ENGL 0002: Basic Writing– Section [XXXX]

**[TTH 12:30]**

**Fall [XXXX]**

**Instructor:** [XXXX]

**Office:** [XXXX]

**Office Hours:** [XXXX]

**E-mail:** [XXXX]

# Course Overview

## Course Purpose

This course is designed to help students integrate into the pattern of college life and course work, and to provide them the extra practice and feedback they need to succeed in Composition I and prepare them for the varied writing tasks they will face throughout their college career.

## Course Goals

### By the end of this course, you will learn to:

1. plan and organize their time to gain maximum benefit from writing assignments by constructing written essay schedules detailing their writing process;
2. keep a writing a writing journal to generate written prose regularly and reflect on the writing skills they already possess and those that need improvement;
3. generate response essays reflecting on key concepts and on instructor feedback in order to improve writing skills and course performance;
4. attend to formal aspects of writing (i.e., grammar, usage, and mechanics) assessed by the course’s exit exam.

## Centering Diverse Perspectives

In this course, we’re going to open ourselves up to new ways of seeing the world and its people. Each unit will open up with a reading that we will use as an example for the skill that we will practice (summarizing, analyzing, synthesizing, and proposing/ advocating). We want to encourage you to think outside of your normal approach to problems, issues, and culture, and to help us all understand the value that diversity and diverse perspectives bring to our work and lives.

## Assignment Weights

Reflection 1: 150pts (15%)

Reflection 2: 150pts (15%)

Reflection 3: 150pts (15%)

Reflection 4:—— 150pts (15%)

Assignment Schedule 1: 50pts (5%)

Assignment Schedule 2: 50pts (5%)

Assignment Schedule 3: 50pts (5%)

Assignment Schedule 4: 50pts (5%) Writing Journal: 150pts (15%) Accuplacer Writing Evaluation: 50pts (5%)

**Total Course Points: 1000pts (100%)**

**Course Grading Scale**

A: 900-1000 (90-100%)

B: 800-899 (80-89.9%)

C: 700-799 (70-79.9%)

D: 600-699 (60-69.9%)

F: 0-599 (0-59.9%)

# Course Policies

## Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Moreover, the University of Arkansas Academic Policy Series 1520.10 requires that students with disabilities are provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact me privately at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through the Center for Educational Access (contact 479– [575–3104 or visit http://cea.uark.edu](http://cea.uark.edu/) for more information on registration procedures).

## Discrimination and Sexual Harassment

Anyone experiencing discrimination and/or sexual harassment while at the university may report it to a complaint officer appointed by the Chancellor. The complaint officer will discuss any situation or event that the complainant considers discriminatory or

constitutive of sexual harassment. Reports may be made by the person experiencing the harassment or by a third party, such as a witness to the harassment or someone who is told of the harassment. For more information and to report allegations of discrimination and/or sexual harassment, contact the Office of Equal Opportunity and Compliance, 346 N. West Avenue (West Avenue Annex), 479-575-4019 (voice) or

479-575-3646 (tdd).

## Course Recording Policy

Tape-recording and/or any other form of electronic capturing of lectures is expressly forbidden. Transcripts of lectures will be made available on Blackboard or through the ECHO 360 system. Be aware that this is a legal matter involving intellectual property rights as described below:

State common law and federal copyright law protect my syllabus and lectures. They are my own original expression and I record my lectures while I deliver them in order to secure protection. Whereas you are authorized to take notes in class thereby creating derivative work from my lecture, the authorization extends only to making one set of notes for your own personal use and no other use.

### You are not authorized to record my lectures, to provide your notes to anyone else or to make any commercial use of them without expressed, prior permission from me.

Persons authorized to take notes for the Center for Educational Access, for the benefit of students registered with the Center, will be permitted to do so, but such use still is limited to personal, non-commercial use. Similarly, you are permitted to reproduce notes for a student in this class who has missed class due to authorized travel, absence due to illness, etc.

## Academic Integrity

“As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility.

Accomplishing this mission is possible only when intellectual honesty and individual integrity prevail. Each University of Arkansas student is required to be familiar with, and abide by, the University’s ‘Academic Integrity Policy,’ which may be found at <<https:// honesty.uark.edu/policy/index.php>> Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.”

— Office of the Provost and Vice-Chancellor for Academic Affairs

*Policy Regarding Reusing Classwork*

The University defines plagiarism as “offering as one’s own work, the words, ideas, or arguments of another person or using the work of another without appropriate attribution by quotation, reference, or footnote.” In addition, submitting work you have turned in to fulfill requirements for another course may still constitute plagiarism.

