

**English 101-035: Intro to College Writing**  
University of Wisconsin-Milwaukee • FALL 2013  
Mondays, Wednesdays, and Fridays • 1pm – 1:50pm  
EMS E212

## Syllabus and Course Policies

**Welcome to Intro to College Writing!** Throughout this semester, we will be working together in developing our abilities to critically perceive the world around us and reflect upon it through consistent and cohesive writing. Alongside this primary objective, we'll also be sharpening our technical knowledge of composition (grammar, punctuation, syntax, etc.) so that we are better capable of presenting our thoughts clearly and concisely. To accomplish this goal, we'll write using an approach which focuses on drafting and revision. While this may require a bit more effort, I hope that you'll leave the course recognizing texts as not only living, dynamic works but as sources of self-reflection and invention.



**Prerequisites:** Students in English 101 need to have scored a 1 or 2 on the EPT (English Placement Test), received a grade of C or better in English 095, or have been placed into 101 based on transfer credit from another university. More details on UWM's course sequence and EPT are found on pages 4 and 13 of the *Student's Guide to First-Year Writing Program*.

**ESL Courses:** There are ESL courses available that are equivalent to English 101 and have been tailored for students learning English as a second language. Please see me if you are interested in pursuing this option. More information on the ESL Writing Program may be found on page 13 of the *Student's Guide*.

**Accessible and Equal Environment:** Providing access to a diverse student population is embedded in the UWM philosophy. Inappropriate behavior towards any other student will not be tolerated.

If you need accommodations in order to meet any of the requirements of this course, please contact me as soon as possible. Also, please see the syllabus section pertaining to the Student Accessibility Center (SAC).

**Instructor:** Kristopher Purzycki  
**Office:** Curtin 514  
**Office Hours:** Mon. and Wed.  
10am-12pm or by appointment  
**Email:** purzycki@uwm.edu



## Required Texts and Materials

### First Year Composition Reader 2013-2015.

Boston: Pearson Learning Solutions, 2013.

### The DK Handbook. Third Edition.

Boston: Pearson Education, Inc., 2013.

### A Student's Guide to the First-Year Writing Program at UWM. 2013-2014 Edition.

In addition, be sure to have at least three folders to organize your work this semester, a 3-ring binder with notebook paper (no spiral-bound notebooks please), pen or pencil, as well as a stapler. As we'll be writing a little bit almost every day in class, be sure to bring paper and pen/pencil along with your textbooks. Of course, for your assignments and essays, you should also have access to a computer that has access to word processing software, such as Microsoft Word or Google Docs.

*Whichever software you prefer, please be sure it is capable of saving files as .doc or .docx.*



**Conferences:** There will be three conferences held this semester. These will provide us with an opportunity to work together on techniques that will best prepare you to succeed in this course. Classes will not be held during these class periods but you will instead schedule a 15 minute appointment during conference week. Of course, feel free to set up an appointment for any assistance.

*IMPORTANT NOTES: Missing a mandatory conference session will count as 3 absences. Any student who does not attend the first week of classes (or its equivalent) will be dropped from the course.*

**Technology in the Classroom:** I want this course to be one where we explore a variety of texts – including electronic ones. However, we also must be cautious not to unintentionally encourage “extra-curricular” device usage. If you are using a laptop, tablet, or other device in class, we will assume you are conducting valuable research and will likely be called upon to share. Following typical academic standards, however, I ask that you please set your devices to silent and do not text during class.

**D2L:** Assignment submission will be conducted using D2L to ensure proper maintenance of all your work. Course announcements, documents, and other resources will be posted there from time to time. A general discussion forum will also be established where you may ask myself and your classmates any course-related questions. *Please save your work files as .doc or .docx files.*

## Texts & Supplies Checklist

- First-Year Composition Reader*
- The Dk Handbook 3rd Edition*
- A Student's Guide to First-Year Writing Program at UWM*
- 3 Folders
- 3-ring binder with notebook paper (not spiral-bound)
- Pencils/Pens
- Stapler
- What helps you write?***



\*\*Please be aware that either the regular or custom **3rd edition** of the DK Handbook must be used for this course.

