

Texas Woman's University
ENG 3203.01: Advanced Grammar and Composition
Fall 2015
T&R 2.30-3.50pm (ASB 101)

Contact Information

Instructor: **Dr. Cole**
 Office: CFO 1114
 Phone: 940-898-2410

Office Hours: M/W 3.00-4.00pm
 T/R 1:00-2.00pm
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COURSE DESCRIPTION

This course concentrates on the basic terminology and procedures of English grammar, rhetoric, and composition, with intensive practice. Prerequisites: Nine hours of English. Three lecture hours a week. Credit: Three hours.

STUDENT LEARNING OUTCOMES

Course Outcome:	Learning Assessment Method:
1. Correctly recognize, define, and employ grammatical terms introduced in the course.	1. Quizzes, exercises, presentations, exams, discussion, writing assignments.
2. Understand and correctly use types of sentences, clauses, and phrases.	2. Quizzes, exercises, presentations, exams, writing assignments.
3. Identify and evaluate appropriate research sources, incorporate those sources into well-documented formal academic writing, and formulate an argument based at least in part on those sources.	3. Writing assignments and a Final Portfolio.
4. Effectively plan, write, and revise a paper crafted for a specific audience and purpose, with appropriate attention to occasion.	4. Writing assignments and a Final Portfolio.
5. Write a <u>minimum</u> of 4,000 words of prose demonstrating the ability to 1) use sentences, clauses and phrases correctly and 2) to punctuate correctly.	5. Four writing assignments.

Course Assessment Methods:

Meta analysis of class discussion, quizzes, exams, writing assignments, and presentations.

REQUIRED COURSE MATERIALS

The textbooks required for this course are:

Hale, Constance. *Sin and Syntax: How to write wickedly good prose*. (Either edition is fine.)
 Strunk, William and E. B. White. *The Elements of Style*. (ISBN: 978-0205309023).

You will also need access to the following:

- flash drive, Pioneer network storage, or internet cloud service (*i.e. Dropbox.com, Google Docs, Icloud.com*) for keeping copies of drafts
- internet access outside of class (for accessing *Blackboard* and other links I provide for the class)
- Pioneer Portal (for e-mail purposes)
- Blackboard (for supplemental handouts and materials)
- journal or notebook for class notes and handwritten assignments
 - Something like a Moleskine or off-brand equivalent is best because these are more portable.

COURSE REQUIREMENTS

Your grade will be calculated according to a points system with the total possible points of 1000 points.

Writing Assignments (45%)

Because we will be practicing the art of revisions in this course, the writing assignments will be short: *no more than 1,000 words and no less than 800 words.*

- Writing Assignment #1 (100 points; 1,000 words). Due in Week 4.
- Writing Assignment #2 (100 points; 1,000 words). Due in Week 8.
- Writing Assignment #3 (100 points; 1,000 words). Due in Week 11.
- Writing Assignment #4 (100 points; 1,000 words). Due in Week 14.

Minor Assignments (25%)

- Attendance (50 points)
- Participation (50 points)
- Revision Memos (50 points)
- Homework and Quizzes (60 points)
- Conferences (40 points): Each student will meet with me individually twice during the term.

Final Portfolio (35%)

- Final Portfolio (300 points). The portfolio will include:
 - Portfolio Executive Summary
 - Original writing assignments
 - Revised drafts of writing assignments
 - Appendix: Representative (Cited) writing development documents
 - *Hypomnemata* Journal

The point breakdown is as follows:

Attendance	50
Participation	50
Revision Memos	50
Homework and Quizzes	60
Conferences	40
Writing Assignment #1	100
Writing Assignment #2	100
Writing Assignment #3	100
Writing Assignment #4	100
Final Portfolio	350
Total Points Possible	1000

Grading

Essay and final grades will follow an A-F grading system. **You must turn in all writing assignments, revision memos, and the Final Portfolio to pass the course.** To receive credit on a completed paper, you must have completed and submitted on time (or with excused delays) all of the pre-writing, planning, and draft work associated with that assignment.

A – Excellent	900+
B – Good	800-899
C – Average	700-799
D – Satisfactory	600-699
F – Failure	599-

PROGRAM AND COURSE POLICIES

Syllabus Changes

This document is subject to change. I may modify portions of this syllabus (particularly the calendar of assignments) to adjust to issues in the classroom, learning needs of students, availability of resources, changes in university or department policy, or other pedagogical reasons. When changes occur they will be announced on the class Blackboard site and an amended version of the syllabus will be made available on Blackboard for upload. Handouts and assignment prompts distributed to students during the term, physically or virtually, are considered extensions of this syllabus.

