

**Course Syllabus for Multilingual Composition**  
**(UNIV 1117 for exchange students and graduate students, UNIV 1115 for freshman**  
**ESL Students, and ENGL 0098 for ESL learning support students)**  
**Fall 2009**

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Wed., Thurs., 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 instructor.

**Who the course is intended for:**

The course is designed for undergraduate and graduate students whose first language is not English. It will prepare freshmen for the required English 1101 course, and it will help exchange students and graduate students to improve their written English. Freshmen should enroll in the course under the course title UNIV 1115 (special POD section), exchange and graduate students under the course title UNIV 1117, and learning support students under the course title ENGL 0098.

**What the course will teach you:**

The course will help you to become more fluent in writing in English, gain greater control of English grammar and sentence structure, expand your vocabulary, and become more proficient at writing American-style academic papers. You will do grammar assignments (not turned in or graded) in your grammar textbook/workbook for almost every class and will be given an open-book test following each grammar unit; you will participate in weekly WebCT discussion sessions (not graded) intended to increase your written English fluency; you will do a reading and vocabulary assignment (turned in and graded) most weekends; you will write a few paragraphs (turned in but not graded) during the first part of the term; and you will write three or four short academic papers (turned in and graded) during the remainder of the term.

**Required texts and materials:**

- *Understanding and Using English Grammar*, by Betty Azar, 3<sup>rd</sup> ed. (referred to as the **grammar book**)
- *Longman Dictionary of American English*, 1997 or later edition (referred to as **Longman**)
- Documents that I post on WebCT on the Course Content page. (You do not have to print these out, but you should look at them.)

Please bring your grammar book to every class. Bring your *Longman* dictionary to class every time you have a vocabulary assignment due (this will be most Tuesdays).

**WebCT:**

WebCT will be used for three purposes: I will post certain documents on it (such as the current schedule of assignments, instructions about some of your assignments, etc.); I will send you emails through WebCT mail; and I will post the weekly discussion topic on the WebCT Discussions board.

Here is how to access WebCT:

1. Go to the UGA homepage (located at [www.uga.edu](http://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: Multilingual Composition.
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.

The explanation about how to use the WebCT discussion feature is presented in a later section in this syllabus.

**Classroom behavior and other requirements:**

As soon as you arrive at class each day, sit with your designated group and begin going over the homework exercises indicated for your group on the screen at the front of the room.

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.

**Attendance and tardiness policy:**

If you exceed four 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 10 or more minutes before the end of class 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 you have been receiving passing grades in the course; you will receive a "WF" if you have been receiving failing grades. If you are withdrawn after the withdrawal deadline, you will receive a grade of "WF" regardless of your grades on assignments in the course.

Class will start promptly at 11:00. If you arrive after I have taken attendance but prior to 11:10, you will be marked as tardy. Your attendance and punctuality record will affect your homework/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 11:00 each class day) will have one point added to his or her final average.

**Breakdown of grades:**

Your final grade for the course will be calculated as follows:

Homework/ effort -----	25%
Average of test grades (after the lowest is dropped) -----	25%
Average of essay grades (after the lowest is dropped) -----	25%
Final exam grade -----	25%

**Explanation about homework/effort:**

In calculating this grade, I will take into consideration your effort and behavior in class, your attendance and punctuality, your homework assignments, and your participation in the weekly WebCT discussions (see next section).

You will not turn in the grammar book homework assignments, but I can tell if you have done an assignment by your response when I call on you in class for answers. You will turn in your vocabulary homework and the paragraphs you write in the first part of the semester and will receive a checkmark on these assignments if they are satisfactorily done. If you turn in an assignment that is incomplete or sloppily done, you will receive a minus rather than a checkmark. (Your paragraph assignments must be typed double-spaced in Times New Roman font 12.) If you fail to bring a homework assignment to class the day it is due, you will receive a zero on it. If you are absent the day a homework assignment is due, I will accept it up until 5:00 p.m. that day; you may either email it to me in an attachment or drop it off (or have someone drop it off) at my office (slide it under my office door if the door is closed). I will not accept late homework turned in after this time, unless you are seriously ill and contact me in a timely fashion with your excuse.

Even if you are absent you are expected to keep up with the homework assignments listed on the schedule of assignments.

**How to do the WebCT discussion assignments:**

Every Monday I will post on the Discussions board in WebCT a prompt for you to write a response to. Your response should be at least 175 words long, but you can write it in an informal, conversational way; don't worry about structure or style or grammar. You should post your response no later than 5:00 p.m. on Wednesday of each week. After you have written your response, you should look at your classmates' responses and find at least two that you would like to respond to (you will probably find comments that you agree with and want to add something to or that you disagree with and want to argue against or that trigger further thoughts about the topic); these responses to classmates can be as long or as short as you want to make them, and you can write as many as you want

to write, up until Sunday night at midnight. (The discussion will be deleted Monday morning when I post the new prompt for that week.) When you write your own responses you might want to raise a question related to the topic that you'd like other classmates to respond to; that is fine to do. In other words, I am hoping to get the class involved in a lively discussion each week. I think you will find this a fun, interesting activity; plus it will help you to become more fluent in writing in English. You don't have to worry about what you say or how you say it because I am not going to grade you on the content or style of your responses. I am just going to check to make sure you are participating in the discussion each week (i.e., writing your own response to my prompt plus at least two responses to classmates' responses).

