ENGLISH 363 – ADVANCED COMPOSITION

SYLLABUS

Instructor: Katherine Park Woolbert
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Address: 13201 Chamisa Trail, Alamosa, CO 81101

COURSE DELIVERY:

Print-Based Correspondence Course

CREDIT HOURS:

Three Semester Hours

PREREQUISITES:

ENG 102: Communication Arts II – Minimum grade of C or T

Since this course is a 300 level English course with intensive reading and writing, interested students are urged to have successfully completed both ENG 101 and 102 or some similar college-level English composition course, plus a 200 level literature course, to have solid basic composition skills, and to have a strong desire to work very hard on improving their writing.

Students for whom English is a second language may have difficulty getting through this course because of the reading and writing requirements. If you are uncertain about your readiness to take this course, please contact me and send me a two-to-three page sample of your academic writing. On the basis of this sample, I’ll give you my advice. I cannot deny you access to this course since it is open-enrollment; therefore, my advice would only serve as a recommendation.

COURSE TIME LIMITS:

The minimum course attendance and time limit is 8 weeks from date of enrollment. All correspondence courses have a maximum course completion deadline of one year from the date of registration.

COURSE MATERIALS:

Textbooks can be purchased from the Adams State University Bookstore. To order textbooks or obtain information about book titles, you may go to extudies.adams.edu and click on the "Bookstore" link. Select "DISTLEARN" from the department menu. (http://adams.edu/students/sub/bookstore/)

Use Section Number: 1527 to order books from Bookstore site. This should provide the correct textbook information and ordering options.
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If you have questions, you can contact the Bookstore at 719-587-7981, email at asubookstore@adams.edu or by mail to Adams State University Bookstore, 208 Edgemont Blvd., Suite 3140, Alamosa, CO 81101.

Required Textbook:


Required Materials and Resources:

1. A journal in which to record your thoughts, ideas, questions, etc.
2. Lined paper for your exam if you do not have access to a computer, word processor or typewriter.

Recommended Textbooks and Resources, but not required:

1. A Writer’s Reference, latest edition, by Diana Hacker and Nancy Sommers. Boston: Bedford/St. Martin’s, 2011. ISBN: 0312601433. I strongly recommend that you get the Hacker text, A Writer’s Reference 7th or 8th edition, listed above, especially if you do not have access to the internet, and especially if you are serious about improving your writing skills. It is pricey but worth the investment.
   Note: If you access to the internet, you may use Purdue’s OWL (Online Writing Lab) at http://owl.english.purdue.edu/owl/ instead of the above Hacker text.
3. A collegiate dictionary.
4. A spelling dictionary if you need one.
5. Access to a library.
6. Access to a computer, word processor, or typewriter.

CATALOG DESCRIPTION:

Advanced composition emphasizes techniques of effective writing for a variety of purposes. Includes a unit on writing for the World Wide Web.

STUDENT LEARNING OUTCOMES:

Upon course completion, students will be able to:

1. Demonstrate improvements in the grammar, style, and rhetorical efficacy of their writing.
2. Evaluate how specific audiences require specific writing strategies, and demonstrate their ability to write texts for these audiences, including writing for the World Wide Web.
3. Appraise how arguments are presented in varying rhetorical situations and demonstrate their ability to write for these audiences.
4. Enhance their critical thinking abilities.
5. Compile a sophisticated and impressive portfolio of diverse writing.

**COURSE REQUIREMENTS:**

**Please Note:** Since this is a 300 level course, students must turn in a minimum of 30 complete pages of finished and polished writing (totaling 6000 words or more) plus a portfolio of freshly revised work. PLEASE KEEP ALL GRADED VERSIONS OF YOUR WORK UNTIL THE END OF THE COURSE as you will need them to assemble your portfolio.

