 11:59 PM**

Week 5:

Monday, September 16: Gateway to Unit 2: What makes up a Profile essay?

Wednesday, September 18: Audience and Tone

Read for class: Chapter 30: Tweets and Reports; find a profile article you like online, summarize and link it into the discussion board on Canvas

Week 6:

Monday, September 23: Panel Interviews

 Read for class: Chapter 8: The Need for Collaboration

Wednesday, September 25: Observations in Writing

Read for class: Chapter 31: How to Write Good Sentences; Chapter 6: Writing & Rhetoric in the Workplace

Week 7:

Monday, September 30: MLA Overview

Read for class: Chapter 27: MLA Style

Wednesday, October 2: **ROUGH DRAFT DUE in class**; Peer Review

Week 8:

Monday, October 7: Individual Conferences

Wednesday, October 9: Editing Tips

**PROFILE ESSAY DUE FRIDAY (10/11) at 11:59 PM**

Week 9:

Monday, October 14: Gateway to Unit 3: Introduction to Rhetorical Analysis

Read for class: Chapter 2: Rhetorical Situations

Wednesday, October 16: Analysis as a Genre

Read for class: Chapter 13: Writing Analytically / ‘Let’s Take A Closer Look’; find a commercial on YouTube and post the link on the discussion board on Canvas

Week 10:

Monday, October 21: Layers of Meaning / Modalities

 Read for class: Chapter 3: Reading Rhetorically

Wednesday, October 23: Practice Modalities

Have ready for class: find a commercial on YouTube and post the link on the discussion board on Canvas

Week 11:

Monday, October 28: Academic Writing

 Read for class: Chapter 4: Meeting the Demands of Academic Writing

Wednesday, October 30: **ROUGH DRAFT DUE in class;** Peer Review

Week 12:

Monday, November 4: Individual Conferences

Wednesday, November 6: Avoiding Plagiarism

 Read for class: Chapter 26: Giving Credit, Avoiding Plagiarism

**RHETORICAL ANALYSIS DUE FRIDAY (11/8) at 11:59 PM**

Week 13:

Monday, November 11: Gateway to Unit 4: How to Evaluate

 Read for class: Chapter 11: This is Where I Stand: Arguing a Position

Wednesday, November 13: How to Write an Argument(ative Paper)

Read for class: Chapter 18: Strategies for Supporting an Argument

Week 14:

Monday, November 18: Class Panel Debates

 Read for class: Chapter 22: Evaluating Sources

Wednesday, November 20: How to Cite (Correctly) – CRAPP

 Read for class: Chapter 25: Quoting, Paraphrasing, Summarizing

Week 15:

Monday, November 25: **ROUGH DRAFT DUE in class;** Peer Review

Wednesday, November 27:THANKSGIVING BREAK—NO CLASS

Week 16:

Monday, December 2: Individual Conferences

Wednesday, December 4: Common Mistakes in Papers; Course Reflections

**EVALUATING CONTROVERSIES DUE FRIDAY (12/6) at 11:59 PM**

**FINAL EXAM: MONDAY, DECEMBER 9 at 8 AM!**