

UNIV 1115: Introduction to Academic Writing
Course Syllabus, Fall 2009
Dr. Moran

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or by appointment

The course syllabus is a general plan for the course; deviations may be necessary and will be announced to the class by the professor.

Course Description:

UNIV 1115 will help you to become a more competent writer and will prepare you for the kinds of writing you will be doing in your college courses. Daily ungraded journal writing will help you to become more fluent and more able to express your ideas in writing, and several formal graded writing assignments will help you learn how to produce well-developed, well-organized, and well-edited papers.

Required Texts and Materials:

(Bring the first four items to class every day.)

- The Bel-Jean course packet for UNIV 1115, Moran. Purchased at Bel-Jean Copy/Print Center, 163 E. Broad St., Downtown Athens.
- *The St. Martin's Handbook*, 6th ed. (abbreviated in my references to it as *SMH*). Both new and used copies are available (in paperback and hardback) at the main bookstore and the off-campus bookstores on Baxter Street.
- A slim standard-sized (8-by-11 inches) spiral notebook to be used solely for your in-class journal writing.
- Another notebook or loose-leaf binder for any class notes you might want to take.
- WebCT documents that I instruct you to print out. You must check WebCT daily. You are responsible for reading any WebCT emails or postings I send out prior to 5:00 p.m. on any day. If you are unfamiliar with WebCT, see the next section.

WebCT:

Here is how to access WebCT:

1. Go to the UGA homepage (located at www.uga.edu) and scroll to the bottom of the page. Click on WebCT.
2. Enter your UGA MyID (this is the string of letters/numbers that appear before the @ in your UGA email address).

3. Then enter your password (the same password you use to get into your UGA email).
4. Click “submit.”
5. Under the heading “Courses,” you will see listed any courses in which your professors are using WebCT. Click on the name of our course: UNIV 1115.
6. On this page you will see three links: to Course Content, to Communication, and to Student Tools.
7. Click on Course Content to get you into the page where I will post documents.
8. To access your WebCT email, click on Communication, and then click on Mail. You may send emails to one another and to me this way (click on Compose and then click on Browse to get a list of everyone in the class). If you do not want to have to keep going into WebCT to check for email messages sent that way, you can have your WebCT email messages forwarded to your UGA email address. Here is how to set this up:
 - a. Go into our WebCT course and click on Mail.
 - b. Click on the box to the right that says Message Settings.
 - c. In the Mail Forwarding box (the first box), check both boxes and type your UGA email address in the blank.
 - d. Click on Update at the bottom of that page.

Your WebCT incoming email will be forwarded to your UGA email account. However, if you want to reply to the forwarded email, you cannot do it from your uga email account. You have to go to WebCT mail, find the message in your inbox, and reply from there.

Daily Class Requirements and Expectations:

As soon as you arrive at class each day, sit with your designated group, open your journal, take out a pen, and begin writing in response to the prompt posted up on the screen. Do not stop writing until I tell you to stop.

No laptop computers are allowed in class except on days when you are working on drafts of a paper assignment.

Cell phones, ipods, blackberries, headphones, and other electronic devices must not be used in class. They should be turned off/silenced and put away in your backpack. Text-messaging or checking your cell phone during class will not be tolerated.

You must stay on task during class. Inappropriate behavior (chatting, not paying attention, dozing, reading the *Red and Black* or other non-course-related materials, doing homework for other courses, leaving the classroom to go to the restroom, etc.) may result in your being asked to leave the class for that day (and being counted as absent) and will have a negative effect on your effort grade.

On days that you are asked to bring drafts of your paper to class, always bring the indicated number of copies (i.e., as indicated in the schedule of assignments), typed and double-spaced. Failure to bring the required number of copies will result in two points being taken off the grade the final draft of the essay receives. Failure to bring any copy

(i.e., coming to class without a hard copy of your draft) will result in five points being taken off the grade the final draft of the essay receives. If you are absent the day a draft is due, you must send it to me in an email attachment by 5:00 that day or you will have five points taken off the grade your final draft receives. I will not accept drafts from absent students sent after 5:00 p.m. **IMPORTANT:** You must have the hard copies of your draft with you when you arrive at class. You will not be allowed to leave class to go print out a copy after you arrive, nor will I excuse you if you come to class late because you were printing out copies.

