

ENGL 3910 Syllabus ~ Spring 2012

Contact Information: Wesley Venus, wvenus@gdn.edu, 678-359-5092

Office Hours and Location: 8:00-9:00 M-F, 11:00-12:00 MWF, and otherwise by appointment, Academic Building 103I

Textbook:

- *Prentice Hall Reference Guide*. 8th ed. Muriel Harris and Jennifer L. Kunka, eds. Boston: Prentice, 2011. (ISBN: 0-205-78231-0)

Prerequisite: Grade of C or better in ENGL 1102 and completion of a 2000-level English course.

Course Description: An advanced grammar and composition course.

Credit for Graduation or Transfer: This course requires a grade of "C" or better to count as credit toward graduation. It is also required that students must pass this course with a "C" or better to graduate from Gordon College with a B.A. in English. Students planning to transfer to another school must also receive a "C" or better in this course in order to receive credit toward graduation at that institution as well.

Course Objectives: Students will advance their knowledge of grammar, gain experience applying that knowledge to their own writing, develop their writing experience through practice in various discourse situations, and increase their knowledge of these discourse situations through focused study of rhetorical conventions.

Course Requirements: All students are expected to

- read assigned materials for the course,
- attend class and participate in class discussions and activities,
- complete written assignments as scheduled, and
- complete all other assignments as well as the Final Portfolio as scheduled.

Academic Dishonesty: Gordon College's current Academic Catalog includes detailed descriptions of what actions are academically dishonest and a statement on the purpose of having an academic dishonesty policy in the first place. For the purposes of this class particularly, an act of "Academic Dishonesty" involves passing off someone else's work or ideas as your own. This rule applies to anything turned in for a grade, regardless of how minor or major that assignment is and regardless of the reason for the infraction. Ignorance of the rules for attributing ideas to others correctly is not a valid excuse; students are held accountable for documenting others' ideas correctly, so they should make certain to be present on the days the class discusses documentation or to get the notes from a classmate who was there on that date.

Collusion is one form of academic dishonesty that is worth mentioning specifically and is defined as receiving excessive help from another to the point that a work can no longer be the product of a single author. In this class, if a submitted assignment is suspected to be the result of collusion, the teacher

reserves the right to refuse credit for that work if the claimed author is unable to demonstrate sole authorship.

We will discuss documentation on Thursday, March 1. The entirety of Gordon College's Academic Dishonesty policy is available in the Catalog on pp. 275-76 and online at <http://www.gdn.edu/admissions/catalog/conductcode.asp#dishonesty>.

The Academic Catalog also outlines, among other things, the possible penalties for academic dishonesty and the process by which these penalties can be repealed. This information can also be found in the Catalog on pp. 60-61 and online at <http://www.gdn.edu/admissions/catalog/academic.asp#dishonesty>. In most cases of Academic Dishonesty for this course, a student can expect to receive no better than an F on the assignment in question. In more severe cases the student may receive a 0 for the assignment grade or expulsion from the class.

Attendance: There is no attendance requirement, but poor attendance can have an indirect negative effect on your grade. Material covered in class may or may not be covered in the textbook, so a good attendance record is important to have. Likewise, there is a good deal of reading material that will be photocopied and handed out during the class meeting before discussion of it. We have many topics to cover over the course of the semester, so we will not be able to go over material again extensively once it has already been covered. If you miss a class meeting, you are encouraged to go over any handouts you might have been given the day you missed and to ask one or more of your classmates for their notes, but your teacher may politely decline to review material that has previously been covered in class that you missed. If there was a handout given on the day that you missed class, then your teacher will give that to you when you ask for it.

There is also no further penalty for tardiness, except that if a student misses a test or part of an exam because he or she was tardy, then that missed time cannot be made up. Likewise, if a student is habitually tardy or especially if a student's late entry into the classroom is regularly disruptive, then tardiness can negatively affect the Participation component of that student's final grade. (See below the description of "Class Participation and Peer Review" in the Course Assignments section for further details.) Students who find that tardiness will be a problem for them will be encouraged to take a seat along the wall nearest the door so that their late entry will not be a distraction to the rest of the class.

Make-up Work: Drafts in the three essays projects and the Final Portfolio will be accepted late, but with a five-point penalty for each day they are past due. (This includes holidays and weekends.) To be considered on time, these documents need to be printed out and submitted any time before the conclusion of the class meeting during which they are due. Submission after the conclusion of that class meeting makes that assignment one day late, two days late twenty-four hours later, and so on. Final Portfolios will not be accepted any later than 5:00 p.m. on Friday, May 4.

