

English 52
 Writing Improvement
 Spring 1999

Instructor: Ana Garza
 Phone: 638-3641 ext. 3801

Meeting Days and Time: Monday through Thursday 8:00-8:50
 Meeting Places: MWTh LFS17 & T INC1

Course Materials

Text: COLLEGE WRITING BASICS (4th ed.) by Thomas E. Tyner
 Supplies: 1 spiral notebook (for notes and in-class activities)
 1 set of highlighter markers (for in-class activities)
 1 pen or pencil (for writing stuff down)
 1 3.5 diskette (for saving your work from computer)
 1 pocket folder (for handing in your final portfolio)
 4 copies of drafts and revisions (for weekly workshops)
 1 eager and active mind (for thinking)

Course Objectives

This is a writing class. You're either excited, because you like to write, or terrified because you think you don't know how to do it. Either way, you're nervous because you know you're going to write a lot and because, at this very moment, you don't know where you'll find stuff to write about or how you'll make yourself write about that stuff for pages and pages.

Well, let me break it to you quickly: everyone else in the room is stressing for the same reason. In fact, everyone who has ever written anything has felt the same anxiety too.

In this class, you will write 5 formal papers, 16 cover letters, 14 informal class responses, 4 impromptu in-class essays, and up to 10 quiz assignments. This sounds like a lot, and it is, but don't panic because every writing assignment will include lots of preparation and because you will be graded on what you think your best work is.

The course assumes two things. First it assumes that ideas come from four places:

-- memory (what you remember)

*drop date
grade scale*

- observation (what you notice)
- conversation (what you hear people say)
- document (what you read)

Second, the course assumes that ideas are shaped in four ways:

- by asking questions
- by sorting information
- by discovering beliefs
- by responding to others

Each formal assignment will give you experience with one of these "places" and one of these "ways." My hope is that, when you finish the semester, you will panic a little less the next time you have something to write.

Course Grading

English 52 is a credit/no credit class. This means two things. First, it means that you can not earn a grade of A, B, or C at the end of the semester. Instead, you can earn CR, SP, or NC.

-- CR (credit) means that you completed all course requirements and handed in a passing portfolio at the end of the semester.

-- SP (satisfactory progress) means that you completed all course requirements but did not hand in a passing portfolio.

-- NC (no credit) means that you did not complete the course requirements or hand in a passing portfolio.

If you earn an SP, you will earn three units of credit, which may be counted toward financial aid and other university programs, but you do not officially pass this class until you earn a CR.

Second, it means that the work you do for this class is not graded in the usual way. Any writing you hand in to me will be checked off as "done" or "not done." I will comment on it and warn you, if I think you may not pass, but I will not give you points or letter grades. I will only expect you to keep up with the writing, participate in class activities on a regular basis, hand in at least seventy-five percent of the writing, and hand in

a passing portfolio at the end of the semester.

Only typed work will be graded.

Course Requirements

-- 5 formal papers will be assigned throughout the semester. For each one, you will hand in three drafts, one every Thursday. First drafts will be about a page long; second drafts, about two pages long; and third drafts, no shorter than two and a half pages.

-- 1 cover letter will accompany each of the drafts you hand in. These letters explain some aspect of your writing process and must be at least half a page long.

-- 1 class response per week (for fourteen weeks) will also be assigned. These are half-page reflections on some aspect of the class. You will hand these in on Mondays.

-- 4 in-class essays will be assigned throughout the semester. These are exactly what they sound like: essays assigned and written during one class period.

-- up to 10 quiz assignments may be assigned throughout the semester. These are short quizzes or out-of-class homework assignments that will appear if the class in general is not keeping up with the reading or participating in class activities. These quizzes or homework assignments will not be announced ahead of time and can not be made up.

-- 1 final portfolio will be expected at the end of the semester. The portfolio will include Paper 5 and two other formal essays of your choice. It will also include two out-of-class essays, and one cover letter explaining the portfolio's contents and some aspect of your writing process.

Conferences

Because I'd like to discuss your work with you individually several times throughout the semester, I've decided to require you to attend at least three conferences. These are short meetings (about fifteen minutes), during which you can ask me questions about the homework, your latest paper, or anything that

confuses you about the class.

You are required to meet with me three times, but you may meet with me more often than that.

Participation

Since discussion and workshopping are important parts of the writing process, I expect you to attend class regularly and show up on time, so I will call the roll at every class meeting.

If you do not answer when your name is called, you will be marked absent.

