

Wheeling Jesuit University | Department of English
 ENGL 110-01 | Process of Composition (3 cr)
 Spring 2019 | MWF 11:00 – 11:50 am
 Donahue 332

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[Catalog Description] ENGL 110: Process of Composition (3 crs)

Elements of expository and persuasive essay writing; research techniques; revising prose for accuracy, precision and effective style. *Core fulfilling. By placement.*

Required Textbooks¹

1. Bullock, Richard, et. al., editors. *The Norton Field Guide to Writing with Readings and Handbook*. 4rd ed., WW. Norton, 2016. ISBN: 978-0-393-61739-9

Student Learning Objectives

As indicated by the title of this course, ENGL 110 centers on writing as a process. Ultimately, students will write with a focus on ***process rather than product*** and engage in the process of drafting in order to constantly improve both writing and critical thinking skills. Ultimately, ENGL 110 serves as the foundation for every college course that students will take at Wheeling Jesuit University. Students should be able to:

1. Discuss a variety of rhetorical modes, including analysis, evaluation, and persuasion (*LOW on Bloom's Taxonomy Scale*);
2. Summarize and paraphrase ideas and arguments that other writers have constructed (*LOW on Bloom's Taxonomy Scale*);
3. Define plagiarism and recognize its significance in an academic community as well as the consequences of plagiarizing (*LOW on Bloom's Taxonomy Scale*);
4. Construct clear and significant thesis statements (*MEDIUM on Bloom's Taxonomy Scale*);
5. Demonstrate the use of effective diction, sentence variety, logical organization, coherent transitions, and standard grammar, punctuation, and MLA format in the writing of several short essays (*MEDIUM on Bloom's Taxonomy Scale*);
6. Synthesize the ideas and arguments of other writers in order to support or refute key points in the writing of a researched essay (*HIGH on Bloom's Taxonomy Scale*);
7. Revise at least one essay, integrating the feedback and suggestions provided on an earlier draft and pre-writing assignments (*HIGH on Bloom's Taxonomy Scale*).

Course Expectations

Attendance: *This class is interactive*, so in order to do well you must be present at class meetings. Moreover, you should arrive to class on time and remain in the classroom for the duration of the class.² As stated in the WJU Course Catalog, "Prompt and regular attendance at all the classes [. . .] and other activities that are part of

¹ There may be times during this class, when writing exams or an in-class term paper, that students may access a course text while writing. If so, the text must be the approved, hard-copy edition; there will be no access to electronic readers during exam- or essay-writing sessions, and there will be NO EXCEPTIONS.

² If you need to use the restroom or get a drink, please do so prior to the start of class.

a course is expected of every student. Failure to attend a class [. . .] for any reason is counted as an absence; University policy does not differentiate ‘excused’ from ‘unexcused’ absences.” (47). Because of the chronological nature of this course, which relies heavily on in-class instruction and in-class work (both individual and group work), **any student who misses more than 6 classes will earn the grade of FA**. If you accumulate more than 6 absences, you have not learned the required material, honed the critical thinking and writing skills, or done the necessary in-class work to have successfully completed all course material.

Unless you have spoken to me WELL in advance and I have approved of alternate arrangements, an absence for whatever reason in no way excuses you from work due during that class period or the following class period. **You** are responsible for obtaining any notes, handouts, and other course materials if/when you miss class.

Assignments: Complete all reading and writing assignments **prior to class** (*with the exception of in-class writing assignments*). Always bring the assigned reading, a notebook, and a writing utensil with you to class. Submit/complete all assignments on time. Follow directions carefully for each assignment. Unless otherwise noted, all assignments must be typed. Computer problems do not count as excuses for late assignments unless you discuss them with me PRIOR to the date the assignment is due.³

Respect: Be respectful both of your professor and of your fellow students. This includes the manner in which you address others, your participation in class discussions, and your general attitude toward the course. More specifically, students should arrive to class on time, remain attentive, respect the classroom dynamic re: participation, and refrain from accessing and/or using cellular phones and/or other electronic devices. Lack of respect in the classroom will result in a poor participation grade; frequent disrespectful behavior will result in a failing participation grade for the semester and possible action from the university.

Email: An official WJU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this WJU email address. In your emails, include a salutation, maintain a professional and respectful tone, use appropriate diction, and sign your name.

