English 102-035, Fall 2020
MW 2-3:15 & Online
Instructor: Kris Purzycki (he/him/his)
Office Hours: MW 3:30-4/TR 12-2; by appointment
Teams Group Link

Syllabus and Course Calendar

Hello and welcome to English 102 (and UWM!). My name is Kris Purzycki and I'll be working with you. As you already know, this semester will present several challenges and obstacles. This class will also come with challenges. My job this semester is to help you meet the challenges of English 102. These include the following:

Challenge number one: choosing to commit to your own success. You arrive here at UWM with unique experiences and expectations. You chose to attend college because you have made a commitment to yourself. In this class, your work is how you demonstrate that commitment. I trust that, since you are here, you committed to bettering yourself. But you undoubtedly have other commitments outside of class. You will occasionally be challenged to choose which commitments take priority. In those moments of uncertainty, please know that I am here to work with you.

How do we work through these uncertainties or those moments where we're? In this class I want us to be sure to take time, take stock, and think about what's going well or what frustrated us. On the other hand, we don't often stop and celebrate our successes! This is **challenge number two: taking time to pause and reflect.** When we're so busy, it can be a challenge to simply stop and assess how we're doing things. We'll work on some strategies in class.

With a stronger ability to reflect comes a stronger ability to observe. This leads us to **challenge number three: coming up with good questions.** No doubt you've written plenty of research papers. But what we want to do in English 102 is develop our skills in paying attention to the questions that bubble up every day. What you should be prepared to do in this class is observe, think about what you're observing, and write about these observations in a thoughtful way.

This leads us to **challenge number four: sharing what you discovered.** You do this every day already! How often have you shared a photo with family? Ever text a friend to tell them about some crazy shit that just went down? You'll take those abilities you already have, tweak them a bit, and create work that will enable you to be successful at UWM.

How will you know if you've successfully met these challenges? To recap, I want you to come away from this class with the ability to…

- … pay attention to your surroundings
- … think critically and openly about things you never thought about before
- … look up answers and check your perspective through research
- … effectively communicate those thoughts with others
- … listen to others and their responses to your communications
- … reassess if another perspective is offered that makes you see things differently

As an additional priority, I also want you to establish a foundation for some good practices when it comes to writing and research. You'll be doing these things for every class, every semester, for several years. In this class, you will practice writing. If you commit to practicing, you will get better at writing. Will writing be easier? I can't promise that (hint: it never does get easier) but I *can* promise you that if you make that commitment *to yourself*, the *challenge* of writing will be easier to overcome.

Course Structure

The information that follows will describe the structure and requirements of the course. An explanation of the grading system and a brief overview of the assignment types is also included. It should be noted that if anything is unclear, please don't hesitate to ask – this means that I probably need to explain it better! This also means that the syllabus may be changed at any time during the semester. In the event that we change the syllabus, I will distribute a new version and let everyone know.

Segments
Our semester is broken up into three segments. Each segment takes up a set of tools or concepts that will be vital throughout your time here at UWM (and beyond).
- **Segment One: Rhetoric, Genre, and the Information Cycle**
- **Segment Two: Research and Composition Strategies**
- **Segment Three: Planning and Executing a Major Project**

Details about each segment will be provided the week before we begin. At the conclusion of each segment, we'll meet (virtually!) to think back and share our experiences (**challenge #2**).

Required Texts and Materials
There is only one text that you must purchase, an access code for the Hayden-McNeil Online Course. All other materials will be provided.

Sketchbook
Chances are you gather, collect, and save images, messages, and other bits of information using a notebook or phone. For this class, you'll want to have a place to gather thoughts, ideas, images, sounds…whatever interests, excites, and intrigues you (**challenges #2 and #3)**. This

could be a traditional sketchbook of paper or a smartphone! Ultimately, you want something that's easy to carry and access at a moment's notice. (hint: this is also a form of research!).

This will help you come up with unique and interesting questions. Portions of your sketchbook will be used for assignments and will therefore be graded. Take time every week to contribute to it, and you will have no problem.

Attendance
Since this is an online class, our meetings will be a little different. Much of the work that you'll do will be on your own. There will, however, be several times during the semester where we will meet at our scheduled times (MW 2-3:15). Be sure not to schedule anything during this time. **A detailed course calendar will be provided on the first day of class, Wednesday, Sept. 2.**

Conferences
We will have at least two individual and one small group conference this semester. These are required and missing a conference will reduce your final grade. You may have additional conferences if additional support is needed.

