

THE UNIVERSITY OF AKRON
BASIC WRITING SYLLABUS

This is a generic syllabus issued to illustrate the standard departmental policies, course objectives, text books, types of assignments, and workload required in a Basic Writing class. Assignments and teaching/learning strategies will vary.

Basic Writing 2010:042:

Office:

Semester:

Office Hours:

Instructor:

Phone: 330-

E-mail:

TEXTS: *A Course in Basic Writing (CBW)* - sentence combining
 Basic Writing - a short reader
 Some sections of Basic Writing participate in the First Year Common Reading project

MATERIALS:* Ringbinder with loose-leaf paper and pocket dividers
 * Pen with blue or black ink
 * 9" x 12" envelope or pocket folder for turning in assignments
 * Computer diskette, CD, or Flash Drive for saving drafts and papers
Students must have all required materials and texts by the end of Week 2.

GOAL:
During the next 15 weeks, students will reflect on experiences, develop their voices, discover new ideas, and strengthen their ability to communicate through the written word.

OUTCOMES:
Upon completion of this course, students should be able to use the writing process to compose developed, detailed essays that are well organized, focused, clear, and reflective. The student's writing will demonstrate competence in sentence completeness, sentence variety, accurate punctuation, and the conventions of standard written English.

ATTENDANCE:
Attendance--*on time*--is required. If you are more than five (5) minutes late, this will count as 1/3 of an absence. Keep in mind that the best students usually have the best attendance, and some students even have perfect attendance. However, your instructor realizes that illness strikes, cars won't start, babysitters don't show, and family problems arise. Therefore, you are allotted six (6) emergency days. If, for any reason, you must miss a class, contact your instructor immediately; also, find a student in class whom you can rely on and call that person for an update on what happened in class. **In courses meeting four times per week, six absences are considered excessive; a seventh absence can constitute a failing grade in this course. In classes meeting twice a week, four absences are considered excessive; a fifth absence can constitute a failing grade.**

If your name does not appear on the official class roster, please be prepared to produce proof of payment and registration. Your “Schedule and Statement of Account” serves as this proof. If you have ongoing problems with registration, please see your advisor or representative of the Registration office. If these problems have not been resolved by the end of Week 2, you may be asked to leave the class.

STANDARDS:

Students are expected to complete all reading and writing assignments on the due dates specified in the syllabus. Points will be deducted for late work; quizzes cannot be made up.

Completion of reading assignments includes the ability to discuss your responses to readings and to write about them in and out of class. Students are expected to come to class prepared with the proper texts and materials. So that we can maintain a college classroom conducive to everyone’s learning, please do not bring children to class and turn off cell phones and pagers.

All reader-ready papers should be typed or computer printed. When handing in a reader-ready paper, be sure to include ALL previous drafts, prewriting, etc. in a large envelope or pocket folder. **Keep all writing until you receive a final grade for the course; no not throw away freewrites or rough drafts. You will need all of these materials for your course portfolio.**

Plagiarism is using someone else’s work and passing it off as your own; it will result in a failing grade for the course.

HOMEWORK:

Be prepared to spend about six hours per week on homework for this class; the more you write, the more you will strengthen your writing.

REQUIRED WRITING LAB:

Basic Writing is an intensive course and requires intensive effort on the part of students as well as the instructors; therefore, a heavy workload and mandatory Writing Lab visits are required in order to maximize your learning. Basic Writing requires that students attend weekly Writing Lab sessions to practice writing and to learn strategies for improving their own writing. One visit is required for each paper and will count toward the Paper grade. The Writing Lab is free, and you may attend up to two times per week. Our Basic Writing tutor will join the class during Week 4.

INFORMATION ABOUT WRITING LAB SESSIONS:

- Schedule your appointments at least one week in advance. You may make appointments at any of our writing sites: 217 Carroll Hall, 303 Polsky Bldg.
- Call the lab if you must cancel an appointment
- Take your current work with you to your appointment
- Be prepared to read your work aloud to the tutor
- Know in advance what type of feedback you wish to receive during the session

GRADING:

The University does not mail grade reports. Students can access their final grades (and any midterm grades reported) through the University's website.

A final grade of **A, B, or C (NOT C-)** qualifies you to enroll in a credit English course, either English 111 or English 121.

