ENGLISH 140  A and B– Fall 2017
9:20-10:30 Ganfield 103 (A)
10:40-11:50 Rankin 301 (B)

INSTRUCTOR: Jean Scott
EMAIL: jescott@carrollu.edu
PHONE: (414) 791-8414 (cell)
OFFICE HOURS: M/W 12-2 by appointment in the library's coffee shop

REQUIRED TEXTS AND MATERIALS
The Writer's Presence, 8th Ed, Donald McQuade and Robert Atwan (Recommended)
A Pocket Style Manual, Diana Hacker and Nancy Sommers (Recommended)

COURSE OBJECTIVES
• To help students understand writing as a process and develop an effective process of their own through work in planning, drafting, revising, and editing their writing;
• To help students develop effective skills for interpreting and evaluating a variety of texts and use those texts to create, develop, and support ideas of their own in their writing;
• To help students in critically reading and analyzing a variety of written texts;
• To help students increase their awareness and use of proper grammar, mechanics, and syntax.

DESCRIPTION AND EXPECTATIONS
According to the course catalog, ENG 140 (Introductory Language Skills for Liberal Arts) is an “intensive review of the basic skills required by a Liberal Arts education – reading, writing, and critical thinking.”

These three skills will serve as the focus of our class; we will spend most of our time reading and discussing texts, drafting and revising interpretive responses to these texts, and critically analyzing both the published texts we read and our written responses to them.

Please check your Carroll email account daily—I promise to do the same.

ATTENDANCE AND PARTICIPATION
I need to be in class each day, and so do you. If you aren’t in class, your grade will be affected. You’ll find me to be understanding and accommodating when you communicate your needs with me. Make arrangements BEFORE you have to miss a class.

The more you give in class, the more interesting class will be. Let’s not bore each other.
THE CONTRACT B
Instead of receiving letter grades, you will receive written feedback on each assignment and a +, ✓, ✓, ✓, —, —, or 0. If you receive checks, you’re on track and basically fulfilling your responsibilities as detailed in our contract, and at the semester’s end, you will receive a B in class. If you receive pluses, you are doing exceptional work and are completely fulfilling your contractual responsibilities and will receive an A. If you receive check/minuses, you are only partially fulfilling your responsibilities and your grade will be C. A minus indicates your responsibilities are mostly unfulfilled, and you will receive a D, and a zero means your responsibilities have been neglected almost completely, and you will receive an F.

Not happy with your assessment? You can revise ANY work at ANY time before December 1 for a better assessment. That’s a pretty good deal.

Disability Accommodations:
If you have a disability that may require an accommodation for taking this course, please notify me during the first week of classes and, if you have not already done so, contact Ms. Martha Bledsoe, Director of Services for Students with Disabilities, immediately. She can be reached by calling (262)524-7335 or via e-mail at mbledsoe@carrollu.edu.

Academic Integrity:
The Carroll University Academic Integrity Policy is located in your student handbook. I encourage you to familiarize yourself with it. If a student violates this policy in any way, I reserve the right to impose a sanction of failure on the assignment/assessment or failure in the course.

Plagiarism:
Plagiarism is conventionally defined as the unattributed or unacknowledged use of another’s words or ideas. Don’t do it. Ever. Failure to document sources will result in a zero grade. There will be no second chances and no exceptions to this policy.

Final Note:
The instructor and the University reserve the right to modify, amend, or change the syllabus (course requirements, grading policy, etc.) as the curriculum and/or program require(s).