**Academic Integrity/Academic Dishonesty Statement:**
You are required to read and accept the Academic Integrity/Academic Dishonesty statement, located in the Course Instructions section of this Study Guide. While this is not a graded assignment, it must be completed and returned to your instructor with your first assignment submission. You cannot proceed with this course until I receive this statement.

**Reading Assignments:**
1. The entire Syllabus, Course Instructions and Study Guide in this booklet.
2. The assigned essays in *50 Essays: A Portable Anthology* edited by Samuel Cohen. Most of these essays are also available online and I include two essays here so you can get started while you wait for your textbook.

**Written Assignments, submitted one at a time:**

**Unit One:** 4 papers each 3 pages and 50 points for a total of 200 points
- Syllabus/Study Guide Assignment and Introductory Paper
- Three Short Research Papers submitted one at a time

**Unit Two:** 3 special projects each 3 pages and 50 points for a total of 150 points
- Special project #1: a story or poem told from multiple points of view
- Special project #2: a cover letter and CV
- Special project #3: an op-ed piece OR a manifesto/declaration of personal philosophy

**Unit Three:** an argumentative term paper, 10-12 pages, 250 points
- Draft (100 points)
- Revision (150 points)

**Unit Four:** Portfolio and Final Exam
- A portfolio of freshly revised work, 20-25 pages, 200 points
- Proctored Final Exam, 200 points. **You will have to fill out the exam request form at the end of this Study Guide and also arrange to take the test at an approved testing site.**

This will be a closed book exam, although a dictionary is permissible. You will have three hours in which to complete it. Part One contains ten true/false questions, ten word bank questions, six short answer questions of at least three sentences each, and one long answer question of at least six sentences based on your choice of two prompts. Part Two is a three page analytic essay based on one prompt. Please type the essay portion; if this is not an option please print legibly on lined paper, skipping every other line, one side only, preferably in pen. Each part is worth 100 points for a total of 200 points.

Since it is unlikely that we will meet face-to-face, I request that each submission be accompanied by a **brief cover letter** in which you discuss your concerns related to the assignment and ask
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questions so that we can begin a discussion about the writing process, writer to writer, and so that we can get to know each other.

PLEASE NOTE: All written work is subject to plagiarism detection software review. Identified instances of cheating or plagiarism will follow the Academic Integrity statement in the Syllabus.

Computer/Internet Requirements: Components of this course do not require Internet use, but access to a computer or word processor is preferable.

Handwriting Requirements: If you do not have access to a computer and/or word processing software, please write legibly by hand, skipping every other line on one side of the paper only, preferably in pen as I have a vision problem and it’s hard for me to read pencil. Please follow MLA format as best you can (explained below).

Instructor Response Time: I will try my best to return submissions with my feedback within 48 hours after receiving them, whether by snail mail or email. You can expect extensive feedback from me on all your assignments. Please keep in mind, however, that sometimes unforeseen circumstances arise that may delay this response time. I thank you in advance for your patience.

Grading Rubric: I grade on the basis of content and craft, 50/50. Content includes the following: following instructions, depth of analysis, original/critical thinking, development of your thesis, overall organization, and properly using sources to back up your claims. Craft includes the mechanics of English: spelling, grammar, punctuation, sentence structure, MLA format, etc.

Questions: Please do not hesitate to contact me if you have any questions or concerns about any aspect of this course. I will do my best to answer your questions within 48 hours, but, as stated above, please be aware that sometimes this is not possible.

MLA format required for all papers, whether they are typed or handwritten:

- One inch margins all around flush left.
- Times New Roman 12 point font, double-spaced. If you are writing by hand, please write clearly and legibly, skip every other line, and write on one side only, in pen.
- No cover page.
- Your full name, my full name, course title, and date in upper left of the first page only.
- Centered title in the same font, no bold or underline or italics.
- Your last name and page number in the upper right header.
- No extra space between paragraphs.
- Paragraph beginnings indented one tab from left margin.
- Titles of full length works such as books, films, TV shows, albums, works of art and plays go in italics if you are typing. If you are handwriting, please underline.
- Titles of short works such as essays, chapters, songs or poems go in quotation marks (short works get the short marks).
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- Use present tense when discussing literature.
- Numbers less than 100 are spelled out.
- Avoid sexist language.

