

## ENG 400-L Senior Writing Lab

<b>Instructor:</b>  <b>Alissa McElreath, M.A.</b>  Email: AMcElreath@peace.edu	<b>Office Hours</b> by appointment via email.	<b>Contact Info:</b>  <b>You may contact me via campus email, and I will do my best to return your email within 24 hours.</b>
<b>Credit Hours:</b> 1	<b><u>Course Dates:</u></b>  <b>Week 1: 5/10 – 5/16</b> <b>Week 2: 5/17 – 5/23</b> <b>Week 3: 5/24 – 5/30</b> <b>Week 4: 5/31 – 6/6</b> <b>Week 5: 6/7 – 6/13</b> <b>Week 6: 6/14 – 6/20</b> <b>Week 7: 6/21 – 6/27 (Final Exam Week for Session I)</b>	

### Course Description

Writing is a process, and a craft. There is no better way to improve writing skills than to write, and then write some more! In this course, students will participate in a writing lab to further develop their writing skills and re-emphasize what they have learned throughout the prior three levels of English requirements. We will emphasize review and mastery of the writing skills taught throughout the previous three years of writing courses while also allowing the student to work through the writing process using peer review.

### Course Objectives

- Review the writing process
- Recognize common grammatical mistakes and how to fix them
- Tailor writing styles and content to particular reading audiences
- Critically read, analyze, and compose written documents based upon research
- Understand the peer-review process

**Textbook Information:** *There is no required textbook for this course. Any reading assignments will be found online.*

## **Email Policy**

I will make every effort to respond to student emails within 24 hours on a weekday or 48 hours on a weekend. All faculty, staff, and students at William Peace University are required to use their William Peace University (@peace.edu) email account for correspondence related to this course.

## **Assignments and Grading**

Final Paper (including proposal, draft, and peer review)

You will work the entirety of the semester on one **ORIGINAL paper**. **An original paper is one you are creating solely for this class, during the real time taken to complete this course!** You may not recycle a paper used for another class. This can be a topic that interests you, a professional piece of writing, etc. The important thing to remember is that the type of assignment you choose should be reflective of your chosen career path. In other words, if your major is business administration, you don't want to be writing up a research report for a biology experiment or on the impact of a particular artist on 16th century Florence, Italy. Make sure it's relevant to maximize the learning and knowledge you gain from this class.

**One more time: The final paper for this class MUST be an original paper. In other words, it is unacceptable to use a paper you are creating or have created for another course. This course has been carefully planned to guide you through the writing process: from creating a topic and proposal, writing a draft, revising the draft, through to the final product.**

**Your final paper should be 6-7 double spaced pages long and contain a cover page, citations (correctly formatted using MLA or APA), and appendices (if needed).**

Throughout the course of the semester, we will be engaging in many activities to help you write your paper. You will be producing a proposal, a rough or working draft, and a final/revised version of your paper. During this process, we will be doing two peer reviews, in which you will give feedback to others about their writing and receive feedback from others about your writing. You will also gain experience in the editing/copyediting process.

You will have 5 assignments due in this course—weekly blogs, two peer reviews, and a series of assignments related to your final paper: 1. Proposal, 2. Rough draft, and 3. Final /revised draft.

Here is the breakdown of assignments:

Assignment	Maximum Points	Student's Responsibility
<b>1. Weekly Response Prompts</b>	Each post will be worth 3 points, for a combined total of 18 points for the course.	<p><b><u>Posted Response Prompts (six total)</u></b></p> <p><b>You will write one response weekly to a Response Prompt dealing with the topics of writing reading, research, etc. Each week I will evaluate the response prompts based on the following criteria:</b></p> <ul style="list-style-type: none"> <li>• Your post is up by the deadline.</li> <li>• Your post is 75-100 words long.</li> <li>• Your post is on topic.</li> </ul> <p><b><u>Failure post your weekly RP in the Moodle forum by the due date (Sundays by midnight) will result in a score of zero points for this assignment.</u></b></p>
<b>2. Paper Topic and Proposal</b>	7 points	<p>Your proposal will provide a rough sketch of your final paper, to include your overall topic, your research question, your plan, etc. Details for the proposal can be found in the Week 2 folder on Moodle.</p> <p><b>Failure to submit a paper proposal by the due date will result in a score of zero points for this assignment.</b></p>
<b>3. Complete rough draft of final paper</b>	6 points	<p>You will need to submit a <b>complete rough draft</b> (and include all citations, both in text and on a Works Cited or References Page).</p> <p>All papers must:</p> <ul style="list-style-type: none"> <li>• Have 1" top, bottom, left, and right margins</li> </ul>