Attendance and Tardiness Policy:

If you exceed five absences, you will be withdrawn from the course. All absences count towards this limit, no matter what the reason for the absence. Arriving at class 10 or more minutes late or leaving class 10 or more minutes before the end of the period will count as an absence. If you are withdrawn from the course prior to the University's withdrawal deadline, which is two weeks after the semester's midpoint, you will receive a grade of "WP" on your transcript if your average in the course is passing; you will receive a "WF" if your average in the course is failing. If you are withdrawn after the withdrawal deadline, you will receive a grade of "WF" regardless of your average in the course.

Class will start promptly at 9:05 for my second-period class and at 10:10 for my third-period class. If you arrive after I have taken attendance but prior to 9:15 for second period and prior to 10:20 for third period, you will be marked as tardy. Your attendance and punctuality record will affect your effort grade for the course.

However, I do understand that students may have personal issues or situations that might cause them to have to be absent or tardy from time to time. I care about students as individuals and am willing to listen and, if I feel your situation warrants it, to adjust a particular policy for you accordingly. Therefore, if your absence or tardiness was due to an issue beyond your control, please come talk to me about it (but do so soon after the absence or tardiness—within a week; do not wait until the end of the semester). If such extenuating circumstances account for most of your absences, I will consider extending your limit by one or two absences. However, if personal circumstances are such that you are going to have to be absent numerous times, I advise you to withdraw because you will not get much out of the course if you miss several classes.

If you have a class before ours on a distant part of campus and hence have to arrive a few minutes late each time, please inform me of this circumstance at the beginning of the semester or as soon as the problem begins. Put your excuse in writing, and give me the name of the course, the location of the class, and the name of the professor. If you do this, I will not mark you as tardy (but only if you let me know about the situation right away, not at the end of the semester).

Any student who displays disruptive or harassing behavior will be withdrawn from the course.

A student who has perfect attendance will have one point added to his or her final average. A student who has perfect punctuality (i.e., is in his or her seat by 9:05 each day for the second-period class and by 10:10 each day for the third-period class) will have one point added to his or her final average.

Office Hours:

I encourage you to come see me during office hours if you have questions about the class or any other academic questions you think I might be able to help you with. I also encourage you to stop by during office hours if you just want to chat for a few minutes (I like getting to know my students ☺). You do not need an appointment, but if possible, do let me know in advance that you are probably going to be stopping by (that way, I can try to avoid having two students show up at the same time). Also, please try to limit your visit to 10 or 15 minutes so that I can accommodate other students who might need to see me. If you have a time conflict with my office hours, email me and we can find another time to get together.

Grade Weighting:

Your grade for the course will be computed as follows:

- Effort—10%. See explanation in later section.
- Short description paper—10%
- Personal narrative—15%
- Personal essay—15%
- Thesis-support essay (expository or persuasive) involving some research—15%
- Persuasive essay in response to assigned articles—15%
- Final exam (a 3-hour exam in which you will write a thesis-support essay in response to articles given out in advance)—20%. NOTE: You cannot pass the course if you do not take the final exam, no matter what your course average up to that point is.

Numerical and Letter Grade Equivalents:

93.5 and above	A	73.5-76.4	C
89.5-93.4	A-	69.5-73.4	C-
86.5-89.4	B+	66.5-69.4	D+
83.5-86.4	B	63.5-66.4	D
79.5-83.4	B-	59.5-63.4	D-
76.5-79.4	C+	0-59.4	F

Papers/Essays:

All drafts must be typed (not handwritten) and double-spaced in Times New Roman font 12. Pay close attention to the due dates for drafts given on the schedule of assignments (and for the number of copies to bring to class). See the last paragraph in the Daily Class Requirements and Expectations section for more information about drafts requirements.

If you are absent the day the final draft of an essay (i.e., the draft that will be graded) is due, you must send it to me in an email attachment by 5:00 p.m. that day. For each day (24-hour period) the paper is late, beginning 24 hours after the end of the class when the paper was due, the grade will be reduced by one whole letter grade. After four 24-hour periods, the essay will not be accepted and the grade will be recorded as zero.

Essays must have a title and the pages must be numbered. In the upper right corner of the first page, put your name, the date the essay is due, and the number of the essay (i.e., Essay 1, Essay 2, etc.). MLA style will be followed for titles, citations, and documentation.

