INSTRUCTOR INFORMATION
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Department of English)
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OFFICE HOURS AND LOCATION
M-T-W-T-F 11:00-11:50 a.m.—or by appointment
Building 2, Room 2606 (English Department Offices)

I check my email often during the term, and you may email me with any questions that require a brief response. To discuss coursework in more detail, you may schedule a conference with me during my office hours. (If you would like to meet with me, but cannot come during my office hours, please contact me to arrange a conference at another time, or take advantage of the limited in-class conference time I will provide.)

COURSE DESCRIPTION
Prerequisites: ENC 1101 and either ENC 1102, LIT 2110, or LIT 2000.

In this course, we will explore texts of various kinds, including written forms such as speculation, reports, documented articles or criticism, visual and filmic texts, and other traditional and non-traditional texts, with emphasis on the persuasive techniques authors/creators employ. Students will also work on producing persuasive texts of their own. In addition, the course will focus on critiquing and improving writing, so students may develop skills at helping others write well while they benefit from readers’ responses to their own writing. Students who earn a C or better in this course will also earn Gordon Rule English credit.

Primarily, you should plan to attend every class. In class sessions, we will be reviewing and discussing questions regarding textbook material and readings, but we will also cover much material not available in our texts. In addition, class time will provide you with useful opportunities to engage in the following activities:

- Participate in on-going class discussions about assigned readings and writing projects
- Consult with the instructor on your writing
- Work with peers in writing and revision workshops
- Gain hands-on practice in improving key grammatical, mechanical, and stylistic writing elements
- Collaborate with peers on projects

TEXTS AND MATERIALS

- The Everyday Writer - 3rd Edition (Andrea A. Lunsford)
- Readings -- Instructor's Online CoursePack
  (Not an additional purchase -- you will access these readings through Blackboard.)
- RECOMMENDED -- Full-function word-processing software, such as that available in Microsoft Office or WordPerfect Office. (If you need such software, you may download a free but otherwise comparable office suite at OpenOffice.org.)

ASSIGNMENTS

1. Miscellaneous (Participation, Quizzes, In-Class Writing, Exercises, etc.) – 20% of final grade
2. Discussion Forums and Short Essays – 20% of final grade
3. Midterm Writing Project (3-4 pages) – 20% of final grade
4. Presentation – 10% of final grade
5. Final Writing Project (6-8 pages) – 30% of final grade
GRADING SCALE
You earn your course grade through the percentage score of all graded work, weighted as described above. Final grades will adhere to the following scale. No, I will not add “extra” points or fractions of points to “bump up” your numerical score.

- A = 89.5% or better
- B+ = 86.5–89.4%
- B = 79.5–86.4%
- C+ = 76.5–79.4
- C = 69.5–76.4%
- D+ = 66.5–69.4%
- D = 59.5–66.4%
- F = 59.4% or lower

GENERAL EDUCATION REQUIREMENTS
You must pass this course with a grade of C or better to earn Gordon Rule credit, and in order to make a C or better, you must turn in all writing assignments, in the minimum length or greater.

CLASSROOM GUIDELINES AND POLICIES

Attendance
Because much of our work depends upon group discussion of the texts and in-class writing activities, plan to attend every class session. I realize that occasionally even the best-intentioned student may miss a class. For this reason, you may miss up to three classes without penalty EXCEPT that you will lose credit for whatever in-class work you miss. (I do not allow make-ups on quizzes, exercises, or in-class writing.) NOTE: Each absence over the allowed three will reduce your overall final grade by 5 percentage points (½ of a grade). If you miss more than six periods during the term, you will fail the entire course—regardless of your course average on completed work. Plan ahead, and use your allowed absences carefully. Once they’re gone, they’re gone!

IMPORTANT:
- Attendance requires not only your physical presence, but your full engagement with and attention to this class. If you spend your time in class preparing for other classes, text-messaging, listening to music, sleeping, etc., you are not fully present and therefore, you may be counted absent for the day. (If you engage in these activities, whether or not I point them out, expect to lose attendance points.)
- You must turn in all work by the deadline, even if you are taking that day as an allowed absence.
- You must take responsibility for notes, handouts, or assignments that you miss due to absence.
- You must inform me as early as possible in advance if you will miss class due to a university-approved reason (i.e. varsity athletics, religious observation, etc.).
- Your first three absences (for whatever reason) count as your “allowed” ones.

Assigned Work Deadlines
Late work earns you an F on the assignment! You must submit assigned work on the specified due date even if you are absent and even if you are taking one of your allowed absences. (Late work will count toward your Gordon Rule word count, however.)