		<ul style="list-style-type: none"> <li>• Be written in a 11-12 pt. font</li> <li>• Contain proper (APA or MLA) citations for all quoted, summarized, referenced, and/or paraphrased material</li> <li>• Be saved in an accepted file format (Ms Word or RichText)</li> <li>• Be appropriately named: LastName_Paper (e.g. Mercier_Example Format)</li> </ul> <p>Papers not following these guidelines may not be accepted, may be considered late, or may have points deducted.</p> <p>You will have points deducted if you do not use a proper citation method (APA or MLA ) on all applicable material, including images. Remember, proper citations include both parenthetical citations as well as those contained within a References or Works Cited section at the end of your document. Visit <a href="http://owl.english.purdue.edu/owl/resource/560/01/">http://owl.english.purdue.edu/owl/resource/560/01/</a> for a refresher</p> <p><b>Failure to submit a complete rough draft by the due date will result in a score of zero points for this assignment.</b></p>
4. Two peer reviews	10 points each	<p>Peer reviews (paper proposal and rough draft) take place during Weeks 3 and 6. Students will have assigned peer groups and must follow the peer review instructions in order to get points for this assignment.</p> <p><b>*Peer Review I: Proposal feedback/responses should be posted on the Moodle forum at the end of Week 3.</b></p> <p><b>*Peer Review II: Paper Draft peer review for Week 6 responses should be posted on the Moodle forum by the deadline. (Note: the sooner you send your draft to your peer review</b></p>

		<p><b>partner, the sooner he/she will be able to respond!)</b></p> <p>Failure to complete peer reviews by the due date--or to follow the instructions for peer reviews--will result in a score of zero points for this assignment.</p>
5. Final <b><u>revised</u></b> paper	50 points	<p>Your final paper must comply with all of the assignment guidelines listed in the “complete rough draft” section of this chart.</p> <p>Failure to submit the final paper by the due date will result in a score of zero points for this assignment.</p>

### **My grading scale is as follows:**

- A / 90-100%    Excellent. Such an assignment would warrant a promotion, bonus, or salary raise.
- B / 80-90%    Good. Such work would generally be included in a yearly review as evidence for future promotion or salary raise.
- C / 70-80%    Fair. Such work would be expected of an employee, nothing more. Not evidence for promotion or raise, but wouldn't count against an employee at a yearly review either.
- D / 60-70%    Poor. Such work would generally indicate an employee failure and elicit a meeting with a supervisor and/or probation.
- F / <60%    Failing. Such work would often result in immediate dismissal or firing.

### **Tutorial Services**

The Office of Tutorial Services is located on the 2nd floor of Finch Library, open Monday-Thursday from 9am-7pm, and Friday 9am-4pm. Tutoring is free of charge, and students are encouraged to make individual appointments in the sign-up binder located on the bookshelf next to the elevator. Tutoring is offered in most all subjects, including anthropology, biology, business, chemistry, criminal justice, history, math, political science, psychology, simulation and game design, and writing. Free workshops are also offered each semester, as well as free resources on studying, citation, grammar, and other academic topics.

### **Disability or Learning Services**

Disability Services are available to all WPU students who require reasonable accommodations due to any cognitive, physical, or psychological disability, in order to provide equal access to the educational environment. Students will need to be certified with the Disability Services Office and provide appropriate documentation to receive an Academic Accommodation Plan. For more information or to become certified, please contact a counselor in the Disability Services Office, which is located on the 1st Floor of Joyner House. You may also reach Disability Services by sending an email to [Disability@peace.edu](mailto:Disability@peace.edu).

### **Graded Assignments Return Policy**

All assignments will be graded and returned within 7 days of receipt.

### **Important Proctoring Policy**

Given that this is a one-credit course, **it does NOT require proctoring.**

### **Attendance Policy**

William Peace University students are expected to attend all classes and laboratories for which they are registered, believing that regular class attendance and participation are an essential part of a student's educational program. However, the University's policy is that students may not miss more one (1) class in a 7-week session or two (2) classes in a 15-week session or the student is subject to course failure. It is the responsibility of the student to meet the attendance policy.

**All members should arrive on time for classes and activities and leave when dismissed. Students who must arrive or depart a class early should notify the instructor prior to class and do so with minimal disruption to the class. Attendance and conduct-related problems may be reported to the Vice President of SPS or designee.**

### **Late Work and Extensions**

**Given the condensed nature of this course, I do not accept late work. Technical failure is not just cause for an extension.** I will occasionally grant extensions on assignments for extenuating circumstances. All requests for extensions must be submitted in writing and via email at least three days prior to the assignment due date.