Technology
Since this is an online class, you should have access to an internet-connected computer and a mobile device capable of accessing Canvas and Teams (described below). Although you should be able to complete much of the work on a smartphone or comparable device, longer assignments such as the technical report will be easier to complete on an actual computer.

You should also have access to video and audio recording technology. This can be done using computer peripherals (webcam, mic) or a device with these built in. It's important that you are familiar with these technologies by the end of the first week of class. Also be comfortable with submitting video and media files through Canvas. If you have issues with technology, please contact the [UWM Help Desk](#) immediately.

Online Course Interaction
You are not required to use a webcam for any reason in this class but are welcome to do so if you wish. A microphone will be helpful at those times when we are having group discussions. If you don't have a computer with a mic, feel free to use your phone. If neither are suitable, please be sure to interact with the class using text in chat!

- **Canvas.** Canvas will be your primary source for course materials, announcements, and grade information. You will also submit all assignments through Canvas. If there are any issues submitting assignments to Canvas, you should email your work to me right away. When the issue is resolved, you should still submit that assignment to Canvas.

- **Teams.** For discussions, synchronous meetings, and conferences, we will be using Microsoft Teams. I will also be using Teams for office hours. Although I may occasionally

share readings and other information on Teams, it *should not* be your primary place to acquire these materials.

Office Hours

Due to all that's going on, I want to be available for you when you need assistance. You may reach out me M-F 9am-6pm on Teams and I will respond within an hour. This is good if you have a quick question. If it's easier to explain using voice/video, I may ask if you're available to chat instead of typing back and forth. For more extensive questions, please make an appointment or reach out to me during the office hours listed at the top of this syllabus. **Please be aware that I do not usually respond quickly on weekends! Unless it's an emergency, I will not respond until the following Monday morning.**

Grading

In this course, we take grading a bit differently than you might be used to. The vast majority of assignments will be assessed **complete** and **incomplete.** An assignment is given an "incomplete" when it:

1. Has not been submitted or
2. Does not meet the requirements of the assignment.

A **complete** assignment is one that has been successfully submitted. While most submissions will not receive extensive feedback, all submissions will be checked to make sure that the requirements are met. Any assignment not meeting the requirements will be marked as incomplete, returned, and remain incomplete until resubmitted. Resubmitted assignments that still do not meet the requirements to acquire a "complete" status will again be returned and a conference will need to be set up to review the requirements. See the below section on **Late Assignments** for information about assignments that are not submitted.

The grading rubric below is based on that fact that you need a C or above to pass the course. If your final grade is a C- or below, you will have to retake English 102. Now, while I want to make this course as enjoyable as possible, I really don't want you to have to take it again!

To Receive this Grade:	You Must Submit and Receive a "Complete" on the Following:			
	Major Assignments (3 total, 45%)	Reviews & Conferences (4 total, 20%)	Small Assignments (15 total, 20%)	Commitment Credit (Sketchbook, Wikis, Collaboration; 15%)
A	3	4	12	5
A-	3	4	11	5
B+	3	3	10	4
B	3	3	9	3
B-	3	3	8	2
C+	2	2	7	1
C	2	2	6	1
C- (NP)	>2	>2	>6	0

Major Assignments (45%): At the end of each segment, you will be assigned a major paper or project in which you'll demonstrate your understanding of the concepts and tools covered. Each assignment is worth 15% of your final grade. You can only miss one of them to pass the class. If you miss one of the first two major assignments, we will have a conference to discuss why this happened. Major assignments that are submitted but returned "incomplete" will be given a week to correct the issues described. All major assignments will receive timely feedback. You will respond to this feedback in your Review assignments.

Reviews and Conferences (20%): Shortly after the completion of each major assignment, you'll complete and submit an individual "review," or self-evaluation. These reviews will consist of a series of simple questions that you'll answer. This will be followed by an individual conference as well as a real-time class meeting. In the individual conference (15-30 minutes), we'll discuss your responses and consider a plan forward. In the class meetings, we'll share any obstacles we encountered and share ideas about how to overcome them. We'll also share our successes in the class – what challenges did we overcome? – as well as project ideas and strategies for completing upcoming tasks.

Small Assignments (20%): Each week, you'll have 1-2 small assignments that will be due. There will be approximately 15 offered across the semester. For completing 12 of those, you will receive full credit. Feedback provided will be limited or minimal so **if you would like quality feedback, please let me know.** Small assignments will be due each Friday but you are welcome to submit early. Each small assignment comes with a one-week grace period. Assignments submitted during this grace period will not receive feedback. To receive a "complete" after this grace period, you will have to meet with me.

