

DIANE L. ALBERTINI
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COURSE DESCRIPTION:

This course will focus on the writing of expository prose, emphasizing logical development and support of ideas, effective organization, accepted conventions of mechanics and usage, and appropriate style. In this class you will practice all aspects of the composing process—prewriting, writing, revising and editing—as you write a sequence of papers. You will develop awareness of audience needs and expectations by participating regularly in group writing workshops. Also, by editing papers and preparing for quizzes, you will review and practice the accepted conventions of standard edited American English.

An additional feature of this course will be to research information and to incorporate appropriate data into selected writing projects using the MLA documentation style. To conduct research and to work on particular writing projects, we will meet in a computer classroom in the Smith Center during specific class times. We also will use essays and articles (as models) from the *St. Martin's Guide to Writing*, *The Atlantic Monthly*, *The New York Times* and other reputable publications.

REQUIRED TEXT, MATERIALS, AND ACCOUNT:

1. *The St. Martin's Guide to Writing* (Seventh Edition) by Rise B. Axelrod and Charles R. Cooper
2. A two-pocket folder
3. Two PC computer disks, or a zip disk, or a specific information storage system
4. A Dixie State College e-mail account
5. A college level dictionary
6. A portable stapler, several wing clips, and notebook

BASIS FOR EVALUATION (Letter grades: A-F):

- 60% Writing projects (six major projects—one can be revised), six pre-writing/planning activities, and a minimum of six writing workshops/peer evaluations
- 30% Tests (midterm and final exam), quizzes (weekly checks on readings and/or writing techniques), and exercises
- 10% Attendance, sensitivity to deadlines, enthusiastic participation in class activities and discussions

GRADING SCALE:

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

ATTENDANCE, TIME MANAGEMENT, and CLASSROOM BEHAVIOR:

Attendance is required. Absences will adversely affect your grade. More than three unexcused absences will lower your grade (A to a B, B to a C, etc.). More than five unexcused absences may result in a failure of the course. If an extenuating circumstance begins to appear, let me know in advance; don't wait until the paper is due.

Not only is it important to attend class, coming to class on time and being prepared for class is quite important. More than three late entrances into class will be counted as absences, for they are disruptive to the class. Early departures from class will be handled in the same way as late entrances into class. Civility towards one another is expected. This consideration and respect should be demonstrated with good manners and courtesy towards all members of this class and the instructor. Also, please turn off cell phones, radios, CD players, and headphones before coming to this class.

WORKSHOPS

To obtain full credit for each essay, you must participate in a writing workshop and come prepared to that workshop with a complete draft of the current essay. Participation in a workshop will earn a minimum of 10 points.

MAKE-UPS:

There will be no make-ups for scheduled or unannounced quizzes, in-class writing, and writing workshops. Make-ups for announced exams will be allowed if you have acceptable written proof of unavoidable absence: an excuse from your doctor, your athletic coach, the Dean of Students, etc.

LATE PAPERS:

Papers that are submitted late without acceptable excuse or advance permission are penalized in the following manner: one full grade will be deducted for each class period that the paper is late. If you have any difficulties with a project, make sure you get help before the project is due.

ESSAY APPEARANCE:

All essays must be word processed or typed; they should be double-spaced, have adequate margins, and be stapled or clipped together. Also, type your name and course section in the right top corner of each writing project. The following materials should be submitted in this sequence for each essay:

1. on top—the essay final copy
2. a completed peer review of your essay
3. draft(s) of your essay
4. pre-writing activity completed for this essay

Use a wing clip to hold all the above materials together when you submit each essay.

REQUIRED MATERIALS FOR EACH CLASS

1. Required textbook
2. Course syllabus
3. Disk
4. Spiral notebook or paper for taking notes

STUDENT PORTFOLIOS:

A writing portfolio will be collected at the end of the semester. It will include the prewriting, draft, revision, workshop peer evaluation, and an essay evaluation grid of one selected essay. All other writing projects for the semester should also be included in the portfolio (a two-pocket folder).

PLAGIARISM:

Plagiarism will not be tolerated and will result in either an “F” on the paper or an “F” in the course.

SYLLABUS SUPPLEMENT:

If you are a student with a physical or mental impairment and would like to request accommodations, please contact the Disability Resource Center (652-7516) in Room 201 of the Student Services Center. The Disability Resource Center will determine your eligibility for services based upon complete professional documentation. If you are deemed eligible, the Disability Resource Center will further evaluate the effectiveness of your accommodation requests and will authorize reasonable accommodations that are appropriate for your disability.

