

Fayetteville State University
College of Arts & Sciences
Department of English and Foreign Languages
ENGL 110 (Section 08 or Section 38): Composition I
Fall 2009

I. Locator Information:

Instructor:	Dr. Sarah S. G. Frantz	Office Location:	Butler 127
Course # and Name:	ENGL 110: Composition I	Office hours:	T/Th 9:00am-12:00pm
Semester Credit Hours:	3 Credit Hours	Office Phone:	x1438
Day and Time Class Meets:	Section 38: MWF 9-9:50am Section 08: MWF 10-10:50am		
Total Contact Hours for Class:	36 hours		
Email address:	sarahfrantz@gmail.com sfrantz@uncfsu.edu		

FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@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. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail. Rules and regulations governing the use of FSU email may be found at <http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf>

II. Course Description: From Course Catalogue: “A course designed to give extensive practice in the writing process, with emphasis on expository forms appropriate to everyday personal, business, and academic writing.”

This class will strive to teach you how to be a college student. On the obvious level, I’ll be teaching you how to write like a college student, rather than a high school student. But as writing is what most of college (at least the graded part) is all about, we’ll be discussing what “writing like a college student” means and how you can do it in any class throughout your college career. I will teach you how to write a thesis, how to back it up, how to structure paragraphs, how to analyze, and, more broadly, how to interact in a professional manner with your fellow students and with your professors.

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. Textbook: None.

V. Student Learning Outcomes: Upon completion of the course, students will be able to:

1. Evaluate effectiveness of various forms of communication
2. Create written and spoken communication: organization
3. Create written and spoken communication: clarity
4. Develop and demonstrate personal system of ethics and morality
5. Evaluate reasonableness of arguments
6. Construct reasonable arguments
7. Read and respond critically to published texts
8. Produce writing that is text-based as opposed to experience-based only
9. Summarize, quote, paraphrase, and analyze material in relation to one source
10. Cite material according to a citation style, preferably MLA
11. Demonstrate proof of the writing process, including prewriting, organizing, drafting, revising, editing, and proofreading.

VI. Course Requirements and Evaluation Criteria: If these evaluation criteria must be revised because of extraordinary circumstances, I will distribute a written amendment to the syllabus.

a. Class Grading Scale:

	B+	= 3.3	C+	= 2.3	D+	= 1.3	
A	= 4.0	B	= 3.0	C	= 2.0	D	= 1.0
A-	= 3.6	B-	= 2.6	C-	= 1.6	D-	= 0.6

FSU's Grading Scale:

A	3.6+
B	2.7+
C	1.7+

Notice, for example, a B - on my scale DOES NOT EQUAL a B on FSU's scale.

Number grade to letter grade (note 7-point grading scale):

	B+	= 89-91	C+	= 80-82	D+	= 70-72	
A	= 95-100	B	= 86-88	C	= 76-79	D	= 67-69
A-	= 92-94	B-	= 83-85	C-	= 73-75	F	= 66 or below

b. Attendance Requirements: Attending class is the single most important habit you can get into as a university student. From the Course Catalogue: "Students are expected to attend all class meetings, laboratories, and other instructional sessions for all courses in which they are enrolled. Students are also expected to arrive to class on time and remain in class for the entire scheduled period. When students must miss class(es) for unavoidable reasons (i.e., illness, family emergencies, or participation in official university sponsored activities), they are responsible for informing faculty of the reasons for the absences, in advance if possible, and completing all missed assignments."

- If you are forced to miss class due to something *beyond your control*, you will need to get in touch with me *as soon as possible* via phone or email **and** provide written documentation (a doctor's note about whichever family member you were helping, a sports schedule *and* a letter from your coach saying you're on the team, a mechanic's bill) within two class periods of your return. In this event, your absence will be excused, but you will still be required to hand in all the written work needed.
- Your Attendance grade is 20% of your class grade. It starts at a 4.0. Each unexcused absence will subtract -0.2. Each time you are either late to class or leave class early will subtract -0.1. So, for example, if you have 4 unexcused absences and have been late 4 times and left early 3 times, your Attendance grade will be: $4.0 - (4 \times 0.25) - (7 \times 0.1) = 2.3$, which is a C+.
- However, if you miss more than 10 classes, whether excused or not (or the equivalent thereof; that is, you're late to or leave early from more than 20 classes, or a combination of the three), you will automatically fail the course. 10 classes is a third of the semester. You will not be able to pass if you've missed more than a third of the semester and this policy reflects that reality.

