WRITING 110 SYLLABUS
Online

Required Text:
Steps to Writing Well with Additional Readings by Jean Wyrick
A good desk dictionary

Office Hours:
To be announced

Course Description
This course will aid students in becoming stronger, more confident writers through the frequent writing of expository essays. A variety of writing strategies (evaluation, compare/contrast, causal analysis, explaining a concept, etc.) will be studied and practiced, and the rules of English grammar, mechanics, and punctuation will also be addressed through readings in the text, exercises, and application in the assigned essays. The goal of this course is to increase awareness of writing Standard English for the academic setting and provide students with the skills needed to produce clear, developed, unified, and original essays.

Course Objectives:
By the end of the term, each student should be able to successfully do the following:

- Understand and negotiate all stages of the writing process: choosing a topic, finding a purpose, considering audience, prewriting, organizing, drafting, providing support, revising, and editing/proofreading
- Identify and use appropriately a variety rhetorical strategies (cause/effect, compare/contrast, definition, process analysis, etc.)
- Evaluate, analyze, and synthesize information from others, integrate with the student’s own experiences and opinions, and express this in writing
- Recognize and use the appropriate level of language (i.e. academic language) in college essays
- Critically assess (summarize, analyze, evaluate) the written work of others (both professional writers and fellow student writers)
- Perform research, from evaluating sources to accessing appropriate databases to correctly formatting and documenting sources (MLA format)

Essays:
Students will write four 1,200-1,800 word essays (see “Course Assignments” in “Content”), not including the final exam. Every essay (as well as all work in the course) must be the student’s own new and original work (essays/writings/assignments the student has submitted for other classes--or papers previously submitted for this class--are not considered “new” works and, therefore, will not receive credit in this class). All final
drafts of essays should be revised, edited, and proofread before being submitted for a grade. On the Blackboard there are specific places within “Content” to submit both rough drafts and final drafts.

Papers are to be based on each student’s own knowledge, experiences, opinions, and ideas. Most of the assignments will not require the use of outside sources, and in some assignments the use of outside sources is explicitly prohibited. However, when outside sources are allowed or required, complete MLA documentation style must be used; failure to use it is a form of plagiarism and will be grounds for an “F” on the assignment (see the “Academic Honesty” section of the ULV Online Catalog). MLA style is covered in Chapter 22 of our textbook.

All essays must follow a specific format. Instructions regarding this required format are in the document titled “Format Formula” (which can be found in the “Course Documents” folder in “Content “). All papers should be saved and sent as Word documents (when essays are saved and sent in programs such as Works, Word Perfect, or WordPad the Blackboard system may reject them either on the student’s end or on the instructor’s end). The deadline (time and date) for each essay assignment (both rough drafts and final drafts) is 8:00 A.M. on the due date indicated on the assignment sheet.

A Word About... 

Word Count: Each assignment will specify a minimum to maximum word count. Papers which fall outside of the specified range (either on the low side or on the high side) will receive a reduction in grade; the reduction in grade corresponds with how far out of the word count parameters the essay falls (that is, if the essay is 5% lower than the minimum or 5% higher than the maximum word count, then score on the essay will be reduced by 5%; if the essay is 10% lower than the minimum or 10% higher than the maximum word count, the score on the essay will be reduced by 10%; etc.).

Late work: Of the first three essay assignments, only one late paper is allowed, but it must be received no later than one week after the original due date. If it is received later than that, it will receive only half credit. Any additional late assignments will receive only half credit. The fourth assignment will not be accepted late. Because the Writing Department requires each Writing 110 student to write a minimum number of words per term via assigned essays, a passing grade for the course cannot be given unless all essay assignments (and this includes the final exam which is an essay exam) have been submitted, regardless of the total amount of points earned during the term. All work must be submitted by the last day of the term.
**Essay scores below 105:**
If a student receives a score below 105 (which amounts to a grade below a C-) on an essay, the student must make an appointment with a Learning Enhancement Center (LEC) tutor to work on the next assignment. These are online tutoring sessions, and they must be scheduled at least 24 hours in advance, so be sure to make the appointment well in advance of the paper’s due date. Verification of that tutoring session *must be submitted to the instructor with the next essay assignment (final draft)*. If the next essay is submitted without this verification, the student will receive only half credit on the essay.

**Revising an essay:**
*One* of the first three essays may be revised for a better grade, but the student must work with an LEC tutor on this revision; *verification of this tutoring session must be supplied when the revised version is submitted or the revision will not be graded*. This revision option does not apply to the fourth essay.

**LEC:**
The Learning Enhancement Center (LEC) at ULV provides tutoring in a variety of subjects, including writing. Tutoring is done on the main campus, but for students who are taking online courses, online tutoring is also available. Tutoring appointments must be made at least 24 hours in advance, and it is important to supply the tutor with a copy of the essay prompt as well as the rough draft being worked on or, in the case of a revision, the original graded essay. *When making a tutoring appointment, it is very important to let the receptionist know that you are an online student—the LEC will not schedule appointments for online tutoring unless the student is enrolled in an online course.*

**Quizzes and Final Exam:**
Four quizzes and a final exam will be given; these will be taken online. Since students sometimes have problems using the online test site, there will also be a make-up quiz at the end of the term for any one missed quiz.

