

*C. Stephen Coleman, Jr.*

Office: 311 Jennings Hall, extension 3330 (Dial 601-925-3330 from a non-campus phone)

OR: Dial 601-925-3215 and leave a message with the English Office

Email: [ccoleman@mc.edu](mailto:ccoleman@mc.edu)

Webpage: <http://www.mc.edu/faculty/ccoleman> (Check for course updates and office hours)

## **ENG. 299 B: Composition Skills**

Mississippi College, Spring Semester 2012

3 hour lecture course, Prerequisite: **Eng 101-102 credit**

### **Text and Other Required Course Materials:**

- *Evergreen: A Guide to Writing*, 9<sup>th</sup> edition, ed. Susan Fawcett.
- Internet Access for completing online tutorials and quizzes
- MC Email Address, username, and password
- One three ring binder for storing handouts, etc.
- The ability to print several copies of your essays for workshops

### **Course Description**

The practical study of writing techniques designed to develop the student's abilities to write correctly, clearly, and coherently. Classroom lecture will be supplemented with laboratory and tutorial work.

### **Course Rationale**

Welcome to English 299, Composition Skills. This course will emphasize basic proficiency in writing clearly, coherently, and correctly. It is a workshop course that is designed to help you recognize the areas in which you need the most improvement. Workshop activities will include peer evaluations of your writing, reviews of daily homework, quizzes, and frequent writing exercises. I anticipate your full participation in the course. This participation is critical to your success in the course.

### **Course Objectives**

The primary goal for this course is student mastery of basic writing tools, including basic knowledge of grammar and basic proficiency in using techniques of good writing. Students should also develop oral skills in identifying correct mechanics of grammar and good writing; this oral skill should carry over into written skills that indicate familiarity with standard English.

## Course Requirements

You will write at least three essays and complete four major exams, one of which will be the final comprehensive examination. In addition, students will be required to complete numerous in-class writing assignments throughout the semester. Since workshop participation figures so prominently in your grade, you will need to be here for every class: attendance is mandatory, and I follow the attendance policy in the MC Bulletin (see "Attendance Regulations"--note carefully that 8 absences result in an "F" for a course that meets 2 times a week). You are responsible for all assignments, deadlines, and anything else announced in class. Homework assignments are due at the beginning of the class period. **Late work will not normally be accepted except for extenuating circumstances. To be fair to all, any late submissions that are accepted will lose points. I follow the MC English Department's policy for late papers.** Tardiness for class and absences will affect your grade.

**THE LAST DATE TO DROP A COURSE IS Friday, March 23, 2012. STUDENTS CANNOT WITHDRAW WITH A "W" (PASSING) AFTER THIS DATE UNLESS THEY MEET THE CONDITIONS OUTLINED UNDER "WITHDRAWAL FROM COLLEGE" IN THE MC CATALOG. NOTE ALSO THAT A FULL REFUND FOR DROPPED COURSES IS PROVIDED ONLY IF THE COURSE IS DROPPED IN THE FIRST WEEK. SEE MC CATALOG FOR MORE INFORMATION.**

### Additional Requirements:

1. **Attendance** is mandatory. Absences from class will mean missed discussion and lecture opportunities, missed assignments, and missed schedule changes. To receive credit for the course a student must attend at least three-quarters of the scheduled class meetings. Absence from class does not *mean excused from assignments*. If students know of pending absences, they should contact the instructor before the affected class period(s). Students are responsible for all changes announced in class whether present or absent. All changes announced will also be posted on the course website, so it is the student's responsibility to check this also. Students who miss a significant number of class periods should expect to receive a significantly lower grade in the course. **\*\*\*Tardies will lower your participation grade. Students who are more than 15 minutes tardy will not be counted as present for that class period, regardless.\*\*\***
2. **Students must be computer comfortable.** All writing assignments, including homework exercises, should be computer generated. At times, students may be asked to submit material through email or other means. Microsoft WORD is the word processing program used in this class. All other formats must be converted to WORD before being submitted.
3. **Students MUST have a campus mc.edu email address.** Periodically throughout the semester, I will send out a class-wide email through the banner web system. These emails will only be sent to your mc.edu email address, unless you have enabled forwarding of the mc.edu email account to another email address. All class-wide communication will be done through the MC student email system.

4. Students will assist each other in constructing good writing throughout the semester. This will take a number of forms, but one of the most important will be in the in-class workshops and “babble groups” where students will be able to talk out and talk through ideas with other students. Attendance on these class periods is essential and will be part of class participation.

**Late Paper Policy:** The English Department has established the following policy for late work submitted in core English courses. This policy was established by, and is enforced by the department. Grades for papers as assigned on syllabus will be reduced according to the following schedule:

- After time due and up to 24 hours late: one letter grade;
- After 24 hours and up to 48 hours late: two letter grades;
- After 48 hours and up to 72 hours late: three letter grades;
- After 72 hours, any paper turned in will be given an “F.”

