Note: This syllabus outlines requirements for a UNF Composition course, ENC 1130. Please read this document carefully, since your continued enrollment in this (or any) course constitutes your binding agreement to the terms of its syllabus.

Syllabus for ENC 1130
Intensive Writing (Spring 2011)
University of North Florida

"Easy reading is damned hard writing." (Nathaniel Hawthorne)

COURSE DESCRIPTION

This course introduces students to the demands of college writing. College writing must achieve specific standards, and students develop the necessary skills through reading of good writing and revising of their own writing. In this course, therefore, students should expect ongoing assignments that require that they analyze good writing and then subject their own writing to extensive instructor critique, peer review, and self revision.

In this course, students work to produce strong sentences, paragraphs, and essays that achieve the “four C’s” of good writing—clarity, cohesion, coherence, and concision. Students also apply critical thinking skills through reading, writing, and discussion. The course examines how to build rhetorical arguments of different kinds using claims, evidence, and logic. In addition, it explores how differing conventions, styles, purposes, and audiences affect writing practices.

In simpler terms, this course aims to help students reach two distinct goals:

1. Achieve the necessary minimum competency for college writing standards:
   - Analytically read instructions and essays
   - Write essays free of major errors in standard written English
   - Develop stylistic clarity and a distinctive and appropriate “voice”
   - Use supporting details in an essay
   - Structure essays around a central thesis
   - Format essays according to Modern Language Association (MLA) guidelines
   - Incorporate information (with an analytical or argumentative purpose) from sources
   - Revise drafts to achieve an effective final product

2. Develop college level writing skills beyond the minimum standard, since minimum writing competency cannot insure real success at the college (or professional) level. We’ll work toward this second goal by asking questions about and reflecting upon different writing choices and the effects they produce.

General Education Requirements: You must pass this course with a grade of C or better to receive general education credit. To earn a C or better in this course, you must attend class regularly, turn in all major writing assignments on time, and earn a “C” average (or better) on all your work. An individual assignment earns a C only if it meets the acceptable standards for the assignment.

INSTRUCTOR

Brenda Maxey-Billings
Email: brenda.maxey-billings@unf.edu
Homepage: http://www.unf.edu/~brenda.maxey-billings
Office Location: Building 8, Room 2543
Office Hours: T & Th 12:15-2:30 p.m. and Friday 9:30-11:30 a.m. (Drop-In Hours)
   Or, email me to schedule appointments for other times.

I check my email often, so feel free to email me with any questions that require a brief response. If you have more complicated course-related questions, please meet with me in my office to discuss them.

Note: Most students conference with me at some point during the term. I encourage you to arrange an introductory meeting with me before you encounter any difficulties.

TEXTS AND MATERIALS

- 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 http://www.openoffice.org.)
ASSIGNMENTS

Just before the midpoint of the semester, I’ll administer a “College Writing” essay exam. This exam will require you to write an in-class text-based essay to demonstrate your reading comprehension, ability to summarize and analyze, capacity to organize ideas logically, and skill at writing in Standard English.

If you don’t pass this exam with a C or better, you must conference with me to plan a strategy for improving your writing skills, AND you must take the exam again when I offer the retake at the end of the term. Since passing this exam demonstrates your competency in college writing, you must pass this exam to pass the course. **However, passing the exam does NOT guarantee that you’ll pass the course.**

The following course assignments (including the “College Writing” essay exam) contribute to your final course grade. (Note: This list provides a sample of likely assignments, but actual assignments MAY differ from those listed.)

<table>
<thead>
<tr>
<th>Class Participation: In-class activities, discussion, group work, and quizzes – approximately 100 points (combined) IMPORTANT NOTE: 50-point deduction from this category for EACH absence after your second one.</th>
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<tbody>
<tr>
<td>Informal Writings: Five or more – 10-50 points each</td>
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<tr>
<td>Essays (Note: In-class/Out-of-class &amp; Word-Count Requirements may change):</td>
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<tr>
<td>Exams:</td>
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<tr>
<td>“College Writing” Essay Exam (in class) – 300 points (If you earn less than “C,” you must retake this exam.) RETAKE of “College Writing” Essay Exam (in class) – Pass/Fail (Pass = +10)</td>
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</tbody>
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Note: Listed essay lengths provide guidelines only – they’re not rigidly required; content matters most!

