INSTRUCTOR INFORMATION

**Instructor:** StarShield Lortie  
**Email:** slortie@westga.edu  
**Office:** Padford 105A  
**Office Phone:** 678-839-4866  

**Office Hours:**
- In Office: T 9am-Noon and by appointment
- Writing Center Hours: T 1-4
- Online: R 10-12 via google chat at slortie@westga.edu

**NOTE:** The best way to contact me is via my westga email. I rarely check CourseDen email thus, you will not receive a response to your inquiry if you email me through CourseDen. Please include your first and last name, class number, and class time for reference with any email correspondence. Remember, I cannot respond to email outside of your westga email.

SUPPORT FOR COURSES

*Hyperlinks provided for accessibility throughout; full URLs are available above the semester schedule.*

- **CourseDen D2L Home Page**
- **D2L UWG Online Help** (8 AM – 5 PM) 678-839-6248, 1-855-933-8946 or online@westga.edu  
- **24/7/365 D2L Help Center** 1-855-772-0423  
- **University Bookstore**  
- **Student Services**  
- **Center for Academic Success** 678-839-6280  
- **Distance Learning Library Services**  
- **Ingram Library Services**  
- **Accessibility Services** 678-839-6428  
- **counseling@westga.edu**

COURSE INFORMATION

**Course Description**
A composition course focusing on skills required for both effective writing for various rhetorical situations and critical reading of texts, primarily non-fiction. In writing, students must demonstrate competency in exposition, argumentation, and writing that is strengthened by the use of multiple textual sources.

**Specific Course Description**
The primary focus for this semester is constructing persuasive writing that interacts with written, aural, and visual texts. Although the course uses a variety of challenging written texts and other media to foster critical reading and critical thinking, its primary business is critical writing. Students are given plenty of opportunity to write informally, as well as formally, through journals, in- and out-of-class writing activities, and major writing assignments that evolve from successive drafts. This will allow you to explore the choices you make in your own writing and experiment with new approaches. Each activity in this class promotes understanding of the next, and each class meeting will contribute to your understanding of your own process as well as genre while assisting you in developing critical reading and effective writing skills.

TEXTS, READINGS, INSTRUCTIONAL RESOURCES, and REFERENCES

The textbook is required for this course. We will be doing a lot of work from the textbook, particularly during the first half of the semester.
• Additional readings posted in Course Den.
• Journal or notebook.
• Paper and pen or pencil - be prepared to write every day.
• Access to a computer and printer.
• Folder/binder - keep all assignments, handouts, reviews handy.

COURSE OBJECTIVES AND LEARNING OUTCOMES

• To identify and employ a variety of rhetorical modes and techniques of persuasion and acquire reasonable mastery of conventions of college-level prose writing.
• To develop and apply critical thinking skills in effective expository, analytical, and argumentative writing and to gain facility with the entire writing process from invention through revision.
• To develop organizational strategies, incorporate and document additional textual materials to strengthen and support argument.

COURSE ASSIGNMENT SUMMARY

**Project 1:** Literacy Narrative: A short narrative essay analyzing your personal views on a specific topic.

**Project 2:** Rhetorical Analysis: An analysis demonstrating an understanding of rhetorical principles.

**Project 3:** Genre Research Project: A longer essay exploring an unfamiliar genre.

**Project 4:** A multimodal presentation demonstrating an understanding of rhetoric and composition.

**W2L Assignments:** Writing to Learn, or W2L, assignments, are short, informal assignments done either in class or assigned as homework. They are designed to enhance your understanding of topics in assigned readings and/or discussed in class. W2L assignments are due, typed and double spaced, in class on the due date unless otherwise noted. Daily journal entries, Weekly Reflections, and other small in class assignments are counted as W2L assignments.

**Participation:** The participation grade includes posts to the course website and assigned discussion questions on CourseDen combined with your general participation in class. Discussion questions are short questions to provide students with reflection of assigned readings and are due 30 minutes prior to the start of class.

GRADING STRUCTURE AND POINT SCALE

Your grade for this course will be determined by performance in two categories: Daily Work/Workshops and Writing Projects. This is simply a distinction between process and product. Both categories are important to your success in this class. Students may earn a total of 1000 points over the course of the semester.

<table>
<thead>
<tr>
<th>Assignment Breakdown</th>
<th>Grade Breakdown</th>
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</thead>
<tbody>
<tr>
<td>175pts Project 1: Literacy Narrative</td>
<td>900-1000pts = A</td>
</tr>
<tr>
<td>200 Project 2: Rhetorical Analysis</td>
<td>800-899 = B</td>
</tr>
</tbody>
</table>
250 Project 3: Genre Research Project 700-799 = C
150 Project 4: Multimodal Presentation 600-699 = D
125 W2L Assignments 599 and below = F
100 Participation

It is your responsibility to keep track of your grade by checking the Gradebook on CourseDen on a regular basis. If you believe there is an error in your grade, please contact me as soon as you notice a discrepancy. In order to receive credit for English 1102, you must pass the course with at least a C.

