

**Fall 2009 Session 1**

**Level 5**

**Section 1**

**Writing**

**T/R**

**11-12:15**

**RB 114**

Edward Chaffin

Office: RB 321

Phone: 8586 / 765-499-4572

Office Hours: M-11:50-2:30 / T-9-10:50 / W-11:50-1:30 / R-9-10:50

**Course Texts:**

Folse, K.S., et al. (2003). *Blueprints 2. Composition Skills for Academic Writing*. Boston, MA: Houghton Mifflin.

Hogue, A. (2003). *The Essentials of English. A Writer's Handbook*. White Plains, NY: Longman.

**Description:**

This course focuses on high intermediate writing skills. Students will learn about and produce the modes of cause/effect and argumentative essays. There should also be a focus on paraphrasing and summarizing throughout the course. This course should also place a great deal of emphasis on finding, evaluating and incorporating sources into essays. Each essay in this course should include at least 2 sources. Students will also learn to use reference materials and style manuals. Students are expected to write and rewrite intensively with a focus on organizing, drafting, editing, and revising.

**Assignments and Course Grading:**

Grades are Credit/No Credit. Credit will only be given for grades of C (73%) or higher. Grades will be assigned on the following basis:

20%- Active participation to the best of your abilities in all in-class assignments. This includes participation in peer-editing sessions, topic discussion and organization sessions and student-teacher conferences. Homework assignments are also included in this section.

40% Essay 1

10%- Pre-writing and organization

10%-Draft submission and editing

20%-Final Draft of Essay 1

40% Essay 2

10%- Pre-writing and organization

10%-Draft submission and editing

20%-Final Draft of Essay 1

**Absence Policy:**

You may not have more than 2 absences. Each student is allowed 2 absences without affecting the student's grade. Each additional absence will cause your final grade to be reduced by one letter grade.

Definition of Absence and Tardy:

A student not being present for an entire class period is ABSENT.

A student coming in over 20 minutes late is ABSENT.

A student coming into class more than 5 minutes late but less than 20 is considered tardy.

Excused Absences

If an absence is due to illness, the teacher has to be notified before the next class (if possible). Students

can email the instructor or call the Main English Office and leave a message (285-8580). It is the responsibility of the student to bring a note from a doctor or the health center stating that the student could not attend class on the specific day.

If a student misses class because of a field trip, they must bring the teacher a note from the teacher of that class before the absence, explaining the reason for the planned absence.

In all cases of an absence, it is the responsibility of the student to contact the teacher in order to ask about any missed assignments and to pick up any missed handouts.

**Academic Honesty:**

Academic dishonesty includes using unauthorized aids during tests and other assignment and submitting someone else's work as your own. It also includes plagiarism, which is using another's word or ideas without proper citation. Plagiarism is not permitted in this class or any class at Ball State University. You cannot use material written by someone else, or written by you for another class without documenting this.

Academic dishonesty may result in No Credit, and may result in being expelled from the university.

This topic will be addressed more thoroughly in class throughout the semester.

**Accommodation:**

If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. My office location and hours are listed at the top of the syllabus.