Late assignments

It is your responsibility to ensure that all assignments are turned in on time. (Turning in major assignments on time may also earn you House points!) Absence is not an excuse for late work.

Minor Assignments – I **do not** accept late work for minor assignments (homework, quizzes, etc.).

Writing Assignments – I will accept writing assignments **up to two days** after the assignment is due (for example, if an assignment is due Sunday, I will accept it until the following Wednesday). **However, the grade for the assignment will be reduced by FIFTEEN POINTS (15 points = one letter grade) for every day the paper is late. Day One begins the minute after the assignment's deadline.**

The Final Portfolio will not be accepted late.

If you know you will be absent on the day an assignment is due, ***it is your responsibility*** to turn that paper in to me on or before the due date. If you need an extension for your major assignment, you must ask *at least 72 hours before* the assignment is due.

Attendance

Note that participation and attendance are graded separately. You do not participate merely by showing up to class. Participation means engaging with the class and contributing to discussion: this can be done by making a comment, asking a question, or otherwise just speaking up in class. **Shyness is not an excuse for lack of participation.**

I will excuse only absences due to illness, pregnancy, hospitalization, official school activities, military obligations of reasonable duration, recognized holidays, or death in the immediate family. University policy also dictates that having excused absences doesn't absolve you from having to make up the work you missed and that you may fail a class due to excessive absences even if they are excused. **To get an absence excused, you will have to provide me with documentation.** I cannot just take your word for it without being unfair to other students.

If your absence is unexcused, you will not be able to make up anything you missed, including pop quizzes or point-bearing activities. Disruptive behavior that makes teaching or learning difficult or a pattern of non-participation or lack of preparation can lead to you being marked absent even if you are here physically. ***If you miss the equivalent of two weeks of classes (which is 4 class sessions in my course), you can be failed in this course.***

If you know in advance you have to miss a class, talk to me a head of time and we can try to minimize the side effects. I can be reached by email at ccole8@twu.edu or by phone at 940-898-2410.

What Is the Official TWU Attendance Policy?

TWU Attendance Policy: Consistent attendance is vital to academic success and is expected of all students. Grades are determined by academic performance, and instructors may give students written notice that attendance related to specific classroom activities is required. Absences do not exempt students from academic requirements. Excessive absences, even if documented, may result in a student's failing the course. Excused absences are within the purview of the instructor. Students must consult with instructors regarding make-up work.

Additional University/Program Information

- ***Academic Dishonesty Statement:*** Honesty in completing assignments is essential to the mission of the University and to the development of the personal integrity of the student. In submitting graded assignments, students affirm that they have neither given nor received unauthorized assistance, and that they have abided by all other provisions of the Code of Conduct in the TWU Student Handbook. Cheating, plagiarism, fabrication, or other kinds of academic dishonesty will not be tolerated and will result in appropriate sanctions that may include failing an assignment, failing the class, or being suspended or expelled. Suspected cases in this course may be reported to Student Life. The specific disciplinary process for academic dishonesty is found in the *TWU Student Handbook*. The TWU library link, "Avoiding Plagiarism," Will aid students in completing their assignments with integrity.
- ***Disability Support Policy Statement:*** If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the office of Disability Support Services (CFO 106, 940-898-3835, dss@twu.edu) in order to obtain the required official notification of your accommodation needs. Please plan to meet with me by appointment or during office hours to discuss approved accommodations and how my course requirements and activities may impact your ability to fully participate.
- ***Dropping this Course:*** Students may drop a course without penalty *before* the census day of the semester (September 9, 2015). However, *after the census date*, students enrolling fall 2007 or later (at TWU or any Texas public higher education institution), are allowed only 6 unexcused drops during their undergraduate academic careers. Drops after the census day will count toward the 6-drop limit unless they are supported by timely, appropriate documentation and excused by the university review process. Drop forms are available in the Registrar's Office and require the signature of the student, instructor, and academic advisor.

ADDITIONAL INFORMATION RELEVANT TO THIS COURSE

Revision Memos and Revising Major Assignments

A revision memo is a letter from you to me about the feedback I've given you about your essay. This helps us to be on the same page about your essay and what you can do to improve as a writer. Your revision memo needs to be submitted to me one week after receiving your graded essay. **You will not receive credit for the Unit if you do not submit the Revision Memo – yes, even if you have turned in the essay. BOTH assignments are necessary to receive credit for the Unit.**

*You may then choose to revise ONE essay to improve your essay grade by one letter grade, **provided** that you have submitted a revision memo **AND** resubmit the essay within one week of turning in your revision memo. **If the essay is resubmitted without significant revisions, I reserve the right to not accept the resubmission.***

Hupomnemata Journal

The moleskin journal is for your Hupomnemata Journal (or H-journal, for short). This journal is for our daily writing prompts, class notes, reading notes, brainstorming, and more. Think of the H-journal as being the place to write down anything and everything related to how you are developing your writing skills over the semester. Fragmented thoughts are fine; diagrams, lists; clippings from magazine articles, images; quotations, etc. **Use this notebook ONLY for this class.** You will turn in the H-journal as part of your Final Portfolio.

