

San José State University
Department of English and Comparative Literature
English 1A, Composition 1 (GE A2), Section 1, Summer, 2013

Instructor:	Allison Winston
Office Location:	Faculty Office Building, Room 107
Email:	Allison.Winston@sjsu.edu
Class Days/Time:	MW 9:00am-11:00am
Classroom:	BBC 123*
Office Hours:	M 11:20am-12:20pm
Prerequisites:	Placement by the English Proficiency Test (EPT), or passage of an approved substitute course for the EPT
GE/SJSU Studies Category:	Written Communication A2

* Class may sometimes be held in one of the campus computer labs. See Course Assignment Calendar for details.

Required Texts

The Norton Field Guide to Writing with Readings. Bullock and Daly
3rd edition, 2013. ISBN:

Digital Readings and Handouts (available through Course Assignment Calendar on Google Drive)

Other Required Materials

- Regular access to computer for internet and word processing
- Regular access to printer
- Folder or binder where you keep all course materials, quizzes, and loose-leaf class work

Course Description

English 1A is the first course in SJSU's two-semester lower-division composition sequence; it provides an introduction to baccalaureate-level composition, with attention to the "personal voice" and personal experience, on the one hand, and the more formal

attitudes and demands of writing at the university (expository and argumentative essays), on the other. Students will develop college-level reading abilities, rhetorical sophistication, and writing styles that give form and coherence to complex ideas and feelings.

Course Goals and Student Learning Objectives

Students shall achieve the ability to write complete essays that demonstrate college-level proficiency in all of the following:

- Clear and effective communication of meaning.
- An identifiable focus, tailored to a particular audience and purpose (argumentative essays will state their thesis clearly and show an awareness, implied or stated, of some opposing point of view).
- The ability to perform effectively the essential steps of the writing process (prewriting, organizing, composing, revising, and editing).
- The ability to explain, analyze, develop, and criticize ideas effectively.
- Effective use within their own essays of supporting material drawn from reading or other sources.
- Effective organization within the paragraph and the essay.
- Accuracy, variety, and clarity of sentences.
- Appropriate diction.
- Control of conventional mechanics (e.g., punctuation, spelling, reference, agreement).

Student Learning Objectives

SLO 1: Students shall write complete essays that demonstrate the ability to perform effectively the essential steps in the writing process (prewriting, organizing, composing, revising, and editing).

SLO 2: Students shall write complete essays that demonstrate the ability to express (explain, analyze, develop, and criticize) ideas effectively.

SLO 3: Students shall write complete essays that demonstrate the ability to use correct grammar (syntax, mechanics, and citation of sources) at a college level of sophistication.

SLO 4: Students shall write complete essays that demonstrate the ability to write for different audiences.

Academic policies

You are responsible for reading the SJSU academic policies available online:

<http://www.sjsu.edu/english/comp/policyforsyllabi.html>

Course Content

Class Participation: This class will be student and discussion-centered, not lecture-centered. This means that your success in this course is largely dependent on your presence, participation, and investment in our regular class meetings. Our seminar-style learning environment will give you the unique opportunity to participate in your own education in ways you may not have done before. However, with this power also comes great responsibility—you must be present, you must do your reading, you must take notes, you must be prepared to share your ideas in class. You will not be able to succeed in this class if you remain silent and passive. Instead, like the world outside of this classroom, success within this classroom is dependent upon your being proactive, engaged, and invested—in improving yourself, further developing your own mind, and striving to get the most out of the world around you. Because student engagement is integral to learning at the personal and group levels, regular participation is required and will count toward 10% of the course grade. Unless otherwise indicated, each class session will be worth 5 participation points. Participation points cannot be made up.

Unless otherwise stated, your 5 daily participation points will be based on the following day-to-day conduct:

- Attending class on time.
- Coming to class prepared to discuss the homework or reading.
- Bringing the required materials to class (books, print-outs of readings, writing assignments, etc.).
- Asking questions, making observations, and regularly participating in whole class discussions.
- Participating actively in pair activities, small group work, class activities, and class discussions.
- Professional and positive behavior during class time (i.e., respecting the ideas of others; conducting oneself in a professional and courteous manner; refraining from misusing laptops; refraining from cell phone use, etc.)