Please obtain your instructor’s permission before turning in previously submitted work. [Refer to the sanction rubric <<http://honest](http://honesty.uark.edu/sanction-rubric/)y[.uark.edu/sanction-rubric/>>](http://honesty.uark.edu/sanction-rubric/) for a list of specific violations covered by the University’s Academic Integrity Policy.

## Attendance Policy

*“Student absences resulting from illness, family crisis, University-sponsored activities involving scholarship or leadership/participation responsibilities, jury duty or subpoena for court appearance, military duty, and religious observances are excusable according to university rules. The instructor has the right to require that the student provide appropriate documentation for any absence for which the student wishes to be excused. Moreover, during the first week of the semester, students must give to the instructor a list of the religious observances that will affect their attendance.”*

—Academic Regulations University of Arkansas Catalog of Studies

Participation is a critical element of this course. While I will not be taking physical attendance, your Writing Journal assignments will be used as an indication of attendance. For this reason, no more than three (3) "absences" are allowed in this course before you will lose a letter grade, with a consequent letter grade lost for every 3 absences following. Our definition of absence here, of course, means your failure to turn in a Writing Journal assignment. Writing Journal assignments will be due on Wednesday and Friday, respective to the class meeting date. Depending on the circumstances of your absence, 2 of these 3 "absences" may be “made up” by scheduling a 1:1 appointment with your instructor.

## Late Assignment Submission

You should aim to submit your assignment at least 30 minutes before the deadline to avoid the inevitable doom that is BlackBoard being slow when everyone submits their assignment at the same time. Note that I **do not** accept papers via email.

There is a 3-day grace period after the due date where you can *still* submit your assignment without it being counted late. After the third day, your assignment will not be accepted, and you will get a zero (0). If you have an incomplete assignment, you should still turn that in to get partial credit.

**Sample Submission Timeline**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Thurs | Fri | Sat | Sun | Mon | Tues | Wed | Thurs |
| You can | You can | You can | ASSIGNMENT | Grace | Grace | Grace | Assignment |
| turn in the | turn in the | turn in the | DUE DATE | Period | Period | Period | is late and |
| assignment | assignment | assignment |  | Day 1 | Day 2 | Day 3 | not |
| early. | early. | early. |  |  |  |  | accepted. |

## Inclement Weather & Emergency Procedure

If you are affected by inclement weather, a natural disaster, or personal emergency, please inform me as soon as you can. Your safety is the priority, and I’d like to know that you and your welfare are secure. If there’s anything that you need, please let me know as well. We can also communicate further on any missing assignments or work.

## Learning Environment

Participation is a critical element of this course because your growth as a learner and a writer requires you being open and willing to embrace the work of Composition I. The writing process can be messy and often unpleasant, but students are encouraged to approach all writing assignments, course discussions, major assignments and peer feedback with respect and compassion. Part of this vulnerability includes being fully present. Even though we will not physically meet as a class, our classroom space should be a space of learning, vulnerability, and growth.Students are to create not only a safe, but a brave space to connect and grow as learners, writers, and students.

As a faculty member, I am committed to using your preferred name and pronouns. We will take time in our first discussion board to do introductions, at which point you can share with all members of our learning community what name and pronouns you use, as you are comfortable. Additionally, if these change at any point during the semester, please let me know and we can develop a plan to share this information with others in a way that is safe for you.

## Feedback Policy

I will typically try to grade all major assignments within 1 week, and feedback will be accessed through the assignment. I will also send a group email when I post feedback

and grades. Please note that longer assignments and group assignments might take up to two weeks.

## Communications Policy

Office hours will be held via Zoom during the listed times. If you email me during the week, please expect a response within 48 hours. If you don't hear from me by then, feel free to "nudge" me to remind me to respond. Though I do check my email on the weekends, I will not respond after 5 pm.

## Lecture Recordings

Recordings of the lecture will be posted the day after the class meeting. In the event that you are unable to attend a lecture, you will be able to view these recordings and still complete the Writing Journal prompts; however, this does not alter the due dates of the Writing Journal assignments.

# Your Wellbeing

I respect the fullness of your lives and responsibilities outside of this class. If you experience something that impedes your ability to learn in this class, I invite you to discuss this with me. You absolutely **do not** have to disclose the details of your circumstances, but you are welcome to approach me so we might locate resources or other guidance for you.