NO LAPTOPS: This class is a technology-free zone, which means that **laptops, I-Pads, Nooks, I-phones or any other form of technology beyond a notebook, a pen, and the text are prohibited**. While they may be brought into the classroom with the best of intentions – i.e. to take notes – they invariably serve as a distraction not only to the owner but also to other students in the general vicinity.⁴

TWO IMPORTANT ANNOUNCEMENTS ON CELLULAR PHONES:

1. Out of respect for your instructor and fellow students, turn your cellular phone (and all electronic devices) **off**—not on “silent” or “vibrate”—for the duration of the class. Moreover, I expect you to put your phone away in your backpack/purse—not on your desk, in your lap, on the floor, etc.—for the duration of the class. I will give you one warning; after that, I will mark you absent for the day.
2. Students are prohibited from accessing cellular phones, smart watches, and other electronic devices **FOR ANY PURPOSE** during an exam, in-class essay, or other formal in-class assignment. If a student is caught accessing any of the aforementioned devices during the specified time—regardless of intention or purpose—the professor will confiscate the exam, dismiss the student from the class for the

³ If a student fails to attend class on the date of a major assignment, that student will automatically incur a penalty/grade deduction. It is at the discretion of the professor—based on the circumstances—to determine the appropriate penalty/grade deduction. In rare circumstances, exceptions to this policy can be made for extraordinary events. Exceptions such as these are made solely at the discretion of the professor.

⁴ A student who falls under ADA policy is the only exception to this rule. If you *do* fall under ADA policy, verification of the disability and compliance with all other pertinent University policies will be required.

remainder of the period, **and assign the grade of “0” to the assignment in question**. This is a department policy, and there will be NO EXCEPTIONS.

Last Date to Drop the Course: The last day of the Add/Drop Period for this semester is Friday, January 11th, 2019. The last day to withdraw from this course with a grade of a W is Tuesday, March 26th, 2019.

Evaluation Methods

NOTE #1: All submitted work must adhere to the citation guidelines set forth by MLA (8th edition). They must be typed in 12-pt. Times New Roman font, double spaced, and stapled. Papers must have 1” margins, and each page should be numbered: insert a header with your last name and page number in the upper right corner of every page, including the first. Points will be deducted from papers not meeting these requirements. If you have questions or are unfamiliar with MLA format, please review Chapter 46 in your required textbook, see me, or visit the Academic Resource Center.

NOTE #2: Although formal assignments should typically be single-sided, you are permitted to print ALL typed assignments in this class—formative and summative—**double-sided** (to save the trees!).

Grading Scale

100%-93%	A	86%-83%	B	76%-73%	C	66%-60%	D
92%-90%	A-	82%-80%	B-	72%-70%	C-	59% & below	F
89%-87%	B+	79%-77%	C+	69%-67%	D+		

Formal Papers: 80%

- 15% Paper 1—Textual Analysis
- 20% Paper 2—Comparison-Contrast (Visual Arguments)
- 25% Paper 3—Arguing a Position: Research Paper
- 20% Paper 4—Evaluation

IMPORTANT: With the exception of the diagnostic writing assignment, students will be required to submit all formal papers electronically to [TurnItIn.com](https://www.turnitin.com). See pg. 4 of the syllabus for information on Turnitin.com.

Attendance and Participation: 5%

- Attendance: I expect that you will attend every class period. Habitual absence will negatively affect your participation grade. More specifically, if you miss more than six classes, you cannot receive an “A” in participation, regardless of how frequently you *do* participate when you come to class and/or arrive on time.
- Habitual lateness and/or early departure will negatively affect your participation grade. More specifically, for every three classes that you arrive late/leave early, you will also be marked “absent.” I define lateness as entering the classroom after I have concluded taking role.
- Falling asleep in my class and/or are using your cellular phone **in any capacity** during the class period will negatively affect your participation grade.
- Individual Participation: Attend class **prepared** to ask and answer questions; remain alert; take notes; and *participate actively* in daily discussions about assigned readings and in-class activities (including group work).
- This portion of your grade also strongly reflects the extent to which you maintain *a respectful and professional relationship with your fellow students and your instructor*.
- Please see “The ‘Gold Standard’ of Participation” handout on Blackboard (“Course Information” tab/“Introductory Course Information” folder) for further details about class participation.

