

English 102: College Writing II (3 Credit Hours)

Instructor: Julie Saternus

Term: Spring 2020

Class Meeting Times and locations:

Section 7: MWF 910-10 am in BH 419

Section 11: MWF 1120-1210 am BH 406

Section 16: MWF 1225-115 pm BH 421

Section 27: MWF 235-325 pm in BH 414

**Please note that between March 23 and April 13 (dates may be extended), we will be meeting online through a combination of Blackboard (assignment descriptions and discussion board) and SharePoint (continue to turn in essays this way and do peer reviews this way)

Required Texts:

- 1) [*In Practice: A Reader for Writers*](#). It is an online book, and you can purchase an access code at the CSU bookstore or by buying directly from the publisher. You can click on the title to purchase the book through the CSU bookstore.
- 2) [*In Practice: A Guide to Rhetoric, Genre, and Success in First-Year Writing*](#). This is our writing resources in class. It is free and it is written by CSU faculty members. You can access it through the link above. The link will also be posted in the classroom SharePoint.
- 3) [Daily SharePoint access \(includes links to the class notebook, formal essay submission, syllabus, and other reading materials\) and Blackboard access \(for grades\)](#)
- 4) [Access to Blackboard](#)
- 5) [Daily access to CSU email](#).

Office: Rhodes Tower 1844

Student Hours (also known as "office hours"): Monday, Wednesday, and Friday from **7:45 am to 8:45 am**.

While we are online: my office hours are 9 am to 1 pm. You can contact me through email. If we need to speak with voice, you can set up a time that we can talk on Skype. You can find me by searching "Julie Saternus"

E-mail: j.saternus@csuohio.edu

Department Mailbox: 1820 Rhodes Tower

Catalog Description

102 continues to cultivate and hone the skills acquired in ENG 100 or ENG 101, but also incorporates research and information literacy skills. Each Fall and Spring semester, a special section of ENG 102 is offered for students whose native language is not English. Supplemental instruction is available for this course by taking ENG 106.

Student Hours

Every week I have posted student hours in my office. I may also be available by appointment. This time is an excellent opportunity for us to meet one-on-one to discuss your work at length. Please take advantage of these hours as often as possible throughout the semester. You may sign up for these appointments on Starfish to ensure that you get a spot during your desired time, or you can just show up to my office during my student and see what I'm up to.

Course Goals

In addition to the competencies required in ENG 100 or ENG 101, students in ENG 102 will develop the ability to:

- develop a research question.
- identify relevant resources.
- evaluate these resources critically and utilize them successfully.
- understand what constitutes plagiarism in order to avoid it in their writing.
- select an appropriate documentation style and use it consistently to cite sources.
- communicate effectively the results of this research in written form consistent with the practices and skills of college-level English (see ENG 101).

General Outcomes

Students will demonstrate their ability to write expository and argumentative prose resulting from research.

Information Literacy Outcomes

In addition to the general outcomes, students in ENG 102 will develop the ability to:

- determine the nature and extent of the information needed in their writing
- access needed information effectively and efficiently
- evaluate information and its sources critically and incorporate selected information into their knowledge base and value system
- use information effectively to accomplish a specific purpose
- understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally

Eligibility for English 102

To be eligible for English 102, students have done one of the following:

- placed into English 102 by their ACT or SAT score or the Cleveland State University English placement test results;
- completed English 100 or 101 at Cleveland State with a grade of "C" or better
- received three or more hours of transfer credit for an English 101 equivalent course from another college or university.

Important Note: It is a university requirement that students must earn a grade of C or better to satisfy the university requirement for having completed ENG100, 101 and ENG 102.

Required Texts and Materials:

- *In Practice: A Rhetoric for Writers*
- *In Practice: A Reader for Writers* (Bedford/St. Martins)

Grading Criteria

Literacy Narrative	in	formal writing
• Assignment #1—Argument without a Research Component		10%
• Assignment #2—Literature Review		20%
• Assignment #3—Argument Prospectus with Annotated Bibliography		15%
• Assignment #4—Research Essay	30%	
• Informal Writing (as chosen by instructor)		15%
• Active Participation (Consistent, Frequent, and Thoughtful; online participation)		10%

Informal Writing:

Informal Writing

A wide variety of informal writing assignments will take place in the Class Notebook and discussion posts during online sessions

Grading System:

English 102 is graded on the traditional A, B, C, D, F marking system. To better calibrate the grading system for assignments in this course, an essay grade sheet will be introduced in advance of the first assignment. Please note that any student can withdraw from or drop the course prior to the deadline as determined by the university. Please refer to the undergraduate catalog for more information on dropping or withdrawing from a course.

