

Fayetteville State University
College of Arts and Sciences
English and Foreign Languages
English 120 English Composition II
Spring/2009

I. Locator Information:

Instructor: Dr. Melissa Miller

Course # and Name: English 120 English Composition II Office Location: Butler 363E

Semester Credit Hours: 3 Office hours: 9-10, 11-12, 1-2 MWF and by appt

Time Class Meets: 12-12:50 MWF Butler 342 Office Phone: 2227

Email address: mmiller@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: A course that continues practice in the composing process, with emphasis on argumentation and research. The course involves gathering, analyzing, and documenting information from secondary sources. Prerequisite: ENGL110.

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: The Norton Field Guide to Writing with Readings and Handbook
ISBN# 978-0-393-93020-7

V. Student Objectives: After successfully completing this course, students will be able to:

1. Conduct independent research on a topic using various library databases and other research tools
2. Summarize, quote, paraphrase and analyze material in relation to multiple sources
3. Cite material according to a citation style, preferably APA
4. Demonstrate proof of the writing process, including inventing or gathering ideas; researching the library catalog, databases, and other tools by keyword and/or subject searching; planning a draft, writing the first draft; revising; editing; and proofreading.

ENGL 120 contributes to the following FSU Core Objectives:

Communication

1. Evaluate effectiveness of various forms of communication.
2. Create written and spoken communication: organization.

3. Create written and spoken communication: clarity.

Ethics and Civic Engagement

4. Develop and demonstrate a personal system of ethics and morality.

Reasoning: Critical Thinking

5. Evaluate reasonableness of arguments.

6. Construct reasonable arguments.

Inquiry Skills

7. Formulate effective questions.

8. Organize, sort, evaluate and retrieve academic information.

9. Cite sources appropriately. • Organize, sort, evaluate, retrieve academic information *Emphasize*

• Cite sources appropriately *Emphasize*

VI. Course Requirements and Evaluation Criteria

Final Grades – This policy becomes effective on August 16, 2007

Final grades are calculated on a four-point system and affect a student's grade point average as indicated below. Faculty members will delineate in each class syllabus the methods and evaluative criteria for determining final grades in the class.

Grade	Credit Hours	Quality Points	Meaning
A	Hours attempted and earned	4 per credit hour;	Exceptionally high
B	Hours attempted and earned	3 per credit hour	Good
C	Hours attempted and earned	2 per credit hour	Satisfactory
D	Hours attempted and earned	1 per credit hour	Marginally passing
F	Hours attempted – Not earned	0 per credit hour	Failing
FN	Hours attempted – Not earned	0 per credit hour	Failing due to non-attendance. (Student registered, but <u>never</u> attended.)
W	Hours attempted – Not earned	No impact on GPA	Class withdrawal prior to deadline (see Academic Calendar)
P	Hours attempted and earned	No impact on GPA	Satisfactory - Assigned only in classes specified as Pass/Fail
WU	Hours attempted – Not earned	No impact on GPA	Withdrawal from all classes for semester or term
AU	Hours attempted – Not earned	No impact on GPA	Auditing

Class Attendance

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.

During the first half of the semester/term, faculty will assign an interim grade of “EA,” Excessive Absences, for students whose class absences exceed 10% of the total contact hours for the class. Students who receive EA interim grades must either withdraw from the class or resume attendance. Students who resume attendance must consult with the instructor about completion of missed assignments. The EA is not a final grade, so students who are assigned an interim grade of EA, but do not withdraw from the class, will receive a final grade based on the evaluation criteria for the class.

Students missing more than 3 classes will have their final grade for the course lowered by one full letter grade.

Keep all cell phones turned off and put away. Check your schedules and make certain that you are officially registered in each and every one of your courses. If you aren't registered, you receive no grade.

Academic Integrity

Don't cheat. If you use someone else's words and/or ideas, it's called plagiarism. Any essay found to be plagiarized or to include words and ideas from outside sources not documented will receive an F. No ifs, ands, or buts. A second time means a meeting with the department chair and much more serious consequences. I will be teaching you how to cite sources and avoid even a hint of plagiarism, so don't worry about that part. You just make sure to give yourself enough time to complete your work so you don't get desperate and do something regrettable.

YOU MAY NOT USE PAPERS YOU HAVE WRITTEN IN OTHER COURSES. You may only submit 100% original work.

Grading: ALL PAPERS ARE RESEARCH PAPERS. Every single one will require research and a Works Cited page.

Pre and Post-Test	10%
Quizzes, homework assignments, class participation and engagement	20%
Essay 1 3-5 pages	10%
Midterm Exam	10%
Oral Presentation	10%
Essay 2 5-7 pages	10%
Essay 3 5-7 pages with Annotated Bibliography	20%
Final Exam	10%

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

Assignment Submission: Any assignment due must be given to me at the moment I collect it. Last-minute computer problems are not an excuse. For your own peace of mind, have your assignments done and ready for submission **the night before they are due.**

Late Work: Any piece of work not submitted on time will be lowered one full letter grade PER DAY.

Email

1. Reserve emails for relatively minor issues. Ask questions about homework or the text or class. Ask for letters of recommendation. Stick to the little things. If you are experiencing bigger problems with your work or something, come to my office and speak to me face-to-face.
2. Use a professional tone and approach. First of all, I will not respond to any email that does not come from your official FSU account. Secondly, I will not respond to any email that does not address me by my correct name (Dr. Miller). Use a salutation, a body, and a "Sincerely" or "Thank You" at the end.

Disruptive Behavior in the Classroom

The *Code of the University of North Carolina* (of which FSU is a constituent institution) and the *FSU Code of Student Conduct* affirm that all students have the right to receive instruction without interference from other students who disrupt classes.

FSU Core Curriculum Learning Outcome under Ethics and Civic Engagement (6.03): All students will "prepare themselves for responsible citizenship by fulfilling roles and responsibilities associated with membership in various organizations." Each classroom is a mini-community. Students learn and demonstrate responsible citizenship by abiding by the rules of classroom behavior and respecting the rights all members of the class.

Disruptive Behavior – As used in this policy, any student behavior that interferes with instruction and learning. Examples include, though are not limited to, the following:

1. Failure to respect the rights of other students to express their viewpoints by behaviors such as repeatedly interrupting others while they speak, using profanity and/or disrespectful names or labels for others, ridiculing others for their viewpoints, and other similar behaviors
2. Excessive talking to other students while the faculty member or other students are presenting information or expressing their viewpoints;
3. Use of cell phones and other electronic devices in violation of the class syllabus
4. Overt inattentiveness (sleeping, reading newspapers)
5. Eating in class (except as permitted by the faculty member)
6. Threats or statements that jeopardize the safety of the student and others
7. Failure to follow reasonable requests of faculty members; and/or
8. Entering class late or leaving class early on a regular basis

Faculty members have the right to clarify specific forms of disruptive behavior beyond those cited above.

The instructor may take the following actions in response to disruptive behavior. Students should recognize that refusing to comply with reasonable requests from the faculty member is another incidence of disruptive behavior.

1. Direct student to cease disruptive behavior.
2. Direct student to change seating locations.
3. Require student to have individual conference with faculty member. At this meeting the faculty member will explain the consequences of continued disruptive behavior.
4. Dismiss class for the remainder of the period.
5. Lower the student's final exam by a maximum of one-letter grade.
6. File a complaint with the Dean of Students for more severe disciplinary action.

VII. Academic Support Resources – University College Learning Center

VIII. Teaching Strategies: Lecture, whole class discussion, work in small groups