

I. Objectives of the Course

Through class participation, the close reading of assigned works, in-class writing exercises and tests, six formal essays, and a final examination, the student will be graded on his/her ability:

- A. To organize and develop ideas through the use of specific information.
- B. To construct outlines illustrating that sufficient material has been gathered and organized according to the laws of unity, emphasis and coherence.
- C. To demonstrate orally and in writing a command of style, sentence structure, paragraph development, grammar, spelling, punctuation and vocabulary.
- D. To write college-level essays which show a mastery of the fundamentals of effective expository and argumentative writing.

II. Student Requirements for Completing the Course

- A. Brief unannounced quizzes which will be factual in nature. There are no make-ups for missed quizzes.
- B. Regular exercises in grammar, spelling, punctuation, and vocabulary. There are no make-ups for missed exercises.
- C. Several in-class writing assignments. There are no make-ups for these assignments.
- D. Six formal essays (3 printed pages) to be assigned later. One letter grade will be deducted for each day a paper is late.
- E. A final examination composed of factual and essay questions.
- F. Satisfactory participation in class discussion, which can only be accomplished if the attendance policy is rigorously observed.

III. Grading Practices

The grade will be determined by an evaluation of the entire semester's work, with special emphasis on fulfillment of course objectives. Grading will generally adhere to the following:

Class participation	5%
Quizzes, exercises and in-class writing	15%
Six essays	60%
Final examination	20%

NOTE: My grading system is A, B, C, D, F. No plus (+) or minus (-) on final grade. A grade of C is needed to pass this course!



IV. Attendance Policy

- A. Although attendance is not mandatory, it is to the student's distinct benefit to be present in class, and the student will be held responsible for any assignments made when he/she is absent. After one absence, one point will be deducted from the final grade for each additional absence.
- B. Students who are late must assume personal responsibility to see that the record is altered at the end of class. This record will not be changed at a later date.

V. Textbooks

Evergreen: A Guide to Writing, by Fawcett & Sandburg, 5th ed.

a 3.5 inch disk

VI. Weekly Outline of Topics to be Covered

August 26-28	Preliminary The Paragraph
August 31-September 4	The Paragraph <u>Paragraph Due</u>
September 7-11	The Paragraph <u>Paragraph Due</u>
September 14-18	The Essay: Introductory <u>1st Essay Due</u> (Illustration)
September 21-25	The Essay: Unity and Thesis
September 28-October 2	The Essay: Order of Ideas <u>2nd Essay Due</u> (Comparison/Contrast)
October 5-9	The Essay: Beginnings and Endings
October 12-13	Midterm Break
October 14-16	Effective Sentences <u>3rd Essay Due</u> (Narrative)
October 19-23	Effective Sentences
October 26-30	Effective Diction <u>4th Essay Due</u> (Process)

VI. Weekly Outline of Topics to be Covered (continued)

November 2-6	Effective Diction
November 9-13	Effective Diction <u>5th Essay Due</u> (Definition)
November 16-20	Argument and Persuasion
November 23-24	Argument and Persuasion <u>6th Essay Due</u> (Persuasive)
November 25-27	Thanksgiving Recess
November 30-December 4	Argument and Persuasion
December 8	Last Class
December 10-11, 14-16	<u>Final Examinations</u>

VII. Office Hours

My office is located in Humanities Hall, Room 105 and my office hours are the following:

Monday - Friday: 1:00-2:00 p.m.

If these hours are ever inconvenient, appointments can be arranged. Please do not hesitate to see me about anything that is of concern to you.

VIII. Honor Code

I assume that you are familiar with the Honor Code and that you know what plagiarism is.