For differing reasons, there are certain elements of the course grade that cannot be made up. Class Participation and Peer Review activities are always group-based, so there is no way for these activities to be made up.

Tests can be made up, but only after students establish valid excuses for having missed the test and then make arrangements for making them up.

No assignment should be submitted via email or by any other method of electronic submission. If a student must miss class on the day an assignment is due, and if email is the only means by which the assignment can be submitted on time, then an exception can be made if the student requests and receives permission to do so beforehand. If the student emails the assignment on time, but without receiving permission beforehand, the assignment will be accepted, but with a five-point deduction from the assignment grade.

Electronic Devices and Other Distractions: There is no penalty for using electronic devices, talking, or sleeping in class other than the information students miss because they were distracted. In this class students are expected not to distract their teacher or their fellow classmates with these electronic devices and disruptive behaviors, so in cases where a student's use of an electronic device or inattention to class discussion becomes a distraction, the teacher reserves the right to ask that student to stop that behavior privately, after class, or publicly, in the middle of class.

Course Assignments: The following is a list of the specific assignments for this course section. Each assignment name is accompanied by a short description of its requirements. Where noted, see the corresponding supplementary materials for more detailed information. Dates on which the details of these assignments will be discussed appear below in the Daily Calendar.

Class Participation and Peer Review: This portion of your grade will be determined by your participation in discussion of readings, and your completion of various homework and in-class writing assignments, including your participation in peer review workshops. Class discussion, in-class writing/homework, and participation in peer review workshops each gets an even portion of this part of your grade.

Essay Projects: There will be three essay projects, each involving two drafts – one a first draft, and the second a revision of it. The first draft of each project will have few grammatical concerns that will factor into that draft's grade, but the second draft will require you to correctly apply all grammatical concepts covered in class up to that point in a revision of the first draft.

Final Portfolio: This will require you to reflect upon your three essay projects and upon the course in general through an essay that comments upon them in detail.

Grammar and Documentation Tests: These will be given periodically as we go from one major topic to the next. There will be several, but students will not be given the opportunity to drop any of them to improve their test average.

See the Course Calendar (below) for information on the days essays are due, grammar tests will be taken, and homework will be assigned and due.

Grade Distribution: Generally speaking, grammar and composition each account for fifty percent of the course grade. Each of the following assignments will factor into the final course grade by the following percentages:

Final Portfolio	20%
Grammar and Documentation Tests	20%
Class Participation and Peer Review	15%
Essay Project 1	15%
Essay Project 2	15%
Essay Project 3	15%

Grading Scale: All essay projects and the Final Portfolio will be graded on a ten-point scale. A score of 90 and above will be an A, 80 to 89 will be a B, 70 to 79 a C, 60 to 69 a D, and 59 and lower an F. This will be the same scale your teacher will use when assigning final grades for the semester.

The individual components of your final grade will be determined by converting percentages from the final grade distribution (described above) into decimal numbers. The Test component of your grades will be factored into your final grade by multiplying your average Test grade by 0.15. So, for example, if your test average is 90, you would receive 13.5 points because that is ninety percent of fifteen (the maximum number of points possible for Grammar and Documentation Tests). Likewise, the Essay Projects each count for fifteen percent, so the average of those grades will be multiplied by 0.45 because essay projects account for forty-five percent of your final grade altogether. By this same method, the Final Portfolio portion of your final grade is determined by multiplying the score on that assignment by 0.2, and the Participation and Peer Review portion is determined by multiplying that score by 0.15.

Academic Accommodations: Students at Gordon College with mental or physical impairments that may negatively affect their academic performance are encouraged to contact Dawana Edwards, Administrative Assistant at the Counseling Center, by telephone at 678-359-5585, or via email at dawanae@gdn.edu. For further information about the scope and requirements of this service, look in the Academic Catalog on pp. 73-74, or go to this center's web page at <http://www.gdn.edu/studentlife/ADA.asp>.

