

English 101
Section 209: Mon/Wed 3:00PM-4:15PM, Educ 240
Section 219: Mon/Wed 4:30-5:45, Mines 213
Instructor: Ms. Cyndi Headley

General Information	
Office:	CCIT 236 A4
Office Hours:	By appointment
E-mail:	headley@email.arizona.edu
Course Web Site:	D2L and www.cyndiheadley.com
Telephone:	626-4871 (no voicemail, so this works during office hours only)
Mailbox:	Modern Languages 445—wire basket—sign the ledger

Course Description	
<ul style="list-style-type: none"> • English 101 emphasizes close reading and written analysis of a wide range of texts, which can include literary works such as short stories, poems, novels, and plays; nonfiction prose, historical documents, film, speeches, web sites, and visual images such as photographs and advertisements. Through both formal and informal writing assignments, students practice a variety of methods for reading and analyzing these texts. They consider how both personal experience and other contexts shape a reader’s understanding of a text, and they examine how language reflects the values and structures of the culture within which it is produced. Students learn how to select and use research to effectively support a sustained critical analysis that takes into account contextual influences. • Writing process is a major emphasis in English 101. Students practice various strategies for generating and focusing ideas and for drafting, revising, and editing papers. They examine their individual writing practices, identify techniques that both help and hinder their writing, and reflect on the results of the choices they make. Peer response is an integral part of this emphasis on process and is intended to provide students with information about the effects of their authorial decisions on readers. Substantive revision following peer and/or instructor response is required for all of the major assignments. • In the formal assignments of the course, students either employ an analytical method for reading closely or they combine close reading with contextual analysis grounded in research. In the final unit, students revise earlier work and reflect on specific, practical applications of the learning that has taken place throughout the semester. 	

Required Texts & Supplies	
Daly-Galeano, Marlowe et. al., eds. <i>A Student’s Guide to First-Year Writing</i> . 30 th ed. Plymouth, MI: Hayden McNeil, 2009.	
Shakespeare, William. <i>Twelfth Night</i> . Keir Flam, ed. The Arden Shakespeare. London: Cengage Learning, 2008.	
Hacker, Diana. <i>Rules for Writers</i> . 6 th ed. With 2009 MLA update. Boston: Bedford, 2009.	
The course website: www.cyndiheadley.com	

Required Writing / Group Work Percentages	
Drafts of three major essays	Required, not graded
Paper 1: Textual Analysis/Response	15%
Paper 2: Textual Analysis	25%
Paper 3: Contextual Analysis/Presentation	30 %
Other (in-class work, short writings, conferences, etc.)	5%
Quizzes	5%
Final Essay Exam: Revision & Reflection (due 1 st day of finals)	20 %

Composition Course Policies Statement Approved by WriPAC on 11/01/07
<p><i>A Student's Guide to First-Year Writing:</i> All first-year composition students are required to purchase the <i>Student's Guide</i>. The <i>Guide</i> addresses the matters outlined below. Also see the Writing Program web page: http://english.arizona.edu/index_site.php?id=36</p>
<p>Introduction to Research: All First-Year Composition Students are required to do documented research. For more on research, see also the Main Library web page.</p>
<p>Attendance: Attendance is mandatory. Composition courses are workshop classes that include in-class writing, peer group work, and conferences. Therefore, students should not be late and should not miss classes. Any class work missed as a result of tardiness or absence is the student's responsibility to make up, if the instructor allows make-up work. Students who miss more than three classes of a MWF course or more than two of a MW or TR course may be dropped within the first 8 weeks with a W. Each absence above the allowed number will result in a one percent deduction from a student's final grade if that student remains in the course. Students may fail during the second half of the semester for excessive absences. All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion. Note that a dean's note justifies absences for UA functions but must be presented to your instructor. Doctor's appointments, etc. do not count as excused absences, so use your absences wisely. If you have a legitimate conflict or an extreme emergency, discuss is with your instructor.</p>
<p>Requirements for Writing Assignments</p> <ul style="list-style-type: none"> • In-class and out-of-class writing will be assigned throughout the course. Students not in class when writing is assigned are still responsible for completion of the assignment when due. • Late work will not be accepted without penalty unless students make arrangements for an extension before the due date. Late papers will be marked down 10 percentage points (one letter grade) for each class session after the due date. • Students are required to keep copies of all drafts and major assignments until after the end of the semester. • Drafts must be turned in with all essays. Drafts should show significant changes in purpose, audience, organization, or evidence. • Final copies should be typed and double-spaced with numbered pages and a title.
<p>Course Content: If any of the course materials, subject matter, or requirements in this course contain materials that are offensive to you, speak to your instructor. Usually, the resolution will be to drop the course promptly.</p>