If you have A Writer’s Reference, 7th or 8th edition by Diana Hacker, please follow its guidelines to the letter. If you have access to the internet, you may use Purdue’s OWL (online writing lab) at http://owl.english.purdue.edu/owl for MLA guidelines and format. Failure to follow MLA format to the letter will result in points deducted.

GRADE DISTRIBUTION AND SCALE:

In alignment with ASU academic policies, no D may apply to a major or minor field.

Grade Distribution:

Unit One:
- Syllabus/Study Guide Assignment and Introductory Paper 50 points 5% of grade
- Three Short Research Papers, 50 points each 150 points 15% of grade

Unit Two:
- Three Special Projects, 50 points each 150 points 15% of grade

Unit Three:
- Argumentative Term Paper:
  - Draft (100 points) and Revision (150 points)

Unit Four:
- Portfolio of Revised Work 200 points 20% of grade
- Proctored Final Exam 200 points 20% of grade

Grade Scale:

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<td>900 – 1000</td>
<td>90 – 100%</td>
<td>A</td>
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<td>800 – 899</td>
<td>80 – 89%</td>
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<td>700 – 799</td>
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<td>600 – 699</td>
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<td>0 – 599</td>
<td>59% and below</td>
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ADA STATEMENT:

Adams State University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Adams State University is committed to achieving equal educational opportunities, providing students with documented disabilities access to university programs. In order for a course to be equally accessible to all students, different accommodations or adjustments may need to be implemented. The Office of Disability Services (ODS) is located in Richardson Hall, Suite 3-100, by mail at 208 Edgemont Blvd., Suite 3-100, Alamosa, CO 81101, by email at odsd@adams.edu, or by calling 719-587-7746. They are your primary resource on campus to discuss the qualifying disability, help you develop an accessibility plan, and achieve success in your courses. Please communicate with them as early as possible; this can be in person, via email, or by phone. The Disability Services Coordinator shall either provide you letters to give to your professors for accommodations or email these letters out to you and your professors.
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ACADEMIC INTEGRITY:

In accordance with Academic Policy 100-03-01, Adams State University, to preserve academic integrity, does not tolerate academic dishonesty (misconduct). Every student is required to practice and adhere to the principle of ACADEMIC INTEGRITY while undertaking studies at Adams State University. Students and faculty at Adams State University value academic honesty as a virtue essential to the academic process. Cheating, plagiarism, unauthorized possession or disposition of academic materials, or the falsification or fabrication of one’s academic work will not be tolerated.

Any offense may result in a zero for the exam, lesson, or exercise in question and may result in failure of the course. Please refer to the ASU Extended Studies Academic Integrity website for more information including the student handbook: Academic Integrity at Adams State University.

All written work is subject to plagiarism detection software review.

STUDENT IDENTITY VERIFICATION:

Adams State University utilizes a variety of methods to verify the identity of students enrolled in courses, including but not limited to: secure logins and pass codes, proctored exams, security questions, and other technologies and practices that are effective in verifying student identity. Some of these methods may incur an extra cost to students; associated costs will be outlined in the course syllabus, other University documents, and on the University website. Adams State University reserves the right to request additional government-issued documentation of identity from students for the purpose of ensuring that the person enrolled in the course is the person completing assignments, exams, and all other course requirements. Any student engaged in incidents of student identity fraud may face reprimand, disciplinary warning, a lowered or failing grade(s), and/or probation, or suspension from the course, academic program or University, or expulsion from the University.

EXAMINATIONS:

Please refer to the Guidelines for Proctored Exams and submit your Exam Request Form three weeks BEFORE you plan to take the exam.