Writing Workshops/Assignments: 10%

- Diagnostic Writing Assignment: Your completion score on the diagnostic writing assignment will be factored into this portion of your grade.
- Writing Workshops & Other Writing Assignments: You are expected to complete all in-class workshops and writing assignments.
 - **IMPORTANT: If you arrive to class on the day of a peer workshop without your assignment, you will be marked absent.**

Reading Quizzes: 5%

- You are expected to complete all **announced and unannounced** reading quizzes.
- A student can make up a quiz **only** if he/she: (1) misses class while officially representing Wheeling Jesuit University (for athletic or academic reasons); (2) provides me with written documentation from a WJU authority **prior** to the absence; **AND** (3) has made **prior** arrangements with me to make up the quiz.⁵
- **You may not make up a quiz for oversleeping or missing class without prior notice**, nor may you make up a quiz if you have already participated in a class discussion of the work.
- Students are **not permitted** to show up, take the quiz, and leave. Students must be present for **the entire class period** in order to receive credit for a quiz given that day.
- At the end of the semester, I will drop the lowest reading quiz grade (including a zero⁶) before factoring your final grade.
- If students are late to class, I will not repeat any questions (for any student) that have been dictated prior to the last student's arrival.
- Cheating on a reading quiz will result in the grade of zero for that quiz.

Turnitin.com

This course will be using the program Turnitin.com, which is now integrated into Blackboard. Turnitin.com is an educational website and database that promotes the appropriate use of intellectual property. The content of students' papers submitted to Turnitin.com receives a thorough comparison to the program's database of previously submitted papers, Internet sites, and published material. Wheeling Jesuit University is sponsoring this program for our faculty and students to foster academic integrity.

ENGL 110 Policy for Late Work

Smaller Assignments

For smaller assignments—such as materials for peer workshops (drafts, thesis statements, outlines, etc.)—**no late work will be accepted**. You must arrive to class with all smaller assignments completed in order to receive credit. If you arrive to class on the day of a peer workshop without your assignment, you will receive a zero on the assignment.

Formal Assignments

For formal assignments, such as final essays and revisions, you must submit an electronic copy of the paper to Turnitin.com and a paper copy in person to me by the start of class on the due date. *You have not completed*

⁵ If there are extenuating circumstances, it is at the discretion of the professor—based on those circumstances and the student's accountability—to determine the appropriate course of action re: a missed quiz.

⁶ Exception: If you receive a zero due to cheating, that grade will not be dropped. Your next lowest quiz grade will be dropped instead.

the assignment until you have submitted an electronic copy to Turnitin.com and a paper copy in person to me. If the paper is submitted after the start of class on the due date, your grade will be reduced by 5%. If the paper is submitted the following day, your final grade will be reduced by 10%. If the paper is submitted two days late, your final grade will be reduced by 20%. If the paper is submitted three or more days late, I will not accept it. For formal essays, you will earn a zero on the assignment.

Blackboard

We will be using Blackboard during this course: <https://wju.blackboard.com/>. I will post pertinent course documents, announcements, and other helpful information on the site. Please visit Bb regularly before each class period. I will also use both the Grade Center feature and the Attendance feature on Blackboard throughout the semester. Consequently, each student may track his/her progress and attendance record at any point during the semester by accessing both individual grades and a “running total” of course points via the Grade Center.

Academic Integrity

Academic integrity means giving credit where credit is due in an academic setting. A violation of academic integrity at Wheeling Jesuit University can fall under one of two categories:

1. It is unethical to present as your own work the ideas, representations, or work of another.
2. It is unethical to permit someone else to present your ideas, representations, or work as his/her own intellectual property.

All of the work submitted by you must be your own work product. Proper acknowledgment must be given if you make use of another person’s words or ideas, or if you make use of class notes. You may not allow any other person to write all or part of your paper, you may not use notes or papers from a previous class, nor may you recycle a paper prepared for any other class without prior discussion with and approval from your professor.

Students are advised that WJU's Academic Integrity Policy will strictly be enforced in this course (see www.wju.edu/studenthandbook). Questions regarding the policy may be directed to the Office of the Academic Vice-President. The sanctions that may be imposed upon finding that a violation of academic integrity has occurred range from a reduction in grade on the assignment to dismissal from Wheeling Jesuit University without expectation of re-admission. If you are ever unsure about whether you have properly credited a source, please contact me before submitting the assignment.

