



Course Syllabus: Integrated Reading and Writing
Department of English, Humanities, and Philosophy
ENGL 0043-2R1
Monday, Wednesday, and Friday, 9:00-9:50 AM
Spring 2019
BW 122

Contact Information

Instructor: Ms. Becky Green

Office: BW 233

Office hours: Monday, Wednesday, and Friday 10:00-11:00; Monday and
Wednesday 1:00-3:00; Tuesday and Thursday 1:30-3:00

Office phone: (940) 397-4426

E-mail: becky.green@msutexas.edu

Course Goals

- Acquire vocabulary skills necessary for college-level coursework
- Identify the structural elements of written materials
- Demonstrate ability to think critically
- Write paragraphs and thesis-based essays that provide strong support and specific details
- Engage in a writing process that includes invention, drafting, and revision
- Demonstrate proficient use of Standard Written English

Textbook & Instructional Materials

Langan, John. *The Advanced Reading-Writing Connection*. Townsend, 2014.
ISBN: 9781591944256

Langan, John. *English Essentials, Short Version*, 2nd ed. Townsend, 2015.
ISBN: 9781591944690

Supplies: 1 1/2-inch three-ring binder, dividers (1 for each class you are taking, which I provide), notebook paper (not jagged-edged spiral paper), pens/pencils, highlighter, non-electronic dictionary, optional flash drive, student email account or msutexas.edu WebWorld preferred account

Plagiarism Policy

Plagiarism is the use of someone else's thoughts, words, ideas, or lines or argument in your own work without appropriate documentation (a parenthetical citation at the end and a listing in "Works Cited")—whether you use that material in a quote, paraphrase, or summary. It is a theft of intellectual property and will not be tolerated whether intentional or not. At the least, plagiarism will result in a 0 on the assignment; at worst, the consequence will be an automatic F for the course. I will follow the reporting procedure required by the Dean of Students. [Office of Student Conduct](#)

Grading

Course Grade – Your grades in this course are based on this scale: A=100-90%; B=89-80%; C=79-70%; D=69-60%; F=59-0%. According to MSU's Undergraduate Catalogue, "letter grades have the following significance: A indicates excellent work, B indicates good work, C indicates satisfactory work, D indicates passing work, F indicates failing work" (73). Consequently, an essay that meets the basic requirements earns a C, not an A or B. If you wish to earn As and Bs, you will have to work hard to produce better than satisfactory, or average, writing.

Table 1: Percentage allocated to each assignment

Assignments	% of Grade
Unit Writing Assignments	40
Grammar Quizzes	20
Unit Reading Assignments	20
Participation and Homework	10
Final Exam	10
Total Percentage	100

Passing this course requires a final grade of C or better. Your grade in ENGL 0043 is part of your overall GPA.

Homework

Homework assignments are listed on the daily schedule along with their due dates. Homework is due at the beginning of class.

Participation

Participation is bringing your books, binder, and assignments to class. It is also taking part in individual work, group work, and workshops. Failing to work during class lowers your participation grade. You may raise your participation grade by attending an event sponsored by the English Department. See the classroom bulletin board.

Submission Format and Policy

Submit all writing assignments—paragraphs and essays, whether they are handwritten or typed—in MLA format. The guidelines are as follows:

- Double space.
- Maintain a one-inch margin around the text.
- Use a font of Times New Roman 12.
- Type or write on one side of the paper.
- Give the essay a title, centered. Do not use the thesis statement or question as a title.
- Indent each paragraph.
- Number each page in the header with your last name followed by a space in the upper right corner.
- List your first name, instructor's name, course and class number, and due date—day and then month and then year (no commas)—in the identification on the left.

Do not send assignments as email attachments. Submit all work during class time on the due date unless otherwise noted on the assignment sheet.

Note: you may not submit a paper for a grade in this class that already has been (or will be) submitted for a grade in another course, unless you obtain the explicit written permission of me and the other instructor involved in advanced.

By enrolling in this class, you expressly grant MSU a "limited right" in all intellectual property created by you for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce your work product in order to verify originality and authenticity and for educational purposes.

Unit Writing Assignments

This course is comprised of four units, A through D. Each unit contains a writing assignment that focuses on an element of effective writing: unity, development, coherence, or consistency. The bulk of each assignment will be completed during class workshops, though typing will be done outside class time. Each unit writing assignment is 10% of your total grade.