GRADING RUBRICS

Rubrics for each major assignment are included with each assignment sheet and posted in CourseDen. We will review the rubric for each assignment in class when the assignment is given and prior to due dates.

EXPECTATIONS FOR STUDENTS

Following is some important information to guide your success in this class:

- You are expected to participate in each class meeting. This includes completing all the reading assignments listed on the schedule prior to the start of class on the day on which each is listed.
- Each student is expected to act like an adult and treat others in a professional manner. Topics in this course may challenge and stretch your understanding. The goal is to develop your ability to integrate multiple points of view and help you form a cogent and concise understanding.
- Assignments are submitted via a dropbox on CourseDen unless otherwise noted on the course schedule. Please be attentive to submission instructions.
- Please contact me as soon as possible if you have questions or need help with any course work throughout the semester. If you cannot stop by during office hours, please contact me to schedule an appointment.

COURSE AND UWG POLICIES

Attendance Policy:
Regular attendance is mandatory, required, and non-negotiable. This isn’t a lecture class where you can simply get the notes from someone else. Learning in a writing class is collaborative and socially constructed; thus, active, engaged participation is required. In order to participate, you must be here, be awake, and be focused on the class. If you miss a class it is your responsibility to contact a classmate to find out what you missed and/or arrange to turn in any assignments that are due. Missing a class does not excuse you from an assignment. There is no make-up work for missed in-class assignments nor will these assignments be accepted late. If you know you’ll be absent, it is your responsibility to arrange to turn in any assigned work in advance.

Absences:
This is a small class with a lot of small group work. It will only be successful if everyone participates thus, attendance is required. We will routinely discuss reading assignments, complete writing exercises, participate in collaborative exercises, and engage in peer review of drafts. Students who do not participate regularly should expect a lower grade. I take attendance daily and report attendance to the university, but you cannot fail this class strictly based on attendance; however, if you miss more than four classes you will find it exceedingly difficult to earn a passing grade. Any student that is absent two weeks (4 consecutive classes) will be reported as stopped attending which may affect your financial aid. You may be excused for military activities or university sanctioned events. For absences to be excused you must provide documentation prior to the absence. Remember, being absent does not absolve you of the responsibility for required assignments.
• **Tardies:**
  Coming to class on time is as important as being there. Tardiness is disrespectful of both me and your classmates. Arriving more than 5 minutes late or leaving early is disruptive to the class and you will be counted as a tardy. Two tardies equate to one absence. If you must leave class early for any reason, or have difficulty arriving on time, please notify me as soon as possible so we may discuss your options.

**Extra Credit**
0 absences over the course of the semester will earn 10 extra credit points

**Participation Policy:**
Participation is a portion of your grade for this course and will be counted accordingly. Participation means active and engaged, intelligent and consistent involvement in each class. Participation also includes posts to the class blog and CourseDen discussion questions as assigned. Details for each assignment will be provided as these assignments are due. If you are extremely shy or otherwise adverse to actively participating in class on a daily basis please contact me to discuss your options. This policy also pertains to individual conferences with the instructor – come to your conference prepared to discuss the assignment for that conference.

**Late Work Policy:**
W2L and other daily class assignments will not be accepted late. Major writing projects will incur the following deduction for each day they are submitted late. Late projects are ineligible for revision per the revision policy. There are no exceptions to this policy.

  1-7 days late: 5 points for each day (including non-class days) up to 7 days past the due date.
  8+ days late: 10 points for each day late.

**Revision Policy:**
Students will be allowed to revise project 1, project 2, or project 3. Revised projects must meet the following criteria to be accepted:
- Projects originally submitted late are ineligible for revision.
- Revisions must include a cover letter that describes the changes made from the previous draft and evaluates those changes in relation to the quality of the finished project.
- Revisions must be turned in no later than one week, 7 days, from the date the original project is returned.
- In order to be considered for re-evaluation, all project revisions must be submitted by noon on the last day of classes, 12/5/2018.

**Disruptive Behavior Policy (FYW policy):**
Students may be dismissed from any class meeting at which they exhibit behavior that disrupts the learning environment of others. Such behavior includes – but is not limited to – arriving late for class, allowing cell phones to ring, speaking disrespectfully to the instructor and/or to other students, checking email or surfing the web, and using personal audio or visual devices. Each dismissal of this kind will count as an absence and will be applied toward the attendance policy above. (Department Policy). Bullying of any form, including mocking or shaming another student, or the instructor, will not be tolerated.

**Department Paperless Policy:**
As of Fall 2006, the English Department implemented a “paperless” policy in its classrooms. Therefore, all materials (handouts, assignment sheets, notes, etc.) will be available via CourseDen. Students may print these necessary course documents, including the syllabus, on their home computers.

**Extra Credit Policy:**
I rarely offer extra credit opportunities; however, students will be notified if and when extra credit is available.

