PREPARATORY COLLEGE WRITING III

COURSE INFORMATION:
Course: DEVE F109-F71 Introduction to Academic Writing
Credits: 3
Days / Time: MTWR 4:00 PM – 5:50 PM
Class Location: Ernest Gruening Building 303

INSTRUCTOR INFORMATION:
Instructor: Katie Boylan
E-Mail: kboylan@alaska.edu
Office Hours: by appointment
Office Location: 8th floor, Gruening, cubicle # 4

COURSE MATERIALS:
Required Book

COURSE DESCRIPTION:
Welcome to Preparatory College Writing III. This course is designed to help you strengthen the academic writing skills you will need for ENGL F111x, including research, writing, revising, and critical reading techniques. In this course you will experiment with new strategies, reflect on your process, and gain problem-solving skills and self-confidence as a writer.

LEARNING OBJECTIVES:
In this class you will learn how to (1) write a 750-1,500 word essay with a coherent introduction, body, conclusion, and outside sources, (2) find books, articles and websites using the UAF library system, (3) cite sources in-text and on a Works Cited page, (4) write with college-level grammar, (5) and ask questions, make connections, a discuss words, phrases, and passages, in college-level essays and literature.

TEACHING METHODS:
In ENGL-F109, students will receive instruction through a variety of teaching methods. These methods include lectures, whole group discussions, small group projects, peer evaluations, and visitations to the library. In order to be successful in this course, each student must take the time to prepare for every class meeting. If the student is in class 8 hours a week, she/he should therefore plan to spend approximately 16 hours a week preparing for the class.

GRADING SCALE:
A  =  93-100  C+  =  78-79
A-  =  90-92   C   =  73-77
B+  =  88-89   C-  =  70-72
B   =  83-87   D   =  60-69
B-  =  80-82   F   =  ≤ 59
EVALUATION PLAN:

Writing Sample 10 points
Essay # 1 25 points
Exemplification Essay 30 points
Cause and Effect Essay 30 points
Summary and Response Essay 40 points
Argument-Persuasion Essay 60 points
Attendance 25 points
Class Contribution 30 points
(HW assignments, participation, in-class group work, peer revisions, etc.) TOTAL 250 points

OTHER POLICIES AND PROCEDURES:

Attendance: Attendance is a crucial component in this course. ENGL111X is based largely on classroom interaction and group participation. Each class contains designed benefits, and when you miss a class, you are missing more than a lecture. If you foresee that you will be unable to attend class meetings regularly, you are advised to withdraw from the section. An attendance score worth a possible 25 points will be calculated into your final grade: 0-1 absence (25/25); 2 absences (20/25); 3 absences (15/25); 4 absences (10/25). 5 absences are considered excessive and will lead to a zero for an attendance grade. After 5 or more absences, 10 percentage points will be deducted from your overall grade for each absence. If possible, please contact me before the class to indicate that you will not be attending. (Note: I do not require an explanation for an absence; the attendance policy is meant to reward good attendance and discourage poor attendance.)

Tardies and Early Exits: Come to class on time and bring your textbook! Two tardies and/or early exits in this class will be equal to one absence. If you come in late, make sure you see me at the end of class to make sure I have marked you present. Failure to do will result in an absence.

Missed Work: If you are late or absent from a class, it is your responsibility to find out what you missed. You may contact me via e-mail; however, you must e-mail me at least 24 hours before our next class meeting to ensure a response. If I do not respond in 24 hours, assume I did not get it. When you contact me, check not only for missed assignments but also for any handouts that were given in class.

Homework
Late homework assignments will not be accepted. All homework is due at the beginning of class. If you hand in an assignment after it is collected at the beginning of the class period, you will not receive credit for it. If you are absent the day a homework assignment is due, it is your responsibility to hand it in the day that you return to class. There will be no penalty for handing the assignment in the day you return.

Essays
Late essays will not be accepted in this class. However, the first day you will receive four credit days. Each credit day will buy you one late day for a paper. For example, if a paper is due on Monday and you do not hand it in until Wednesday, you can use two credit days to submit the paper and receive credit for it. If you do use them, please cut them out and staple them to your paper when you submit it. If you e-mail me an essay, you can give me the credit days when you return to class. Once you use all of your credit days, you cannot submit a paper late without receiving a zero for it.
You cannot share your credit days with other students. Credit days that are not used will be turned into bonus points at the end of the term.

**Plagiarism:** Plagiarism is when you use someone else’s ideas or words as if they were your own without clearly identifying the original source. All sources in this course must be credited properly and any exact use of the wording of the original source must be enclosed in quotation marks. Violation of the plagiarism policy is a criminal offense and will result in a zero for the assignment, suspension from the class, or even expulsion from the school.

