**ENGLISH 101 SYLLABUS TEMPLATE—updated Fall 2015**

*[The format of the information below is up to you. You may rearrange content to fit your needs. Please design the syllabus to accommodate your sense of good design. This template contains what you must include, as well as some additional materials.]*

*[Required]*

**Semester/Year**

**ENGL 101.XX: College Composition 3 credits [WRTG] [W]**

**Class Time: Day/Time**

**Class Location: Room #**

**Instructor: Your Name**

**Office: Avery XXX**

**Phone: 335-XXXX (if available)**

**Email: Your WSU email**

**Office Hours: (minimum of 2/week)**

**Catalog Description** *[Required: verbatim]*

Course Prerequisite: Appropriate Writing Exam score or completion of ENGLISH 100 with an S grade. Designed to further develop students’ academic writing, critical thinking, rhetorical strategies, reading and library skills. Credit not granted for more than one of ENGLISH 101 and 105.

**Course *Description*** *[Required: write your own description of what students will learn in your course. A sample has been provided from past syllabi. Yours might be more specific and engaging although your description must still emphasize the research writing focus of the course.]*

*This course will introduce you to the conventions of academic and research-based writing. My goal as your teacher is to help each of you to understand your place as a writer and critical reader of research-based texts, as well as develop an awareness of your own writing process. The class readings, group work, and writing exercises are all designed to help you develop the skills necessary to create strong research-based arguments.*

**Required Texts** *[Required]*

*The Academic Writer* (2nd Ed.) by Lisa Ede

**Course Goals** *[Required: verbatim]*

By the end of ENGLISH 101 students will

* Understand that critical thinking and reading are integral parts of composing processes.
* Understand and demonstrate how rhetorical knowledge and awareness can improve communication.
* Illustrate knowledge of information literacy in selecting and using resources in their writing.
* Understand composition a processes that requires multiple drafts, revision, and reflection.
* Demonstrate knowledge and understanding of textual format, structure, and mechanical conventions.

**Portfolio** *[Required: describe the portfolio and all major assignments and additional graded categories; use your own language. Sample below.]*

*All ENGLISH 101 courses are portfolio-based. The portfolio is the primary means for evaluating student work in the composition program at WSU because it honors both the processes and products of writing.*

*Your portfolio must include revised drafts of at least three of your four major projects; you must include the major research project, but you have choice in which two of the remaining three projects to include. Two of these projects must illustrate source-based composing. The portfolio must include final drafts as well as earlier drafts with teacher feedback. The requirements of each project included in the portfolio will be determined by the specifics outlined in each of the assignments. You may include your multimodal project in the portfolio. The portfolio must include a reflective cover letter that considers your progress in ENGLISH 101 and guides the reader in how to evaluate your portfolio.*

*You will receive extensive feedback on your writing from both your peers and your instructor, but you will not receive grades on the drafts of your portfolio projects. Every composition course at WSU uses this method of postponed grading in order to ensure that the focus of the course is on your writing. After I return the draft with my comments, you have the rest of the semester to* *revise your projects before submitting them for the portfolio. The portfolio will be evaluated holistically at the end of the semester and may be reviewed by other readers. You must turn in every project in order to pass the course. Each late draft will lower your final grade by 5%. Save All Drafts!! 101 Policy states that I can refuse to accept a project for which you have not submitted a preliminary draft for teacher feedback.*

**Portfolio Outcomes** *[Required: verbatim. These Outcomes refer to the ENGLISH 101 Portfolio Outcomes which must be included with your syllabus. See the Instructor Resources section of the Composition Website for the complete Outcomes.]*

All students in ENGL 101 will be assessed on the following Outcomes:

* Rhetorical Awareness (Meets Goals 1, 4, 5, 6)
* Critical Thinking (Meets Goals 1, 4, 5, 6)
* Information Literacy (Meets Goals 1, 4, 5, 6)
* Processes of Composing (Meets Goals 1, 4, 5, 6)
* Knowledge of Conventions (Meets Goals 1, 4, 5)

Items in parentheses indicate which of the Seven Learning Goals of the Baccalaureate are met by ENGLISH 101.

