

## **Syllabus English 101 Fall 2013 Univ of Mass Boston KINGSLEY**

**T/Th: Sec 31: 8:00-9:15 @ McCormack 3-0415**

**T/Th: Sec 34: 9:30-10:45 @ McCormack 2-0209**

**T/Th: Sec 39: 11:00-12:15 @ McCormack 1-0207**

**T/Th: Sec 46: 2:00- 3:15 @ Wheatley 1-0006**

**Instructor: Victoria H. Kingsley Email: [\\*\\*victoria.kingsley@umb.edu\\*\\*](mailto:**victoria.kingsley@umb.edu**)**

**Office: Wheatley, 6th floor, Rm. 106**

**Office Hours: Tues/Thurs: 3:30-4:30 (and by appointment)**

**Class Wiki/ Website:**

<http://engl101-f13-kingsley.wikispaces.umb.edu/>

### **TEXTS AND MATERIALS:**

1. *Understanding Rhetoric: A Graphic Guide to Writing*. Elizabeth Losh, Jonathan Alexander, Kevin Cannon, Zander Cannon. Bedford/ St. Martin's: Boston, 2014. ISBN 978-0-312-64096-5.

The book can be purchased in hard copy through the UMB bookstore or through the publisher Bedford/ St. Martins Press. It is also available for purchase as an ebook and may be purchased and downloaded through this link:

[http://bcs.bedfordstmartins.com/understandingrhetoric1e/default.asp#t\\_885138](http://bcs.bedfordstmartins.com/understandingrhetoric1e/default.asp#t_885138)

2. *\*Rules for Writers, 6th Edition*. Diana Hacker. (To be used as a reference handbook and available in the UMass bookstore).

3. There may be additional readings that will be available through the course web site. I will show you how to access these.

**REQUIREMENTS:** Three major writing projects including drafts and revisions with the finished paper being at least 1,500 words (5 pages), assigned readings, in-class and other informal pieces of writing, and one to two presentations. You will also be required to conference with me one or two times during the semester. The standards for acceptable completion of a Freshman English course are established by the program as a whole and may be found at [www.freshman.umb.edu](http://www.freshman.umb.edu)

**COURSE DESCRIPTION:** As described on the English 101 website, English 101 is a course in critical reading, and writing. The course is designed to teach you to discover and shape your own perspectives in dialogue with readings or texts through a drafting and re-drafting process. The course is structured through thought-provoking assignment sequences to give you opportunities for sustained academic inquiry that includes talking back to texts and re-thinking your ideas. This includes all kinds of texts from photographs to photo essays, Web sites, graphic novels, print ads, TV commercials, etc. One of the objectives of the course will be to introduce you to the idea of visual rhetoric(s), an expanding and forceful phenomenon in our world, and learning or developing an approach to reading and analyzing a multiplicity of "texts". We will work on reading closely and writing analytically through a variety of writing projects. We will also make presentation(s) during the course.

**Using the Class Wiki or Web site:** Throughout the semester, you will be expected

to use the class wiki site. You will be sent an invitation to join the wiki at the beginning of the semester. The class wiki site includes everything necessary to taking the course including the course assignment calendar, links to all the assignments, possible additional readings to be used for the course, as well as links other resources. You can access the class wiki/web site 24/7.

Most work will be submitted to me electronically and you will need ready access to an electronic device, your UMass Boston (UMB) email account, and an Internet connection to participate in class. There are hundreds of computers on campus you can use for this. You should have a place to save your work (this can be a USB or flash drive and/or an email or DropBox account).

**Email Account:** You will need a functioning UMB email account, which you check regularly. You can set up your UMB email address to forward to another email address if you wish, but I will only use your UMB address. All registered UMass students are assigned a UMB email address.

You can log onto your UMB email and get directions about setting it up here:

<https://webmail.umb.edu/>

**Grading:** You may earn up to 100 points during the semester. Grades will be calculated as follows:

Three Papers/Projects (5 pgs): 60-70 points  
Short Projects/Papers: 10-20 points  
Attendance/participation: 10 points  
Homework: 10 Points  
Presentation(s): 10-20 points

Total = 100 points

You must submit a paper for each of the three main projects in order to pass. For a final grade, the points you have earned are calculated and translated into a letter grade following the usual scale (90 points and above is in the "A" range, etc.)

Details and requirements for participation, papers, and presentations will be discussed in class and I will provide written guidelines for these.

### **Essay/Paper Policies and Procedures:**

Essays must be typed, in 10 or 12-point font, double-spaced, and with standard 1" margins. Please be sure to put your name and title on the first page of your essays. Essays must be submitted electronically following the instructions on the assignment page of the class wiki. In addition, hard copies should be available when needed for class work.

Essays, except for your final paper, may be rewritten with my permission for a revised grade, as long as they were originally submitted on time and you ask me about revision within one week of getting your graded paper back. You must ask me about revising before doing it and we will discuss what you need to do to improve your paper as well as agree on a revision schedule.

## **Course Guidelines and Procedures for English 101:**

There are certain guidelines that everyone must follow concerning:

**Civility in and out of the Classroom:** An educational institution is a unique cultural space: here, the open sharing of ideas is not only possible, but valued above all else. Intellectual exchange depends on showing respect for your instructor and peers, taking responsibility for your own course contributions, and demonstrating a mature understanding that learning can involve disagreement over ideas and assessment. If you engage in uncivil behavior, such as making inappropriate comments to your professor or fellow students in the classroom, out of the classroom, or via email or social networking sites, you can be referred to the Chair of the English Department for sanctions that can include the lowering of your course grade. You can also be referred to the Dean of Students.