UWM's unique and renowned approach to writing utilizes a system of evaluation that examines your overall progress through the semester.

Instead of the grading system you are probably used to, your work will be measured through a final portfolio consisting of two interpretive essays and one reflective essay. Your ability to comprehend and write according to the course goals (page 6 of the Student's Guide) will determine whether you may proceed to English 102 or should retake English 101 to develop your writing further.

When your portfolio passes, you will receive a letter grade which is derived from the following factors:

- **Final Portfolio: 50%**

This collection of essays will be reviewed anonymously by instructors other than myself and be designated as Passing or Failing. For greater detail, please be sure to see pages 3, 6, and 20-21 of the *Student's Guide to the First-Year Writing Program*.

- **Participation, Tardiness & Attendance: 30%**

In addition to your own creativity and experience, your peers are your greatest assets when developing your writing skills. Therefore, I consider your active involvement in class to be a major portion of your final grade. In-class assignments, which are considered part of your participation grade, are collected at the conclusion of the class session and cannot be made-up.

This is also an extremely intensive writing course and it is vital to stay on top of the required work. Therefore, you should make every effort to attend every class session.

Set by the English department, the attendance policy for English 101 firmly states: more than six absences of any kind will result in failure of this course. As a matter of courtesy to your classmates and because of a relatively short class period, it is also important that you arrive to class on time and make every effort to stay for the duration of the session. Arriving 10 minutes or more after the start of class or leaving 10 minutes or more earlier will count as an absence.

For more information on the attendance policy of the English department, please consult the *Student's Guide to First-Year Writing*, pages 15-17.

- **Assignments: 20%**

Your final portfolio is "built" through a set of assignments that are designed to help you develop your writing skills. Even more importantly, however, these writing tasks will foster your ability to reflect upon your knowledge and share your insights with an audience. Because your primary, final portfolio is meant to demonstrate your achievements as a writer, your work throughout the semester will also be evaluated and collected as a "working" portfolio.

Since every text you create for this course contributes to your final portfolio, all assignments must be completed for you to pass this course. Late assignments will not be accepted after one week of being assigned.

Assignments that do not satisfy the task will be returned and one opportunity to redo the assignment will be granted.

**Academic Integrity:** Since we'll be reading and reflecting upon published works and student essays throughout the course, it is extremely important that we best understand the acceptable practices to avoid plagiarism. Like any educational and professional organization, plagiarism is considered a serious offense at UWM. Any incident of plagiarism is likely to result in failure of the course, suspension, or even expulsion from the university. *The Student Guide to First-Year Writing Program* explains the university's policy on pages 18-19.

Furthermore, we will discuss the issue a bit more in-depth early in the semester. We will also go over several of the practices, such as quoting authors and properly citing sources, that you'll need throughout your time in college.

**Helpful Campus Resources:** The Writing Center is a free resource available to every student at UWM. It is highly recommended that you utilize the Writing Center regardless of your performance. See [www.writingcenter.uwm.edu](http://www.writingcenter.uwm.edu) for more information.

**Student Accessibility Center (SAC):** If you have a health condition or disability that may affect your ability to meet any of the requirements of the course, you must bring a VISA form to class that has been completed by a SAC counselor within the first week of class. With the SAC, we will then establish a plan that allows you to successfully meet the goals of the course. Students with conditions that are not documented by the SAC at the beginning of the semester will not receive any exceptions to any of the course policies, so it is important that you visit the center as soon as possible.

**Support Services:** If you ever feel overwhelmed, overly stressed, or are experiencing extreme life difficulties, please let me know. UWM has several resources that offer student support – please see me if you would like more information.

## Important Dates

**September 3** – First Day of Class

**September 16** – Last Day to Add Courses or Change Sections

**Sept. 20, 23, 25** – Conferences (No Class)

**September, 20** – Last Day to Drop Without 'W'

**Oct. 11, 14, 16** – Conferences (No Class)

**October 25** – Last Day to Drop Courses

**November 27-29** – Thanksgiving Break (No Class)

**December 9** – Final Portfolio Collection

**December 11** – No Class

**December 13** – No Class

## Syllabus Addendum: Policy Links<sup>1</sup>

**1. Students with disabilities.** Notice to these students should appear prominently in the syllabus so that special accommodations are provided in a timely manner. <http://www4.uwm.edu/sac/SACltr.pdf>

**2. Religious observances.** Accommodations for absences due to religious observance should be noted. <http://www4.uwm.edu/secu/docs/other/S1.5.htm>

**3. Students called to active military duty.** Accommodations for absences due to call-up of reserves to active military duty should be noted.