**Major Assignments** *[Required: use your own language here and include at least a listing of the major writing projects; a minimum of four projects is expected. Two projects must include source-based writing. Sample below.]*

*Project 1: Title and Description*

*Project 2: Title and Description*

*Project 3: Title and Description*

*Project 4: Title and Description*

*Any other projects/assignments*

**Grade Distribution***[Required: you must have some grade distribution policy included in your syllabus; below are possible distributions based on the Portfolio requirement. The Portfolio is required and must be at least 50% of the course grade.]*

***Sample A***

*50% Portfolio*

*20% In-class Writing and other in-class activities*

*10% Mini-portfolios*

*10% Annotated Bibliography*

*10% Final Presentation*

***Sample B:***

*65% Portfolio*

*15% Group Annotated Bibliography*

*10% Conference Proposal and Presentation*

*10% In-class work and Participation*

***Sample C:***

*60% Portfolio*

*20% Online writing assignments (blogs, forums, etc.)*

*10% Class Participation (Peer Reviews, Revision Plans, Drafts)*

*10% Weekly Source Reports*

***Sample D:***

*75% Writing Portfolio*

*15% Attendance and Participation*

*10% Writing Journal*

**Grading Scale** [Strongly suggested: based on percentages; may be translated into point scale.]

94-100% A

90-93% A-

87-89% B+

84-86% B

80-83% B-

77-79% C+

74-76% C

70-73% C-

67-69% D+

64-66% D

0-63% F

**WSU Grading Standards** *[Optional: since the below is a WSU standard, it might be good to include it in your syllabus. Also note that WSU has a multi-tiered grade system.]*

*The grading for ENGL 101 follows WSU standards:*

*A: Outstanding achievement-awarded only for the highest accomplishment*

*B: Praiseworthy performance-above average in most respects*

*C: Satisfactory performance-work meets the standards for competency*

*D: Minimally passing-effort and achievement less than satisfactory.*

**Midterm Grades** *[Required: verbatim. This is official Composition Program policy. It must be in your syllabus so that students are clear on how midterm grades work.]*

Due to the nature of the portfolio system, which emphasizes process over product, students who are making satisfactory progress in the class (i.e., turning in assignments on time, meeting basic assignment requirements, attending class regularly, etc.) will receive a midterm grade of “X,” which indicates that coursework is in progress. Students who are not making satisfactory progress will receive a grade of C- or below as a warning and are strongly encouraged to meet with their instructor.  Students who belong to an organization that requires proof of satisfactory progress (not a grade) in writing may request that their instructor sign a Progress Report Form.

**Project Submission Guidelines** *[Required: you must include a section on whether or not you will accept late work and what penalties, if any, you will assess for late work. Also articulate how you prefer projects to be turned in. Make sure this is a policy that you are willing and able to enforce.]*

**English 101 Attendance Policy** *[Required: verbatim]*

Because of the collaborative nature of the course and the intensive in-class work required, regular attendance is crucial for student success. Roll will be taken daily. A maximum of four (4) absences are allowed during the semester for T/Th classes (and a maximum of six (6) absences for MWF classes). Students will fail the class upon the 5th absence for a T/Th class (or upon the 7th absence for a MWF class). All absences, including University Excused Absences, count toward the total number of absences. In English 101, as in any of your classes, if serious illness or emergencies prevent you from attending class, you should contact the Dean of Students.

**Make-Up Work** *[Required: Include a policy for making up in-class work. If you choose not to allow makeup of in-class work, we will support that policy, although note that the University asks (not requires) that make-up work be allowed for University-sponsored absences and extreme illnesses—see Academic Regulation Rule 73 for more information.]*

**Academic Integrity** *[Required: verbatim. The CWPA statement gives the policy disciplinary credibility; the WSU policy is Washington State Code.]*

The Council of Writing Program Administrators (CWPA) states that “In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledg­ing its source.” The WSU Academic Honesty Policy (based on State of Washington Code) expands the CWPA definition of plagiarism as well as explaining other categories of academic misconduct. As a WSU student, you are bound by these policies and are responsible for being aware of and abiding by them. Students who commit intentional acts of plagiarism will be reported to the Assistant Director of Composition and the Office of the Dean of Students and will fail the class.