**Class Discussions:**
All students are expected to take part in weekly class discussions on the Blackboard “Discussion Board.” Most weeks there will be more than one discussion forum in which to participate. There is no “meeting” time for these discussions, but once a forum is posted, students are expected to respond to it by the specified deadline. Generally, new discussions are posted at the beginning of each week. *Late responses will receive reduced credit (depending on how late the response is), but responses may not be posted more than five days late.* Participating in each discussion labeled “Required” earns points toward the final grade in the course (see “Grading” below).
Discussion Forum Points: Points earned for each discussion forum depend on how accurate and thorough the answer is as well as accuracy of grammar, punctuation, mechanics, and spelling. Responses which stray from what students are asked to respond to in any given forum will not receive credit.

Journal & Rough Drafts/Peer Evaluations: A portion of the final grade in the course is for journal entries and rough drafts:

Journal: Students are required to write journal entries each week up to week eight. The topic(s) for each week can be found by clicking “Tools” and then selecting “Journal.” Students earn points for each entry. Entries which are posted up to a week late will receive a reduction in points. Entries which are totally off topic will not receive credit, and entries which only respond to part of the part of the prompt will receive partial credit. No entries may be posted (or will be accepted) more than five days late.

Rough Drafts/Peer Evaluations: Students are required to submit rough drafts of each essay one week before the final draft of that essay is due. These must be full, well thought out rough drafts (at least 85 percent of the minimum word requirement for the assignment) and submitted on time (due dates for these drafts are given on each essay assignment) in order to earn the full amount of points per draft. These drafts will be read by and receive feedback from the instructor and/or fellow classmates.

Plagiarism: Outside sources are not required for the first three essays (in fact, no outside sources are allowed for the first and second essays), but the last essay does require the use of at least one outside source. Whenever a student uses outside sources on an assignment in which it is allowed or required, he or she must ensure that the essay is fully and accurately documented using MLA style. This will be covered in our textbook readings. Failure to use complete, accurate MLA documentation will result in a score of “O” on the assignment.

The following is the University’s policy on academic honesty:

Each student is responsible for performing academic tasks in such a way that honesty is not in question. Unless an exception is specifically defined by an instructor, students are expected to maintain the following standards of integrity:

a. All tests, term papers, oral and written assignments, recitations, and all other academic efforts are to be the work of the student presenting the material.

b. Any use of wording, ideas, or findings of other persons, writers, or researchers requires the explicit citation of the source; use of the exact wording requires a quotation format.
c. Deliberately supplying material to a student for purposes of plagiarism is also culpable” (*ULV Catalog* 67).

**Grading:**
All essays are graded on the basis of organization, coherence, supporting detail, grammar/punctuation/mechanics, and creativity/originality of thought. A’s are given to work superior in all areas. B’s are given to work that is above average but shows some room for improvement. C’s are given to work that is average but needs improvement in several areas or substantial improvement in one or two areas. D’s are given to work that is below average, requires substantial improvement, and/or does not follow the assignment. F’s indicate work that is clearly not college level or work that is plagiarized.

Essays are worth 150 points each (except for the final exam); the following gives the grade range for these points:
- 135-150 “A” range
- 120-134 “B” range
- 105-119 “C” range
- 90-104 “D” range
- Less than 90 “F”

*Keep a copy (hard copy and/or on disk) of all papers before submitting.*

*If any essay assignments or exams are not completed by the last day of the term, a passing grade for the course will not be given.*

Final grades will be determined as follows:
- Essays 1-4 (150 points each) 600
- Quizzes (25 points each) 100
- Final exam 100
- Discussion board participation 100
- Rough Drafts/Peer Evaluations and Journal 100

**Incompletes:**
The Writing Department does not allow incompletes for Writing 110. Therefore, if a student starts to fall behind, it is up to him or her to either contact the instructor as soon as possible to discuss whether it is possible to catch up and/or withdraw from the course. Please keep the following dates in mind (and double check on them with the registrar’s office):

**Extra Credit:**
No extra credit work will be given in this course.

**Course Grades:**
It is possible to earn 1000 points by the end of the term. Course grades will be assigned as follows (assuming all assignments have been completed):
<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>925-1000</td>
<td>A</td>
</tr>
<tr>
<td>900-924</td>
<td>A-</td>
</tr>
<tr>
<td>875-899</td>
<td>B+</td>
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<tr>
<td>825-874</td>
<td>B</td>
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<tr>
<td>800-824</td>
<td>B-</td>
</tr>
<tr>
<td>775-799</td>
<td>C+</td>
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<tr>
<td>700-724</td>
<td>C-</td>
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<tr>
<td>675-699</td>
<td>D+</td>
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<tr>
<td>600-674</td>
<td>D</td>
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<tr>
<td>Below 600</td>
<td>F</td>
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**NOTE:** Syllabus subject to change at the discretion of the instructor.