

## **ENWR 101 - 15: Introduction to Composition**

**MWF 10-10:50am, Bryan 203**

**alf7e@virginia.edu**

**Office Hours: Bryan 231 -- Mon 11-1, Tue 4 - 5**

**REQUIRED TEXTS:** Diana Hacker. A Writer's Reference. 3rd ed. Boston, MA: Bedford, 1995.  
Joseph M. Williams. Style: Ten Lessons in Clarity and Grace. 4th ed. NY: HarperCollins, 1994.

**RECOMMENDED TEXT:** William Zinsser. On Writing Well. 3rd ed. NY: HarperPerennial, 1988.

### **MAJOR ASSIGNMENTS**

- **Diagnostic essay--due Monday, 1/19**

The diagnostic essay is not graded; it simply allows me to identify your writing strengths and weaknesses.

- **History essay**
- **Policy Essay**
- **English Essay**
- **Sociology Web Project**

Due dates will be announced in the first week of class.

**NOTE:** At the end of the semester, you must submit all your graded assignments on disk.

We will turn in all papers--both drafts and revisions--on the same day of the week (Monday, Wednesday, or Friday, depending on what the class decides). For both drafts and revisions, you must turn in one hard copy and post one copy on the web, on your own website. The web copies must be posted by 6pm on the night before the hard copy is due--so, really, all papers (conceptually speaking) must be finished the day before they are due in hard copy. The web copy and the hard copy must be identical.

Hard copies of papers should be 5-7 pages long, word-processed and double-spaced in a 10- or 12- point font with 1-inch margins at the top, bottom, and sides. All sources must be cited according to the guidelines of the Modern Language Association (MLA). (See Hacker, A Writer's Reference, Section M). Pages should be numbered, but no title pages, please--simply put your name, the date, and my name (Amanda French or Ms. French--not Professor French) on the first page of the essay, single-spaced, in the top left-hand corner. All papers must be titled. Do

not put your own title in quotation marks, please.

Web copies of papers must be easily legible. If you use Word 6 or WordPerfect 7, you can simply save it in html.

## **GRADE POLICY**

The Writing Program has an official policy of not informing the student of their essay grades in ENWR until the final course grades are decided. This policy is currently being revised, but it is still technically in place. The compromise I have decided on is to delay informing the student of their essay grade until one week after the final revision of that paper has been handed in. This way, the student gets continual information about their progress in the class, but grades are dismissed to their proper place on the list of important things to worry about in ENWR--at the very bottom.

## **WORKSHOPS**

We will form four groups of 3-4 at the beginning of the semester and set a schedule for workshopping. On the night before someone is due to be workshopped, the members of that person's group will print out their paper from the website, read it, comment on it, and bring it to class the next day for the workshop. I will distribute guidelines for commenting on papers. The person being workshopped will report what the group said, and will turn in evaluations of the group's comments with the revision.

## **ATTENDANCE**

More than one week of unexcused absence (more than two absences for a twice-a-week class, more than three for a three-times-a-week class) lowers your course grade  $2/3$  of a letter grade (e.g. from a B to a C+). You have a week of "free" absences--save these for emergencies and illness. If you have more than two weeks of absence, you will either fail or be asked to drop the course.

An excused absence is one in which you let me know **in writing or via e-mail, at least 24 hours before class**, that you will be absent (for a good reason). I will only excuse an absence after the fact if I receive a note from your dean.

If you are more than ten minutes late to class, it counts as half an absence. If you are more than five minutes late to class on your scheduled workshop day, your paper grade will be lowered  $1/3$  (e.g. from a B to a B-). If you miss your entire workshop, your paper grade goes down  $2/3$  of a grade.

## **PAPER DUE DATES**

Late papers are automatically penalized  $1/3$  of a grade for each day they are late, up to one week; after one week they cannot be accepted. You **cannot** use technical problems to excuse late work.

## **SPECIAL COMPUTER RULES**

I repeat: You **cannot** use technical problems to excuse late work. You must bring two 3 1/2 " disks to class every day; and you must turn in all graded assignments on a disk at the end of the semester.

## **PLAGIARISM**

If you turn in work that is not your own, you will automatically fail the assignment, you will probably fail the course, and you might get expelled from the University.

You'd be surprised how easy it is for me to tell when you cheat. Don't risk it.