

ENGLISH 112: VARIETIES OF WRITING

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REQUIRED COURSE MATERIALS

- Behrens, Laurence, and Leonard J. Rosen. *Writing and Reading Across the Curriculum*. 9th Edition. New York: Longman, 2005.
- Lynn Quitman Troyka and Douglass Hesse. *The Simon and Schuster Handbook for Writers*. 8th Ed. Pearson/Prentice Hall, 2007.
- Portfolio of English 112 materials (available at the BGSU Bookstore and SBX Bookstore).
- Two data storage devices (e.g., flash drives, zip disks, CDs, 3.5" computer disks or zip disks, etc).
- A BGNet email account

Please note: A college-level dictionary is recommended. Additionally, you will be asked to make copies of essays and other assignments throughout the semester. Please be prepared for the additional expense that may result.

COURSE DESCRIPTION

English 112, "Varieties of Writing," is the last in the series of General Studies Writing (GSW) courses offered at BGSU. We will be concentrating on three varieties of writing that are especially prominent in academic settings: the critique, the multiple source synthesis essay, and the synthesized, researched essay.

The emphasis in English 112 is on developing your critical and analytical skills in reading, thinking, and writing. Specifically, English 112 is designed to give you instruction and extensive practice in reading scholarly articles, writing critiques of what you read, making logical connections among several sources, and writing about those connections. As part of your English 112 research requirement, you also will learn to use the BGSU library effectively and to utilize a variety of academic sources in your writing.

Along with further developing your critical, analytical and rhetorical skills, English 112 will provide further opportunities for you to consider, critique, and confirm your own and others' values and the importance these values play in communication in all academic disciplines and professions.

COURSE REQUIREMENTS

Essays

You will be graded on four fully-revised essays this term: a critique, two multiple source essays, and one researched essay.

Critique: The English 112 critique is written as a systematic evaluation of an academic article. An effective critique provides your reader (and yourself) with a full understanding of the article being critiqued, its intended meaning, and its merits and faults as a text. The 112 critique will be

graded on how fairly, accurately, and efficiently the text is summarized, how thoroughly and sensibly it is evaluated, and how clearly the criteria used to evaluate the essay are presented.

Multiple Source Essays (or MSE): Another kind of essay you will write is a synthesized multiple source essay. You will write two such essays for this course, although the assignments will be slightly different. In these assignments, you will offer your own argument supported by various sources. You will be expected to present your view on the subject matter of several readings, while synthesizing ideas from the authors you have read. While a proficient multiple source essay clearly expresses your own thoughts on a particular issue, it also exhibits your thorough familiarity with differing views on that issue. Your success in writing a proficient multiple source essay will be partially determined by how well you understand and synthesize information from the various sources you have read and, in the case of the second multiple source essay, your ability to incorporate sources found through independent research.

Researched Essay: You will write one researched essay in English 112. This essay will make use of a variety of sources (e.g., journal and newspaper articles, books, online sources, interviews, surveys, etc.). Like the multiple source essays, the researched essay will present your view on a particular issue while synthesizing ideas from a number of sources. The researched essay will be graded on the quality of the research, the clarity and accuracy with which the information is presented, the effectiveness and logic with which sources are used to support your own original and relevant argument, and your use of appropriate documentation of your sources. Because proficiency in argumentative synthesis is a key goal of English 112, **all students must pass the researched essay with a grade of C or higher** in order for their work to be submitted for Portfolio Assessment, which is necessary for passing English 112.

Other Assignments and Responsibilities

I will assign short writing exercises to supplement drafting, revising, and editing the graded projects which, like the four graded essays, need to be fulfilled as part of your Achievement Requirements for passing English 112. As with the graded assignments, the additional writing assignments are designed to improve your critical thinking and writing skills and will help you better address the more complicated writing tasks.

