

**San José State University**  
**Department of English and Comparative Literature**  
**English 1A, Composition 1 (GE A2), Section 36, CRN 25414**  
**Spring, 2014**

<b>Instructor:</b>	Allison Winston
<b>Office Location:</b>	Faculty Office Building, Room 112
<b>Email:</b>	Allison.Winston@sjsu.edu
<b>Class Days/Time:</b>	MW 1:30pm-2:45pm
<b>Classroom:</b>	Sweeney 444*
<b>Office Hours:</b>	M 12:00pm-1:15pm W 9:45am-10:15am And by appointment
<b>Prerequisites:</b>	Placement by the English Proficiency Test (EPT), or passage of an approved substitute course for the EPT
<b>GE/SJSU Studies Category:</b>	Written Communication A2

\* Class will sometimes be held in one of the campus computer labs. See [Course Assignment Calendar](#) for details.

### Required Texts

*The Norton Field Guide to Writing.*  
Bullock and Daly, 3<sup>rd</sup> edition, 2013. ISBN: 978-0-393-91956-1

**Digital Readings and Class Handouts** (available through Course Assignment Calendar on Google Drive)

### Other Required Materials

- Folder or binder where you keep all course materials reading print-outs, and loose-leaf class work
- Access to computer for internet and word processing (2-3 times per week)
- Access to printer in order to print Digital Readings and other documents (1-2 times per week)
- Folder or binder where you keep all course materials, quizzes, and loose-leaf class work

## **Course Description**

English 1A is the first course in SJSU's two-semester lower-division composition sequence; it provides an introduction to baccalaureate-level composition, with attention to the "personal voice" and personal experience, on the one hand, and the more formal attitudes and demands of writing at the university (expository and argumentative essays), on the other. Students will develop college-level reading abilities, rhetorical sophistication, and writing styles that give form and coherence to complex ideas and feelings.

## **Course Goals and Student Learning Objectives**

Students shall achieve the ability to write complete essays that demonstrate college-level proficiency in all of the following:

- Clear and effective communication of meaning.
- An identifiable focus, tailored to a particular audience and purpose (argumentative essays will state their thesis clearly and show an awareness, implied or stated, of some opposing point of view).
- The ability to perform effectively the essential steps of the writing process (prewriting, organizing, composing, revising, and editing).
- The ability to explain, analyze, develop, and criticize ideas effectively.
- Effective use within their own essays of supporting material drawn from reading or other sources.
- Effective organization within the paragraph and the essay.
- Accuracy, variety, and clarity of sentences.
- Appropriate diction.
- Control of conventional mechanics (e.g., punctuation, spelling, reference, agreement).

## **Student Learning Objectives**

SLO 1: Students shall write complete essays that demonstrate the ability to perform effectively the essential steps in the writing process (prewriting, organizing, composing, revising, and editing).

SLO 2: Students shall write complete essays that demonstrate the ability to express (explain, analyze, develop, and criticize) ideas effectively.

SLO 3: Students shall write complete essays that demonstrate the ability to use correct grammar (syntax, mechanics, and citation of sources) at a college level of sophistication.

SLO 4: Students shall write complete essays that demonstrate the ability to write for different audiences.

## Academic policies

You are responsible for reading the SJSU academic policies available online:

<http://www.sjsu.edu/english/comp/policyforsyllabi.html>

## Course Content

### Required Web Tools: SJSU Email, Google Drive, turnitin.com

**SJSU Email.** You will only be allowed to use your SJSU email account for accessing course content and posting your work and writing assignments. I will send announcements to your school email account throughout the semester. It is imperative that you check your email regularly throughout the week. Neglecting to check your school email account is not an excuse for missing an announcement or falling behind.

**Google Drive.** I will post the Course Assignment Calendar, links to Digital Readings, and all course documents and handouts to our class folder in Google Drive, “English 1A, S14, Course Files.” Everyone in the class has viewing rights to this folder. A second folder will be shared privately with each student and will have your name in the title (Lastname, Firstname). This is your personal Google Drive folder (aka your personal GD folder). Unless otherwise directed, you will post all of your formal and informal writing assignments to this personal folder. This will allow you to save everything and keep all of your writing in one place where it will be accessible from any computer. Since only you and I can see this folder’s contents, I will grade and comment on your assignments in your personal folder. It is your responsibility to ensure that your work is properly submitted to this folder on time and as directed. You are required to keep all drafts and all comments on all assignments in your personal folder, as you will need these materials for your reflection papers.