### **Incompletes**

An Incomplete is appropriate for a student that has been making steady, successful progress in a course and has an unexpected, verifiable mitigating circumstance at the end of the semester

which precludes them from completing the last assignment or exam. Poor time management is not an appropriate reason to request an Incomplete. All incomplete grade requests must be approved first by the Instructor, and then by the Director of Online Programs. If the Incomplete is approved the student will have up to six additional weeks to complete the work, as determined by the Instructor. If the student does not complete the final work, the Instructor will assign the appropriate letter grade for work completed or the grade will revert to an "F".

## **Plagiarism Policy**

Plagiarism is theft; it is the deliberate or accidental use of a source's words, interpretation, or information without properly quoting or paraphrasing and acknowledging that use.

In both the professional world and the academic world, plagiarism is punished. In the professional world, charges of plagiarism, when proven, carry potentially enormous financial penalties. In the academic world, universities and colleges punish plagiarism with varying degrees of severity, with the penalties ranging all the way from expulsion from the school, to automatic 'F' in the course, down to automatic 'F' on the particular project or paper.

I have a zero tolerance policy for plagiarism, and plagiarized assignments will receive an "F" grade.

### **Honor Code**

All students in this class will be held to the William Peace University Honor code. The William Peace University Honor code is as follows:

*On my honor as a William Peace University student, I will not lie, cheat, or steal; nor will I condone the actions of those who do.*

Cheating and plagiarism are defined in the Peace College Academic Catalog as follows:

- **Cheating** (using or attempting to use unauthorized materials, information, or study aids in academic work or in working with others on academic requirements (tests, assignments, etc.).
- **Plagiarism** (representing the words or ideas of another as one's own in any academic work).
- **Falsification** (falsification or invention of any information or citation in academic work).
- **Facilitating academic dishonesty** (helping or attempting to help another student to commit an act of academic dishonesty as noted above).

- **Lying** (misrepresenting information that is relevant to the classroom or academic performance.

Additionally, students may not self-plagiarize (e.g., They may not duplicate information from an assignment in one class in an assignment for another class.)

**There are only two ways to avoid plagiarism:**

1. **Quote and Citation:** Use the source's exact words, place quotation marks at the beginning and end of them, and insert a citation immediately at the end of the quotation according to the standards of the discipline.
2. **Paraphrase and Citation:** Transform (paraphrase) the source's words and information entirely into your own style of writing, and insert a citation at the end of this paraphrase. If what you write still echoes the source's words and style, you have plagiarized. If you fail to insert a citation, you have plagiarized.

The Vice President of Academic Affairs will keep records of all violations that remain a part of a student's permanent record. For each violation the VPAA usually sends a letter to the student, which serves to note the infraction, remind about the importance of academic integrity, and warn about the consequences of future infractions.

<b>Violation</b>	<b>Action by Faculty (Course Penalty)</b>	<b>Action by V.P. for Academic Affairs (Academic Penalty)</b>
<b>First</b>	Notifies student; assigns penalty as described in course syllabus; reports violation to VPAA	Usually sends letter to student warning that another violation will result in suspension for the subsequent semester.
<b>Second</b>	Notifies student; assigns penalty as described in course syllabus; reports violation to VPAA	Sends letter to student suspending him or her from WPU for the subsequent semester and warning that one more violation results in permanent expulsion from the university.
<b>Third</b>	Notifies student; assigns	Sends letter to student



	penalty as described in course syllabus; reports violation to VPAA	permanently expelling him or her from WPU.
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**Students with Disabilities:** Students who have a disability may be eligible for a variety of accommodations appropriate to their disability. Accommodations are determined on a case by case basis by the Disability Counselor and are based upon the diagnostic determination as reported in the documentation submitted by the student. For more information, see [http://www.peace.edu/files/shared/pdfs/heoa/disability\\_brochure\\_2010.pdf](http://www.peace.edu/files/shared/pdfs/heoa/disability_brochure_2010.pdf)

**Student Success:** I want you to succeed! Please consider me a first stop on your "road to success" in this course. If you are running into snags, please email me! I am here to help you get the most out of this course. However, if you feel you need additional help, I encourage you to use Peace College's Academic Support Center. You can find additional information about these services here: <http://www.peace.edu/academics/academic-support-center>