Students who are present in class each day (on time and on-task) will be qualified for a 50-point participation bonus at the end of the semester.

Writing: In English 1A, you will practice all phases of the writing process, including annotating, prewriting, organizing, writing, revising, and editing. You will also read about and write within different genres, including letters, evaluations, narratives, rhetorical analyses, and position papers. In addition to shorter and informal assignments, you will write four formal essays. **All formal assignments are due at the time designated and must follow the style guidelines on the Style Sheet posted on the course website.** Any assignments submitted after the deadline will receive a 10% grade deduction for every day it is late, until it has been received. **In order to pass the course, you must write all formal in-class and out-of-class essays, meet all length**

requirements, and submit all stages, drafts, and revisions as directed. Neglecting to submit any formal writing assignment will result in automatic failure of the course.

Writing workshops: Writing workshops are opportunities to receive feedback on your writing from your peers. Constructive feedback will help you see where your writing has been effective and where it can be revised to become more powerful. This feedback will aid you during the revision process and help you get a higher grade on the final version of the assignment. In addition to receiving feedback on your writing, learning to critique the essays of your peers helps you become a better writer and thinker, and is one of the best ways to help you learn to revise your own work. **Participation in all workshops as a reader and a writer is mandatory.** Participation includes posting on time (when applicable), arriving to workshops on time, coming to workshops prepared to discuss the work of your peers, bringing copies of essays as directed, completing peer evaluations as directed, and having openness and a positive attitude when your own work is being workshopped. If you have not submitted a complete draft of your essay to be workshopped by the workshop deadline or are not prepared for the workshop, you will not receive points for the workshop and your final essay grade on that assignment will automatically be lowered by 10%.

Individual writing conferences: All students are required to meet with me for an individual writing conference at least once during the semester, and students who earn grades of C or lower on any assignment may be required to meet with me more frequently. Conferences will give you the opportunity to get more in-depth and individualized feedback on and assistance with your writing. Conferences may be held during or outside of class time. A sign-up sheet will be posted on GD.

Revising: Because one of the main objectives of this class is to learn and practice writing as a process, you are required to substantially revise all drafts of all formal writing assignments. Revision is a required part of this class. Failure to submit drafts and revisions in accordance with assignment instructions may result in failure of the assignment or the course. **In order to make revision possible, you are required to keep all digital versions of all formal writing assignments in your personal Google Drive folder.** You must also maintain separate draft documents on GD when you are writing multiple drafts of an essay. When starting a new draft of a formal assignment in your Drive, you should begin by making a copy of the draft you will be modifying (FILE → Make a Copy) and renaming (File → Rename) the copy with a new title (i.e., Draft 2, etc.). More details about how to maintain multiple versions of writing assignments in GD will be provided in class.

Reading: English 1A includes extensive and intensive reading. The reading you do in this course provides useful models of writing for academic, general, and specific audiences. It also provides various styles, rhetorical strategies, topics, and positions for us to analyze and use as a springboard in our own writing. We will have regular reading quizzes to ensure that you've completed the reading homework. Because our class activities often depend on your having done the reading homework, neglecting to do so will affect your in-class performance as well as your ability to participate in that day's

activities, thus affecting your overall participation grade. **When digital reading is assigned, you are required to print and bring those readings to class.** Neglecting to do so means that you are not prepared for class and will lose participation points.

Homework, quizzes, reading responses, and in-class writing: We will have a quiz, something due, or something to read at almost every class meeting. You will also have multiple ungraded and graded short (one page) homework responses to the readings, freewrites, and in-class writing. **We will have regular announced and unannounced reading quizzes to ensure that you've completed the reading homework.** Some quizzes may assess your understanding of the reading, some may assess your understanding of new terms and concepts, and others may contain questions on cumulative information. Do not be late to class as additional time will not be given on quizzes for individuals who are tardy. Neither announced nor unannounced (pop) quizzes can be made up.