PUBLIC NATURE OF WRITING:

A peer or group of peers will review every essay you write in this class. Also, excerpts from your work or complete essays may be used in class as examples. Essays and excerpts that are used will remain anonymous. If you don't want your work or excerpts from it displayed, you must provide me with a written statement expressing this idea.

IMPORTANT DATES:

August 22	Classes begin
August 24	Last day to add classes without instructor permit
September 4	Labor Day Holiday
September 5	\$50 late registration/payment fee
September 18	Last day for refund of tuition & fees
September 20	Last day to ADD classes
September 27	Last day to DROP or audit classes
October 2	Block courses begin
October 12, 13	Semester break
November 14	Career Day
November 17	Last day for complete withdrawal
November 22-24	Thanksgiving Break
December 8	Class work ends
December 11-15	Final Exams

OFFICE HOURS:

I will be available at the following times in my office (#233 in the McDonald Building):

Monday, Wednesday, and Friday: 9-10:00

Tuesday and Thursday: 2:30-3:30

And by appointment

Also, you may e-mail me with your comments and questions about the course and/or assignments at the following address: **albertin@dixie.edu**

Objectives for English 1010

The following list contains the objectives for English 1010. We will be working on all of these objectives throughout the semester. By successfully completing English 1010, the following objectives should be met:

1. Understand the importance of correctly assessing the relationship of you to your audience and purpose.
2. Understand the value of undertaking the writing process early and in stages, including planning, brainstorming, organizing, rough draft writing, revising, and proofreading.
3. Recognize the importance of carefully choosing and restricting the subject and creating a precise thesis statement that will control the selection, arrangement, and presentation of material.
4. Use strategies for creating effective overall structure, including the use of repeated key words, pronouns, synonyms, topic sentences, transitions, and parallel structure.
5. Know and use organizational and developmental strategies necessary to write individual paragraphs and the paper as a whole.
6. Write unified, coherent, and developed paragraphs that effectively use topic sentences, repeated key terms, synonyms, pronouns, and transitions.
7. Compose introductory paragraphs that get the reader's attention, state the thesis, suggest a plan of development, make positive first impressions, and set the tone.
8. Compose concluding paragraphs that give a sense of closing.
9. Recognize and avoid fragments, run-ons, faulty modifiers, subject/verb and pronoun agreement problems.
10. Demonstrate mastery of conventional punctuation and mechanics used in standard written English.
11. Demonstrate a reasonable awareness of style, emphasis, and sentence variety.

COURSE SCHEDULE

NOTE: An asterisk (*) indicates what work must be completed for the next class period.

WEEK ONE

8/22 COURSE INTRODUCTION

*Purchase textbook, disks (storage system), notebook, and folder. Also, make sure you have a Dixie State College e-mail account. Read in *SMG* 1-22 and 583-608.

8/24 ASSIGNMENT/EVALUATION SCHEDULE, PRE-WRITING AND READING TECHNIQUES, AND INTRODUCTION TO DIAGNOSTIC ESSAY ASSIGNMENT

*Read in *SMG* pages 25 to top of 42 and 627-636. Bring a copy of an expository writing sample with your written reaction to that sample.

*Quiz on assigned reading (8/29).

WEEK TWO

8/29 WHAT IS GOOD WRITING? DEBUNKING MYTHS ABOUT WRITING; INTRODUCE WRITING ASSIGNMENT #1

*Read in *SMG* at the middle of the page 42-80; also, read in *SMG* pages 569-581. Write a draft of essay #1.

8/31 DISCUSS ESSAYS; CONTINUE WITH ESSAY #1 ASSIGNMENT

*A draft of essay #1 is due Tuesday. Also, check out the handbook section in *SMG*, section S1-S3 and E1-E3.

*Quiz on assigned reading (9/5).

WEEK THREE

9/5 BEGIN DISCUSSION OF MAJOR PUNCTUATION ERRORS; PEER WRITING WORKSHOP

*Essay #1 is due Thursday (submit with preliminary writing, draft, final copy, and peer critique); read in *SMG* 137-143.