Dates to Remember:

Late Registration Ends	Wednesday, January 11
Drop/Add Ends	Wednesday, January 11
Bookstore Charges End	Friday, January 20 (at noon)
Financial Aid Disbursed	Monday, January 23
Midterm	Thursday, March 1
Final Exams	Tuesday, May 1 – Friday, May 4
Buy-Back at Bookstore	Tuesday, May 1 – Friday, May 4

Daily Calendar

Week 1 (January 9 – January 13)			
Tues.	Introductions to Course, Syllabus, Classmates		
Thurs.	Discuss Basic Concepts of Rhetoric and Grammar		Homework: For January 17, read handout given on January 12 and bring textbook
Notes: Late Registration and Add/Drop end Wednesday, January 11			

Week 2 (January 16 – January 20)			
Tues.	Discuss Essay Project 1, Invention, Commonplaces, Stasis Theory, and Logical Proof		Homework: For January 19, review pp. 163-81
Thurs.	Discuss Verbs, Nouns, and Pronouns	In-class Writing Assignment	Homework: For January 24, review pp. 181-202
Notes: Bookstore charges end at noon, Friday, January 20			

Week 3 (January 23 – January 27)			
Tues.	Discuss Pronoun Case and Reference, Adjectives and Adverbs, Prepositions, and Subjects	In-class Writing Assignment	
Thurs.	Grammar Test #1 ~ Peer Review Workshop		Homework: For January 31, review pp. 203-210
Notes:			

Week 4 (January 30 – February 3)			
Tues.	Essay Project 1, Draft 1 Due ~ Discuss Phrases and Clauses ~ Discuss Essay Project 2	In-class Writing Assignment	Homework: For February 2, review pp. 211-18
Thurs.	Discuss Sentences and Essential and Non-essential Clauses and Phrases	In-class Writing Assignment	Homework: For February 7, read handout given on February 2 and bring textbook
Notes:			

Week 5 (February 6 – February 10)			
Tues.	Grammar Test #2 ~ Discuss Extrinsic Proof		Homework: For February 9, read handout given on February 7 and bring textbook
Thurs.	Discuss Ethical Proof and Pathetic Proof	In-class Writing Assignment	
Notes:			

Week 6 (February 13 – February 17)			
Tues.	Peer Review Workshop		Homework: For February 16, review pp. 219-32
Thurs.	Essay Project 2, Draft 1 Due ~ Discuss Style Versus Grammar, General and Specific Language, and Glossary of Usage ~ Discuss Essay Project 3	In-class Writing Assignment	Homework: For February 21, review pp. 232-46
Notes:			

Week 7 (February 20 – February 24)			
Tues.	Discuss Conciseness and Wordiness, Passive Versus Active Voice, Unnecessary and Inappropriate Language, Appropriate Language, and Nonsexist Language	In-class Writing Assignment	
Thurs.	Grammar Test #3		
Notes: The last day to drop a course with a W is Thursday, March 1			

Week 8 (February 27 – March 2)			
Tues.	Peer Review Workshop		
Thurs.	Discuss Conducting Research		Homework: For March 6, review pp. 408-54
Notes:			

Week 9 (March 5 – March 9)			
Tues.	Essay Project 3, Draft 1 Due ~ MLA Documentation	In-class Writing Assignment	Homework: For March 8, review pp. 293-312
Thurs.	Discuss Mechanics and Spelling	In-class Writing Assignment	
Notes:			

SPRING BREAK, MARCH 12 – MARCH 16 – CLASS DOES NOT MEET

Week 10 (March 19 – March 23)			
Tues.	Grammar Test #4		
Thurs.	TBD		
Notes:			

Week 11 (March 26 – March 30)			
Tues.	TBD		
Thurs.	Peer Review Workshop		
Notes:			

Week 12 (April 2 – April 6)			
Tues.	Essay Project 1, Draft 2 Due		
Thurs.	Peer Review Workshop		Homework: For April 10, review pp. 247-73
Notes:			

Week 13 (April 9 – April 13)			
Tues.	Essay Project 2, Draft 2 Due ~ Discuss Commas, Apostrophes, Semicolons, and Colons	In-class Writing Assignment	Homework: For April 12, review pp. 273-92
Thurs.	Grammar Test #5 ~ Discuss Question Marks, Hyphens, End Punctuation, and Other Punctuation	In-class Writing Assignment	
Notes:			

Week 14 (April 16 – April 20)			
Tues.	Peer Review Workshop		
Thurs.	Essay Project 3, Draft 2 Due ~ Discuss Final Portfolio Requirements	In-class Writing Assignment	
Notes:			

Week 15 (April 23 – April 27)			
Tues.	Peer Review Workshop		
Thurs.			
Notes: The Final Exams and Bookstore Buy-back periods are May 1 to May 4			

Final Portfolios Due before 5:00 p.m. on Tuesday, May 1