

WR 13100 / Course Policies / Spring of 2012 / PClauss

Patrick Clauss, PhD

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www.nd.edu/~pclauss/wr.html

631-1678 (My Office Phone)

631-5427 (Writing Program Phone)

Office Hours: usually 9:30 to 11:00 am on Tuesday and Thursday; also by appointment (I'm available throughout the week. Just ask!)

Required Resources: an active Notre Dame email account and a secure place to back up files/papers (Web File or Dropbox for instance)

Required Texts: (1) *A Pocket Style Manual*, by Diana Hacker, 5th edition
(2) *They Say/I Say*, by Graff and Birkenstein, 2nd edition
(3) other readings and sample essays, both student and professional, provided by instructor (usually on the class website, sometimes via email or handouts)

Conferences and Help: If you have any questions or concerns not discussed in class, don't hesitate to contact me during my office hours, after class, or over email, for example. If you are student with a disability and will need accommodations for this course, please register with Disability Services (www.nd.edu/~osd/). After you have discussed your accommodation needs with the Coordinator of Disability Services, please speak with me to make whatever arrangements may be necessary.

Due Dates: All assignments are due at the start of class and will be announced in advance (in class and/or on the course website). If you have not been granted an extension before the due date and/or time (see "Extensions," immediately below), and if I do not receive the assignment when it is due, that assignment's grade will be lowered one letter grade per day late. Because you will always know about due dates in advance, no excuses are accepted. (Free advice: Don't wait until just before class to print something. Printers often break or run out of paper at the last minute.)

Extensions: If you need an extra day or two for an assignment, oftentimes that is not a problem. You can ask me in person, call my office (1-1678), or send me email. Do so **before** the assignment is due. Explaining why you need more time is not necessary, but you may be limited to no more than three extensions all semester. Also, extensions are not allowed for drafts (e.g., when a draft is due for in-class work or handed in as an informal write). Extensions are usually not possible for the final portfolio submission at the end of the semester.

Grading Procedures: All assignments are "weighted," and as the semester progresses, most assignments become worth more on the grading scale. I will explain the system in detail in class; if at any time you are unsure how it works, please ask for help. Failure to complete and submit all assignments may result in (a) the lowering of your course grade by one letter grade and/or (b) failure in the course.

Assignment Format: All out-of-class essays and most exercises must be typed. Student samples, provided on-line or as class handouts, provide format details. All citations will follow current MLA style.

Academic Honesty: Plagiarism is the use of another text or source without giving proper credit—or any credit at all—to the writer of the original material. Understand that all work in this class—exercises, drafts, final copies, etc.—must be your own and/or must be properly cited. To review Notre Dame's Honor Code, please visit www.nd.edu/~hnrcode.

Exercises: In addition to regular essay assignments, approximately once or twice a week, you are required to respond to various assigned writing prompts. Unless otherwise noted, writing exercises (also known as "informal writes") are usually due the class after they were assigned.

The Writing Center: Notre Dame Writing Center staff members are dedicated to helping you improve your writing. When you visit the center, a fellow Notre Dame student will help you by listening to your questions and concerns, reading your paper, and talking with you about your ideas. Writing Center tutors work with writers during all stages of the writing process—from understanding an assignment, to developing a thesis, to organizing the paper, to revising the first draft, to editing the final product. The tutors do not write or edit your papers for you. Rather, they help you develop effective rhetorical strategies for your written work.

You are required to make at **least one visit** to the Writing Center this semester. You are not limited to one visit, however, and may visit multiple times. To learn more about the Writing Center or to schedule a session, visit www.nd.edu/~writing/index.html or <https://therichco.com/wconline/nd/schedule/>

“Excluded” Essay Topics: In WR, I emphasize the ubiquitous nature of arguments (i.e., “arguments are all around us”). One of my ultimate goals is to expand your understanding of arguments (what they are, how they work, etc.), encouraging you to see that we engage in argument every day, *not* just when we deal with controversial issues or stock argument topics. Thus, the following topics are not allowed for any essay:

abortion	capital punishment	seat belts	censorship	parking at ND
attendance policies	drinking age	steroids	global warming	pollution
recycling/littering	euthanasia	gangs	gun control	legalizing drugs
drunk driving	hemp	smoking	steroids/Creatine	BCS Bowl

Also, if you want to write about any topic already covered by a sample student essay (from the class web page or handouts, for instance), you must discuss your ideas with me **before** beginning the essay.

Participation/Attendance: To do your best in this course, you should attend class every day and participate frequently. One component of your course grade is a Participation and Attendance grade. (This grade’s effect on your final course grade will be announced over the course of the semester.) The Participation and Attendance grading scale is as follows:

0-3 absences: points up to “A”	5 absences: up to “C”	7 absences: points up to “F”
4 absences: up to “B”	6 absences: up to “D”	8 or more absences: 0*

I require frequent, student-driven participation. This includes such things as asking questions, offering comments or insights during discussions, volunteering to read when we look at sample essays, etc. These have to happen on a daily or an almost-daily basis for an A in this category. Anyone can simply come to class—that’s easy, but that’s not A-quality Participation/Attendance.

Absences: In my class there are two kinds of absences: one, instances where you are physically not in class; and two, instances where you are physically in class but are mentally absent. For real absences, the only excused kind are the kind where the University provides documentation for your absence. This should come to me through First Year Studies. Remember, you can miss 3 classes and still get an “A” for Participation and Attendance. *Note, however, that 8 or more missed classes—*regardless of the reason*—constitute almost 3 weeks of missed classes and may result in an F for the course. You are responsible for all work missed during any absence. Unless you contact me **before** the class or classes you will miss, I will not provide summaries of class activities and assignments. Contacting me does not automatically excuse your absence, but it does make it easier for me to help you when appropriate.

“Mental” absences include but are not limited to instances where you are physically in class but fall asleep; send/receive texts; check email; talk at an inappropriate time; read the newspaper; do homework for my class or another class; and/or engage in any other form(s) of “non-attendance.”

Tardiness: Each “late” counts as half an absence: If you are late 2 times, you are marked as having missed 1 class. Also, after 4 “lates,” each additional “late” will count as 1 absence. (Remember, you can be absent 3 times before anything happens to your Participation/Attendance grade; thus, there’s room in this system for *occasionally* running late with no penalty whatsoever.)