I. Locator Information:
Instructor: Dr. Mary J. Ferguson
Course # and Name: ENGL 120.09
Office Location: Butler 362-D
Semester Credit Hours: 3
Office hours: TBA
Day and Time Class Meets: MWF 8:00 A.M. – 8:50 A.M.
Office Phone: 910 672-2150
Total Contact Hours for Class: 30
Class Location: TBA
Email address: mjferguson01@uncfsu.edu

FSU Policy on Electronic Mail:
Fayetteville State University provides to each student, free of charge, an electronic mail account (username@broncos.uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Information from FSU or FSU students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. The student is responsible for ensuring the mailbox remains available to receive notifications. FSU is not responsible for issues related to notifications that are not deliverable due to full mailboxes. Inquiries or requests from personal email accounts are not assured a response.
Rules and regulations governing the use of FSU email may be found at http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf

II. Course Description:
This course continues practice in the composing process, with emphasis on argumentation and research. The course involves gathering, analyzing, and documenting information from secondary sources to create a five-page paper excluding the papers cover, table of contents, bibliography and appendix. Each student will be required to demonstrate mastery of basic composition, reading, and mechanical skills by (a) preparing and presenting for evaluation one in-class examination and four 500-600 word papers which can be used to coordinate your final research paper project if subjectively coherent, (b) demonstrating the ability to write argumentative and persuasive prose, and (c) participating responsibly and actively in the course.

III. Disabled Student Services
In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.
IV. Title IX – Sexual Misconduct
Fayetteville State University (University) is committed to fostering a safe campus environment where sexual misconduct — including sexual harassment, domestic and dating violence, sexual assault, and stalking - is unacceptable and is not tolerated. The University encourages students who may have experienced sexual misconduct to speak with someone at the University so that the University can provide the support that is needed and respond appropriately. The Sexual Misconduct policy can be found at the following link: http://www.uncfsu.edu/Documents/Policy/students/SexualMisconduct.pdf

Consulting with a Health Care Professional - A student who wishes to confidentially speak about an incident of sexual misconduct should contact either of the following individuals who are required to maintain confidentiality:

Ms. Pamela C. Fisher
Licensed Professional Counselor
Spaulding Building, Room 165
(910) 672-387
psmith@uncfsu.edu

Ms. Linda Melvin
Director, Student Health Services
Spaulding Building, Room 121
(910) 672-1454
lmelvi10@uncfsu.edu

Reporting an Incident of Sexual Misconduct - The University encourages students to report incidents of sexual misconduct. A student who wishes to report sexual misconduct or has questions about University policies and procedures regarding sexual misconduct should contact the following individual:

Ms. Victoria Ratliff
Deputy Title IX Coordinator for Students
Spaulding Building, Room 155
(910) 672-1222
vratliff@uncfsu.edu

Unlike the Licensed Professional Counselor or the Director of Student Health Services, the Deputy Title IX Coordinator is legally obligated to investigate reports of sexual misconduct, and therefore cannot guarantee confidentiality, but a request for confidentiality will be considered and respected to the extent possible. Students are also encouraged to report incidents of sexual misconduct to the University’s Police and Public Safety Department at (910) 672-1911.

V. Required Textbooks:


VI. Student Learning Outcomes
1. Demonstrate knowledge of plagiarism and coherent APA Writing Style.
2. Demonstrate oral speaking skills.
3. Demonstrate knowledge of the use of basic research strategies.
4. Demonstrate evidence of journal writing.
5. Demonstrate evidence research paper sections.
6. Expand vocabulary and increase reading rate.

7. Demonstrate the ability to use study skills effectively.

8. Identify the main ideas, supporting details, organizational patterns, and the overall thesis of an essay.

9. Recognize that the writer—using organizational patterns such as cause and effect, definition, explanation, analogy, or example—has a variety of choices in conveying meaning to the audience.

10. Evaluate the strength of an argument by distinguishing fact from opinion, assessing evidence, and determining the effectiveness of the author’s logic and writing.

11. Use “logical appeals based on evidence and reasoning, ethical appeals based on values or beliefs, and emotional appeals that arouse feelings” (Connelly).

VII. Course Requirements and Evaluation Criteria

A. Grading Scale
   A=90-100
   B= 80-89
   C=70-79
   D=60-69
   F=59 and less

B. Attendance is required. Three excused absences can be accepted by the professor providing valid documentation. Use them wisely. Always follow Blackboard information. The professor will not review lecture due to absences. We will follow the university-wide attendance policy:
   Class attendance is required. Class absences will be excused only when valid documentation is provided for participation in university sponsored activities, serious illness, and family emergencies. Other absences may be excused at the discretion of the instructor, who may require documentation. Students must notify instructors in advance when possible, of the reasons for class absences. When prior notification is impossible, students are required to explain the reasons for their absences at the next class meeting. When students fail to explain class absences, those absences are unexcused. PLEASE NOTE THAT EXCESSIVE UNIVERSITY-EXCUSED ABSENCES (seven or more) MAY ALSO AFFECT YOUR FINAL GRADE.

C. Graded Assignments

1. Practice Writing ........................................................................................................ 5 pts.

2. Cover Page, Research Questions, Dedication & Table of Contents ................................................. 0 pts.


5. Roundtable Chapter Discussion .................................................................................. 5 pts.