Commitments (15%): These are the "micro-tasks" that demonstrate your engagement with the class and your commitment to your own success (**challenge #1**). This can be a combination of things: using and sharing stuff from your "sketchbook," contributing to the wikis on Teams, and simply helping one another out will contribute to this grade. Coming to office hours or going to the Writing Center are also good ways to demonstrate your commitment!

Late Assignments: Please see the descriptions above for details specific to each type of assignment. Generally speaking, I try to be pretty flexible and will work with you as much as possible. Please be aware, however, that I have to respect the time of your classmates and need to keep the train rolling. If you are frequently late, you risk falling behind and it will be very, very hard to get back on track.

Academic Integrity
Meeting **challenge #1** means being truthful with yourself. This means your work in 102 will be original and unique. But sometimes the challenges (from this class, other classes, work, family etc.) seem too great to overcome. If you're starting to feel overwhelmed, don't hesitate to reach out to me! We will work through it! Submitting an assignment that I suspect is not original will result in an immediate conference. Repeated instances will result in a conference with your advisor.

Helpful Campus Resources
UWM provides a number of resources that support you and your success.

UWM Technology Help Desk
Phone: (414) 229-4040
Location: Bolton Hall 225 & Library West Wing
Hours: Monday-Fridays 8:00 a.m. - 5:00 p.m.

Digital Emotional Well-Being Resources
- **YOU@UWM** provides customized student success and well-being information while highlighting available campus resources through a web-based platform that is available 24/7. YOU@UWM includes goal setting and self-reflection tools that help to connect students to relevant campus resources.
- **SilverCloud** is an online mental health tool available to all faculty, staff, and students. It offers self-guided programs for anxiety, depression, stress, resilience, or insomnia available at any time on any device. It can be found by clicking the Help icon on Canvas' left-hand menu.

UWM Food Pantry . Our mission is to ensure that the entire UWM community has access to nutritious food and key necessities in a welcoming and educational space.

Accessibility Resource Center / Students with Disabilities
If you work with an advisor in the Accessibility Resource Center, please bring me your VISA within the first week of class. If you are concerned that you may have a learning disability, visit

their office in 112 Mitchell Hall or their website and every effort will be made to provide course materials to you in formats which meet your specific needs.

Student Success Center

Located in Bolton 120, this is a great place to socialize with other students, attend events, and get all of your questions answered from how to seek out enhanced learning opportunities to exploring how to get involved in student organizations.

Office of Student Life

Through its programs and services, UWM's Office of Student Life (OSL) provides a holistic approach to student development that includes social, intellectual, emotional, physical, and cultural growth. OSL models leadership, responsibility, service, and respect for diversity by providing a framework for purposeful and meaningful experiences that empower students to reach their full potential.

Women's Resource Center

The UWM WRC enhances awareness and understanding of the diversity of women's lives and experiences and the role gender plays in everyone's life. The WRC promotes and supports the health and well-being of women juggling school with other responsibilities, helps students to address their problems, recognize their individual and collective power, and achieve their full educational, career and personal potential at UWM and beyond. The UWM Women's Resource Center focuses on Empowering Women, Ending Gender Violence, and Establishing Gender Equity.

LGBT Resource Center

The mission of the Lesbian, Gay, Bisexual, and Transgender Resource Center at UWM is to connect with various student populations and the community at large by embracing the diversity of the UWM community; increasing the awareness, education, and presence of LGBT issues on campus; advocating for LGBT issues; and providing a safe space for all LGBT students and their allies.

UWM's Roberto Hernandez Center

Roberto Hernández was one of the most active Latino leaders in the city of Milwaukee during the 1970's. In the late 1960s, he was one of less than a dozen Latinos enrolled at UWM. He became one of the leading voices in the Latino community's efforts to increase Latino access to and representation at the university.

What services are available to me in the RHC?

- Academic advising
- Computer station
- Free Printing (5 pages per day per student)
- Cultural programming
- Volunteer opportunities
- Community connections
- Welcoming study space

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Norris Health Center, University Counseling, Health Promotion and Wellness, and Survivor Support and Victim Advocacy

These resources continue to provide services to our students during the COVID-19 pandemic:

1. [Norris Medical Services](#)
2. [University Counseling Services](#)
3. [Survivor Support and Victim Advocacy](#)
4. [Norris Mental Health](#)

[Title IX](#) is a federal law that prohibits sex discrimination in education programs or activities. Sex discrimination includes sexual violence, which may include sexual harassment, sexual assault, relationship violence, and/or stalking in all education-related areas such as admissions, educational programs or activities, and athletics.

