

English 1000 – The Writing Process
Fall 2012 Section CRN 43375
T/TH 2pm-3:50pm | Dunbar 4205

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Office Hours: By Appointment

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Required Materials

Course Book *The Little Brown Handbook* ISBN 9781256270546

1 Spiral Bound Notebook & 1 Pocket Folder

Course Description

English 1000 builds on the writing skills you already have through 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 one-hour sections: our Whole Class meeting, followed by Individual Consultation sessions. We will start with the Whole Class meeting, and use the second hour to alternate between the other two sessions. This will begin during the third week of the semester.

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: During these sessions, groups of five or six people will meet with your instructor 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” excused/non-excused absences (Note: these three free absences cannot be applied to the date that projects are due)**. After the third absence takes place a required sit down meeting with the instructor will be required to attend during his office hours. If a **4th** absence occurs the student risks being removed from the

course. 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.

Because the writing process is the emphasis of this course, your instructor 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.

The main goal of this class is not to produce flawless work that will entertain and impress your instructor –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: Turn your work in on time. Life happens, but the student needs to contact the instructor at least 24 hours before the assignment is due and with VERY GOOD REASON. (through email, or otherwise).

Quick Write Journals

Most days, class will begin with a quick 5 to 10 minute write inside of a notebook that you will keep the entire semester. These quick writes will range from relaxed writing activities, to prompts that reflect what is being done in the class. These journals will not be collected every day, but they will be collected at the discretion of the instructor. Because of this, the student is expected to participate in every quick write, as they may be used for instruction. Not being here the day of a quick write will not count against you, but attendance is taken and the instructor will know who was exempt from the quick write due to being absent.

Academic Honesty

You are responsible for making yourself aware of and understanding the policies and procedures in the Undergraduate Catalog (pp. 274-276) 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.

Writing Community

This class is quickly going to become a community of people working through the writing process. It will be in your best interest to participate in the community. This includes: discussion, sharing, questioning, and offering assistance during peer revision. Also, this is a safe zone for work shopping writing. We are here to improve our writing, all comments and ideas offered on comments on the writing and not on the person. If everyone will work together this will become a comfortable zone for sharing and creating.

Students with Disabilities:

Western Michigan University provides academic assistance for Students with Disabilities, including the technical, academic, and emotional support necessary to achieve academic and personal success. Course related assistance and academic accommodations are provided to eligible students with documented disabilities. Services may include advocacy, reader services, interpreters, alternate exam administration, and note takers. Adaptive equipment is also available. The link for web information regarding services is <http://www.dsrs.wmich.edu/>. Students are also encouraged to contact one of the following offices:

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 the instructor 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 and your chance for advancement will increase. Not putting forth the effort and doing the assignments will make it difficult for the student to advance to the next step of their higher education.