

ENGL 1000 - The Writing Process

Fall 2014 Section CRN 42965

Tuesday/Thursday 2:00PM - 3:40PM -- Dunbar 4210

Instructor: Jessica Ferris

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Office Hours: T/R 4:00pm-5:00pm or by appointment

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Required Materials:

Easy Writer ISBN: 9781457696831

Fee Card: \$5.00 (available at the WMU Bookstore)

1 Three-Ring Binder

1 Spiral Notebook

Course Description

English 1000 builds on the writing skills you already have through an exploration of the writing process. By spending time together on each stage of the writing process (prewriting, drafting, revising, and publishing) we will explore several kinds of writing in order to help you prepare for success in your first-year writing course. Course goals include:

- Developing familiarity and comfort with the processes of prewriting, drafting, revising, and editing.
- Preparing you to be active in the writing community by both giving and receiving commentary on your work from others in the class (including the instructor).
- Developing skills to articulately present and elaborate on your original ideas.

Course Requirements

Each class will be divided into two parts. We have Whole Class Meetings followed by Teacher Consultation sessions.

Whole Class Meeting: During this time we will discuss assignments, engage in class conversations, and do small writing activities that will build into our larger projects. This is traditional “class-time.” Your attendance is mandatory.

Teacher Consultation: These will begin after we have started Project 1. During these sessions, groups of five or six people will meet with myself for the remainder of class time to discuss class progress,

assignment issues, or just to receive help with the current writing project. You will meet with me as approximately once every three weeks. These meetings are also mandatory.

Attendance

Due to the nature of this class, **you are allotted three (3) “free” absences**. Use them wisely. Life is full of unexpected happenings that may cause you to miss class so do not waste them on simply “not wanting to come”. Being absent from class more than three times will put your standing in the class in jeopardy and put you at risk for failing the course. Attendance is mandatory for both the Teacher Consultations in addition to the Whole Class meetings. All of our sessions are held during our scheduled class times, and missing any one-hour session will count as a full absence for the day.

A Note: WMU is committed to ensuring that all students succeed. As part of this initiative your instructor will be reporting individual student attendance problems to the WMU registrar’s office. If your instructor notices a pattern of poor attendance, it will be reported to the registrar.

Assignments

We will have 4 major projects of varying lengths over the course of this semester. While working on these, we will engage in several shorter writing assignments in class designed to help with development of your drafts and improvement of your writing process techniques. We will also engage in short grammar and language activities that will comprise a fifth project.

Because the writing process is the emphasis of this course, I reserves the right to refuse to accept any paper if drafts cannot be presented or if the final draft does not reflect revision from the earlier work.

I will be giving you a folder for you to turn in all your work and all your work must be turned in using that folder. All rough drafts and peer review sheets will be in the left pocket and all final products will be in the right. When turning in each project make sure that only work from that project is in the folder. In other words, if you are turning in Project 3 make sure that nothing from Project 1 or 2 is still in the folder. I highly recommend keeping all your 3-ring binder for this class so you can refer to it throughout the semester.

The main goal of this class is not to produce flawless work that will entertain and impress me, it is to learn to utilize multi-stage process writing in order to improve your ability to express your ideas. Because of this, about half of your project evaluations will be based on the strength of your final draft. The other half will be based upon your work during the writing process and your engagement with class activities.

Late work: Late work is not an option and will render you subject to failure of the assignment. Every class session is directly tied to completing a writing task or long-term paper and there are no slow points where you can catch up if you get behind. If your paper is going to be late, please contact me immediately by e-mail. Any papers that are late due to emergencies of a family or medical nature will still be accepted as long as substantial proof is provide. Any other late papers will count as missing and incomplete.

Academic Honesty

You are responsible for making yourself aware of and understanding the policies and procedures in the Undergraduate Catalog that pertains to Academic Integrity. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with me if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test.

Plagiarism: Intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without proper acknowledgement of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc. are common knowledge.

Bottom Line: Do your own work. Do not cheat, it's not worth jeopardizing your entire college career.

Technology

You are required to have computer access for work and correspondence for this class. If you do not have a personal computer, there are computer labs on campus. You will need computer access to use WMU's eLearning, the main communication tool for this course. Please keep your laptops closed in class unless I instruct you to open them for use. If you would like to take notes use a notebook.

Course Credit

English 1000 is a Credit/No Credit course. Because of this, we do not use letter grades. Your evaluations will instead use the following system to show you how you are performing as a writer:

Excelling: Demonstrates ability to thrive in a given aspect

Succeeding: Demonstrates ability to achieve effective results in a given aspect

Progressing: Possesses some strong traits; improvement needed

Developing: Exhibits areas of concern; in need of instruction and assistance

Ultimately, it is up to me and the English 1000 Program Director to decide as to whether or not you are able to advance to ENGL 1050, IME 1020, or BIS 1420. With that in mind, work hard and you will be rewarded with constructive comments your chance for advancement will increase. Not putting forth the effort and doing the assignments will make it difficult for you to advance to the next step of their higher education.