c. Graded Assignments and Value:

Attendance	20%
Paper 1	15%
Paper 2	15%
Paper 3	20%
Paper 4	20%
Final Business Portfolio, Business Letter, AND EMAIL	10%

d. Policy on Missed or Late Assignments:

- If you fail to hand in any written assignment for the class, or you fail to take an exam (or you are absent for more than 10 classes, excused or not), **you will AUTOMATICALLY fail the class**, no exceptions.
- I will NOT accept written assignments more than one week after their original due date, or past the end of the semester, whichever is earlier. Late assignments will be accepted only with a written excuse and will be docked one grade step per calendar day that the assignment is late.
- EMAIL me your assignments if you're having problems either printing or getting into class. With the wide availability of email (local libraries, if nothing else), there is no excuse for not getting an assignment in on time.
- If you do not fulfill a paper requirement (type or number of texts to analyze, number of citations and/or sources), your grade will be reduced by one full grade. For example, if you are required to use three outside sources and you only use two, the most your paper can get is a B.

- Word count will be reduced one full grade per 50 words under the required word count. For example, if the word count requirement is 1500 words and you hand in 1420 words (80 words under the required word count), the HIGHEST grade your brilliant paper can get is a C.
 - These two policies are cumulative, meaning that if you do not fulfill one requirement and your paper is 80 words short, the highest grade your paper can get is a D, no matter how brilliant it might otherwise be. So read the assignment sheet closely. There will be no exceptions.
- e. **Academic Dishonesty Policy:** According to the FSU Code of Student Conduct, a student violates the Academic Dishonesty Policy if he or she *attempts* to cheat or plagiarize, *cheats*, *plagiarizes*, *falsifies*, or *aids and abets* others to cheat or plagiarize.
- Cheating is defined as receiving unauthorized aid or assistance on any form of academic work.
 - Plagiarism is defined as copying the language structure, ideas and/or thoughts of another without giving appropriate recognition and/or adopting it as one's own original work.
 - Falsifying is defined as unauthorized changing of grades or conduct involving any untruth, spoken or written, regarding any circumstances related to academic work.
 - Penalties include failing the course, suspension, and expulsion, and will be prosecuted to the fullest extent possible.

My personal policy is as such:

- If I deem that any of your written assignments is in any way plagiarized, the assignment will count as “not handed in” and you will fail the class (see above: d. Policy on Missed, Late, or Incomplete Assignments).
 - IF I give you a chance to rewrite the assignment (at my discretion):
 - You will use a completely different topic from your original topic—that is, you will start the paper again from scratch.
 - The paper grade will be reduced by one full grade after you hand it in, no matter how brilliant it is.
 - Your FINAL CLASS GRADE will be reduced by at least one full grade at the end of the semester.
 - If you plagiarize again, you will receive an automatic F for the class. Period. The end.
- f. **Student Behavior Expectations:**
- **Cell phones:** I allow cell phones in class—I understand the need for them and will have mine on me as well—but I require them to be in a pocket and on vibrate. If they ring, you are to leave the room quietly to answer it. I *do not* want them out on a desk or in view at any time. Do not get caught text messaging in my class—I will embarrass you.
 - **Email correspondence:** Any emails you send to me act as professional correspondence. In an attempt to provide you with professional experience, I expect your emails to be correctly spelled (as much as possible) and correctly punctuated. No chat room or text message speak will be tolerated. I will just return the email asking for it to be corrected. This includes including an appropriate subject line, an indication of who you are if I can't tell from your email address, and correct salutations and sign-offs. This is what will be required of you when you enter the professional world, so practice it here, too.

g. **Academic Support Resources:**

- **TurnItIn.com:**
 - You will have to go to <<http://www.turnitin.com>> and register for our class. The class number is **2816719** and our password is “brancos”.
 - Every written assignment for class will be submitted through TurnItIn, no exceptions. ***If you hand an assignment in, but do not submit it through TurnItIn.com, it will count as a missing assignment and you will fail the class*** (see above: d. Policy on Missed or Late Assignments).
- **Blackboard:**
 - You will sign up for Blackboard for the class. Many of our reading assignments will be linked through Blackboard.