A grade of **D or F** requires that you repeat the course for a change of grade. Your final grade will consist of the following:

40% for papers

40% for final portfolio

20% for properly completed homework, quizzes/tests, attendance, and participation

You will be expected to completely revise several of your early papers again at the end of the course for your portfolio, applying all you have learned during the semester. At the end of the semester, and perhaps at midterm, students will compose a paper using the writing process in class.

Grading Scale:

See "Fact Sheet" attachment

WITHDRAWAL POLICY:

According to University policy, a student may withdraw from a course without an advisor's or course instructor's signature through the 14th day of the semester. After that, and up to mid-term, a student may withdraw with the advisor's signature. For further information, please see your advisor. However, before you consider withdrawing from the class, please let me know that you are having difficulties; there might be a solution for your problem. Also, if you wish to withdraw, be sure to complete the required University forms; otherwise, a grade of F will appear on your academic record. **After Week 8, you will need the instructor's signature to drop this course. You will not be able to drop this course after Week 12 in any case.**

In the event of bad weather, or to confirm whether or not the University is open, please call 330 972-SNOW for closure information.

SPECIAL SERVICES:

In accordance with University policy, if you have a documented disability and require accommodations in this course, please let me know immediately. Students should contact the Office of Accessibility in the Student and Administrative Services Building Room 125 to submit documentation. Phone 330 972-7928.

In order to best serve the needs of the class, this syllabus will remain flexible during the semester.

CLASS CALENDAR AND ASSIGNMENTS (Part I)

NOTE: Homework journals/freewrites should be a minimum of 300 words; there is no maximum.

WEEK 1 INTRODUCTION TO COURSE AND CLASS MEMBERS

M Preview the course and get acquainted

HOMEWORK: Purchase books and materials.

Help me get acquainted with you. Write me a letter of at least 300 words, telling me about yourself. On top of the first page, on the left side, using three separate lines, put your street address; city, state and zip; then the date. At the end of your letter, also on the left side of the page, close your letter with “Sincerely” and sign your name underneath.

T Read aloud 1 sentence from homework. Sentence work.

HOMEWORK: prepare for syllabus quiz on Wednesday; concentrate on general concepts and policies explained on pages 1 - 3, *not* due dates, percentages, etc.

W Syllabus quiz. Sentence work.

HOMEWORK: Read Primis, p. 16 – 19 on Freewriting. Read only; don’t write answers to questions! Think about what you’ve learned about freewriting from reading this article and by actually practicing it. With this type of writing, mistakes don’t count. You’ve probably heard people say that we learn from our mistakes. Can you think of a time in your childhood, school years, or as an adult when you learned from a mistake? Learned the hard way? Had a learning experience? Write a freewrite telling about the mistake/learning experience, what led up to it, what happened, why it seemed like a good idea at the time, what you learned from it, and how that learning has affected you. Label it “Mistake/Learning Experience.”

F Group work on Civility Statement

WEEK 2

THE REMAINING ASSIGNMENTS WILL FOLLOW

WEEK/DATES	SENTENCE WORK <i>CBW</i>	READING <i>BASICWRITING</i>	WRITING	OTHER
2 – Theme: Informal Education		Assignment in Basic Writing Reader, approx 10 pages of reading	Summary & Response	FINDING FORRESTER Thinking about language
3 – Theme: Formal Education	Compounds: Coord Conj; semicolons CBW p 61; 67; 77; 79	Assignment in Basic Writing Reader, approx 10- 15 pages	Learning Exp. (Paper #1) Due	Make Lab Appointment for next week. Conferences

WEEK 4 – Formal Education	Continue Compounds; semicolons	Assignment in Basic Writing Reader, approx 10-15 pages	“Self” (Paper #2) Due Monday,	Week 4 - Writing Lab Session for “Self” Paper Wednesday –Class Field Trip to Writing Lab
WEEK 5 – Theme: Family/Relationships	Dependent/ Subordinate Clauses & Prepositional Phrases CBW p. 85; p 55	Assignment in Basic Writing Reader, approx 10-15 pages	Paper 2 (“Self”) Due	Midterm evals/grades Week 5- Writing Lab for Paper 3

WEEK/DATES	SENTENCE WORK <i>CBW</i>	READING <i>PRIMIS/WRITING</i>	WRITING	OTHER
6 – Family & Relationships	Continue Dependent/ Subordinate Clauses & Prepositional Phrases CBW p. 85; p 55		Paper 3 Due Wednesday	
7 –		First Year Book selection, 150 pages		Midterm Grades There will be discussions, quizzes, and freewritings on the book.