Unit Reading Assignments

Each unit contains a major reading assignment. You must annotate and write a paragraph summary. Reading assignments in *The Advanced Reading-Writing Connection* are followed by multiple-choice questions for you to answer. The class discussion of a reading assignment is part of your grade. The combined reading assignments are 20% of your total grade.

Grammar Quizzes

Grammar quizzes are 20% of your total grade. You will take 6 quizzes, and I will drop the lowest grade. These quizzes will be taken outside of class so that you can use your *English Essentials* textbook and learn the skills.

Extra Credit

I do not give extra credit assignments.

Late Work

The policy for submitting late work is as follows:

- I do not accept late homework, which consists of assignments from the textbooks.
- I do accept late grammar quizzes and writing assignments until the work has been graded and returned to the class.
- Late assignments earn a grade deduction of 10 points per weekday. So turn in work during my office hours to prevent excessive penalty.

Important Dates

Last day for withdrawal: March 25, 2019 at 4:00 PM

Final exam: May 6, 2018, 1:00-3:00 PM

Desire-to-Learn (D2L)

Use of the MSU D2L program is a part of this course. You are expected to be familiar with this program as it provides the path to the gradebook. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Computer Requirements

It is your responsibility to have (or have access to) a working computer in this class. Assignments are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow you extra time to submit assignments. Computers are available on campus in various areas of the buildings as well as Tutoring and Academics Support Programs. The college cannot work directly on student computers due to both liability and resource limitations; however, technicians are able to help you get connected to online services. For help, log into [D2L](#).

Writing Center

Begin drafting papers as early as possible and take advantage of the MSU Writing Center, located off the 2nd floor atrium of Prothro-Yeager. Tutoring is available Monday through Thursday from 9:00 AM to 4:00 PM; you can also find a tutor at the satellite location in Moffett Library Honors Lounge, Sunday and Thursday from 6:00 to 9:00 PM. Writing tutors will not edit your papers for you, but they will provide support and feedback at every stage of the writing process, from brainstorming to drafting, revising to proofreading.

Attendance

In ENGL 0043 attendance is mandatory. You're allowed 3 absences. Your second absence results in a conversation with me. After your third you'll be contacted by an academic counselor. The fourth earns an F in the course and the lost opportunity to continue attending class. Don't miss out on an education due to absences. In case of your hospitalization or death of a family member, contact the [dean of students](#) or call 940.397.7500.

Instructor Class Policies

Be on time

- If you are repeatedly late to class, I will begin marking you absent.
- If extenuating circumstances prevent you from arriving on time, please let me know.

Practice courtesy

- When I am speaking to the class, do not walk in front of me. If you arrive late to class, wait outside the classroom until I invite you in. When another student is speaking, listen.
- Silence and put away all cell phones and other electronic devices.
- If you leave the classroom for any reason, you do not need my permission. Simply leave when I or a classmate is not speaking.
- Do not eat in the classroom. You may, however, drink from spill-proof containers.
- Disruptive behavior is grounds for being asked to leave the room and being counted absent.

Dropping the Course

If you are taking a beginning or intermediate math course and fear that you might not pass this course, you may drop ENGL 0043 the week prior to 25 March 2019. However, if you do drop it, you must retake this course next semester. (This option does not apply to students who exceed three absences and are dropped with an F.)

Writing Proficiency Requirement

All students seeking a Bachelor's degree from Midwestern State University must satisfy a writing proficiency requirement once they have 1) passed the Communication Core and 2) earned 60 hours. You may meet this requirement by passing either the Writing Proficiency Exam or ENGL 2113. If you have any questions about the exam, call the Writing Proficiency Office at 940-397-4131 or go to [Writing Proficiency Exam](#)

Safe Zones Statement

I consider this classroom to be a place where you will be treated with respect as a human being—regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thought is appreciated and encouraged, provided you can agree to disagree. It is my expectation that ALL students consider the classroom a safe environment.

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Northwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Northwestern State are informed that strictly enforced policies are in place which prohibit the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Grade Appeal Process

Students who wish to appeal a grade should consult the Northwestern State University [Undergraduate Catalog](#)