Reflection Papers: Because this class will emphasize writing as a process that improves with time, effort, and substantial revision, you will write four short reflection papers where you critically reflect upon and respond to your own writing and learning this semester. These reflections might be thought of as scientific studies of your progress as a writer and a thinker over the course. Remember, writing is a *process*. Collecting your work and then reflecting on that work is part of the process. You will keep all of your formal writing in your GD folder online; hard copies of paper documents should also be kept in a folder or binder. After each formal essay is completed, you will be assigned to write a short reflection about that assignment. These assignments are designed to get you thinking about your specific challenges, your strategies for improvement, your successes and failures, and your goals for the future. No piece of writing is ever perfect in its “final” version; every writer, no matter how accomplished, has room for improvement. You will not be able to pass this course if you do not accept and practice revision as a fundamental aspect of the composition process.

Classroom Protocol

Required Web Tools: SJSU Email, Google Drive, turnitin.com

SJSU Email. You will only be allowed to use your SJSU email account for work and correspondence in this class. I will send announcements to your school email account throughout the semester. It is imperative that you check your email regularly throughout the week. Neglecting to check your school email account is not an excuse for missing an announcement or falling behind.

Google Drive. I will post the Course Assignment Calendar, links to Digital Readings, and all course documents and handouts to our class folder in Google Drive, “English 1A, Course Files.” Everyone in the class has viewing rights to this folder. A second folder will be shared privately with each student and will have your name in the title (Lastname, Firstname). This is your personal GD folder. Unless otherwise directed, you will post all of your formal and informal writing assignments to this personal folder.

This will allow you to save everything and keep all of your writing in one place where it will be accessible from any computer. Since only you and I can see this folder's contents, I will grade and comment on your assignments in your personal folder. It is your responsibility to ensure that your work is properly submitted to this folder on time and as directed. You are required to keep all drafts and all comments on all assignments in your personal folder, as you will need these materials for your reflection papers.

You can access your Google Drive account by logging into your SJSU email account and clicking on DRIVE on the top toolbar. Once you are inside Drive, click on "Shared with Me" on the left toolbar to see the "English 1A, Course Files" folder and your personal folder. *You must move these two folders into your Drive* by clicking on the box next to them and then clicking "Add to My Drive." Please note that you cannot access these folders unless you are logged into your school email account, even if you have your school email forwarded to a personal account.

In addition to submitting your formal essays to Google Drive, you will be required to submit essays to turnitin.com.

Course Assignment Calendar: The Course Assignment Calendar, located in the "English 1A, Course Files" folder, is a live document that will be expanded on and modified over the course of the semester. All dates and assignments are subject to change at any time with reasonable notice. Additional assignments, including reading, homework, class work, and the like, will be announced and assigned during class and posted online on a regular and ongoing basis. It is your responsibility to check the Course Assignment Calendar regularly for updates. Because it is a live document, you should not print out the calendar; instead, I recommend bookmarking it on your computer and SmartPhone to ensure easy and immediate access.

Late Assignment Policy & Make-Up Policy: All assignments are due by the stated deadline or collection time and in the manner required.

Informal writing assignments include homework, reading responses, Stages, and non-essays. Unless otherwise indicated, all informal writing assignments are due to your personal GD folder before class. If you have been assigned a homework assignment to print out and bring to class, it is your responsibility to leave it on my desk at the end of the class session, whether I collect them or not. Unless otherwise indicated, any paper homework that is due in class must be typed and printed (handwritten homework will not be accepted for credit). All informal writing assignments, homework, and quizzes that are not submitted by the assigned deadline or collection time will result in a grade of zero. In other words, no informal assignment will be accepted late for any reason; these assignments cannot be made-up and no extra credit will be offered to compensate for points lost.

Quizzes, which will be announced and unannounced, cannot be made up. Absence during a quiz will result in an automatic grade of zero.

Formal writing assignments, which include the four formal essays, as well as their stages, drafts, and revision, are mandatory and must be submitted as directed to pass the course. Any formal writing assignments submitted after the deadline will receive a 10% grade deduction for every 24-hour period it is late. **Failure to turn in any formal writing assignment will result in an automatic F in the course.**

Email Etiquette: I encourage you to email me if you have difficulties or brief questions, but more involved questions should be saved for in-person meetings or office hours. I will check my email once per day, Monday-Friday, and will respond to all emails within 48 hours on weekdays. When corresponding with me (or any other professor) you should make sure be professional and appropriate. In order to familiar you with the conventions of professional and academic email correspondence, we will have a short unit on email etiquette and conventions at the start of this term.

