



Course Syllabus: Integrated Reading and Writing
Department of English, Humanities, and Philosophy
ENGL 0043-2R2
Monday, Wednesday, and Friday, 9:00-9:50 AM
Spring 2020
BW 122

Contact Information

- Instructor: Ms. Becky Green
- Office: BW 233
- Office hours: Monday, Wednesday, Friday 2:00-3:00; Tuesday 12:00-3:00—no appointment is needed
- 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. *Clear Thinking and Writing*. Townsend, 2019.
- Supplies: 2-inch three-ring binder (1 binder will hold 1143 and 0043 materials), 5 labeled dividers (Syllabi, Notes/Handouts, Writing Resources, Papers/Blue Books, Research), notebook paper (not jagged-edged spiral paper), pens/pencils, highlighter, non-electronic dictionary, 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. Refer to [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 assignments

Assignments	% of Grade
Grammar Quizzes	30
Writing Quizzes	30
Participation, Attendance, and Homework	20
Final Exam	20
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, homework, and writing 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.

Attendance Policy: Attendance in this class is mandatory. Each absence lowers your participation grade by 5%. You’re allowed 4 absences. That is more than a full week of class—too much to miss in college. The fifth 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 a family member’s death, contact the [dean of students](#) at student.affairs@msutexas.edu or 940.397.7500.

Dropping the Course: If you are enrolled in both ENGL 0043 and 1143 (R section), you may drop one course and remain enrolled in the other under the following condition: If you are taking a beginning or intermediate math course, you may drop ENGL 0043 the week prior to the drop date, March 30th, no sooner in the semester. (This option does not apply to students who exceed four absences before the drop date and are dropped with an F.) You may drop 1143 any time before the drop date.

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 in hard copy format 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.

Writing Quizzes: *Clear Thinking and Writing* teaches point and support, argument, and relationships in writing. After practicing these ideas and skills, you will demonstrate your competence on an in-class writing assignment. (Each assignment will support the work you are doing in 1143.) The four writing quizzes are 30% of your total course grade.

Grammar Quizzes: Grammar quizzes are 25% of your total grade. You will take 5 quizzes outside of class so that you can use your *Clear Thinking and Writing* textbook and learn the skills.

Extra Credit: I do not give extra credit assignments.

Late Work:

- I do not accept late homework, which consists of assignments from the textbook.
- 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.

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.

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.

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 visit the website at [Writing Proficiency Requirement](#)

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, Midwestern 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 Midwestern 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 Midwestern State University [Undergraduate Catalog](#)

Daily Schedule of Readings and Assignments: See the attached class schedule.