Instructor: Steph Kilen  
Email: skilen@carrollu.edu  
Spring 2017  
English 170, Section J (4 credits)  
M/W/F 2:40- 3:50 p.m.  
Classroom: MacAllister Hall 108  
Office hours: 1:15-2:30 or by appointment

*English 170 (Writing Seminar): Rhetoric, Representation, and Persuasion*

**COURSE POLICIES**

**Introduction:**
In this class we will hone critical thinking and language skills in order to craft clear, engaging and logically sound writing. You will learn to analyze prose for intent, message and technique and to thoughtfully construct written work that reflects the same.

When we read or write we take part in a conversation in which one side has been preset. In verbal conversation we can be responsive to the other person by addressing objections, making clarifications and appealing to emotions. In writing, we must consider all that beforehand. Writing is not just about what we say, but how we’ve listened. We must at once look back and forward. Critical thinking and thoughtful composition are found at the crossroads of information, analysis, emotions and logic.

We will seek to move beyond agreement and disagreement to true discourse that fosters empathy, respect and growth for both reader and writer.

**Course Focus:**
In this section of ENG170, there will not be course “content” in the traditional sense. Our primary subject is the writing process and the construction of arguments. To the extent that we are covering material, we will be focusing on rhetoric, persuasion and argumentation. Though you will be held responsible for misspellings and grammatical errors, especially those in the list below, we will be focusing on the development and analysis of ideas and arguments, particularly through the written word.

**Course Goals:**
Because ENG 170 is required for all first year students at Carroll, all sections will work to achieve the same goals and student learning outcomes:
1) 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  
2) 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

In accordance with these goals, the class will operate as a discussion section and a writing workshop, in which our attention will be divided between the work of published authors and the papers produced by your classmates.
**Course Organization:**
Although I will be presenting information, we will work to learn from one another. The class will be divided into small groups that will work together throughout the semester. This way, you will have a group of peers to help you generate ideas, work on projects and, most importantly, evaluate your work before it is turned in for a final grade.

**Class Site:**
In keeping with the communal focus of the class, we will have an online course site at my.carrollu.edu. It will contain course documents, writing guidelines, links, assignments and announcements.

**Student Learning Outcomes:**
By the end of 170 students should be able to:
1) Demonstrate proficiency in using writing as a process as evidenced in their course work.
2) Demonstrate the ability to create final essays that effectively develop and communicate their position within the context of other points of view and demonstrate proficiency in employing appropriate conventions including structure, grammar, mechanics and documentation.

**Office Hours:**
Questions? Concerns? Intrigued by something in class and just need to know more? I’m here to help however I can. My “office” hours are listed above. If these times don’t work for you, send me an email or talk to me after class, and we’ll set up an appointment. It’s a good idea to touch base with me if you’d like to meet, even during office hours, to be sure I am not meeting with another student or have another engagement.

**Office Visits:**
You are required to meet with me two times over the course of the semester. If you meet with me less than two times, your final grade in the course will drop 3% for every meeting you missed. We will discuss this requirement in class, as one of the visits will be scheduled with me in advance.

**THE WRITING CENTER:**
The Writing Center is a free service available to all students who would like additional help with their writing. Tutors can assist you with any writing problems that you may have. The Carroll University Writing Center, located in the Learning Commons. Writing Assistants are available to help with all stages of the writing process, from pre-writing to development to citation.

Assistants can be seen on a first come, first served basis, though the Center recommends making an appointment by accessing LC Online through the Learning Commons link on the student portal.

They also offer some great online resources on the writing process.
LOGISTICS:

Required Texts:

Hacker, Diana and Nancy Sommers  A Pocket Style Manual, 6th Edition

There will be a large number of readings and handouts available through our page on MyCourses. You will be responsible for bringing the readings to class on the appropriate days.