If you show up late (i.e., after I call your name), you must let me know you have arrived. In those cases, I will mark you *tardy*. Every time you accumulate three *tardies*, you will earn one absence.

When you do miss class or a required conference, be sure to call me up to let me know what's going on and to get the day's homework. If, by the ninth week of class, you have eight absences without contacting me, you will probably be dropped.

Remember that dropping the class is your responsibility, not mine, and remember that you can drop the class at any time during the first nine weeks. If you miss a lot and think you can't catch up, feel free to drop the class: my feelings won't be hurt.

Tentative Course Schedule

Week 1: 8/16-8/19

- Mon. check out the syllabus
- Tue. plan a letter to Ms. Garza
- Wed. get feedback on my letter
- Thu. meet my classmates

Week 2: 8/23-8/26

- Mon. hand in my thoughts on the class
start Paper 1--Memory: Asking Questions
- Tue. draft Paper 1

Wed. workshop Paper 1

Thu. hand in a rough draft of Paper 1
discuss what we read

Week 3: 8/30-9/2--Last Week to Drop Without a W

Mon. hand in my thoughts on the class
talk revision

Tue. revise Paper 1

Wed. Workshop Paper 1

Thu. hand in a revision of Paper 1
discuss what we read

Week 4: 9/6-9/9

Mon. relax at home on Labor Day

Tue. hand in my thoughts on the class
revise Paper 1

Wed. workshop Paper 1

Thu. hand in a polished draft of Paper 1
discuss what we read

start Paper 2--Observation: Sorting Information

Week 5: 9/13-9/16

Mon. hand in my thoughts on the class
talk drafting

Tue. draft Paper 2

Wed. workshop Paper 2

Thu. hand in a rough draft of Paper 2
discuss what we read

Week 6: 9/20-9/23

Mon. hand in my thoughts on the class
talk revision

Tue. revise Paper 2

Wed. Workshop Paper 2

Thu. hand in a revision of Paper 2
discuss what we read

Week 7: 9/27-9/30

Mon. hand in my thoughts on the class
talk revision

Tue. revise Paper 2

Wed. workshop Paper 2

Thu. hand in a polished draft of Paper 2

discuss what we read

start Paper 3--Interviews: Discovering Beliefs

Week 8: 10/4-10/7

Mon. hand in my thoughts on the class
talk drafting

Tue. draft Paper 3

Wed. workshop Paper 3

Thu. hand in a rough draft of Paper 3
discuss what we read

Week 9: 10/11-10/14--**Last Week to Drop**

Mon. hand in my thoughts on the class
talk revision

Tue. revise Paper 3

Wed. Workshop Paper 3

Thu. hand in a revision of Paper 3
discuss what we read

Week 10: 10/18-10/21

Mon. hand in my thoughts on the class
talk revision

Tue. revise Paper 3

Wed. workshop Paper 3

Thu. hand in a polished draft of Paper 3
discuss what we read

start Paper 4--Texts: Responding

Week 11: 10/25-10/28

Mon. hand in my thoughts on the class
talk drafting
Tue. draft Paper 4
Wed. workshop Paper 4
Thu. hand in a rough draft of Paper 4
discuss what we read

Week 12: 11/1-11/4

Mon. hand in my thoughts on the class
talk revision
Tue. revise Paper 4
Wed. workshop Paper 4
Thu. hand in a revision of Paper 4
discuss what we read

Week 13: 11/8-11/11

Mon. hand in my thoughts on the class
talk revision
Tue. revise Paper 4
Wed. workshop Paper 4
Thu. sleep in on **Veteran's Day**

Week 14: 11/15-11/18

Mon. hand in a polished draft of Paper 4
start Paper 5--Reflection: Synthesizing
Tue. draft Paper 5
Wed. workshop Paper 5
Thu. hand in a rough draft of Paper 5
select portfolio drafts
discuss what we read

Week 15: 11/22-11/25

Mon. hand in my thoughts on the class
talk revision
Tue. revise Paper 5
Wed. workshop Paper 5

Thu. get up early to cook for **Thanksgiving**

Week 16: 11/29-12/2

Mon. hand in a revision of Paper 5
hand in my thoughts on the class
talk revision

Tue. revise portfolio papers

Wed. workshop any portfolio paper

Thu. hand in any portfolio draft for the **last time**

Week 17: 12/6-12/9

Mon. workshop portfolio drafts

Tue. revise portfolio drafts

Wed. workshop portfolio drafts

Thu. **HAND IN FINAL PORTFOLIO!**

Finals Week: 12/13-12/17

Wed. pick up final portfolio