**Academic Honor at UWG:**
Academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the Honor Code. All forms of academic dishonesty, including, but not limited to cheating, excessive collaboration, fabrication, plagiarism, and facilitating or allowing academic dishonesty in any academic exercise are subject to review and a range of academic penalties including, but not limited to failing the assignment and/or failing the course. Students are encouraged to review section 2.0 of the Student Handbook for definitions, explanations, and possible sanctions.

**Recycled Paper/Self-Plagiarism Policy:**
Students may not submit a paper written for a previous course. The focus of this course is the process of writing; therefore, students are expected to plan, draft, and revise their writing during this course. Students submitting a recycled paper may be reported to Academic Affairs.

**Americans with Disabilities Act Statement:**
If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the Center for Disability. UWG also provides Accessibility Statements for Technology that you may be required to use for this course. For more information on the Americans with Disabilities Act, UWG Email, Credit Hour, and UWG Honor Code policies as well as information on Academic Tutoring, Student Services, and Technical Requirements, Privacy Policy, and Accessibility Statements, please see the Common Language for Syllabus document.

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**TIPS FOR SUCCESS IN ENGLISH 1101**

Your success in this course is largely dependant upon you. Following are resources that can help you stay on track with your course work:

**Office Hours:**
Office hours are available for you to seek one-on-one help, ask questions, or vent about your coursework. Don’t hesitate to ask for help, that’s what I’m here for. I want you to succeed. I am available via email, during office hours, and by appointment.

**CourseDen:**
Grades and attendance will be regularly updated in CourseDen. Students are encouraged to keep track of their grades as the semester progresses to avoid surprises. CourseDen is the best tool at students disposal to maintain understanding of their standing in the class.

**The Ingram Library:** The library has many resources available to assist you with any course assignment you are working on. Do not hesitate to ask a librarian for help. They can easily direct you to the resources that can assist you the most.

**The University Writing Center:**
Located in the Technology-enhanced Learning Center, TLC 1102, and on the web, the Writing Center is a valuable resource for students to receive one-to-one assistance with their writing. Call (678) 839-6513, email (writing@westga.edu), or visit the website for more information, hours, and to make an appointment.

**The Counseling Center:**
The Counseling Center offers free, confidential counseling and support services to all UWG students to assist with their emotional, intellectual and social growth. Services are provided in a non-judgmental and confidential environment and counselors are equally concerned with students' academic achievement and
personal health. They are located at 123 Row Hall and may be reached at 678-839-6428 or counseling@westga.edu, or visit the website for more information.

**ADDITIONAL SUPPORT INFORMATION**

**Technical Support:**
Technical support for CourseDen, as well as the technological requirements, accessibility statements, privacy statements, tutorials, and other information can be found at UWG Online Student Help.

**Center for Academic Success:**
The new Center for Academic Success (CAS) provides services, programs, and opportunities to help all undergraduate students succeed academically. The CAS offers free appointment-based peer tutoring in core courses, as well as supplemental instruction (SI)—which is peer-facilitated collaborative learning—in a variety of disciplines. Students seeking help with study skills and strategies can attend workshops though the Academic Success Workshop series or work individually with either a staff or peer Academic Coach. Beginning Fall 2014, the CAS will also offer “Back on Track,” a voluntary academic recovery program designed for students who want to improve their grades and academic standing. The Center for Academic Success is located in UCC 200 and can be reached at 678-839-6280. Our email address is cas@westga.edu.

**Smarthinking:**
Smarthinking offers online tutoring services and resources (including the Writing Center) for UWG students/instructors in all courses. A link to Smarthinking is available in CourseDen under Resources in the navigation bar.

**Student Services:**
Here is a great resource of Student Services for all students at UWG, whether or not they are taking online courses. This link provides students with most of the information they need. If a student is experiencing distress and needs some help, check out UWG Cares.

**FULL URL SUPPORT FOR COURSES**

**CourseDen D2L Home Page**
https://westga.view.usg.edu/

**D2L UWG Online Help**
https://D2Lhelp.view.usg.edu

**University Bookstore**
http://www.bookstore.westga.edu/

**Common Language for Course Syllabi**
https://www.westga.edu/administration/vpaa/common-language-course-syllabi.php

**UWG Cares**
http://www.westga.edu/UWGCareshow/index.php

**Student Services**
https://www.westga.edu/student-services/counseling/accessibility-services.php

**Center for Disability**
http://uwgonline.westga.edu/online-student-guide.php

**Center for Academic Success**
http://www.westga.edu/cas/

**Distance Learning Library Services**
https://www.westga.edu/library/resource-sharing.php

**Ingram Library Services**
http://www.westga.edu/library/

**Proctored Exams**
http://uwgonline.westga.edu/exams.php#student

**Student Services**
https://uwgonline.westga.edu/online-student-guide.php

**UWG Accessibility Statements for Technology**
https://docs.google.com/document/d/16Ri1XgaXiGx28oOzRvYPray3qF5ZNJYbVDGVnEA/edit?ts=57b4c82d#heading=h.yrqueffv