

Instructor: Ms. Sylvia Newman
Office hours: MWF 9:00-10:00 am or by appointment

Office: SS318B, 626-6257
e-mail: snewman@weber.edu

Texts:

The Business Writer's Handbook 7th ed.; Alred, Brusaw & Oliu
Models for Writers: Short Essays for Composition, 8th ed., Rosa &
Eschholz

COURSE OBJECTIVES

English 1010 is designed to provide students with the necessary writing skills and intellectual understanding to enter the university, civic and workplace communities. My goals are to help you

- read and write critically and imaginatively
- write correctly using Standard American English
- understand writing conventions and be able to adapt them to the rhetorical situation
- understand rhetorical situations and write with appropriate rhetorical strategies
- discover issues that are significant to you
- write usable, logical and well-reasoned documents

This all sounds very serious, but we will have lots of fun together.

OVERVIEW

Writing is not a course of study nor is it a collection of facts to be memorized. It can only really be taught by coaching, and coaching implies a willingness to be taught and respectfully corrected; it is a question-and-answer process completed by both teacher and student. Please be prepared to be an active participant in this process. Because revising is as important as the final product, you will produce rough drafts for all assignments, participate in peer review groups, and receive feedback from me. Questions and problems will be discussed among the entire group and/or one-on-one consultation.

COURSE REQUIREMENTS

Technology *Basic skills:* You must be able to send and receive e-mail, send and receive attachments via e-mail, use a word processor such as MSWord or WordPerfect to create your documents, access the Internet, save and retrieve documents created for this class using disks or memory sticks on the class computers, save documents in Word format, and cut, copy and paste text and documents from one application to another.

Internet access: You must have Internet access to complete certain assignments in this course. If you do not have access at home, there are computer labs on the Davis and Ogden campuses that are open at almost all hours of the day and night. All work must be completed on a word processor (typed). You will submit some assignments to me via e-mail; these assignments need to be saved (if not produced) as an MSWord document.

E-mail: You **must** have an active e-mail account; if you prefer not to use your work or personal e-mail, Wildcat e-mail is available free to students. (Even if you do not use Wildcat mail, you must have an account name and password to access our classroom and lab computers.)

Online class work: We may be doing some of our course work online. More information will be provided as necessary.

In-class computers/saving work: We will also be using the computers in the classroom. You will need to bring a disk or other storage device because nothing is saved on these computers once you log out. Please practice good computer storage skills: Set up a folder specifically for this class and **save any and all work** you do for this class.

Attendance You must attend class and be prepared with all homework and assignments. What we do in class is important, so I expect you to be on time and not leave early. It is your responsibility to consult your calendar, track due dates, and contact a classmate to get copies of assignments, handouts, and/or class notes. If you must be absent, I will only accept assignments *before* the date you must be gone, not after. You cannot make up any *in-class* assignments. Do not ask me, “What did I miss?” unless you want to see a teacher go berserk in public. It’s not a pretty sight.

Assignments

Reading: You will be reading from *Models for Writers* and *The Tongue and Quill*. We will use *The Business Writer’s Handbook* on an as-needed basis. These readings will be the basis for class discussion, some in-class assignments and some of the writing assignments. Please be ready to discuss assigned readings when you come to class.

In-class: We will do many assignments in class: writing assignments, group assignments, peer reviews, etc. In-class assignments cannot be made up.

Papers: You will write several different papers/documents for this class from a resume/cover letter to a background (research) paper. Drafts and peer reviews will be part of the grade for these assignments. More detailed information will be forthcoming.

Format: Writing assignments, even at the peer review stage, are to be **typed, double-spaced**, or in the format required for that specific document. Unless the format dictates otherwise (i.e. a cover letter), your paper(s) should have one-inch margins, and the following information in a block in the upper **lefthand** corner of the first page only:

Your name
Ms. Newman
English 1010/Assignment name or #
Date

No widening of margins. No enlarging fonts. Length is not as important as adequately developing your ideas. Use 11- or 12-pt font size and a standard font such as Times New Roman. (Usually, the default settings on your word processor are perfect.) Page numbering is a good idea for documents of three pages or more (suppress number on first page).

Reviews: An important part of our class will reviewing each other’s work. You will work in pairs or small groups to review drafts of each assignment. These groups will be a crucial part of your learning to write. Once you divide into peer review groups, you will be reading and commenting on each other’s document drafts.

Grammar: We will deal with grammar on an as-needed basis. We may do grammar exercises in class or online. If needed, I will quiz you on certain concepts.

GRADING

I will use the following grade scale:

A	93-100%	C+	77-79.9
A-	90-92.9	C	74-76.9
B+	87-89.9	C-	70-73.9
B	84-86.9	D+	67-69.9
B-	80-83.9	D	64-66.9 etc

Below is a **tentative** breakdown of assignments and their grade value:

Preparation/participation/attendance	20
Paper Cycle #1 (resume, cover letter, award nomination)	20
Paper Cycle #2 (background paper)	20
Paper Cycle #3 (position paper and presentation)	40
Total points	100

You **must** have a C or better to pass this class.

POLICIES

- Contact** It is important to contact me if you are going to miss class and expect to be able to turn in something late. If you do not let me know beforehand, I will not accept late work. E-mail is the best way to contact me; however, you may call me at office. Leave a message if I am not there.
- Changes** This syllabus is a working document and subject to change. I will make changes known to you in class—one more good reason to be in class.
- Plagiarism** Plagiarism is a violation of the WSU Student Code. To plagiarize means to pass off someone else's work as your own or to improperly document your sources. If you plagiarize, you will receive an E for the assignment. If it happens more than once, I will notify university authorities about disciplinary action. Don't do it. It is less work to do the assignment.
- ADA Note** The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. Please contact me at the beginning of the semester to discuss any accommodations you may need.