**Standards for Written Assignments:** All essay work, such as rough and final copies of essays, must be typed. All other work should be typed as well. The only work that does not need to be typed includes assignments completed during a class activity and some homework.

**GUIDELINES FOR WRITTEN ASSIGNMENTS:**
- In the upper left hand corner of each assignment, include your name, the title of the assignment, and the day it is due
- Use only one side of the page, whether you type or handwrite the assignment in class
- Double-space typed assignments, use one-inch margins, Times New Roman, and 12 pt font
- Do not submit loose pages—if your assignment is more than one page, please staple it
- If a format has been specified for an assignment, please follow that format

**Phones and Pagers:** Please turn off all phones and pagers during class.

**Food and Beverage:** Please do not bring any food or beverages into the classroom.

**CAMPUS RESOURCES:**
You are strongly encouraged to take advantage of the many resources available at UAF to help you succeed in this course. These services include:

- **The Writing Center**
  801 Gruening Building
  (907) 474-5314
  fywrc@uaf.edu
  http://www.uaf.edu/english/writing-center/

- **The Speaking Center**
  507 Gruening Building
  (907) 474-5470
  fyspeak@gmail.com
  http://www.uaf.edu/speak/

- **Student Support Services**
  512 Gruening Building
  (907) 474-6844
  trio.sss@alaska.edu
  http://www.uaf.edu/sss/
DISABILITIES SERVICES:
UAF has a Disability Services office that operates in conjunction with the College of Rural and Community Development's (CRCD) campuses and UAF's Center for Distance Education (CDE). Disability Services, a part of UAF's Center for Health and Counseling, provides academic accommodations to enrolled students who are identified as being eligible for these services.

If you believe you are eligible, please visit http://www.uaf.edu/disability/ on the web or contact a student affairs staff person at your nearest local campus. You can also contact Disability Services on the Fairbanks Campus at (907) 474-5655, uaf-disabilityservices@alaska.edu.

COURSE PLAN: Reasonable changes may be made to the course plan during the semester. Some homework and reading assignments are not listed in the course plan; they will be assigned during the class period.

Week 1
07/06/15 Introduction to the course / writing sample
Assignment: read chapter one/begin chapter 2
07/07/15 Topic: The Reading Process
Assignment: chapter 2 reading cont.
07/08/15 Topic: The Writing Process (pre-writing/thesis)
Activity: practice composing thesis statements
Assignment: finish reading chapter 2
07/09/15 Topic: The Writing Process (organizing evidence/drafting/revising)
Assignment: rough draft of Essay # 1

Week 2
07/13/15 Due: rough draft of Essay # 1 (for peer review)
Topic: Introduction to Exemplification
Assignment: Read Chapter 5 (pages 150-157)
07/14/15 Topic: Exemplification Essay
Activity: in-class pre-writing
Assignment: Read sample exemplification essays (pages TBA)
07/15/15 Due: Essay # 1
Topic: Exemplification Essays cont.
Activity: Discuss readings/grammar workshop
Assignment: begin drafting exemplification essay

07/16/15
Activity: workshop
Assignment: draft of classification essay

Week 3
07/20/15  **Due: Draft of Exemplification Essay** (for peer review)
Assignment: Read chapter 9 (pages 289-303)

07/21/15  Topic: intro to Cause and Effect
Activity: examine and discuss student essay/grammar workshop
Assignment: read sample cause and effect essays (pages TBA)

07/22/15  **Due: Exemplification Essay**
Topic: cause and effect cont.
Activity: discuss readings

07/23/15  Activity: workshop
Assignment: draft of cause and effect essay

Week 4
07/27/15  **Due: Draft of Cause and Effect Essay** (for peer review)
Assignment: handout reading on writing a summary

07/28/15  Topic: writing a summary
Activity: summary pre-writing/practice integrating sources
Assignment: handout reading on responding to other writers’ ideas

07/29/15  **Due: Cause and Effect Essay**
Topic: ways to respond to other writers’ ideas
Activity: in class writing exercise

07/30/15  Activity: workshop
Assignment: draft of summary and response essay

Week 5
08/03/15  **Due: Draft of Summary and Response Essay**
Activity: individual meetings with instructor

08/04/15  Activity: individual meetings with instructor
Assignment: read chapter 11 (pages 358-380)

08/05/15  Topic: intro to Argumentation-Persuasion
Activity: pre-writing and revising activities
Assignment: read sample student essay and comments (381-391)
08/06/15  Topic: argument-persuasion cont.
          Activity: discuss sample essay(review library resources
          Assignment: narrowed topic, thesis, and pre-writing worksheet

Week 6
08/10/15  Topic: argument-persuasion cont.
          Activity: review thesis statements/pre-writing worksheets
08/11/15  Activity: workshop
08/12/15  **Due: Draft of Argument-Persuasion Essay** (for peer review)
08/13/15  **Due: Argument-Persuasion Essay**