You can access your Google Drive account by logging into your SJSU email account and clicking on DRIVE on the Applications toolbar (top, right side of the page). Once you are inside “My Drive,” click on “Shared with Me” on the left toolbar to see the “English 1A, S14, Course Files” folder and your personal folder. *You must move these two folders into your Drive* by clicking on the box next to them and then clicking “Add to My Drive.”

**Please note that you cannot access these folders unless you are logged into your school email account, even if you have your school email forwarded to a personal account.**

In addition to submitting your formal essays to Google Drive, you will be required to submit essays to turnitin.com.

**Course Assignment Calendar:** The Course Assignment Calendar, located in the “English 1A, S14, Course Files” folder, contains all dates, assignments, and links to assignment prompts and instructions. Because this document is my central means of communication with my classes throughout the semester, I will continually post explanations and updates to the calendar. It is your responsibility to check the Course

Assignment Calendar regularly (at least twice per week) for updates. Because it is always evolving and expanding you should not print this document. Instead, bookmark in on your computer or personal data device to ensure easy and immediate access.

**Class Participation:** Research shows that students who are able to verbalize their ideas and participate in discussion and activities are able to think more critically and write more effectively about the course material. Whenever possible, this class will be student and discussion-centered, not lecture-centered. This means that your success in this course is largely dependent on your presence, participation, and investment in our regular class meetings.

Because student engagement is integral to learning at the personal and group levels, regular participation is required and will count toward 10% of the course grade. Unless otherwise indicated, each class session will be worth 5 participation points. Participation points cannot be made up.

Unless otherwise stated, your 5 daily participation points will be based on the following day-to-day conduct:

- Attending class on time.
- Coming to class prepared to discuss the homework or reading.
- Bringing the required materials to class (books, DR print-outs of readings, writing assignments, etc.).
- Asking questions, making observations, and regularly participating in whole class discussions.
- Participating actively in pair activities, small group work, and class activities.
- Professional and positive behavior during class time (i.e., respecting the ideas of others; conducting oneself in a professional and courteous manner; refraining from misusing laptops or cell phone use, etc.)

Students who are present in class each day (on time and on-task) will be qualified for a 15-point participation bonus at the end of the semester.

**Writing:** In English 1A, you will practice all phases of the writing process, including annotating, prewriting, organizing, writing, revising, and editing. You will also read about and write within different genres, which may include memoirs, letters, evaluations, narratives, rhetorical analyses, and position papers. In addition to shorter and informal assignments, you will write four formal essays. **All formal assignments are due at the time designated and must follow the style guidelines on the Style Sheet posted on GD. In order to pass the course, you must write all formal in-class and out-of-class essays, meet all length requirements, and submit all essays, drafts, and revisions as directed. Neglecting to submit any formal writing assignment will result in automatic failure of the course.**

**Writing workshops:** Writing workshops are opportunities to receive feedback on your writing from your peers. Constructive feedback will help you see where your writing has been effective and where it can be revised to become more powerful. This feedback will aid you during the revision process and help you get a higher grade on the final version of the assignment. In

addition to receiving feedback on your writing, learning to critique the essays of your peers helps you become a better writer and thinker, and is one of the best ways to help you learn to revise your own work. **Participation in all workshops as a reader and a writer is mandatory.** Participation includes posting on time (when applicable), arriving to workshops on time, coming to workshops prepared to discuss the work of your peers, bringing copies of essays as directed, completing peer evaluations as directed, and having openness and a positive attitude when your own work is being workshopped. **If you have not submitted a complete draft of your essay to be workshopped by the workshop deadline or are not prepared for the workshop, you will not receive points for the workshop and your final essay grade on that assignment will automatically be lowered by 10%.**

**Individual writing conferences:** All students are required to meet with me for an individual writing conference at least once during the semester, and students who earn grades of C or lower on any assignment may be required to meet with me more frequently. Conferences will give you the opportunity to get more in-depth and individualized feedback on and assistance with your writing. Conferences may be held during or outside of class time. Conferences will be posted to the Course Assignment Calendar with an online link to a sign-up sheet.