6. Annotated Bibliography .............................................................................................. 10 pts.
7. Bibliography ............................................................................................................................................ 10 pts.
8. Research Assignment .......................................................................................................................... 5 pts.
9. Appendix ................................................................................................................................................ 5 pts.
10. Oral Presentation .................................................................................................................................. 5 pts.

   a. Policy on Missed or Late Assignments -
      Late assignments are not accepted. Assignments are only accepted as requested by the professor.
      Online or onsite request will be specified for each submission.

   a. Other –
      Plagiarism will not be tolerated and will result in a non-graded paper. To avoid this, follow directions
      from the writers manual and the professor.
      Punctuality into class is key to having a full understanding of subject requirements.
      Cell Phone use is prohibited; if not adhered, students will be asked to leave class for that particular
      session. If students exhibit noncompliance, security will be summoned to remove you from class.
      All desks should be cleared of any computer devices, purses, coats, phones, etc. Only pertinent text
      and journal materials should be used in class.
      The professor reserve the right to adjust or change any part of this syllabus at any time during
      the semester.

Please note: If these evaluation criteria must be revised because of extraordinary circumstances, the
instructor will distribute a written amendment to the syllabus.

Computer Lab

The English and Foreign Languages Computer Lab (EFL Comp. Lab 312) is located on the third floor in Butler 312.
There may be an occasion to use the computer lab for drafting some papers. You are required to bring two disks and
printing paper (at least 10 sheets) for lab days. The department also has a Writing Center located in the Helen T.
Chick building; the center is designed to give students one-on-one tutorial assistance with writing papers; instructors
receive weekly reports of students who attend the center.

ETS Criterion Online Writing Support: “Research suggests that planning plays just as important a role as revising
drafts in helping students produce better quality writing. Based on these
findings, as well as discussions with writing experts, ETS now offers prewriting tools as an assignment option with the
Criterion Online Writing Evaluation. There will be opportunities to do group ONLINE assignments in the
Writing Lab. Note: Students who use research will be required to use Turnitin.com before papers are submitted.
See the instructor for details about both Criterion and Turnitin.com.

Teaching Strategies

The style of teaching in this course is lecture and peer group format. Several in-class collaborative activities are
requirements for the course. On some occasions our writing workshops may be held in the library, instead of class.
This is a required class meeting, and failure to attend will result in an absence recorded for non-attendance.

WN GRADE DISCONTINUED:

STUDENTS: Do not expect faculty to withdraw you for non-attendance. Drop or withdraw* from classes according to the deadlines published in the catalog. *See warning below about class withdrawals.

NEW TYPE OF GRADE: INTERIM GRADES – (New name for “midterm grade,” with additional purposes). Interim grades will be assigned from the first week of the semester until the deadline for class withdrawals. Interim grades are used for informational and warning purposes only; they are not part of your permanent transcript and have no effect on your GPA. Instructors may assign interim grade of F to warn students of poor academic performance or they may assign “X” or “EA” grades. (See below for explanations) After midterm, faculty will assign all students an interim grade of A – F to inform students of their academic status as of midterm.

- **INTERIM GRADE X = NO SHOW** – Assigned to students who are on a class roster, but never attend class. For warning purposes only; NOT a final grade.

  STUDENTS: Check interim grades early in the semester. If you have an X grade, either begin attending the class or withdraw* from it. *See warning below about class withdrawals. If you do not take action in response to an X grade, you will receive a final grade of FN. (See “FN” below)

- **INTERIM GRADE EA = EXCESSIVE ABSENCES** - Assigned to students whose class absences exceed 10% of the total contact hours. For warning purposes only, NOT a final grade.

  STUDENTS: Check your interim grades often. If you have an “EA” grade for a class, you are in jeopardy of failure if you do not take immediate actions. Either resume attending the class or withdraw from it. *See warning below about class withdrawals.

NEW FINAL GRADE:

- **FN = FAILURE DUE TO NON-ATTENDANCE** – Assigned to students who are on class roster, but never attend the class. An FN grades is equivalent to an F grade in the calculation of the GPA.

  STUDENTS: You must attend (or withdraw* from) all the classes for which you are enrolled. *See warning below about class withdrawals.

WARNING ABOUT CLASS WITHDRAWALS:

- When you withdraw from a class, you are wasting your money and time. You receive no refund for withdrawing from individual classes and you slow your progress toward degree completion.
- If you withdraw from or fail more than one-third of your classes, you will no longer be eligible for financial aid.
- STRIVE TO EARN CREDIT FOR ALL THE CLASSES IN WHICH YOU ENROLL; WITHDRAW FROM CLASSES ONLY WHEN IT IS ABSOLUTELY NECESSARY!

DEADLINE FOR STUDENT-INITIATED WITHDRAWAL is MARCH ____, 2014

Please be cautious of class absences exceed ten percent of the total contact hours scheduled for the class for the semester (e.g., for courses meeting sixty hours (60) per semester [four (4) hours per week], you are permitted six (6) hours of absences; for courses meeting 45 hours per semester [three (3) hours per week, you are permitted four (4) hours of absences.) You do have the option to appeal a grade by an instructor, but begin the appeal with the teacher.
With regard to tardiness, the *FSU Catalog* states, "Students are required to arrive at each class on time and remain in class until dismissed by the instructor" (online). While there is no official policy on waiting for instructors, **please allow twenty minutes for the instructor to arrive to class.** It is important for you to attend class. **I do not accept makeup work for unexcused absences.** Poor attendance and tardiness lowers your grade for the course.

**Helpful Links:**

*Online Writing Labs (OWLS)*

http://www.columbia.edu/cu/cup/cgos/idx_basic.html

http://owl.english.purdue.edu/APA

http://www.google.com

http://www.uncfsu.edu/library

www.jstor.com