COURSE GRADE

You’ll notice from the list above that you’ll have an opportunity to earn up to approximately 1000 points during the semester. Your final course grade derives from a simple percentage: **points earned** divided by **points possible**.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
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<tbody>
<tr>
<td>A</td>
<td>92.5% or better</td>
</tr>
<tr>
<td>A-</td>
<td>89.5%–92.4</td>
</tr>
<tr>
<td>B+</td>
<td>86.5–89.4</td>
</tr>
<tr>
<td>B</td>
<td>82.5–86.4</td>
</tr>
<tr>
<td>B-</td>
<td>79.5–82.4</td>
</tr>
<tr>
<td>C+</td>
<td>76.5–79.4</td>
</tr>
<tr>
<td>C</td>
<td>69.5–76.4</td>
</tr>
<tr>
<td>D</td>
<td>59.5–69.4</td>
</tr>
<tr>
<td>F</td>
<td>59.4% or lower</td>
</tr>
</tbody>
</table>

I don’t add “extra” points or fractions of points to “bump up” your numerical score at the end of the term (a final score of 79.4 is still a C+ even though it’s soooo close to a B-), so make sure you take advantage of opportunities to raise your grade throughout the term.

Also keep in mind that effort alone doesn’t determine your grade in this class. Making consistent effort should help you do well on assignments, but only the strength of your work determines your grade. Work earning the highest grades will demonstrate a high quality of analytical thought as well as strong writing craft.

SCHEDULE

Our Blackboard course site provides essential and current information. **Establish the habit of checking the site often for schedule, assignment details, and due dates. Remember, you’re responsible for all assignments on the Bb schedule even if I fail to remind you of them in class.** Whenever you have questions, check Blackboard first! Especially, check the due dates for all assignments!

**Withdrawal Dates**
See the Blackboard Schedule.
CLASSROOM GUIDELINES AND POLICIES

Assigned Work Deadlines

You must submit assigned work on the specified due date even if you’re absent and even if you’re taking one of your allowed absences. Late work earns you an F on the assignment. You MAY, however, earn half-credit on late work if you submit it within one week after its due date. Missing work is averaged into your overall grade as a zero. Thus, late work (submitted within a week) earns you more than unsubmitted work! This policy is strict, but it’s necessary because of the pace we need to keep in this course — If you miss even one of the assignment deadlines, it’s likely to disrupt your (and my) timeline for following assignments. Please complete and submit your work on time.

Absences

My **absence policy is simple: Come to class.** You’re allowed TWO absences during the term, but please don’t provide me with excuses, doctor’s notes, documentation of religious observances, etc. I DON’T NEED THEM.

Put bluntly, you get TWO absences to use however you need them PERIOD. (Keep in mind, though, that I don’t provide make-ups for quizzes or other in-class activities, so you WON’T get credit for any in-class work that you miss.) If you miss MORE than TWO classes during the term (i.e., more than a full week’s worth of classes), you’ll lose 50 points (approximately equivalent of half a letter grade) for EACH of your additional absences UNLESS you can provide me with documentation showing that illness or other University-approved reasons have caused ALL your absences. If such is the case, arrange a conference with me to discuss your options.

**IMPORTANT:**
- You must turn in all work by the deadline, even if the deadline is a day you’re taking as an allowed absence.
- You must arrange to get any notes, handouts, or assignments you’ve missed from Bb or a classmate. In other words, it’s your responsibility to “catch up.”
- Except in VERY special circumstances, I do not give “make-up” work, nor do I accept late work after one week late.
- *Present* means present in both *body* and *mind.* Sleeping in class or other “mental absence” counts as absence.
- If you earn more than five absences during this term, you **fail the course,** regardless of your average on completed work!

Special Dispensations

If you’re a student with a disability, in compliance with University of North Florida policy and equal access laws, I’m available to discuss appropriate academic accommodations that you may require. First, you must make your request for academic accommodations during the first week of the semester by registering 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 you qualify for services with the DRC and if so, what accommodations will be provided to you. DRC staff then prepares a letter for you to give to faculty advising them of approved accommodations. So, after you obtain such a letter, bring it to me (and your other professors) so that we can plan for the accommodations you need.

For further information, contact the DRC by phone (904) 620-2769, email (kwebb@unf.edu), or visit the DRC website at http://www.unf.edu/dept/disabled-services.

Tardiness

Of course, you should come to class on time. If you do 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 more than 15 minutes late, it may count as an absence for the entire class session — **check with me to find out.** In such a case, however, you may enter the class and receive credit for in-class work that you complete during the remaining class time. Note: If you leave class early (unless you clear your leaving with me in advance), you’ll also earn an “absence.”