**Revising:** Because one of the main objectives of this class is to learn and practice *writing as a process*, you are required to substantially revise all drafts of all formal writing assignments. Revision is a required part of this class. Failure to submit drafts and revisions in accordance with assignment instructions may result in failure of the assignment or the course. **In order to make revision possible, you are required to keep all digital versions of all formal writing assignments in your personal Google Drive folder.** You must also maintain separate draft documents on GD when you are writing multiple drafts of an essay. When starting a new draft of a formal assignment in your Drive, you should begin by making a copy of the draft you will be modifying (FILE → Make a Copy) and renaming (File → Rename) the copy with a new title (i.e., Draft 2, etc.). More details about how to maintain multiple versions of writing assignments in GD will be provided in class.

**Reading:** English 1A includes intensive reading of many short pieces of writing by a range of authors. The reading you do in this course provides useful models of writing for academic, general, and specific audiences. It also provides various styles, rhetorical strategies, topics, and positions for us to analyze and use as a springboard in our own writing. Because our class activities often depend on your having done the reading homework, neglecting to do so will affect your in-class performance as well as your ability to participate in that day's activities, thus affecting your overall participation grade.

**When digital reading (indicated as DR on the course calendar) is assigned, you are required to print and bring those readings to class.** Neglecting to do so means that you are not prepared for class and cannot fully participate.

**Homework, quizzes, reading responses, and in-class writing:** We will have a quiz, something due, or something to read at almost every class meeting. You will also have multiple ungraded and graded short Reading Response Papers and in-class writing and pre-writing activities. **We will have regular announced and unannounced reading quizzes to ensure that you've**

**completed and understood the reading homework.** Some quizzes may assess your understanding of the reading, some may assess your understanding of new terms and concepts, and others may contain questions on cumulative information. **Do not be late to class as additional time will not be given on quizzes for individuals who are tardy. Neither announced nor unannounced (pop) quizzes can be made up.**

**Reflection Papers and Final Reflection Essay:** You will keep all of your formal writing in your GD folder online; hard copies of paper documents should also be kept in a folder or binder. After each formal essay is completed, you will be assigned to write a short reflection about that assignment. These assignments are designed to get you thinking about your specific challenges, your strategies for improvement, your successes and failures, and your goals for the future. No piece of writing is ever perfect in its “final” version; every writer, no matter how accomplished, has room for improvement. You will not be able to pass this course if you do not accept and practice revision as a fundamental aspect of the composition process. You will have a reflection paper due after each major essay; your final essay in this class will be a longer, culminating reflection, where you discuss your growth and learning throughout the entire course. This final reflection essay will be due instead of a final exam.

### Classroom Protocol

**Late Assignment Policy & Make-Up Policy:** All assignments are due by the stated deadline or collection time and in the manner required.

**Informal writing assignments** include homework writing, in-class writing, Reading Responses, Stages, and non-essays. Unless otherwise indicated, all informal writing assignments are due to your personal GD folder before class. If you have been assigned a homework assignment to print out and bring to class, it is your responsibility to leave it on my desk at the end of the class session, whether I collect them or not. Unless otherwise indicated, any paper homework that is due in class must be typed and printed (handwritten homework will not be accepted for credit). All informal writing assignments, homework, and quizzes that are not submitted by the assigned deadline or collection time will result in a grade of zero. In other words, **no informal assignment will be accepted late for any reason; these assignments cannot be made-up and no extra credit will be offered to compensate for points lost.**

**Quizzes**, which will be announced and unannounced, cannot be made up. Absence during a quiz will result in an automatic grade of zero. At the end of the semester, your lowest reading quiz grade will be dropped.

**Formal writing assignments** include the four formal essays and their stages, drafts, and revision. All of these are mandatory and must be submitted as directed to pass the course. Any formal writing assignments submitted after the deadline will receive a 10% grade deduction for every 24-hour period it is late. **Failure to turn in any formal writing assignment will result in an automatic F in the course.**

**Email Etiquette:** I encourage you to email me if you have difficulties or brief questions, but more involved questions should be saved for after class or office hours. I will check my email once per day, Monday-Friday, and will respond to all emails within 48 hours on weekdays. When corresponding with me (or any other professor) you should make sure be professional and appropriate.

