

Instructor: Stacy Bell

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Office: Writing Center, Language Hall 103

Office hours: MW 1-4, and by appointment

Required Texts

Connolly, *Homeless Mothers*

Greene, *Praying for Sheetrock*

Moss, *Fierce*

Souljah, *No Disrespect*

The Bedford Handbook [Hacker]

Miscellaneous assigned readings

Course Description

An examination of grammar, mechanics and principles of effective written expression, with primary emphasis on the expository essay. Writing topics are inter-disciplinary, to emphasize the importance of effective written communication across the curriculum.

Objectives

The student will demonstrate an understanding of the differences in spoken and written English. The student will apply this understanding in the process of expository writing. The student will submit four 5 page essays on a selected topic, and for some of the essays will be required to use secondary sources; the essays will be well-organized and will demonstrate mastery of grammar, mechanics and organization appropriate in college-level writing, as well as the ability effectively to utilize a variety of rhetorical forms and to follow MLA guidelines for documentation.

Responsibilities

Late essays: Your essays are due at the *beginning* of class on the specified date. I will lower the grade for an unexcused late essay by one full letter grade **for each day it is late**; after one full week the essay will receive a grade of zero.

Attendance: As per Oxford College policy, class begins at the designated time. If you are not present when class begins, I will mark you absent. If you are not prepared for class, I will mark you absent. You may miss three days of class without penalty, beyond which I will deduct half a letter grade from your final average for each additional unexcused absence. I will excuse absences in the event of a major illness [with a doctor's note], legitimate emergency, or religious observance.

Plagiarism: The work you submit for class must be your own. You may not submit an essay more than once. If you use another author's words or original ideas in your writing, you must give credit to the author by using MLA documentation form as it is presented in *Bedford*. All papers suspected of plagiarism will be turned over to the Honor Council (*Oxford College Handbook* pages 98). If you are uncertain about what constitutes plagiarism, read your handbook and **please see me**.

In recent years students are finding that essays and research papers are easily and readily available over the internet. Please be advised that we instructors have learned easily and readily to locate them. Don't be tempted. If you download an essay and submit it as your own, and I catch you, you will be turned over to the Honor Council immediately.

Behavior: The instructor and students will display professional and courteous behavior, including but not limited to respect for the opinions of others. What constitutes professional and courteous behavior is at the discretion of the instructor. I will dismiss and mark absent any student who fails to show respect for his or her classmates and/or instructor. Continued disruptions and/or

discourtesy will result in automatic dismissal from this class and referral to the Academic Dean. Dismissal from class may negatively impact the final grade.

Evaluation: You will write at least eight 1-page responses to the texts [2.5 % each], one formal 5-page essay based on each text [15 % each], and one final exam [10%]. The remaining 10% will be reflected in class participation. If you are absent without an excuse on a day in which an in-class activity is assigned, you will NOT be permitted to make up missed work. The student will submit a rough draft for each essay. Failure to do so will result in deduction of one half letter from the essay grade, and the student will be marked absent for that day. For each essay submitted, the student will complete an error analysis, due within one week after the graded essay has been returned. **No grade will be recorded for the essay until the error analysis is completed.** *Note: Your final essay will be evaluated based on a predetermined set of criteria, including demonstration of competency in the mechanics and organization of essay writing. This is a college level writing course; spelling errors will not be tolerated. An essay with more than five spelling errors will receive a failing grade--NO EXCEPTIONS.

Any student who a) receives a grade of C- or lower on an essay, or b) has failed to cite sources correctly, MUST schedule a conference with me during my regular office hours immediately after receiving the evaluated work.

Email: Students must learn appropriate uses of email. The best way to communicate with an instructor is in person, during class or during office hours. I accept email for the following reasons:

- To cancel an appointment
- To notify me of an absence
- To ask a question about an assignment

In general I will not respond to an email requesting information contained in the syllabus. If you don't know what is in the syllabus, you aren't prepared for class. Finally, I will ***never respond*** to email requests for grades or "averages."

Unless you obtain approval from the Academic Dean, there will be no exceptions to the policies outlined in this syllabus, which represents a contract between student and instructor. The instructor will meet her responsibilities in regard to instruction and evaluation of the student, and the student will meet his or her responsibilities in regard to completion of all assignments and adherence to all class policies.

I have read and understand all components of this syllabus. I agree to adhere to all the policies and guidelines outlined in this syllabus.

print your name

signature

date