Laptop & cell phone use: **No laptops or other electronic devices may be used during this class except when specifically directed; absolutely no cell phone use will be tolerated at any time during the class.** If you are caught misusing electronics, you may be asked to leave the room and will lose your participation points for the day.

Laptop Days: You will be required to bring a laptop computer to several class meetings this semester in order to participate in writing activities and do in-class writing. Laptop Days will be posted to the Course Assignment Calendar. If you do not own a laptop, you may borrow one very easily (and free-of-charge) for 4-hour or 7-day periods from [Student Computing Services](#). SCS is located on the second floor of the King Library. You will need your student ID card.

Printing Digital Readings: You will be required to print several documents and readings this semester, including all digital readings assigned on the Course Calendar. If you do not have a printer at home, you should purchase a print card at the King Library so that you can print on campus.

Appointment and individual conference no-shows: All students will be required to meet with me for a writing conference at least once during the semester. These appointments will be scheduled during and outside of class. Because common courtesy suggests that you cancel or reschedule an appointment at least 24-hours in advance, there will consequences for neglecting to cancel or reschedule an individual appointment with proper notice. Doctor's offices, salons, and the like frequently charge a "cancellation fee" if a customer does not attend an appointment and fails not cancel at least 24-hours before the appointment time. Such behavior usually results in a fine of \$50-\$200. We are all busy people whose schedules change regularly, so planning ahead and being mindful not to waste other people's time is necessary. In this class, if you must cancel or reschedule your individual appointment or writing conference, you must give me at least 24-hour's notice (or make the change to the online schedule at least 24-hours in advance). If you

neglect to give proper advance notice you will automatically lose 10 points on the assignment at issue.

Canvas: The University does not require professors to make your grades available on Canvas. As such, when I choose to make your Canvas grades available to you, I am providing a courtesy. If you take it for granted or misuse it, I will unpublish the course and you will have to track your grades manually. Do not waste my time by asking me about grades on Canvas during class or office hours. If you wish to submit a correction or inquiry regarding grades on Canvas, you must send me a message through Canvas—do not email me and do not ask me about it in person, during class, or during office hours. Obsessive Canvas behavior—including checking Canvas during class—will not be tolerated.

Final Exam: A common essay final, graded holistically, will count as 20 percent of your course grade. You must take the final exam in order to pass the course.

Grading: All assignments will be graded on a points-to-percentage system. All letter grades are converted to a numerical equivalent based on a 100 point system. **No extra credit will be offered in this course.**

98-100% = A+
94-97 = A
90-93 = A-
88-89 = B+
84-87 = B
80-83 = B-
78-79 = C+
74-77 = C
70-73 = C-
68-69 = D+
64-67 = D
60-63 = D-
0-59 = F

This class must be passed with a C or better to move on to CORE GE Area A2 and to satisfy the prerequisite for English 1B. A passing grade in the course signifies that the student is a capable college-level writer and reader of English

Grading breakdown

Participation	10%
Assignments & Quizzes (non-essays)	20%
Essays	
Essay 1 (in-class + revision)	10%
Essay 2 (in-class + revision)	20%
Essay 3 (in-class + revision)	20%
Final Exam	20%

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the [current academic calendar](http://www.sjsu.edu/academic_programs/calendars/academic_calendar/) web page located at http://www.sjsu.edu/academic_programs/calendars/academic_calendar/. The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

University Policies

Credit hours

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours per the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The [University's Academic Integrity policy](http://www.sjsu.edu/senate/S07-2.htm), located at <http://www.sjsu.edu/senate/S07-2.htm>, requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy S07-2 requires approval of instructors.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must

register with the [Disability Resource Center](http://www.drc.sjsu.edu/) (DRC) at <http://www.drc.sjsu.edu/> to establish a record of their disability.

Student Technology Resources

Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and on the 2nd floor of the Student Union. Computers are also available in the Martin Luther King Library.

SJSU Writing Center

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The [Writing Center website](http://www.sjsu.edu/writingcenter/about/staff/) is located at <http://www.sjsu.edu/writingcenter/about/staff/>.