Student Conferences

Each student is required to have two 10-minute conferences with me during the semester. The first conference must sometime during Weeks 3-8 and the second conference must be during Weeks 9-15. I will provide a sign-up sheet at the end of Week 2. Students are welcome to come to my office hours outside of their scheduled conference time.

House Points

During the first week of the semester you will be sorted into four Houses (yes, like in *Harry Potter*). All group work during the semester will be done within your House. The first four weeks will be a “trial period” for each group; if we need to shuffle some groups due to personality clashes, we can do that at the beginning of Week 5.

Each House will begin with 100 points and you can gain—or lose—points for your house through various activities. For example: if every member of your House is in class *on time*, your House will gain points; however, if a member of your House comes into class late, your House may lose points. Professionalism and participation in class are also ways you can gain points for your House. **Rewards will be given to the highest scoring House at various points of the semester**, such as getting a pass on the next homework assignment or having a homework assignment count double in order to replace the lowest homework grade. Points are granted and revoked at the discretion of the instructor

Submission Guidelines

All assigned written work must be submitted online via Blackboard. The formatting must be:

- Double-spaced
- Times New Roman font
- Font size 12.
- 1-inch margins all around.

Note on Word Requirements

If the essay is below the required word count, the essay grade will be reduced by the percentage by which the essay is too short: e.g., if the minimum required word limit is 1,000 words and the submitted essay is 700 words, the grade will be reduced by 30% because the essay is 30% short of the minimum required word limit.

Course Schedule

What follows is a skeletal outline of our schedule for the semester.

Note:

- *Not all homework assignments are listed in the schedule.* Homework assignments will depend on how much we get covered on workshop days.
- This calendar *does not* include all the many ways we'll think and write about writing; it's simply a guide.
- ***This calendar is subject to change.***

Week 1: A Brief History of the English Language; Subjects and Objects: Nouns

Week 2: Subjects and Objects: Pronouns

Week 3: Verbs.

Week 4: Modifiers: Adjectives, Adverbs, and Modifying Phrases
Writing Assignment #1 due on Wednesday, Sept. 16, by 11.59 PM.

Week 5: Prepositions

Week 6: Conjunctions and Interjections

Week 7: The Subject, the Predicate

Week 8: Simple Sentences
Writing Assignment #2 due on Monday, Oct. 12, by 11.59 PM.

Week 9: Phrases and Clauses

Week 10: Sentence Variety

Week 11: Voice
Writing Assignment #3 due on Wednesday, Nov. 4, by 11.59 PM.

Week 12: Lyricism

Week 13: Melody

Week 14: Rhythm
Writing Assignment #4 due on Tuesday, Nov. 24, by 11.59 PM.

Week 15: Review and Revisions.

Week 16: Final Portfolio – Tuesday, Dec. 8. 1.30-3.30 PM.



SYLLABUS AGREEMENT FORM

Your success in this program depends on your preparation for class and your understanding of TWU academic policies. This syllabus provides you with valuable information regarding course objectives, required materials, grading policies, as well as a course calendar for the semester. **It is important you are well acquainted with the information provided in this syllabus.**

For this reason, I ask you to read through the syllabus very carefully and sign this Syllabus Agreement form.

I acknowledge that I have received and reviewed the course syllabus for

ENG 3023.01 Fall 2015.

My class meets on (days) _____ at (time) _____ in room _____.

By signing this document, I acknowledge that:

1. I have read the syllabus and I understand the classroom policies, the department's and instructor's expectations, and rules (for example, technology and text requirements, grading system, attendance policy, academic honesty policy, assignment responsibilities, late work, etc.) as stated in the syllabus for this course.
2. If I have any questions or concerns, I will contact the instructor for further explanation.
3. I understand that I am responsible to complete all homework assignments, quizzes/in-class assignments, and written projects by the due dates as outlined in the syllabus.
4. I agree to be prepared for and attend class each day and to participate in online discussions on Blackboard.

Student Name _____

Date _____

Student Signature _____