**ENGL F111x: Introduction to Academic Writing**

*Note: I reserve the right to make changes to this document and the course as appropriate throughout the semester. The course schedule is subject to change.*

**Required Text**
No required textbooks. You are required to access and read the texts on the class website. Since most of these documents will be in PDF format, you will need an appropriate reader program to view them, such as Adobe Reader or Adobe Acrobat.

**Course Description**
From course catalogue: ENGL F111X Introduction to Academic Writing, 3 Credits: Instruction and practice in written inquiry and critical reading. Introduction to writing as a way of developing, exploring and testing ideas. Concentration on research methods and techniques. Available via Independent Learning. Prerequisites: Placement examination. (3+0)

Questions to consider throughout our course:
- What is composition?
- Why do we observe?
- How do we make a strong, sound argument?
- How can writing be powerful and influential?
- How does writing reflect identity and culture (and vice versa)?
- Why might reflection be important to the critical thinking process?

**Class Website**
You will need Internet access for this course. This syllabus and most other important class documents, readings, and assignments will be uploaded onto our class website. It is your responsibility to access, read, and print (if necessary) all of these documents on time.
We will not use Blackboard.

**The Class as a Community**
We will treat everyone in the class with dignity and respect. I expect you to share your thoughts and opinions in an authentic way, but you must be respectful and considerate, even if you disagree with someone else’s opinion. Our classroom is a safe space; it is essential that each student feel safe in expressing their own thoughts and sharing their own ideas and writing.

**Policies and Procedures**
• **Attendance and Absences:** I will take attendance at the beginning of each class. You must attend the entire class period or it will count as an absence. Writing classes taught at Fairbanks campus require mandatory attendance. Because writing courses depend on class discussion and peer review of writing, in addition to lecture and presentations, our classes share a baseline attendance policy. *Students enrolled in writing classes must attend 80% of the class in order to receive a passing grade. If you miss more than 6 classes, you will automatically fail the course.*

It is your responsibility to keep track of the number and percentage of classes that you miss to ensure that you attend at least 80% of the course. If you have any confusion or questions about this policy, you need to clarify them with me in the beginning of the semester.

**I do not give “excused” or “unexcused” absences.** But please keep me updated on any emergencies or unforeseeable circumstances that may impact your attendance and course performance. If this happens you must begin communicating with me about it as soon as possible so we can work together to ensure that you continue to succeed in the class.

• **Tardies:** If you are late to class, that will count as one tardy. For every one tardy, you will lose half a point (.5% reduction) off your final calculated course grade. For example, if you earn 90% (A-) as your course grade, but you are tardy 10 times, your final course grade will be 85% (B).

• **Conferences:** Once or twice in the semester, I will cancel class and require each student to meet with me individually in my office to discuss the progress of an assignment. You are required to attend these conference(s) for full participation points.

• **Participation and Preparation:** You are expected to come to class on time (be in your seat and ready to work 9:45AM) and stay for the entire time. You must be prepared to actively participate in class discussion, so you will need to have completed all homework assignments and readings before each class. You should bring a notebook, a writing utensil, this syllabus, and any assignments and readings to class every day. Failure to do any of this will result in a reduction of your final grade. All assignments must be turned in by the due date and time (beginning of class). The course readings and texts are carefully selected to challenge us as readers, writers, and critical thinkers. Do not be afraid to question readings and assumptions (especially your own); an open mind and positive attitude will really help you in this course.

• **Late Work:** I do not accept late work.

If you cannot avoid missing class on the day an assignment is due, you must email or hand in that assignment to me by class start time.
• **Plagiarism:** All work in this class must be your own and all sources must be properly cited. If you are unsure of what plagiarism is or how to properly cite information, please see me immediately. You may also consult the latest edition of the *MLA Handbook* or visit the Writing Center in Gruening Hall. *Plagiarism of any kind could result in failure of this course.*

• **Submitted Work:** All essays must be formatted in MLA style. They should be typed, double-spaced, one-inch margins, 12 point, legible font, and printed on 8.5x11 inch paper. Works cited pages do not count toward page length. Your name, class name, assignment, and date must be typed in the top left hand corner with page numbers in the top right hand corner after your last name (i.e.: Scarano 1). Staple all work before handing it in. Failure to do this will result in a loss of points on the assignment.

• **Email Communication:** You will need Internet access for this course. I will mainly communicate with you via email outside of class. Check your university email account every day and respond in a timely fashion. My email address is coscarano@alaska.edu.

• **Electronic Devices:** Use of electronic devices and laptops, music players/headphones, and cell phones will not be allowed in our class, unless I specify otherwise. *Cell phones will be turned off or kept on silent mode in our class. Do not text in class.* If you must answer a phone call in the case of an emergency, please step out of class to do so.

• **Major Assignments** (typically essays) will occur as we move from one section to the next. These assignments may require creativity, in-depth response to a text, idea, or issue, formal research, personal reflection, group or individual presentations, etc. Written assignments will be several pages in length and completed in MLA format. I will give you specific instructions regarding these assignments closer to their due dates.

• **Reading Responses:** At least once a week, I will post reading response questions on the class website. Responses to these questions are required and due to my email at the date and time specified on the assignment.

• **Greenness:** I encourage you to print lightly for this class. I will try to do the same. Most often, our course readings will be available to you electronically. I also encourage you to print documents double-sided and to recycle paper documents from our course after you use them.

• **Writing Center:** The tutors in the Writing Center can help you with essays and writing assignments in any stage of the process (forming a thesis through final edits). The Writing Center is located on the 8th floor of the Gruening Building. This service is free. *You are required to visit the Writing Center once this*
semester and have a tutor review a assignment for this course before it is due. I suggest scheduling your visit near the time a major essay is due. In order to receive credit for this, bring me a Writing Center business card (available at the front desk), dated and signed by your tutor. You may also gain extra credit points by visiting the Writing Center after your required visit – one point per visit, up to 5 points added to your final course grade.

**Course Evaluation**
- Major Assignment 1: 15%
- Major Assignment 2: 15%
- Major Assignment 3: 30%
- Major Assignment 4: 10%
- Class participation, preparation, weekly reading responses, conferences, and all other assignments: 30%

Total: 100%

**Grading Scale** (This course and UAF both use +/- grading.)
- A+= 98-100%
- B+= 87-89%
- C+= 77-79%
- D+= 67-69%
- A = 94-97%
- B = 84-86%
- C = 74-76%
- D = 64-66%
- A- = 90-93%
- B- = 80-83%
- C- = 70-73%
- D- =60-63%
- F = 59 and below

**Special Circumstances**
If you have any special circumstances (disabilities, personal or family situations, etc) that you feel I should know about and/or that may impact your success in this course, please **speak to me in person as soon as possible.** You may see me after class or email me to set up a meeting in my office.
I am very willing to work with the Office of Disability Services (208 Whitaker Building, 907-474-5655) to provide reasonable accommodations to students with disabilities.