Here's how to get to the Discussions board and how to post your responses: Go into our WebCT course and click on "Communication." Then click on "Discussions." Then under the Topics heading, click on "Current journal prompt." Under the Subject heading you'll see the date for the most recent Monday (e.g., "Aug. 17"); click on the green triangle to the left of this date. That will make the date appear again, beneath the first one. Click on that second one. A screen will pop up with my prompt written on it. Click "Reply" at the bottom of the screen when you are ready to write your response. Another screen will open up, and you can write your response on it. Remember to write at least 175 words. When you are finished writing your response, click on "Post" at the bottom of the screen.

After you have posted your response to my prompt, click on "Discussions" from the list of items running horizontally across the middle of the screen. When the main Discussions menu screen appears, click "All" at the bottom left of the screen to see the threaded list of all the responses thus far, with the names of the students who posted the responses next to them. You should read everyone's responses (these will be accumulating throughout the week, so keep checking) and post replies to those that you want to respond to.

### **Explanation about tests:**

Following each grammar unit, you will take an open-book test covering the grammar in that unit and the vocabulary lists you have been given since the last test. You may consult your grammar book, your *Longman* dictionary, and class handouts during the test.

### **Explanation about papers:**

All drafts (not just final drafts) that you bring to class and turn in must be typed (not handwritten) in Times New Roman font 12, double-spaced, with one- to one-and-a-half-inch margins on left and right sides. Number the pages if the paper is more than two pages long. For your final draft (the one you turn in for a grade), you must have a title (center the title approximately one inch from the top of the page, and capitalize the first letter of the first word and all the other words except articles, prepositions, and conjunctions), and you must type your name, the date the paper is due, and the number of the paper (Paper 1, Paper 2, etc.) in the upper right corner of the first page.

On the day a draft is due, you must arrive at class with the required number of hard copies (indicated on the schedule of assignments). You must have these copies with you (you will not be allowed to arrive late because you are printing out copies or to leave the class to go print out copies; plan your time so that you will have your copies printed out in advance of the class time). Failure to bring the required number of copies will result in two points being taken off the grade you receive on the final draft of the paper. Failure to bring any copy of the draft to class (i.e., to show up at class without your draft) will result in five points being taken off the grade you receive on the final draft of the paper. If you are absent the day a draft is due, you must send it to me by 5:00 that day; I will not accept drafts after that time. The only exception is if you are sick and you contact me in a timely fashion (email me by 5:00 the day a draft is due); if I accept your excuse, I will give you an extension on your draft deadline.

If you are absent on the day the topics for an essay are given out in class, you are still responsible for getting the topics and starting your paper. I will post on WebCT all information about papers that I give out in class..

In assigning a grade to your papers, I take into consideration the paper's content, organization, grammatical and mechanical correctness, and adherence to manuscript format requirements, as explained in the first paragraph of this sections.

**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

**Explanation about final exam:**

The final exam will consist of a short grammar section (10 error analysis sentences), a short vocabulary section (10 fill-in-the-blank sentences), and a short writing section (you will choose from a list of topics provided and will write and edit a paragraph based on that topic).

**Tutoring help:**

The only kind of tutoring help that is allowed is tutoring given at one of the following campus locations: the Milledge Hall Academic Center, the Miller Learning Center, the Park Hall Writing Center, the Writing Center in the Science Library, and the tutoring services offered in the freshman residence halls. You are not allowed to have a friend edit your paper for you. Early in the semester I will give you detailed information about how to register for tutoring and how to make appointments online for tutoring.

You may use the computers in the Milledge Academic Center to type your papers and paragraphs if you do not have your own computer. You do not need to call to make an appointment to use one of the computers; just go to the Center any time during the hours

the Writing/English section is open. However, you should not wait until the last minute (i.e., shortly before a draft or an essay is due) to go to the Center, because there may be no computers available when you get there. Plan your time wisely.

**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 copying part or all of a document written by someone else (this includes internet sources), quoting or paraphrasing from another person’s work and not acknowledging that source, having someone else write your paper for you, and having someone else edit your paper for you. Though not literally plagiarism, turning in 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.

**Teacher absence:**

If I have not shown up for class within the first ten minutes of the period, it means that an emergency has occurred and class is cancelled. You are free to leave after ten minutes.

**Schedule of daily assignments, essays, and tests:**

Every few weeks I will give out or post on WebCT the schedule of assignments for the following few weeks, as well as the student groupings for those weeks.