8 -		Complete First Year Book selection, 100 pages		

SPECIAL ASSIGNMENTS CONNECTED TO FIRST-YEAR BOOK SELECTION

To be announced

Optional – not used in every Basic Writing section.

WEEK/DATES	SENTENCE WORK <i>CBW</i>	READING <i>PRIMIS/WRITING</i>	WRITING	OTHER
8 –	Review Compounds, 61, 77; Dep/Sub Clauses 85 & Prep Phrases 55		Paper Due Fri	Friday Wk 8 HW: Read pp. 21-40 in Blue BW text. Write a 100-word summary of the section that seemed most applicable to your paper in progress. Apply the section/strategy to your rough draft, which you'll bring to class Monday.
9 –	Appos 119 Editing/Proofreading p. 37 – 50 CBW	Assignment in Basic Writing Reader, approx 15 pages of reading	Typed Editing Draft of Paper due Wednesday. Bring highlighters. You will practice proofreading skills. Reader Ready Paper due Fri	

WEEK/DATES	SENTENCE WORK <i>CBW</i>	READING <i>PRIMIS/WRITING</i>	WRITING	OTHER
10 – Week of Self & Society	Review coordination and subordination. Prepositional phrases	Assignment in Basic Writing Reader, approx 15 pages of reading		
11 – Week of 11/7	Appositives		Paper due Wednesday	

WEEK/DATES	SENTENCE WORK <i>CBW</i>	READING <i>PRIMIS/WRITING</i>	WRITING	OTHER
12 –	Review of Coordination and Subordination	Student essays in BW text	Freewriting	Wednesday: Sentence Test on subordination and coordination. Look at Portfolio Samples. Also Tuesday, The Writer's Voice _____ @ noon. Read, Listen, Participate! Last week to WD
13 –	Appositives/Relative Clauses		Work on Portfolio Revision 1 in and out of class. Bring Draft for Peer feedback on Wednesday.	Deep Revision for Portfolios. Bring all graded papers to class Mon. for Portfolio selection and planning. Thanksgiving, no classes Th & Fri. Wed. classes end at 5:00 p.m. WLab closes at noon Wed.
14 –	Participial Phrases		Portfolio Revision 1 Due Tuesday. Mon, begin work on Portfolio Cover Letter using questionnaire; begin composing letters in class. Complete letter draft for HW.	Peer feedback on Cover Letter Drafts – Bring rough draft Wed. Independent Portfolio Work on Portfolio Papers 2, 3 and Reflective Cover Letter
15 –			In-class writing all week.	Portfolios Due at the beginning of class Friday.

16 – FINALS WEEK No “regular” class meetings; MEET only DURING “FINAL EXAM” time			Portfolios Returned and Final Grades Given	FINAL meeting in the usual classroom; _____ time _____ date
--	--	--	---	---

Developmental Programs Fall 2007 Fact Sheet

Required Materials

Students must have all textbooks and required materials by **Friday, September 7, 2007**.

Registration Policy

Those students who have not registered and paid by September 10, 2007 (the last day to add a class) may not attend classes or receive credit for the course. Please talk to your instructor before you stop attending.

The last day to complete processing of withdrawals is **Friday, November 16, 2007**. **If you stop attending this course without going through the formal withdrawal procedures, you will receive a grade of F for this course.**

Drop:	
Last day to drop without "WD" appearing on student's academic record.	September 10
Withdraw:	
Adviser's signature required	September 11 - October 19
Adviser's and instructor's signatures required	October 22 - November 16

Attendance Policy

Attendance is required. You are expected to be on time for class. For classes meeting four days a week, it is department policy to consider six absences grounds for dismissal or a failing grade. For classes meeting two days a week, it is department policy to consider four absences grounds for dismissal or a failing grade. **There are no "excused" absences.**

For 24-hour emergency information on University closings call: 330-972-SNOW (330-972-7669).

Policy on Class Disruptions

All students are expected to respect the teaching/learning process. To that end, all disruptive behavior is prohibited. Therefore, make sure that your cell phone is silenced and out of sight before class begins. If your instructor considers your cell phone, any other electronic devices, or any other behavior disruptive, you may be dismissed from class.

Grading Scale (%)

100-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C

**You must pass this course
with a "C" or better.**

72-67	D+
66-63	D
62-60	D-
59-0	F

Special Accommodations

Any student who feels she/he may need an accommodation based on the impact of a disability should contact the Office of Accessibility at 330/972-7928. The office is located in Simmons Hall, 105.