A	100-94%
A-	93-90%
B+	89-86%
B	85-83%
B-	82-80%
C+	79-76%
C	75-70%
D	69-60%
F	59-0%

A Note on Grading:

Within reason, I will discuss your feedback and grades on earlier papers as it relates to writing and revising your current assignments. I will not negotiate your final essay grades. Scoring miscalculations will be corrected as needed. Make sure to read all comments I've made on your papers prior to asking for one-on-one feedback. I provide feedback to help guide your revision. Papers that are resubmitted without responding to this feedback will not be considered revised.

The Grade of Incomplete: This grade is rarely issued and is done so only when students have completed most of the work of the course, are passing the course, and need more time to finish a required course assignment due to a sudden illness, accident, or other circumstance that has momentarily prevented them from finishing the course in full. Incompletes are not typically arranged prior to the last two weeks of the term (Fall and Spring semesters). Students requesting an Incomplete grade should consult with their instructors as soon as possible so that they can fill out a form to describe the nature of the Incomplete and the terms/deadlines under which they will complete course requirements.

Attendance:

- To pass this class, you must attend. Attendance is taken in every class meeting.
- If you do not attend class regularly, you will not pass. If you miss eight or more fifty-minute periods you will receive a course grade of "F" (fail). You may miss up to four fifty-minute periods without penalty. Each absence beyond the fourth will reduce your grade in the course by $\frac{1}{3}$ a letter grade (for an example, an A will become an A-, an A- will become a B+, etc.).

- If you leave early you will be marked absent on that day. If you are ten or more minutes late to class you will be counted as tardy. Four accumulated tardies will count as one absence.
- You will not be granted additional absences after you have reached the maximum allowable
- Absences required by religious observance, disability and Title IX accommodations, university-authorized activities, and military service are exempt from this policy. In order for these absences to be excused, you must provide advance notice to your instructor, no later than the end of the second week of class. For disability and Title IX accommodations, university-authorized activities, and military service, you must provide your instructor with appropriate documentation.

A Note on Attendance:

Attending class regularly and on-time is essential to success. Attendance is mandatory in First-Year Writing courses. This attendance policy is common to all First-Year Writing courses and outlined on all of our syllabi.

The most important aspects of the attendance policy you should be aware of is that each absence beyond the total allowed will reduce a student’s grade in the course by 1/3 of a letter and students who miss the number of classes listed below will receive a course grade of “F” in a First-Year Writing course.

How is this policy applied to FYW classes?

Class Meetings and Minutes	Total Allowed Absences	Total Absences Resulting in Failure
Four Days a Week (50 mins)	4	8
Three Days a Week (50 mins)	4	8
Three Days a Week (65 mins)	3	6
Two Days a Week (75 mins)	3	5
Two Days a Week (110 mins)	2	4
Once a Week (170 mins)	1	3

Excused vs. Allowed Absences

CSU excuses absences required by religious observance, disability accommodations, university-authorized activities, and military service (see the final bullet point above). Absences for any other reason are not counted as excused. However, they are considered part of the “allowed” absences provided by this policy. Use these allowed absences wisely.

What are NOT considered Excused Absences?

- Illness, even with a doctor’s note
- Doctor’s appointments
- Car trouble
- Family emergencies or family situations

- Court dates
- Writing Center and advising appointments
- Job issues, including interviews
- Vacation

Active Participation:

- Your active presence and participation in this course are as important as your written work. To get the most out of your experience in this class you should complete all readings and pre-class assignments. The most meaningful class discussions occur when we all work to create an environment where everyone feels comfortable sharing his or her thoughts and opinions. Active participation also includes thoughtfully completing in-class writing assignments and fully engaging in small-group activities.