You are required to read the “Academic Integrity and Dishonesty Policy” section of the student handbook for further details on the academic integrity policy and the consequences of violating this policy at WJU: http://www.wju.edu/about/hr/policies/cl_academicdishonesty.asp. You are also required to read the “Academic Integrity Policies and Procedures” document on Blackboard. During the first week of the course, you will be asked to submit a written statement via Blackboard, which indicates your comprehension and acceptance of the academic integrity policies in this course. ***NOTE: I will not grade any of your work in this class until you have submitted your written statement.***

Disability Services

Wheeling Jesuit University offers students with documented disabilities individual accommodations on a case-by-case basis with confidentiality in compliance with the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

In order to receive academic or physical accommodations, students with disabilities must provide current (within three years) and comprehensive documentation concerning the nature and extent of the disability and communicate their needs to the Disability Services Director, located in Ignatius Hall Room G24 (phone number: 304-243-4484). Students are required to meet with the director to develop accommodation plans that they will present to their course instructors at the beginning of each semester. Students with disabilities that require specific housing accommodations must contact both the Director of Residence Life and the Disability Services Director.

Ultimately, all students with disabilities are responsible for their own academic achievement. They must attend classes, complete course assignments, and fulfill all university requirements for their chosen field of study. It is up to students with disabilities to seek out available assistance on campus and to utilize individualized accommodations that promote academic success.

It is your responsibility to make known to me any disability for which you are requesting accommodation. Verification of the disability and compliance with all other pertinent University policies will be required. Unless you fall under the ADA policy, no additional accommodations will be made for in-class work, including quizzes, tests, and in-class writing assignments.

The Academic Resource Center:

The Academic Resource Center (ARC) is a totally free academic-support service available to all enrolled Wheeling Jesuit University students and staffed almost exclusively by WJU students recommended for employment by WJU faculty. **The ARC is located in Bishop Hodges Library and is open five days a week (Sundays 6:00-8:00 p.m.; Mondays-Thursdays 1:00-9:00 p.m.)**. Please visit the ARC's website (readily accessible on the Cardinal homepage under "Quick Links" or as the first listing under "Student Services") to learn about the ARC's services (emphasizing writing, math, and the sciences) and to schedule appointments.

Title IX Statement:

Wheeling Jesuit University seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment, misconduct, or assault we encourage you to report this. If you report this to a faculty member, she or he must notify our college's Title IX coordinator about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). For more information about your options at WJU, please go to <http://wju.edu/titleix/>.



ENGL 110 Tentative Schedule of Assignments* **Dr. Phillips | Spring 2019**

All reading assignments listed below come from *The Norton Field Guide to Writing with Readings and Handbook* (4th edition). **The last day of the Add/Drop Period for this semester is Friday, January 11th, 2019. The last day to withdraw from this course with a grade of a W is Tuesday, March 26th, 2019.**

Monday, January 7, 2019	Welcome! Introduction and Course Overview Hand out Diagnostic Paper Assignment
Wednesday, January 9, 2019	Read NFG, Chapter 1: Writing in Academic Contexts (3-9) Read NFG, Chapter 4: Developing Academic Habits of Mind (45-52)

* Schedule subject to change. The reading and writing assignments are to be completed **prior to class on the date listed** in the left-hand column.