You will receive a grade on the final draft of each paper, but towards the end of the semester you will revise at least one and no more than two of your essays on which you received a grade lower than 90; if the grade on the revised essay is higher than the grade on the original was, it will replace the original grade.

Effort:

To receive a high grade in effort, you must have excellent attendance and punctuality; you must take the daily journal writing seriously (begin writing as soon as you arrive at class and do not stop until I tell you to); you must stay on task during class and adhere to the behavior requirements indicated in the Daily Class Requirements and Expectations; you must actively participate in classroom activities, including discussion of homework readings, giving peer feedback on drafts, doing grammar exercises, etc.; and you must show up on time for and come prepared for any scheduled conferences you have with me.

Weaknesses in any of the above behaviors will lower your effort grade accordingly.

Conferences:

I will schedule a conference in my office with each of you some time in the first third of the semester. You too may schedule a conference with me any time you want to discuss a paper you are working on.

Tutoring Help:

Since you will be receiving a lot of feedback on your writing from your peers and from me, you probably will not need to seek tutoring help for your writing in this course. But if you do, it is important that you seek legitimate help. In order to avoid problems with plagiarism or academic dishonesty (see below), it is best to get help from one of the approved writing tutoring services on campus. These include the Milledge Academic Center (in 132 Milledge Hall), the writing tutoring offered in the MLC, the South Campus tutoring center in the Science Library, the Park Hall Writing Center, and the tutoring offered in some of the first-year residence halls. Some of these services require appointments; others can be used on a drop-in basis. Sometimes I might refer you to one of the tutoring services for help with a grammar error that is causing you to do a poor job of editing your essays. Early in the semester I will post on WebCT information about scheduling appointments online with the tutoring centers that require appointments.

University's Statement on Academic Honesty:

All academic work must meet the standards contained in "A Culture of Honesty." Students are responsible for informing themselves about those standards before performing any academic work. The link to more detailed information about academic honesty can be found at:

<http://www.uga.edu/ovpi/honesty/acadhon.htm>

Plagiarism:

Plagiarism—the unacknowledged use of another's writing or ideas—is a serious offense and will not be tolerated. Plagiarism includes presenting part or all of a document written by someone else (this includes internet sources) as if it were your own, quoting or paraphrasing or taking ideas from an outside source and not acknowledging that source, having someone else write all or part of your paper for you, and having someone else edit your paper for you. Though not literally plagiarism, turning in a paper—or a version of a paper—that you wrote for another course is not allowed in this course. If you are unsure about how to acknowledge and document outside sources, please ask me for help. Penalties for a conviction of plagiarism range from receiving an F for the course to being expelled from the University.

Information about Consequences of Withdrawing from Courses at UGA:

A withdrawal from a course will count as attempted hours and hence will use up HOPE scholarship hours if you are on this scholarship. If you are receiving student financial aid, the effect of withdrawal could include, but not be limited to, mandatory repayment of already disbursed funds. If you are on scholarship or financial aid and have questions about the financial impact of withdrawing from this course, contact the Student Financial Aid office at 706-542-6147.

No refunds are given for a reduction in hours for an individual course withdrawal except when the withdrawal is accomplished through the drop/add process. Students withdrawing from all their classes will receive a refund based on a pro rata refund schedule outlined in the current University Bulletin: www.bulletin.uga.edu.

Students are allowed a maximum of four withdrawals during their undergraduate career at the University. Any withdrawals taken beyond that number will receive an automatic grade of WF (Withdrawal Failing). All withdrawals are counted towards this maximum of four except: Hardship Withdrawals, Withdrawals from Audited Courses, and Military Withdrawals.

If you are an athlete and are concerned about your athletic eligibility if you withdraw from a course, contact the Athletic Department at 706-542-1847.

Students returning from academic dismissal should consult their academic advisor prior to withdrawing.

Veterans and dependents of veterans who are receiving educational benefits must notify the Office of Veterans Educational Benefits (542-8872) in the Office of the Registrar of any course load reduction.

Unexpected Teacher Absence:

In the event that an emergency or illness occurs and I cannot make it to class, you may leave the classroom after waiting for ten minutes.

Schedule of Assignments:

Every few weeks I will post on WebCT the schedule of assignments for the next few weeks as well as the configuration of small groups for those weeks. You will sit with your assigned group during those weeks. It is crucial that you stay abreast of the schedule by checking WebCT daily.