<p>Conferences: Individual or small group conferences with the instructor may be scheduled. Students should come to conferences prepared to discuss their work. A missed conference counts as an absence.</p>
<p>Grades: <i>The Student's Guide</i> explains grading policies, methods of responding to drafts and final copies, and the standards of assessment of the Writing Program. Instructor's comments will consider the following aspects of writing, in the context of a particular assignment: purpose, audience, content, expression, organization, development, mechanics, and maturity of thought. Students cannot receive a passing grade in first-year composition unless they have submitted drafts and final versions for all major assignments and the final exam. Incompletes are awarded in case of extreme emergency if and only if 70% of the course work has been completed at the semester's end.</p>
<p>Academic Dishonesty and Plagiarism:</p> <ul style="list-style-type: none"> • All UA students are responsible for upholding the Code of Academic Integrity, available through the office of the Dean of Students and online at http://deanofstudents.arizona.edu/codeofacademicintegrity. Read the summary in the <i>Student's Guide</i>. • Submitting an item of academic work that has previously been submitted without fair citation of the original work or authorization by the faculty member supervising the work is prohibited by the Student Code of Conduct.
<p>Class Conduct: All UA students are responsible for upholding the Student Code of Conduct, which can be read online at http://deanofstudents.arizona.edu/studentcodeofconduct</p>
<p>Students with Disabilities: If you anticipate accessibility issues related to the format or requirements of the course, please meet with your instructor to discuss ways to ensure your full participation. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Resources (621-3268; drc.arizona.edu) and that you notify your instructor of your eligibility for reasonable accommodations so that you and instructor can coordinate them.</p>
<p>Syllabus: Each instructor will distribute a course syllabus during the first week of class. Instructors will review the course syllabus and policies with students. Students should talk with the instructor if they anticipate a need for alternative assignments or readings.</p>

Additional Course Policies
<p>Essay Grades and Credit:</p> <ul style="list-style-type: none"> • An E is assigned to an essay that has been completed but that falls short of acceptable college-level work. This grade earns points (determined by assignment percentage) toward your course total. A zero is recorded for work not handed in at all. Always submit your work even if it is so late that it will earn an E. Failure to hand in a major assignment automatically results in a failing grade for the course. • You are required to keep <u>hard</u> copies of all of your work to file a grade appeal at semester's end (see <i>Guide</i> Appendix A) or in case an assignment is misplaced and you are asked to resubmit it. • The instructor will not evaluate an essay or assign credit for it without first seeing the required drafts.

Electronic submissions are not acceptable unless special arrangements have been made. You may not assume that you have met a deadline by sending work in electronic form without permission.

Class Etiquette: Cell phone and other electronic devices may not be used in class. (Exception: note-taking equipment.) Eating is not allowed in class. Please plan on staying in class for the whole class period **unless it is urgent** for you to leave or you have made arrangements with your instructor ahead of time.

The **Writing Center** is a free resource for UA undergraduate and graduate students as well as faculty and staff. At the Writing Center, a trained peer consultant will work with you individually on anything you're writing (in or out of class), at any point in the writing process from brainstorming to editing. Appointments are recommended but not required. For more information or to make an appointment, call 626-0530, drop by the office in the east lobby of the Nugent Building, or visit www.studentaffairs.arizona.edu/thinktank.

The Writing Skills Improvement Program (WSIP) offers **free professional** writing assistance to students **in any course** or discipline, **at all levels** from first-year composition through graduate school, **at any stage** of the writing process. At WSIP, students can register to work one-on-one in hourly sessions with a member of their professional staff, each of whom has an advanced degree (M.A. or Ph.D.) as well as years of experience in teaching at the university level. Students may register with WSIP if they meet **just one** of the following eligibility requirements: 1) are a member of an ethnic minority, 2) are receiving need-based financial aid, **or** 3) have a referral from an instructor (a quick phone call or e-mail is sufficient). WSIP also offers three series of **free Weekly Writing Workshops** for which no prior registration is necessary. For more information, call 621-5849, visit their office at 1201 E. Helen Street, or their website at <http://wsip.web.arizona.edu>.

Information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.