You will also be given reading assignments that we will discuss as a way to improve your critical thinking and reading skills. Throughout the semester, you should be prepared to discuss reading assignments in class on the assigned date. In addition to daily class participation, you will be responsible for leading discussion on at least two dates this semester (we will discuss this assignment in class). Follow your syllabus closely, and be sure to plan sufficient reading time into your study schedule. Participation in collaborative activities (e.g. peer review and group work) is a required component of this class.

In short, it is the student's responsibility to come to class prepared to participate actively in the day's activities. Any student who arrives to class unprepared or who has not completed the required homework will be asked to leave and will be marked absent.

Self-Guided Library Tour

You will be required to take a self-guided tour of the Jerome Library that is designed specifically for English 112 students. This exercise will help you become acquainted with research databases; searches for articles, books and periodicals; and the library's general layout. As part of the tour assignment, you must complete an answer sheet and return it to me by **February 27**. We will discuss this assignment further in class.

Conferences

During the course of the semester, there may be occasions when individual conferences will be held in lieu of formal class. These conferences are mandatory – a missed conference will count as an absence, and materials that were due during the conference will be considered late and therefore may not be accepted. Please contact me in advance if you need to reschedule. Additionally, since most writers make better progress toward proficiency when they receive continual feedback regarding their writing, I encourage you to schedule additional conference times with me throughout the term as needed. Be prepared to direct our conferences by coming prepared with your most current draft, other relevant course materials, and particular questions or problems you are experiencing with your writing.

Class Attendance, Tardiness, etc.

Attendance in this class is **mandatory**. You will have many chances during in-class workshops to write and revise essay drafts and get immediate feedback from your peers and me. You will also be involved in important in-class discussions of the assigned readings and other activities designed to help you better understand the requirements of your writing assignments. Such activities simply cannot be “made up” satisfactorily by getting the notes from a peer or by meeting with me. Should you need to miss class, please be sure to contact me, preferably beforehand, to discuss what you missed. Students with more than four absences will not pass this course. Additionally, please be sure to arrive to class on time; tardiness is distracting to me and your classmates, and you'll miss valuable class time. Multiple “late” days will be combined and considered absences.

REQUIREMENTS FOR SUBMITTING DRAFTS

- Papers should follow MLA format. Examples and information on MLA can be found in *The Simon and Schuster Handbook for Writers*. We will discuss MLA format in class.
- Essays must be word processed, double-spaced, and have standard 1” margins on the right and left sides, top, and bottom of the page.
- The font used for your final drafts should be 12-point Times New Roman font.
- Pages must be numbered with your last name and page number in the upper right-hand corner.
- Your essays must have a title, but please don't include a separate title page with your papers.
- When you submit a final draft of an essay to me for evaluation, you will need to include a number of other materials along with it, arranged in the following order:
 - A GSW Rubric should be on top, with the “Student Process Analysis” completed.
 - The assignment sheet should be included next.
 - The final (or most recent) draft of your essay should be included next.
 - The various drafts of your paper should be included next, in reverse chronological order.
 - On the bottom of the stack should be a completed Audience and Values Exploration Sheet and all other prewriting you have done for the assignment.

Please be sure to secure these various documents together with a staple or large paper clip.

LATE WORK POLICY

All work must be handed in when requested. I will not accept late work unless you have made previous arrangements with me. Please bring to my attention any concerns regarding essay due dates.

REVISION POLICY

If you receive NP grades, you may revise one multiple source essay (MSE #1 OR #2) and/or the researched essay once after their original evaluation, but only if you first schedule a conference with me to discuss your revision strategy. A revised essay is due **within a week** of our conference and should be submitted with the original graded essay and a new rubric. The grade for a revised essay can be no higher than a C. Also, please remember that students must pass the researched essay requirement with a grade of C or higher in order to pass this course.

LOST ESSAY POLICY

You are responsible for maintaining a copy of each of your essays, and all essays must be present in the portfolio at the end of the semester. Since occasionally portfolios and backpacks are stolen or lost, you should keep an additional copy of each essay and a back-up disk in a safe place. Ultimately, it is your responsibility to submit a complete portfolio. Incomplete portfolios will not be evaluated; students without portfolios will not pass the course.