*[During your first week of class, it would be good to include a discussion of this policy as well as a review of the WSU Plagiarism Information site. Review of these policies and sites is a great opportunity for a first, small assignment as the policies and other materials require some critical reading skills.]*

**Reasonable Accommodations** *[Required: verbatim]*

Students with Disabilities: Reasonable accommodations are available for students with a documented disability. If you have a disability and need accommodations to fully participate in this class, please either visit or call the Access Center (Washington Building 217; 509-335-3417) to schedule an appointment with an Access Advisor. All accommodations MUST be approved through the Access Center.

**WSU Safety Statement** *[Required: verbatim]*

Washington State University is committed to maintaining a safe environment for its faculty, staff, and students. Safety is the responsibility of every member of the campus community and individuals should know the appropriate actions to take when an emergency arises. In support of our commitment to the safety of the campus community the University has developed a Campus Safety Plan, http://safetyplan.wsu.edu. It is highly recommended that you visit this web site as well as the University emergency management web site at http://oem.wsu.edu/ to become familiar with the information provided.

**Office of Equal Opportunity Syllabus Statement** *[Required: verbatim]*

Discrimination, including discriminatory harassment, sexual harassment, and sexual misconduct (including stalking, intimate partner violence, and sexual violence) is prohibited at WSU (See [WSU Policy Prohibiting Discrimination, Sexual Harassment, and Sexual Misconduct](http://public.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_Sexual_Harassment_and_Sexual_Misconduct.htm) (Executive Policy 15) and [WSU Standards of Conduct for Students](http://app.leg.wa.gov/WAC/default.aspx?cite=504-26)).

If you feel you have experienced or have witnessed discriminatory conduct, you can contact the WSU Office for Equal Opportunity (OEO) and/or the [WSU Title IX Coordinator](http://oeo.wsu.edu/title-ix/) at 509-335-8288 to discuss resources, including confidential resources, and reporting options. (Visit oeo.wsu.edu for more information).

Most WSU employees, including faculty, who have information regarding sexual harassment or sexual misconduct are required to report the information to OEO or a designated Title IX Coordinator or Liaison. (Visit oeo.wsu.edu/reporting-requirements for more info).

**Personal Communication Devices/Laptops** *[Optional: Instructors may include a policy on the use of cell phones and laptops in their ENGLISH 101 courses. The policy that follows is a possibility, but your policy might be worded differently. Just make sure the policy (if you have one) is something reasonable and that you’re willing to enforce.]*

***Personal Communication Devices*** *[Sample]*

*In order to ensure a productive learning environment, you are required to turn off or set your personal communication device to silent contact during class time. Use of cell phones, pagers, PDAs, or similar communication device is not allowed during classes unless such use supports class activities. Exceptions to this policy may be considered upon request.*

***Laptops*** *[Sample]*

*Laptops may be used in class but only for class-related activities (e.g., taking notes, completing in-class or group writing assignments). If it becomes apparent you are using the computer for non-class activities (checking your email, playing games, Facebooking, etc.) then you will be asked to turn off your computer and refrain from bringing it into class in the future.*

**Additional Resources** *[Required: verbatim]*

**Avery Microcomputer Lab (AML)**

All ENGLISH 101 students have access to the services and facilities of the AML (Avery 101, 103, & 105), including free printing.

**Writing Center** **and Writing Commons**

Both the Writing Center and the Writing Commons provide free, walk-in peer consultation services. The Commons is specifically designed to support a diverse student population. Use of the face-to-face services of both the Writing Center (CUE 303) and the Writing Commons (CUE 402) is strongly encouraged. Online tutoring is available through eTutoring.org.

**ENGL 102**

A one-credit writing workshop. Beginning the 3rd week of classes, students and a facilitator meet in small groups once a week to revise projects for ENGLISH 101 or any other course. Contact The Writing Program for more information.

**ENGLISH 101 Portfolio Outcomes** *[Required: a complete copy of the Portfolio Outcomes must accompany your syllabus. Students should be made aware of these Outcomes early in the semester.]*

**Course Calendar** *[Required: your course calendar must include a week-by-week description of due dates for readings, major assignments, and other course activities. Please refer to the WSU Academic Calendar when designing your schedule. Also, be sure to schedule your AML Orientation and Orientation to the Libraries. Course calendars are subject to change, but should provide enough guidance for both you and the students to prepare for your semester. For examples of Course Calendars, contact the DOC or ADOC.]*