UWM strongly encourages its students to report any instance of sex discrimination, and non-confidential employees who witness or receive any report of sex discrimination must report it to UWM's Title IX Coordinator (titleix@uwm.edu, 414-229-7012).

The S.A.F.E. Campaign

Safety Awareness for Everyone describes initiatives to increase campus-wide awareness of how to stay safe. One of UWM's S.A.F.E. campus goals is to create a culture of awareness among students, faculty, staff, and parents. The Campus Health & Safety Web site at https://uwm.edu/health-safety/ (and link at the bottom of the [UWM home page](#)) centralizes emergency and routine safety information and communications. All faculty, students, and staff are encouraged to enroll in the S.A.F.E. Alert system to receive emergency-information text message alerts. All students, faculty, and staff are automatically signed up for email alerts through their uwm.edu email. Students can automatically sign up for text alerts by entering their cell phone number in their PAWS account. Faculty and staff go can to the link above to sign up for text alerts.

[Religious Observances](#)

From time to time, students who are observing religious holidays or other days of special religious significance will find it necessary to be absent on a class day. While it is undoubtedly impossible to avoid the scheduling of tests and other major activities without conflicting with some religious observance, Wisconsin law (Chapter 36.43) and UWM Faculty Policy (Document 1918) require that UWM provides a reasonable accommodation of a student's sincerely held religious beliefs with regard to all examinations and other academic requirements.

Fall 2020 Calendar

FYC Professional Development Week (See schedule below.)	M Aug 17 – Fri Aug 21
FYC Staff meeting	W Aug 26, 1 - 2
Classes begin	W Sept. 2
University Add/Drop period	T Sept 1 – W Sept 16
Last day to withdraw without a "W"	SU Sept. 29
Last day to withdraw from classes	SU Nov 8
Thanksgiving Break	Wed Nov 25 – SU Nov 29
Classes end	Mon Dec 14
University Fall Grades Deadline	Mon Jan 4, 4:30 pm

Campus Policies

Panther Community Health and Safety Standards
UWM has implemented reasonable health and safety protocols, taking into account recommendations by local, state and national public health authorities, in response to the COVID-19 pandemic. As a member of our campus community you are expected to abide by the Panther Community Health and Safety Standards and the Interim COVID-Related Health & Safety Rules (SAAP 10-12), which were developed in accordance with public health guidelines. These standards apply to anyone who is physically present on campus, UWM grounds, or participating in a UWM-sponsored activity.

With respect to instructional spaces (classrooms, labs, performance spaces, etc.):
- Six-foot social distancing must always be maintained.
- Masks are always required on campus, with limited exceptions—environments where hazards exist that create a greater risk by wearing a mask (for example, when operating equipment in a lab with the risk of a mask strap getting caught in machinery, or when flammable materials are being used).
- A student who comes to class without wearing a mask will be asked to put on a mask or to leave to get one at a mask handout station. Failure to do so could result in student conduct processes.
- You should check daily for COVID symptoms by completing the self-check at https://uwm.edu/coronavirus/symptom-monitor/. Symptoms may appear 2-14 days

after exposure to the virus and include fever, cough, or shortness of breath or difficulty breathing. See the CDC's Website for more information about COVID-19 symptoms.

Students who test positive for or who are diagnosed based on symptoms with COVID-19 should complete this Dean of Students form. By doing so, students will get information on resources, help UWM identify individuals they may have come into contact with on campus so that UWM can work with the local health department, and allow UWM to clean campus areas you visited as appropriate.

Synchronous Online Class Recording
Our class sessions will be audio-visually recorded for students who are unable to attend at the scheduled time. Students who participate with their camera engaged or who utilize a profile image are agreeing to have their audio/video or image recorded. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded.

Navigate Student Success Platform and Mobile App
Students are encouraged to use a tool called Navigate. This tool can help you learn about academic resources, set up study groups in your courses, make appointments with your academic advisor, get reminders on important dates, and much more. In addition, Navigate allows instructors to send Progress Reports to students throughout the term, allowing for updates on your academic progress in a course in addition to your grade. More information on how you can use Navigate and the app, including tutorials, can be found on UWM's Navigate website.