**Laptop & cell phone use: No laptops or other electronic devices may be used during this class except when specifically directed; absolutely no cell phone use will be tolerated at any time during the class.** If you are caught misusing electronics, you may be asked to leave the room and will lose your participation points for the day.

**Laptop Days or Computer Lab Days:** You may be required to bring a laptop computer to several class meetings this semester in order to participate in writing activities and do in-class writing. If you do not own a laptop, you may borrow one very easily (and free-of-charge) for 4-hour or 7-day periods from [Student Computing Services](#). SCS is located on the second floor of the King Library. You will need your student ID card. In addition to or instead of laptop days, some classes may be held in one of the campus computer labs. See the Course Assignment Calendar for details. In addition to or instead of laptop days, class may be held in one of the university's computer labs.

**Printing Digital Readings:** You will be required to print several documents and readings this semester, including all digital readings assigned on the Course Calendar. If you do not have a printer at home, you should purchase a print card at the King Library so that you can print on campus.

**Appointment and individual conference no-shows:** Because common courtesy suggests that you cancel or reschedule an appointment at least 24-hours in advance, there will consequences for neglecting to cancel or reschedule an individual appointment with proper notice. In this class, if you must cancel or reschedule your individual appointment or writing conference, you must give me at least 24-hour's notice (or make the change to the online schedule at least 24-hours in advance). If you neglect to give proper advance notice you will automatically lose 10 points on the assignment at issue.

**Canvas:** The University does not require professors to make your grades available on Canvas. As such, when I choose to make your Canvas grades available to you, I am providing a courtesy. If you take it for granted or misuse it, I will unpublish the course and you will have to track your grades manually. Do not waste my time by asking me about grades on Canvas during class or office hours. **If you wish to submit a correction or inquiry regarding grades on Canvas, you must send me a message through Canvas**—do not email me and do not ask me about it in person, during class, or during office hours. Obsessive Canvas behavior—including checking Canvas during class—will not be tolerated.

**Grading:** All assignments will be graded on a points-to-percentage system. All letter grades are converted to a numerical equivalent based on a 100 point system. **No extra credit will be offered in this course.**

98-100% = A+  
94-97 = A  
90-93 = A-  
88-89 = B+  
84-87 = B  
80-83 = B-  
78-79 = C+  
74-77 = C  
70-73 = C-  
68-69 = D+  
64-67 = D  
60-63 = D-  
0-59 = F

This class must be passed with a C (74%) or better to move on to CORE GE Area A2 and to satisfy the prerequisite for English 1B. A passing grade in the course signifies that the student is a capable college-level writer and reader of English

### **Grading breakdown**

Participation & class work	10%
Essays	
Essay 1 (in-class essay + revisions)	20%
Essay 2 (in-class essay + revisions)	20%
Essay 3 (in class essay + revisions)	20%
Essay 4 (reflection essay)	10%
Other writing, homework, & quizzes	20%
Total	100%

### **University Policies**

#### **Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the [current academic calendar](#) web page located at [http://www.sjsu.edu/academic\\_programs/calendars/academic\\_calendar/](http://www.sjsu.edu/academic_programs/calendars/academic_calendar/). The [Late Drop Policy](#)



is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

### **Credit hours**

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours per the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

### **Academic integrity**

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The [University's Academic Integrity policy](http://www.sjsu.edu/senate/S07-2.htm), located at <http://www.sjsu.edu/senate/S07-2.htm>, requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy S07-2 requires approval of instructors.

### **Campus Policy in Compliance with the American Disabilities Act**

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the [Disability Resource Center](http://www.drc.sjsu.edu/) (DRC) at <http://www.drc.sjsu.edu/> to establish a record of their disability.

### **Student Technology Resources**

Computer labs for student use are available in the Academic Success Center located on the 1<sup>st</sup> floor of Clark Hall and on the 2<sup>nd</sup> floor of the Student Union. Computers are also available in the Martin Luther King Library.

### **SJSU Writing Center**

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained

to assist all students at all levels within all disciplines to become better writers. The [Writing Center website](http://www.sjsu.edu/writingcenter/about/staff/) is located at <http://www.sjsu.edu/writingcenter/about/staff/>.