Essay Submission:

- All assignments are due at the beginning of class on the assigned date.
- All formal assignments must be in SharePoint. **Please let me know if you have ANY questions about SharePoint.** Also, when revising your essay, **PLEASE ACCESS YOUR FILES FROM SHAREPOINT.** This allows me to see your revisions.
- All informal writing assignments are done through the Class Notebook.
- Also, all drafts in this class must be typed within SharePoint or in the Class Notebook (beginning drafts and freewriting). This ensures that students will always have access to their work in class, without any exceptions.
- Additional submission requirements for major assignments will be noted on each assignment sheet.
- Students **MUST** submit a draft for feedback and effectively complete all aspects of each essay assignment unless otherwise noted on the assignment sheet. If not, the instructor reserves the right to not accept the essay. For example, students who change their topic must still complete all stages of the writing process for the new topic.
- Student work left with the instructor becomes the property of the instructor after one year. Instructors reserves the right to use student work not retrieved in their teaching and other professional work after one year.

Revision of Essays:

One goal of English 102 is for students to revise their essays before submitting them as final products to be graded. As you draft and revise your essays, you are encouraged to take advantage of my posted office hours, to e-mail the me with questions, and to schedule appointments with the Writing Center for outside assistance. Because the First-Year Writing Program believes strongly in a writing process that focuses on improving writing through revision, students in English 102 may choose to revise any essay that was submitted and graded after they have had a *revision consultation with the instructor*. Permission to revise is contingent on meeting with the instructor to discuss revision strategies.

Revision Policy Specific to this class

You will be required to revise your first draft. Revising the final draft is optional. To revise your final draft and improve your grade, please send an email to j.saternus@csuohio.edu with your name, your class time, your essay title, and a revision list that explains what you did to your essay.

Late Paper Policy:

A basic expectation that I have of you is that you make arrangements to get your work to me on time. Late work will not be accepted in this class. I will make few, if any, exceptions to this policy.

Plagiarism and Academic Honesty:

- Plagiarism is serious business. It involves representing another person's words or ideas as your own or reusing your own writing (from previous courses, for example) deceptively. It also includes the unacknowledged word for word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas, whether those ideas come from the internet or print sources. Any student caught plagiarizing any assignment for this class will receive a penalty in-line with the Student Code of Conduct, whether the instance of plagiarism involves one sentence or an entire essay. **If you are found to have plagiarized, you will be given a zero on the assignment and may receive a failing grade in the class. Absolutely no exception will be made to this policy.**
- **Remember, if you can find it on the web, then so can anyone else, including me. Don't cut and paste from the web—this is plagiarism. The ideas and the information on the web are not free ideas; they are the intellectual property of others and MUST be appropriately documented.**
- Four of the most common instances of plagiarism are 1) when students fail to acknowledge material derived from another source, 2) when students receive too much outside assistance, 3) when student submit work they have written for another class, and 4) when students submit work written by another student.
- While acknowledge the ideas of others will be discussed at length during this course, ***please be aware that if someone else writes passages of your text for you that this act is plagiaristic, academically dishonest, and cause for penalty.***
- Consult the Undergraduate Bulletin for more policies on plagiarism and academic honesty.

Cell phones, laptops, and other electronic devices:

Please use your cell phones, laptops, and electronic devices for engaging yourself with the class (as opposed to disengaging yourself).

Note for Students with Disabilities:

Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at (216) 687-2015. The Office is located in MC147. Accommodations need to be requested in advance and will not be granted retroactively.

Learning Center & Writing Center Services:

In this course, students are asked to work with the instructor to receive additional support for their writing. Students are also encouraged to take advantage of the many services offered by the university's Comprehensive Learning Center located in University Center as well as the Writing Center located on the first floor of the library. These services include individualized tutoring sessions in English, math, reading and other areas.

This course fulfills the following skills under the CSU General Education requirements:

Writing

For a more detailed explanation of the transferable skills associated with these categories, please go to <http://www.csuohio.edu/class/classedge/transferrable-skills>. Knowing about transferable skills is useful in writing a resume and in articulating the abilities you have acquired to a prospective employer. Also see "Acquired Skills for Use in Resume" (<http://www.csuohio.edu/class/students/acquired-skills-for-use-in-resume>) that helps you put your skills into words, and "Skills by Major" (<http://www.csuohio.edu/class/students/skills-major>) to see examples of how you can talk about your abilities in a paragraph.

[Schedule](#)