Special Dispensations
Students with disabilities who seek reasonable accommodations in the classroom or other aspects of performing their coursework must first register with the UNF Disability Resource Center (DRC) located in Building 10, Room 1201. DRC staff members work with students to obtain required documentation of disability and to identify appropriate accommodations as required by applicable disability laws including the Americans with Disabilities Act (ADA). After receiving all necessary documentation, the DRC staff determines whether a student qualifies for services with the DRC and if so, the accommodations the student will be provided. DRC staff then prepares a letter for the student to provide faculty advising them of approved accommodations. For further information, contact the DRC by phone (904) 620-2769, email (kwebb@unf.edu), or visit the DRC website (http://www.unf.edu/dept/disabled-services).

Arriving Late or Leaving Early
Of course, you should come to class on time. If, on a rare occasion, you must arrive late, please come in as quietly as possible and begin work quickly. (After class, YOU MUST make sure that I change my attendance record to reflect that you attended after all.)

If you are significantly late (10 minutes or more) for any class meeting, you will be counted absent. In such a case, however, you may enter the class and receive credit for any in-class work that you complete during the remaining class time. If you repeatedly come to class late—even if you arrive only a couple of minutes late each time—your habitual tardiness will count as one or more “extra” absences.

Similarly, if you leave class early (unless you have obtained my express permission IN ADVANCE) you will be counted absent for the day.
Controversial or “Offensive” Texts

You may not “substitute” another text for a required one that you find “offensive.” If you do not wish to read or discuss texts that may run counter to your beliefs, you should withdraw from this class immediately.

Classroom Courtesy and Classroom Disruptions

Students at the University of North Florida come from diverse cultural, economic, religious, and ethnic backgrounds, and they hold disparate opinions on critical issues. Controversial texts provide an important foundation for our class, since our academic coursework requires that we study how to use language to argue persuasively and logically.

In general, my expectations for classroom courtesy follow informal social and professional standards. Thus, as you would in any professional environment, please address others respectfully. Please turn off all cell phones, pagers, beepers, and other electronic devices (INCLUDING LAPTOPS) prior to the start of class. Additionally, since we will spend some of our classroom time on in-class writing or other work, your conduct should never interfere with your classmates’ ability to work productively. Otherwise, you may leave your seat when appropriate, ask questions at any time, and, at specific times, converse quietly with others regarding coursework.

Although I have never yet imposed this penalty, I do reserve the right to penalize (by a grade reduction of ½ of a letter grade) repeated or flagrant tardiness, instances of “significant classroom disruption,” or other substantive classroom discourtesy. (Note that my judgment determines these offenses.)

UNIVERSITY POLICIES ON PLAGIARISM AND ACADEMIC MISCONDUCT

As a University of North Florida student, you commit to adhere to UNF’s standards of student conduct, including the Academic Integrity Code, available in its full form at http://www.unf.edu/registrar/forms/misconduct_policy.pdf. The Honor Code requires UNF students to neither give nor receive unauthorized aid in completing all assignments. Violations include cheating, fabrication and falsification, multiple submissions, plagiarism, abuse of academic materials, and complicity in academic dishonesty.

Remember, you are responsible for understanding the University's definitions of plagiarism and academic dishonesty. Examples include the following:

- Submitting all or part of someone else’s work as if it is your own.
- “Borrowing,” without crediting the source, any of the following:
  - Any part of song lyrics, poetry, or movie scripts
  - Any part of another person’s essay, speech, or ideas
  - Any part of an article in a magazine, journal, newspaper
  - Any part of a book, encyclopedia, CD-ROM, online WWW page, etc.
  - Any IDEA from another person or writer, even if you express that idea in your own words.
- “Borrowing” verbatim text without enclosing in quotation marks and citing the source.
- Making “duplicate submissions” of assignments - that is, submitting work in one class that you also submit in another class.
- “Collaborating” or receiving substantive help in writing your assignment unless such collaboration is part of the given assignment. (However, you may receive general advice from tutors or writing lab instructors.)
- Failing to cite sources, or citing them improperly.

Important Tip: You should never copy and paste something from the Internet without providing the exact location from which it came.

Plagiarism is a serious violation of the student academic integrity code. You commit plagiarism when you present the IDEAS or words of someone else as your own. If a student “plagiarizes” all or any part of any assignment, he/she will earn a failing grade on the assignment. University policy also requires that instructors report imposed penalties to the Registrar’s Office, which will maintain a permanent record of the incident in the student’s file. Other forms of academic dishonesty (examples include cheating on a quiz or citing phony sources or quotations) will also result in a failing grade on the assignment as a minimum penalty.

Protect yourself! Make sure the assignments you submit for grading honestly reflect your own work, and properly cite any sources from which you obtained ideas, quotations, or information.

SCHEDULE

The schedule for the course may change throughout the term to accommodate class needs. Thus, for homework, reading, and assignment schedules, you should always check the most current version of the course schedule, maintained on our course site on Blackboard. Remember, you are responsible for all assignments on the class schedule even if I fail to remind you of them in class!