English XYZ

Sample First-Year Writing Syllabus

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| Instructor: Dr. Kathy Rose | Office: | |
| Day/Time: | Office hours: |
| Location: | Email: | |

**It’s going to be a great semester!**

**FAQs**

**How should I contact Dr. Rose?**

The best way is by email. I usually respond within 24 hours of receiving email, but it may take 48 hours on weekends. To meet with me in person, come to my office hours or set up an appointment.

**How can I find out what we will be doing in class?**

Please check our course website each week to see what the plans are for the week and to see what readings and assignments are due. If you need to miss class, please email me.

**Where can I get help for my projects?**

You can meet with me during office hours or an appointment time, but there are additional options. The Writing Center offers one-on-one assistance for writing projects.

I’m looking forward to getting to know you and helping you challenge yourself. We will have one-on-one meetings, I will give you written feedback for all your writing, and you will have a chance to get to know and collaborate with your classmates as you work to be an even better writer this semester. This is a course where you will decide what composing processes work best for you and think critically about issues of importance that you want to write about.

**Learning Objectives**

Through readings, class discussions, and assignments, you will learn to:

* Develop and express ideas effectively in a variety of ways
* Analyze the rhetorical impact of different types of communication
* Locate, evaluate, and attribute research sources
* Effectively argue a position
* Reflect systematically and authentically upon your learning

**Texts and Materials**

Book required for this course:

Graff, Gerald. *“They Say / I Say”: The Moves That Matter in Academic Writing (with 2016 MLA Update).* WW Norton and Company, 2015.

I will provide other readings and reference materials.

Please use Microsoft Word for all assignments.

**Major Assignments**

The following is a list of the major assignments you will complete this semester and their percentage of your grade:

**Literacy narrative—10%**

Process work and polished paper about your past writing experiences, due x/x/xx

**Visual rhetorical analysis—15%**

Process work and polished paper analyzing a visual communication, due x/x/xx

**Textual rhetorical analysis--15%**

Process work and polished paper analyzing a textual communication, due x/x/xx

**Research--20%**

Process work and polished discourse community ethnography, due x/x/xx

Oral presentation of ethnography, due x/x/xx

**Response Log—20%**

Reflections and reactions to readings, due at mid-term and as a final assignment

**Revision of a writing assignment—10%**

Revise one major assignment of your choice, due at the end of the semester

**Participation--10%**

**Grading and Evaluation**

Your assignments will be assessed in four major categories: context, substance, organization, and style. The work you do in the process of producing a polished product is as important as the polished product itself, so keep all notes and drafts to turn in with each finished assignment. Late work is only accepted in emergency cases and only at the discretion of the instructor.

To earn an **A** in this course, you must demonstrate exemplary accomplishment of all assigned tasks. To earn a **B,** your work must be mature. A **C** means your work met the demands of the assignment in an acceptable way. Each assignment sheet will include a rubric, and I will provide detailed feedback on your work so you can improve. The following scale will be used when assigning grades:

**A 93-100 B- 80-82 D+ 67-69**

**A- 90-92 C+ 77-79 D 63-66**

**B+ 87-89 C 73-76 D- 60-62**

**B 83-86 C- 70-72 F 00-59**

**Attendance**

Absences damage your grade and create the probability that you will need to drop the course. Classes are conducted in a discussion/workshop format and depend on your active learning; therefore, regular attendance and productive, courteous participation are important. Much of what we do cannot be rescheduled for you individually, made up, or accepted late, regardless of your reason for missing class.

Please be aware of professional etiquette: paying attention to your computer or phone when you are supposed to be listening in class will affect your participation grade.

**Disability Accommodation**

Please address any special needs or special accommodations with me at the beginning of the semester or as soon as you become aware of your needs. Those seeking accommodations based on disabilities should obtain a Student Academic Accommodation Request (SAAR) form from the Disability Resources office, which is located at xyz. Their number is xyz.

**If you have medical condition that will affect your attendance, you must speak to the Disability Resources Office (DRO) at the beginning of the semester to officially request an accommodation**; however, I cannot approve an *indefinite* number of absences or late arrivals. I will work with the DRO to arrive at an accommodation that allows you to be successful without altering the rigor and basic requirements of the class.

**Academic Dishonesty**

Plagiarism is a serious legal and ethical breach, and it is treated as such by the university. I will not tolearate plagiarism in any form

Plagiarism occurs when a writer, speaker, or designer deliberately uses someone else’s language, ideas, images, or other material without fully acknowledging its source by quotation marks, in- text citations, and in lists of works cited. All work you submit in this class is to be 100% your own work (in collaborative contexts, generated 100% by you and your teammates). As is true of all work done at the university, any secondary sources (articles, images, music, interviews, websites, or other electronic media) used in this class must be properly cited.

**Diversity Affirmation**

SUU does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran.  Inquiries can be directed to the Office of Equal Opportunity, xyz, phone number xyz.