Classroom Courtesy and Classroom Disruptions

In general, my expectations for courtesy follow typical social and professional standards. Thus, as you would in any professional environment, please address others respectfully and avoid offensive language, tone, or content. Turn off all personal electronic devices before the start of class, and use class time for work related to **this course** only. I reserve the right to penalize (by a grade reduction of ½ of a letter grade) instances of “significant disruption,” or other substantive discourtesy. (Note that my judgment determines these offenses.)

Members of the class at times may express differing opinions, and sometimes students disagree with the opinions expressed in a text or by their instructor. After all, we are working toward using language in persuasive ways, and to do so, we must learn to counter opposing viewpoints. We are aiming always, however, toward CIVIL discourse. That is, both the classroom and the Blackboard site should provide a venue in which students (and instructors) may discuss volatile issues openly, while demonstrating respect for ideas that differ from their own.
UNIVERSITY POLICIES ON PLAGIARISM AND ACADEMIC MISCONDUCT

As a University of North Florida student, you commit to UNF’s standards of student conduct, detailed in the Academic Integrity Code. Briefly, the 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. The Academic Code is available in its full form at http://www.unf.edu/registrar/forms/misconduct_policy.pdf.

The University of North Florida considers any form of “academic dishonesty” a serious violation of University standards. You should know that violations might result in your expulsion from the University. FOR YOUR PROTECTION, review the UNF Academic Integrity Code and understand University standards. Remember, you must take responsibility for understanding the University’s definitions of plagiarism and academic dishonesty.

Note also that the Academic Code instructs that you should report violations if you learn of them: “Any infraction that comes to the attention of any person should be brought to the attention of the faculty member to whose course it pertains.” You should know that if you report any such violation to me, I will maintain your confidentiality.

Examples of violations of the Academic Code 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 script
  - 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 (i.e., exact wording) without enclosing it in quotation marks and citing the source.
- Making “duplicate submissions” of assignments - that is, submitting work in one class that you also submit (or have previously submitted) in the same or another class. (Request certain exceptions from your instructors.)
- “Collaborating” or receiving substantive help in writing your assignment unless such collaboration is part of the given assignment. (You may receive general advice from tutors or writing lab instructors.)
- Failing to cite sources, citing them improperly, or making up false sources.

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

Plagiarism substantially violates the student academic integrity code. You commit plagiarism when you present INFORMATION, IDEAS, or WORDS “borrowed” from someone else as if they are 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 reflect your own work and properly cite any sources from which you obtained exact wording, ideas, or information.

University Holidays and Withdrawal Dates

See the Blackboard Schedule.
USEFUL STUDENT RESOURCES

Many students experience stress while adjusting to college. Although I certainly sympathize if you are experiencing non-course-related problems, you will find better and more helpful resources elsewhere on campus. The services below are available free to students, so if you feel you need help, please don’t wait. Contact the appropriate office below—each of their staffs include trained, caring professionals who have experience helping students deal with specific academic, security, psychological, and emotional issues.

ACE (Academic Center for Excellence) – Academic Advising and Tutoring
Founder’s Hall, 2/1200, (904) 620-1012, www.unf.edu/es/ace

Ace provides academic advising and tutoring. You’ll find its tutors especially helpful if you’re having trouble with surface errors (grammar, punctuation, etc.) in your writing.

The UNF Counseling Center
Founder’s Hall, 2/2300, (904) 620-2602, www.unf.edu/dept/counseling_center

“The UNF Counseling Center offers you a safe atmosphere, where personal concerns can be openly explored and discussed with a professionally trained counselor.”

UNF Campus Police, http://www.unf.edu/dept/upd/index.htm
Building 41, on UNF Drive, across the street from the Information Booth
Emergency Number: (904) 620-2801

Note: Police officers are available 24 hours a day to provide safety escorts to any member of the University Community. To request an escort you may contact the UPD at 620-2800.

UNF Career Services
Founder’s Hall, 2/1100, (904) 620-2955, http://www.unf.edu/dept/cdc/

“The University of North Florida Career Services provides a variety of career services, programs, and resources designed to help you develop a successful career.”

The Women’s Center (and Victim Advocacy Program)
Founder’s Hall, 2/2100, (904) 620-2528, Email: womenctr@unf.edu
24-hour Crisis Helpline: (904) 620-1010

“Campus victims of actual and/or threatened violence [harassment, rape, relationship violence, stalking, hate crimes or other crimes] can find help 24-hours-a-day through the Women’s Center’s Victim Advocacy Program.”