Evaluation:

Your final grade in the course will be determined in the following manner:

- Attendance and participation (including daily assignments) 15%
- 1st paper 15% (2% group work)
- 2nd paper 20% (2% group work)
- 3rd paper 25% (3% proposal)
- Counter argument 5%
- No Such Thing paper 5%
- 4-5 pages of research paper 5%
- research presentation 5%
- Final assessment 5%

The grading scale is as follows:

- A 92-100%
- A/B 89-92%
- B 82-89%
- B/C 79-82%
- C 70-79%
- D 60-70%
- F Below 60%

Attendance and Participation:

Attendance is mandatory. We read and write to exchange ideas and perspective with other people. Your presence is required for discussion about the crafting and intention behind written work and the life it takes on beyond the page. As such, you will receive a participation grade every single day. If you are significantly tardy (more than five minutes late), chronically tardy (regardless of time), absent, show up without an assignment, or refuse to participate in the day’s activities, it will be reflected in your daily participation grade.

Moreover, if you miss class more than three times over the course of the semester, your final grade in the course will be lowered 2% for each additional absence. For example, if you miss 4 classes during the semester and you earn an A/B (89%), your final grade in the class will be a B (89%-2%=87%). Special cases will be dealt with on an individual basis.

In addition, for every three times you are significantly tardy (more than five minutes late), you will be given one absence in the class.

One last important note: not being present for a day’s class does not excuse you from that day’s work, and it is not an excuse for being unprepared for the next class. If you are absent, you need
to submit an assignment to me by the beginning of class time on the day it is due. For instance, if you will not be in class on the day a paper is due, plan on handing your essay in early. It is also up to you to find out what you missed and be prepared for the next class. “I wasn’t here last time” is not a valid excuse for coming to class unprepared.

Coursework:
You are expected to prepare for class by completing the readings and/or mini assignments that will fuel our discussions. (The “participation” and “written participation” parts of your grade.)

In this class you will be developing and writing a critical analysis paper, a persuasion paper and a research paper. ENG170 is a component of the Pioneer Core and satisfies a cross cultural requirement. Cross cultural courses include a signature assignment. The signature assignment for this course is the research paper.

The class will conclude with a final assessment that will ask you to reflect on your work over the course of the semester. More information will be given about all of these assignments in class.

Quizzes:
Over the course of the semester, you may be given quizzes at any point. The quizzes will be designed to ensure that everyone is keeping up with the class readings and, while I may sometimes announce them in advance, I always reserve the right to have unannounced quizzes.

Electronic Devices:
All electronic devices that are not medically necessary will be turned off during class times unless permission is given by the instructor. Unauthorized use of these devices during class time may affect your participation grade. Laptops will not be allowed in class unless you are asked to bring them. So on days when you are asked to bring something to class (a draft or an article) make sure you have a hard copy of it. If you come to class without the materials, you will be docked participation points and you may be asked to leave class. For example, if we are doing a draft workshop in class and you show up without a draft, you will be asked to leave and it will count as an absence for the course.

GUIDELINES FOR WRITING PAPERS:
- Do not use title pages, BUT EVERY PAPER MUST HAVE A TITLE.
- Typed and printed on standard 8 ½ x 11” white paper. No colored paper. No handwritten pages.
- All assignments MUST BE STAPLED. Not paper clipped, not binder clipped, not with corners folded down, etc.
- Standard font is 12-point Times New Roman. Papers should be double-spaced.
- Papers should have 1” margins. Do not try to meet page requirements with larger margins.
- You should include your name, course and section, and the date on top of every paper.
- All assignments must be handed to me at the beginning of class:
  Late work is unacceptable.

Grammar and Syntax Issues:
Although grammar and syntax are not the heart of this class, you will be expected to turn in papers that are error-free. Carroll faculty have selected six grammatical issues that are to be considered particularly important:
1. Run-on sentences and sentence fragments
2. Use of apostrophes, including its/it’s and they’re/there/their
3. Agreement— including subject-verb and pronoun-noun
4. Tense consistency, both throughout essays and within sentences
5. Comma Usage—especially splices
6. Modifiers-- including misplaced, dangling, adverbs, etc

**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).