9/7 INTRODUCE ESSAY #2; DISCUSS ESSAY

*In *SMG* read 144-177 and 643-654. In the handbook section, check out E4, E5, E6, and E7.

*Quiz on assigned reading (9/12).

WEEK FOUR

9/12 DISCUSS ESSAYS; INVENTION ACTIVITY

*Bring a draft of essay #2 on Thursday.

9/14 PEER WRITING WORKSHOP; WRITING REFLECTION

*Essay #2 is due on Tuesday; also, read in *SMG* pp. 723-top of 726.

WEEK FIVE

9/19 DISCUSS INVESTIGATIVE WRITING, BLOGGING AND PRE-WRITING ACTIVITY

*For MLA documentation information, check out 727-736 and the bottom of 758-top of 773.

9/21 BLOGGING/ARTICLE ACTIVITY & EXERCISE

*Complete blogging activity handout.

*In the handbook section, check out P6, P7, P8, P9, and P10.

WEEK SIX

9/26 AUDIENCE ANALYSIS; SUMMARIZING AND PARAPHRASING

*In *SMG* read 611-625 and 747-top of 758. Also, check out G1, G2, G3, and G4.

*Bring draft and article to class.

9/28 PARAGRAPH HOOKS AND TRANSITIONS; WRITING WORKSHOP

*Writing assignment #3 is due Tuesday; please include original blog/article information.

WEEK SEVEN

10/3 MIDTERM WRITING ASSESSMENT (IN-CLASS WRITING)

*In *SMG* read 391-409.

10/5 BEGIN DISCUSSION OF ESSAY #4

*In *SMG* read 409-431.

WEEK EIGHT

10/10 PREPARE AND WORK ON ANALYSIS GRID

10/12-13 FALL BREAK

WEEK NINE

10/17 PREWRITING AND DRAFTING OF EVALUATIVE ESSAY

*Drafts of evaluative essays are due on Thursday, October 19.

10/19 PEER WRITING WORKSHOP; STYLISTIC CONSIDERATIONS

*Evaluative essays are due Tuesday; read in *SMG* 201 to top of 216.

WEEK TEN

10/24 BEGIN DISCUSSION OF ESSAY #5 AND DISCUSS SAMPLE ESSAYS

10/26 DISCUSS SAMPLE ESSAYS

*Draft of essay #5 is due on Tuesday.

WEEK ELEVEN

10/31 PEER WRITING WORKSHOP

*Essay #5 is due Thursday; read in *SMG* pp. 261 to top of 299.

11/2 BEGIN DISCUSSION OF ESSAY #6; DISCUSS ESSAY REVISION INFORMATION

*In *SMG* read 695-708. Also, check out E6.

*Writing activity is due by the end of class on 11/2.

WEEK TWELVE

11/7 CONTINUE DISCUSSION OF ESSAY #6

*In *SMG* read 853-858.

11/9 DISCUSS ESSAYS; GROUP PLANNING WORKSHOP

*Planning memo is due by the end of class on 11/9.

WEEK THIRTEEN

11/14 CAREER DAY—NO CLASSES!

11/17 GROUP RESEARCH AND DRAFTING OF PROJECT; ORGANIZATION CONSIDERATIONS

*Bring draft of project to class on Tuesday, November 28.

WEEK FOURTEEN

11/21 COLLABORATIVE PROJECT RESEARCH/WORK DAY

11/22-24 THANKSGIVING HOLIDAY—ENJOY YOUR VACATION!

WEEK FIFTEEN

11/28 PEER WORKSHOP AND PROJECT CRITIQUE

*Collaborative project is due on or before Thursday, November 30. Your individual memo that evaluates the collaborative effort (with individual work log and team evaluative grid) is also due on Thursday, November 30.

11/30 PORTFOLIO/REVISION CONSIDERATIONS

*Check out W1, W2, and W3.

*Writing portfolio with one revised essay and other graded essays is due on Tuesday, December 5.

WEEK SIXTEEN

12/5 COURSE EVALUATION AND CONTENT REVIEW

12/7 WRITING AND EDITING REVIEW

WEEK SEVENTEEN

FINAL EXAM SCHEDULE: **(1010 ENGLISH AT 9:00=FINAL EXAM ON THURSDAY, DECEMBER 14 FROM 8-10:00) (1010 ENGLISH AT 10:30=TUESDAY, DECEMBER 12 FROM 9:30-11:30)**