Students: [http://www4.uwm.edu/current\\_students/military\\_call\\_up.cfm](http://www4.uwm.edu/current_students/military_call_up.cfm)

Employees: <http://www4.uwm.edu/secu/docs/other/S40.htm>

(Editorially Revised, 3/25/09)

**4. Discriminatory conduct (such as sexual harassment).** Discriminatory conduct will not be tolerated by the University. It poisons the work and learning environment of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff.

<http://www4.uwm.edu/secu/docs/other/S47.pdf>

**5. Academic misconduct.** Cheating on exams or plagiarism are violations of the academic honor code and carry severe sanctions, including failing a course or even suspension or dismissal from the University. [http://www4.uwm.edu/acad\\_aff/policy/academicmisconduct.cfm](http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm)

**6. Complaint procedures.** Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy.

<http://www4.uwm.edu/secu/docs/other/S49.7.htm>

**7. Grade appeal procedures.** A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides or in the case of graduate students, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School. <http://www4.uwm.edu/secu/docs/other/S28.htm>

<sup>1</sup> Supplement to UWM FACULTY DOCUMENT NO. 1895, October 21, 1993; Revised March 16, 2006; Revised January 24, 2008; Editorially Revised 8/26/11.

## Syllabus Addendum: Credit Hours

The university has asked departments to break down for students how much time they will spend working on various aspects of their classes.

As the UW System assumes “that study leading to one semester credit represents an investment of time by the average student of not fewer than 48 hours” (UWS ACPS 4), a 3-credit course such as this one will require a minimum of 144 (3 x 48) hours of your time. You may find it necessary to spend additional time on a course; the numbers below only indicate that the course will not require any less of your time.

### **If this is a traditional, or face-to-face course, you will spend a minimum of**

- 37.5 hours in the classroom
- 75 hours preparing for class, which may include reading, note taking, completing minor exercises and assignments, and discussing course topics with classmates and the instructor in structured settings
- 31.5 hours preparing for and writing major papers and/or exams.

### **If this is an online course, you will spend a minimum of**

- 37.5 hours reviewing instructional materials prepared by your instructor and placed online
- 75 hours preparing for class, which may include reading, note taking, completing minor exercises and assignments, and discussing course topics with classmates and the instructor in structured settings
- 31.5 hours preparing for and writing major papers and/or exams.

### **If this is a hybrid course, you will spend a minimum of**

- 18.75 hours in the classroom
- 18.75 hours reviewing instructional materials prepared by your instructor and placed online
- 75 hours preparing for class, which may include reading, note taking, completing minor exercises and assignments, and discussing course topics with classmates and the instructor in structured settings
- 31.5 hours preparing for and writing major papers and/or exams.

### **Notes**

- The breakdown above is for a standard 15-week semester. In a 16-week semester, the numbers breakdown above changes as follows. Traditional: 40 hours in classroom, 80 for preparation, 24 for papers and exams; online: 40 hours of online instruction, 80 for preparation, 24 for papers and exams; hybrid: 20 hours in classroom, 20 for online instruction, 80 hours for preparation, 24 for papers and exams. Again, these are minimums.
- UWM Credit Hour Policy, University of Wisconsin-Milwaukee Faculty Document No. 2838, can be found at [https://www4.uwm.edu/secu/docs/faculty/2838\\_Credit\\_Hour\\_Policy.pdf](https://www4.uwm.edu/secu/docs/faculty/2838_Credit_Hour_Policy.pdf).
- UWS ACPS 4, the University Of Wisconsin System Policy On Academic Year Definition And Assorted Derivatives, can be found at <http://www.uwsa.edu/acss/acps/acps4.pdf>.