**Failure to turn in an assignment will result in a grade of zero on that assignment. I follow these guidelines strictly and no exceptions will be made.**

**Academic Integrity Statement:** “Mississippi College students are expected to be scrupulously honest. Dishonesty, such as cheating or plagiarism or furnishing false information, including forgery, alteration or misuse of College documents, records or identification, will be regarded as a serious offense subject to severe penalty, including, but not limited to, loss of credit and possible dismissal” (MC *General Bulletin*). See MC Polity 2.19 for official policy.

**Other Policies Specific to My Class:**

- Please keep ALL electronic devices turned “off” or on “silent,” **and keep them out of sight.** *Texting, receiving calls during class, or otherwise engaging in any other form of behavior which is disruptive to the class as a whole will result in your participation grade being lowered.*
- **Sleeping or being otherwise preoccupied in class detracts from your participation grade.** Students choosing to sleep in class *should* expect a lowered final grade.
- Personal Laptop computers should not be used in class unless we are specifically using the mobile computer cart to complete in-class assignments, or unless otherwise directed by the instructor.
- I have a 24 hour policy after returning graded papers. Students should wait 24 hours before contacting me with questions concerning their grade.

### Conferences:

- I strongly encourage voluntary conferences during office hours and by appointment. I am available on an individual-student basis during my regular scheduled office hours, which are 30 minutes before each class, Monday and Thursday evenings. I also strongly encourage you to visit the **MC WRITING CENTER**, located in **304 Jennings Hall**. There, trained tutors are available (at no charge) to help you with your writing and any questions you may have about the writing process.

### **Attendance: Your attendance is very important in this class. Roll will be taken each time class meets and a careful record of your attendance will be kept.**

The English Department adheres to Mississippi College's attendance policy as outlined in the current Undergraduate Catalog:

Class attendance is an essential part of university education, and students are expected to attend regularly and punctually all classes and laboratories for which they are registered. Cumulative absences may result in a lowered grade or loss of credit for the course. Tardiness is also subject to penalty, as is any failure to complete required class work on time. Although some specific requirements may vary according to the nature and structure of the course, the following guidelines summarize university policy:

1. Class attendance is required, and accurate records are kept.
2. Students must not accumulate excessive absences.

A student receives a grade of F in a course immediately upon accumulating the following number of absences, whether excused or unexcused:

12 in semester classes meeting 3 times per week

8 in semester classes meeting 2 times per week

4 in semester classes meeting 1 time per week

#### **4 per session in the Accelerated Degree Program (ADP)**

6 in summer day classes

For lesser numbers of absences, the student should expect a lowered grade in the course, with the maximum penalty of one letter grade for each week of absences (in a semester) or the equivalent.

Absence Appeal. If a student misses more than the number of class periods specified in university policy and believes that there are reasonable explanations for the absences, he/she may appeal the absences to the dean of the school in which the course is being taught. Students may obtain a Student Absence Appeal Form from the office of the appropriate dean.

### **Students with Disabilities:**

In order for a student to receive disability accommodations under Section 504 of the Americans with Disabilities Act, he or she must schedule an individual meeting with the Director of Student Counseling Services **immediately upon recognition of their disability** (if their disability is known they must come in before the semester begins or make an appointment **immediately** upon receipt of their syllabi for the new semester). The student must bring with them written documentation from a medical physician and/or licensed clinician that verifies their disability. If the student has received prior accommodations, they must bring written documentation of those accommodations (example Individualized Education Plan from the school system). Documentation must be current (**within 3 years**). The student must meet

with SCS **face-to-face** and also attend two (2) additional follow up meetings (one mid semester before or after midterm examinations and the last one at the end of the semester). Please note that the student may also schedule additional meetings as needed for support through SCS as they work with their professor throughout the semester. Note: Students must come in **each semester** to complete their Individualized Accommodation Plan (example: MC student completes fall semester IAP plan and even if student is a continuing student for the spring semester they must come in again to complete their spring semester IAP plan).

Student Counseling Services is located in Alumni Hall Room #4 or they may be contacted via email at christia@mc.edu or rward@mc.edu. You may also reach them by phone at **601-925-7790**.

**Course Evaluation:** The final grade for this course will be figured with the final percentages. ***Percentages may be revised as the course proceeds.***

Final grades will be determined as follows:

Essays	(3 @ 10% each)	= 30%
Exams	(3 @ 10% each)	= 30%
Participation	(includes all exercises and homework also)	= 15%
Final Exam		= 25%

***You must achieve at least a "C" average to satisfy the writing proficiency requirement, and you must pass the final exam with at least a "D" to pass the course.***

**Grading:** My grading scale is as follows: A=93-100 B=85-92 C=75-84 D=65-74 F=below 65

**Undergraduate Grading System:** For final semester grades, the English Department adheres to the University's Undergraduate Grading System as described in the current catalog. According to that system:

- A is reserved for work which is definitely superior in quality.
- B is given for work which is consistently good and which manifests sufficient interest, effort, or originality to lift it above average work.
- C is given for average work and shows that basic requirements in class assignments have been met.
- D earns credit but is below the standard required for graduation.
- F indicates failure and naturally carries no credit.