ESSAY GRADES

Each essay you write for English 112 will be graded A, B, C, or NP (Not Passing). An explanation of these grades follows:

An **A** essay clearly passes all categories of the rubric. It demonstrates a superior command of the subject matter and presents that information so effectively that the reader enjoys reading the essay and learns from it. The **A** essay shows clear organization that captivates the audience and keeps readers involved through all stages of the essay. Moreover, the **A** essay reveals a sophistication in style and an original voice; sentences are appropriately varied in length and construction; transitions and metadiscourse are used to produce a smooth flow for the reader; connections between sentences and ideas are clear. In addition, individual sentences are concise, clear, and highly specific. The **A** essay demonstrates a high degree of selectivity in word choice and is free of all but a few minor errors in grammar and mechanics. The **A** essay is the work of a writer who is able to deal comfortably with complex material and can present that material effectively for others. As a result of its careful organizational structure and development, all factors, both in content and style, combine to form a unified whole. For the multiple source and researched essays, effective synthesis must be demonstrated for a grade of **A**.

A **B** essay clearly passes in all categories of the rubric. It contains few mechanical errors (none of which impede communication), and it effectively delivers a substantial amount of interesting information. The specific points are logically ordered, well-developed, and unified according to a clear organizing principle. The introduction and conclusion are effective, but not as engaging as

in the **A** essay. The **B** essay exhibits an understanding of metadiscourse, and transitions are adequately smooth and logical. Sentence structure is sufficiently varied in both length and construction, and the choice of words has been made selectively, with few minor errors in grammar and mechanics. The writing in a **B** essay is organized, clear, coherent, and correct. The essay is far more than competent and, again, must show effective synthesis.

A **C** essay passes all categories of the rubric. It is generally competent and reasonably well developed and organized. The **C** essay demonstrates an average knowledge of the subject matter, but the presentation of that information is often vaguely stated and superficially connected. The essay may lack adequate transitions and use of metadiscourse. The sentence structure is often not varied in either length or construction. It may contain some mechanical or grammatical errors, but they do not interfere significantly with meaning. Though the **C** essay fulfills the assignment, it is not especially engaging or enlightening. In English 112 multiple source essays and researched essays, a **C** essay must show synthesis of source materials and an ability to construct and sustain an academic argument.

An **NP (Not Passing)** essay does not pass in one or more categories of the rubric. It has serious flaws in audience awareness, organization, development, syntax, word choice, and/or mechanics and grammar.

FINAL COURSE GRADES

Your final grade in English 112 will be based on the following point scale. Each assignment will be worth a varied amount of points as noted below:

Essay Type	Grade and range of points that can be awarded			
	A	B	C	NP
Critique	4	3	2	1
Multiple Source #1	8 - 7	6 - 5	4 - 3	2
Multiple Source #2	10 - 9	8 - 7	6 - 5	4
Researched Essay	14 - 12	11 - 9	8 - 6	Must Revise

****Remember that your researched essay must earn a C or higher for your portfolio to be eligible for the assessment process.**

Assignment Type

Points

Critique	_____
Multiple Source #1	_____
Multiple Source #2	_____
Researched Essay	_____
Total Points	_____

Once all points have been awarded, add the total together and use the following scale to determine your final grade for the course:

36-31 points = A 30-24 points = B 23-15 points = C below 15 points = NP

PORTFOLIO ASSESSMENT

During the last week or two of class, I will let you know whether your essays are eligible for a portfolio assessment. If you have met all of the English 112 Achievement Requirements (including attendance and participation), have passed the researched essay with a grade of **C** or higher, and have earned a final course grade of **C** or higher, your work will be eligible to receive a Portfolio Assessment.

Portfolios that are eligible for assessment will be evaluated by one or more English 112 instructors (in addition to me) during the last week of the semester. These portfolio evaluators will determine whether or not your writing has reached proficiency at the 112 level. Please note that unlike other courses where one or two weak assignments can ensure failure, GSW's portfolio assessment allows you to make improvements in your writing and to grow as a writer. Even if you struggle with early papers, as long as your portfolio shows that you can write proficiently at the 112 level by the end of the term, you can pass the class.