And since much of what we learn will result from what we do in class (class discussions of student writing, group discussion of drafts, in-class writing exercises, etc.), you must be in class and on time.

**Attendance:** Attendance is required. Each student is allowed a total of four absences, two full weeks of the course, during the semester without any penalty to his/her grade; please save these for emergencies (health or transportation problems, etc.). **Students with more than 4 absences in Tuesday-Thursday classes should expect it to affect their grade(s) and possibly prevent their passing the course.** Active participation in class counts toward your attendance and participation grade. Just showing up for class does not fulfill this requirement.

**Timeliness:** \*You will be marked tardy when you are late for class and three (3) tardies equals one absence. If you are more than 15 minutes late for a class, you will be considered absent.

**Assignments must be submitted on time:** The assignments are designed to build on one another and it is important that they be completed on time. If you miss class, it's your responsibility to get the assignment and do the homework. Assignments are always available on the class web site in advance and may be emailed to me. **Late assignments will not be accepted; excuses will not be entertained.**

**Incomplete Work:** Incompletes are rarely offered. They are reserved for students who are unable to complete a small portion of the course at the end of the term due to an extreme circumstance such as illness. Incompletes are not allowed to replace a significant amount of coursework or absences. If you are awarded an Incomplete, you must sign a contract with your instructor outlining the work to be done and work due dates. Although an INC automatically turns into an F after a year, your Incomplete work will typically be due before the year's end.

--Incomplete policy:

[http://www.umb.edu/registrar/academic\\_policies/incomplete\\_policy/](http://www.umb.edu/registrar/academic_policies/incomplete_policy/)

**Student Referral Program:** If it appears that you might not pass the course and I cannot figure out how to support your success, I may contact [Christyn Carey](#) or [Valerie Miller](#) of the Student Referral Program (Campus Center, 1<sup>st</sup> Floor, 617-287-

5500 .). They will attempt to contact you and help you address the difficulties interfering with your success in the class. If you do not want me to let the Student Referral Program know you are having difficulty, please let me know.

### **Additional Information**

The University has a Writing Proficiency Requirement (WPR) in order to graduate. You can read about it here:

[http://www.umb.edu/academics/vpass/undergraduate\\_studies/writing\\_proficiency/](http://www.umb.edu/academics/vpass/undergraduate_studies/writing_proficiency/)

### **General Information:**

If you have a disability that may affect your performance in this class, please know that UMass Boston has resources that can help you succeed in your coursework. Please contact the Ross Center for Disabilities (Campus Center UL211) to receive official university services and accommodations; they will provide you with documentation that you then bring to your instructor.

--Ross Center website: <http://www.umb.edu/academics/vpass/disability/>

**STUDENT CONDUCT/PLAGIARISM, etc.:** Students are required to adhere to the University Policy on Academic Standards and Cheating, to the University Statement on Plagiarism and the Documentation of Written Work, and to the Code of Student Conduct as delineated in the Catalog of Undergraduate Programs. The Code is available online at:

[http://www.umb.edu/life\\_on\\_campus/policies/code/](http://www.umb.edu/life_on_campus/policies/code/)

**Plagiarism** is "borrowing" someone else's work or ideas and presenting them as your own. The following all constitute plagiarism: Using a document or part of a document written by another student; buying an essay or term paper from one of the services that sells such documents; using a document published on the Web; having someone else write an essay or term paper for you; or having someone so drastically edit your work so that it is no longer your work. It is always essential to use quotation marks around any words/phrases/sentences that are not yours, and to cite the source of the quote or information. Students must meet their responsibility as scholars by thoroughly documenting all sources consulted—regardless of whether they are quoted from directly, paraphrased, rephrased or otherwise "borrowed from." The documentation method endorsed is that of the Modern Language Association.

Of course, all English Department faculty members will be happy to help students understand the application of this documentation method in their work. In addition, Healey Library offers an online tutorial and samples of properly documented texts and Works Cited pages. The English Department at UMass Boston takes very seriously the obligation of students, in presenting work (whether written or oral) for evaluation; to give full credit to others where and when such credit is due. All students should be familiar with the definitions and the regulations concerning Academic Honesty contained in the University of Massachusetts Boston "Code of Student Conduct":

**The University defines violations of academic honesty to include, but not be limited to, the following:**

A. Submitting an author's published or unpublished work, in whole, in part, or in paraphrase, as one's own without fully and properly crediting the author. This includes, but is not limited to, submitting unattributed published work, e.g. material from a journal, newspaper, encyclopedia, [the internet,] etc. without proper acknowledgement. B. Submitting as one's original work materials obtained from an individual or agency. C. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others. D. Using any unauthorized material during an examination, such as notes, tests, calculators, etc. E. Obtaining answers to examination questions from another person with or without that person's knowledge; furnishing answers to examination questions to another student; using or distributing unauthorized copies of or notes from an examination. F. Submitting as one's own an examination taken by another person; or taking an examination in another person's place. G. Gaining or seeking to gain unauthorized access to the computer files of a student or faculty member, or staff member, or altering or destroying those files.

The English Department is committed to helping students participate responsibly in the "critical dialogue" by requiring that they credit appropriately and accurately all sources of their words and ideas. The Department is also committed to upholding both the letter and the spirit of the "Code of Student Conduct": for the very integrity of the academic enterprise—the pursuit of knowledge and truth—all faculty hold students accountable for any instances of "plagiarism" (that is, the misrepresentation of another's words or original ideas as one's own) or for any other form of academic dishonesty. The penalties for plagiarism are a grade of "F" on the assignment in question and a grade of "F" in the course, and may involve academic suspension or outright dismissal from the University. Plagiarism will be reported to the Dean of your College. **If you plagiarize, you will fail this course.**