Office Hours, Office Location, and Contact Information[required--your office hours, office location, email address, etc. We recommend that you NOT provide your personal phone number to students.]

# Prerequisites

none

# Course Description

English 101, the first in a two-course sequence, introduces students to the rhetorical strategies, critical reading and thinking skills, composing processes, sentence-level conventions, and reflection skills needed to participate successfully in The University of Alabama discourse community.

Student Learning Outcomes

By the end of the semester, you will

•Develop a repertoire of diverse rhetorical strategies that will enable you to assess and appropriately respond to each assignment’s genre, audience, and purpose.

•Demonstrate in writing a strong command of critical thinking skills such as analysis, synthesis, interpretation, and evaluation.

•Compose essays by working through multiple drafts; by participating in opportunities for peer and instructor feedback; by applying that feedback in revisions; and, in general, you will treat the composition of any written text as a deliberate and recursive process.

•Employ grammar, punctuation, mechanics, usage, and basic citation and paper formatting in a manner appropriate to the genre and assignment being composed.

•Reflect, in writing, on your own development as a writer.

Required Texts

[required]

Other Required Course Materials

[required – please type “Not applicable” if you don’t have any other required course materials. Remember that paper, pens, notebooks, email access, stapler access, printer access could be listed in this section if you want.]

# Classroom Environment

**[**required—please include your policies related to classroom decorum, civil discourse, etc. You may also want to include Safe Zone information if you have had that training.]

Attendance Policy **[**required—no changes, additions, or subtractions.]

Regular attendance in your writing class is vital to your growth as a writer. Regular attendance equals success. You should, therefore, strive to attend every class meeting. It is in class, after all, that you will learn the habits of good writers, as you will have ample opportunities for conversation, collaboration, questioning, revising, writing, etc.

Occasionally, however, you may have to miss class. The First-Year Writing Program Attendance Policy makes reasonable allowances for such absences. Please review the following information carefully:

• **You should not miss more than six class meetings for classes meeting three times a week, or four class meetings for classes meeting twice a week.** You are considered absent any time you are not in class—no matter what the reason. The First-Year Writing Program does not distinguish between excused and unexcused absences.

• **If you miss more classes, you will receive a course grade of NC (“No Credit”) for excessive absences.** Your instructor is required to assign this grade, except in rare cases warranting a policy waiver. However, you may appeal an attendance-related NC grade to the Director of First-Year Writing after grades have been submitted.

**What You Can Make Up**

• Making up missed work does not erase absences. Again, you should strive to attend every class meeting.

• You may make up major-grade work (such as papers or tests) if class was missed due to legitimate circumstances beyond your control (i.e., documented illness or medical emergency; a family funeral; activities at which you officially represent the University of Alabama). If such circumstances should arise, please promptly communicate them to and document them for your instructor.

• You may make up major-grade work missed due to absences for other reasons only with the consent of your instructor.

• You may arrange to turn in major-grade work in advance or online only if allowed by your instructor.

**What You Can’t Make Up**

• Class discussions, group work, in-class writing, or other daily class work in a writing class cannot be reconstructed. Therefore, daily work missed due to absence or tardiness cannot be made up. Missed daily class work will have a negative impact on your grade!

# **Papers/Projects, Word Counts, Final Grade Calculation**

[required --Include a list of the following:

* your major assignments with due dates and word counts (remember that we have a 6500 total that includes drafts and final papers; final drafts of the major papers should be in the 1000-1250 word range),
* how each assignment contributes to the final grade,
* and the grade percentage for daily work,

You must have 4 major papers/projects (includes the final assignment) plus a beginning of the semester writing sample. The word count for the semester should be 6500 words which can include drafts and in-class papers. Papers and major assignments should equal 80% or more of the total class grade.]

# Policy on Missed Exams and Coursework

[create a policy that you are comfortable enforcing. For example, “You are allowed one late paper (except for the final paper) up to one week late without a penalty. Additional days for that paper will results in a 5-point per day grade reduction. Additional late papers will result in a 5-point per day grade reduction. ]

# Grading Policy with A,B,C, No-Credit Policy

Papers are graded A through F with pluses and minuses as necessary. “A” work is generally regarded as excellent; “B” work is good; “C” work is competent; “D” work is marginally below college standards; and “F” work is clearly below minimum college standards. Work that does not follow the assignment (though otherwise acceptable) will also receive an “F.” Work that is not done or not turned in is recorded as a zero**.** Your teacher will provide more specific grading criteria on assignment sheets and/or rubrics. All major papers will be graded and returned before the next major assignment is due. Freshman-level proficiency in writing is required for a passing grade.