If you have not earned a final course grade of **C** or higher, have not passed the researched essay with a grade of **C** or higher, or have not met other Achievement Requirements, your work will not receive a portfolio evaluation. Instead, you will be required to re-enroll in English 112.

If your work passes the Portfolio Assessment at the English 112 level, you will receive an **A**, **B**, or **C** for this course. Your English 112 grade will be calculated into your grade point average.

If your work does not pass the Portfolio Assessment, you will receive an **NR**, meaning **NO RECORD**, in English 112. An **NR** means that no notation of the course will be made on your transcript. Your GPA will not be affected. A student whose work is not eligible for a Portfolio Assessment, but who has attempted to meet all of the Achievement Requirements, will also receive an **NR**.

It is also possible to receive a **WF** (Withdraw Fail) in this course. If you should stop attending this class for any reason without going through the university procedures for dropping a class, you will receive a **WF** for this course. If you receive a **WF**, the grade **WF** will appear on your transcript and an **F** will be calculated into your GPA.

THE WRITING CENTER

The Writing Center is a valuable resource which provides students with individual assistance with writing their papers— free of charge. Services are available to students of all writing abilities, at any stage of the writing process (from invention and prewriting through finishing

touches). The Writing Center is located in 303 Moseley Hall, and their phone number is 372-2221. It is a good idea to call ahead to make an appointment in advance.

In addition, if you want a writing consultant to respond to your writing online, go to the Writing Center website [<http://www.bgsu.edu/offices/acen/writerslab>] and click on the "Online Connection" link. There, you will be given directions for submitting your questions or your entire draft. Once again, though, plan ahead. An e-mail response will probably take at least 24 hours, and staff may not be available on weekends to give immediate feedback.

CONTACTING ME BY EMAIL

I encourage you to e-mail me with any questions or concerns that you may have during the course of the semester. Please note, however, that e-mail can be unreliable – servers may be down, computers may malfunction, etc. As a result, I cannot be responsible for any messages that are lost or addressed incorrectly. If you do not receive a reply from me within 24 hours, then I probably did not receive your message. If you are e-mailing a draft for feedback, please indicate the area(s) with which you are particularly concerned, and allow two days for my feedback (I will still reply to confirm that I received your message).

CLASSROOM ETIQUETTE AND DECORUM

Differing opinions will likely emerge during class, and while you are *not* required to agree with me or your peers, you *are* expected to be respectful and courteous to me, your peers, and yourself during these discussions. You should feel free to express your alternate perspectives at any time, but be sure to keep your focus on the ISSUE at hand and not on the PERSON you may be disagreeing with. Sexist, racist, homophobic, or otherwise discriminatory language will not be tolerated. Additionally, as a courtesy to others in the room, please turn off all cell phones and electronic devices before class begins.

OFFICE HOURS AND CONFERENCES

My office hours for Spring 2007 are Tuesdays from 3-4 p.m., and by appointment. I encourage you to visit me during my office hour and to make appointments with me to discuss your writing progress or any other concerns you may have about the course. Please come to your conference with copies of your work and a clear sense of what you would like to cover during our meeting. Be sure to make note of your conference time, as well - *a missed conference will count as an absence.*

ACADEMIC DISHONESTY POLICY

Academic dishonesty will not be tolerated in any form. In the event that you are caught violating the University's Academic Honesty policy (see your BGSU Student Handbook under "Codes of Conduct," or visit http://www.bgsu.edu/catalog/Acad_policies/Acad_policies2.html), I will immediately recommend that you be withdrawn from the course and assigned a grade of "WF." Cheating is not worth the risk. You are an intelligent person capable of submitting original material, and I expect nothing less.

DISABILITY STATEMENT

It is university policy to provide reasonable accommodations for students affected by documented disabilities. If you need such an accommodation, then please talk to me after class and contact Disability Services at (419) 372-8495, 413 South Hall.