	Hand out Paper Assignment #1
Friday, January 11, 2019	Read NFG, Part Two: Rhetorical Situations (55-70) Diagnostic Paper Assignment Due
Monday, January 14, 2019	Read NFG, Chapter 11: Analyzing Texts (94-128)
Wednesday January 16, 2019	Read NFG, Chapter 2: Reading in Academic Contexts (10-32) Read NFG, Chapter 34: Guiding Your Reader (344-49) Choose the op-ed piece you plan to analyze!!!
Friday, January 18, 2019	Read NFG, Chapter 3: Summarizing and Responding: Where Reading Meets Writing (33-39)*
Monday, January 21, 2019	Read NFG, Chapter 26: Collaborating (285-88) Peer Workshop: Bring in Summary & Thesis Statement for Paper #1
Wednesday, January 23, 2019	Read WJU Student Handbook's Statement on Academic Integrity (see pg. 3 of syllabus) Read NFG, Chapter 49: Quoting, Paraphrasing, and Summarizing (478-90) Plagiarism Workshop Day #1
Friday, January 25, 2019	Read NFG, Chapter 50: Acknowledging Sources, Avoiding Plagiarism (491-95) Plagiarism Workshop Day #2
Monday, January 28, 2019	Read NFG, Chapter 28: Drafting (298-300) Peer Workshop: Bring in Rough Draft for Paper #1
Wednesday, January 30, 2019	Read NFG, Chapter 33: Beginning and Ending (331-43) Workshop—Introductions and Conclusions Workshop—Discussion of Rough Drafts and Titles
Friday, February 1, 2019	Paper #1 Due Hand out Revision Assignment Hand out Paper Assignment #2
Monday, February 4, 2019	Read NFG, Chapter 38: Comparing and Contrasting (380) Review NFG, "Reading Visual Texts" (Chapter 2, pgs. 22-24)
Wednesday, February 6, 2019	Read NFG, Chapter 25: Writing as Inquiry (281-84) Discussion of topics for Paper #2
Friday, February 8, 2019	Group Activity: Visual Arguments
Monday, February 11, 2019	Read NFG, Chapter 27: Generating Ideas and Text (289-97) Workshop: Topic Sentences & Paragraph Development
Wednesday, February 13, 2019	Peer Workshop: Bring in thesis statement and outline for Paper #2
Friday, February 15, 2019	Read NFG, Chapter 29: Assessing Your Own Writing (301-305) Workshop—Structure and Organization
Monday, February 18, 2019	Read NFG, Chapter 30: Getting Response and Revising (306-12) Read NFG, Chapter 31: Editing and Proofreading (313-15)
Wednesday, February 20, 2019	Peer Workshop: Bring in Rough Draft for Paper #2
Friday, February 22, 2019	Discussion of Rough Drafts
Monday, February 25, 2019	Paper #2 Due Hand out Revision Assignment Hand out Paper Assignment #3
Wednesday, February 27, 2019	Read NFG, Chapter 13: Arguing a Position (156-82)

Friday, March 1, 2019	Read NFG, Chapter 36: Arguing (355-73) Turn in topic for Essay #3
March 4 – March 8, 2019	NO CLASS: SPRING BREAK!
Monday, March 11, 2019	Read NFG, Chapter 45: Developing a Research Plan Prepare any questions about doing research for Essay #3 WJU On-Line Research Databases (Guest Presenter, Paula Lestini, Research Librarian)
Wednesday, March 13, 2019	Read NFG, Chapter 46: Finding Sources (445-68) Read NFG, Chapter 47: Evaluating Sources (469-71)
Friday, March 15, 2019	Read NFG, Chapter 48: Synthesizing Ideas (473-77) Peer Workshop: Bring in 1-2 sources for Essay #3
Monday, March 18, 2019	Review NFG, Chapters 49-50
Wednesday, March 20, 2019	Peer Workshop: Bring in thesis statement & outline for Essay #3
Friday, March 22, 2019	Read NFG, Chapter 51: Documentation (496-98)* Read NFG, Chapter 52: MLA Style (500-10) MLA Relay Race
Monday, March 25, 2019	Peer Workshop: Bring in Rough Draft for Paper #3
Wednesday, March 27, 2019	Rough Draft Peer Workshop, Day #2
Friday, March 29, 2019	Discussion of Rough Drafts
Monday, April 1, 2019	Hand out Essay Assignment #4 Essay #3 Due
Wednesday, April 3, 2019	Read NFG, Chapter 16: Evaluations (197-205)
Friday, April 5, 2019	Read NFG, Chapter 39: Defining (388-98) Peer Workshop: Bring in Definitions for Paper #4
Monday, April 8, 2019	Read NFG, Punctuation and Mechanics (HB, P1-P11) Grammar Day #1
Wednesday, April 10, 2019	Read NFG, Sentences (HB, S1-S9) Grammar Day #2
Friday, April 12, 2019	Group Activity—Evaluations
Monday, April 15, 2019	Read NFG, Language (HB, L1-L10) Grammar Day #3
Wednesday, April 17, 2019	Peer Workshop: Bring in sources; In-Class Outlines (incorporating sources) Essay Revision Due
April 19 - April 22, 2019	NO CLASS: EASTER BREAK!
Wednesday, April 24, 2019	Peer Workshop: Bring in Rough Draft of Paper #4
Friday, April 26, 2019	Rough Draft Peer Workshop, Day #2
Tuesday, 30 April	Paper #4 Due between 2:00 pm and 4:30 pm (ASC 314E)