**Final grades for the class below a C- are given a mark of No Credit (NC), which does not reflect on your GPA but will require you to take the course again. You may also receive an NC for excessive absences; please see the attendance policy.**

**Paper grades** can be converted to percentages like this:

A+=98, A=95, A-=92, B+=88, B=85, B-=82, C+=78, C=75, C-=72, D+=68, D=65, D-=62, F=50.

**Final numeric grades** will be converted to letter grades like this:

100-98=A+; 97-93=A; 92-90=A-; 89-88=B+; 87-83=B; 82-80=B-; 79-78=C+; 77-73=C; 72-70=C-; 69 and below=NC

# Use of laptops, other technology in the classroom

**[**required **--**Let students know how they are allowed to use laptops, tablets, and/or phones in the classroom. Be sensitive to students who may need to use technology for disability accommodations or other legitimate reasons. You might include some guidelines about using them only for classroom purposes. For example, “Please use laptops, tablets, or phones only when given the okay to do so. Regular classroom discussions and activities will not require the use of these technologies. Please see me if you have a specific need to use technology during regular classroom activities.” Or, “Laptop and tablet use in this classroom is encouraged, but all use must be directly related to our class activities. Please do not have material on screen that could offend or distract your classmates or distract you from class activities.”]

# **Emergency Communications Policy**

If I have to cancel class for any reason, please check your UA email or look on our Blackboard Learn page for instructions. You may need to submit work or complete tasks to keep us on track for the semester.

# Late Instructor

If I am late and there is no notice on the door, please wait ten minutes then send someone to the Main English Office (Morgan Hall 103) or call the office (205-348-5065) to tell them I was not in class.

# Writing Center

[required – you may add to or revise this material if you want.]

The Writing Center, located in 322 Lloyd Hall, is a wonderful resource for students. They do not proofread papers or write papers for you, but they can help with overall structure, organization, development, and mechanics. Take a copy of the writing assignment sheet and any work you’ve completed toward the assignment if you go. Go to http://writingcenter.ua.edu/

for more information or to set up an appointment.

# Disability Statement

Contact the Office of Disability Services (ODS) (http://catalog.ua.edu/undergraduate/about/supportprograms/

disability-services/) as detailed in the Online Catalog.

# Policy on Academic Misconduct

Students are expected to be familiar with and adhere to the official Code of Academic Conduct

(<http://catalog.ua.edu/undergraduate/about/academic-regulations/student-expectations/code-academic-conduct/>) provided in the Online Catalog.

# Turnitin

The University of Alabama is committed to helping students uphold the ethical standards of academic integrity in all areas of study. Students agree that their enrollment in this course allows the instructor the right to use electronic devices to help prevent plagiarism. All course materials are subject to submission to TurnItIn.com for the purpose of detecting textual similarities. Assignments submitted to TurnItIn.com will be included as source documents in TurnItIn.com’s restricted access database solely for the purpose of detecting plagiarism in such documents. TurnItIn.com will be used as a source document to help students avoid plagiarism in written documents.

# **Severe Weather Protocol**

Please see the latest Severe Weather Guidelines (http://catalog.ua.edu/undergraduate/about/supportprograms/

severe-weather-guidelines/) in the Online Catalog.

# UAct

The UAct website (https://www.ua.edu/campuslife/uact/) provides an overview of The University's

expectations regarding respect and civility.

# Interest in English Major or Minor

The English Department offers a major and four minors (English; Creative Writing; Linguistics; Comparative and World Literature).

If you are interested in becoming an  English major or minor, feel free to ask me for more information or drop by the Undergraduate Studies Office in Morgan 103.  You can also check out our website: [www.english.ua.edu](http://www.english.ua.edu/).

If you’re already a major or a minor, you can join EMMA, the English Majors & Minors Association. For more information, send an email to ua.emmassociation@gmail.com or connect through Facebook:  [www.facebook.com/groups/EMMAssociation/](http://www.facebook.com/groups/EMMAssociation/)

# **Class Calendar/Syllabus**

[required--Please include your class schedule for the semester. You should include reading and homework assignments, due dates, and information on in-class activities.]