Here is a list of campus resources that you might find useful in your time here:

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| **Jane B. Gearhart Full Circle Food Pantry**  324 Stadium Drive | WAHR C204 | Bud Walton Hall  M 11am-3pm, W 3pm-5pm, Th 10am-2pm | 479-575-7693  Student-led food assistance program. They serve anyone with a U of A or a UAMS ID and their household, providing a three-day supply of groceries and personal care items, up to 2x/week. https://service.uark.edu/services/pantry/index.php |
| **Center for Educational Access** 209 ARKU, University of Arkansas 479-575-3104  https://cea.uark.edu/ |

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| **RESPECT** (Rape Education by Peers Encouraging Conscious Thought)  Pat Walker Health Center, University of Arkansas (479) 575-7252  https://respect.uark.edu/resources/  **STAR Central Web**  Location: Pat Walker Health Center | Second Floor - Room 2129 | M-F 8am-5pm 479-575-7252  The office of STAR Central offers Support, Training, Advocacy, & Resources on Sexual Assault and Relationship Violence. STAR Central serves the university community through education programs, professional consultations and victim advocacy services. STAR Central is located on the second floor of the new addition of the health center in room 2129. All contacts and survivor services are confidential. |
| **Center for Multicultural and Diversity Education**  ARKU 404  479-575-8405  https://multicultural.uark.edu/about-us/index.php |
| **Veterans Resource and Information Center**  GACS Suites 115-116 **|** 640 N. Garland Avenue | M-F 8am-5pm 479-575-8742  https://veteranscenter.uark.edu |
| **Women’s Clinic** (serving patients of all genders) Pat Walker Health Center  525 N. Garland Ave. 479-575-4478  https://health.uark.edu/medical-health/womensclinic.php |

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| **Counseling and Psychological Services (CAPS)**  Pat Walker Health Center 525 N. Garland Ave.  479-575-5276  https://health.uark.edu/mental-health/index.php  CAPS also offers drop-in, informal consultations. For updated hours see: https:// health.uark.edu/mental-health/letstalk.php |
| **Office of International Students and Scholars**  104 Holcombe Hall  479-575-5003  https://international-students.uark.edu/index.php |
| **LGBTQIA+ Mentoring**  479-575-8405  Contact: Adrain Smith [atsmith@uark.edu](mailto:atsmith@uark.edu) https://multicultural.uark.edu/diversity-and-inclusion/programs/lgbtqia.php |
| **La Oficina Latina**  Contact: Magdalena Arroyo [arroyo@uark.edu](mailto:arroyo@uark.edu) https://multicultural.uark.edu/diversity-and-inclusion/programs/la-oficina-latina.php |
| **Academic Enrichment Program** (AEP)  Designed to enhance the college experience of first-generation, low-income and other underrepresented students by providing a combination of effective advisement and mentorship, student development opportunities, academic coaching, and different learning experiences.  (479) 575-5014  Contact: Brande Flack[: bmflack@uark.edu](mailto:bmflack@uark.edu) |

**Student Support Services Web**

Location: 008 Gregson Hall | 479-575-3546 | Monday-Friday 8am -5pm

Student Support Services provides a combination of programs and services to students who are first-generation, and/or modest-income, and/or individuals with disabilities.

https://sss.uark.edu/index.php

**College of Arts & Sciences Programs**

African and African American Studies | 230 Memorial Hall https://fulbright.uark.edu/area-studies/african-and-african-american-studies**/** Asian Studies | Old Main 428

https://fulbright.uark.edu/area-studies/asian-studies/ Indigenous Studies Program | Kimpel Hall 714 https://fulbright.uark.edu/area-studies/indigenous-studies/ Latin American Studies Program | Kimpel Hall 723

https://fulbright.uark.edu/area-studies/latin-american-and-latino-studies/

# Assignments, Grading, and Schedule

## Assignment Submission

#### Writing Journal Assignment Submission

Writing Journal assignments must be submitted as an attached Adobe PDF or MS file, **not typed or pasted through Blackboard’s text interface**. Writing Journal assignments are graded Pass/Fail; each assignment is worth 150 points, the average grade of all of these assignments is used to calculate your final grade in this category. Writing Journal assignments are due by midnight on the day after class.

#### Major Assignment Submission

Your paper should be formatted with **1-inch margins** and **double-spaced**. Font should be legible and no larger than 12-point for your body text (headings can be larger).

Major assignments are graded via the competency rubrics described below. Please consult the assignment descriptions for more information on each assignment. Final

submission should be as an Adobe PDF or MS file. You should use the citation style selected by your instructor.

#### Accuplacer Writing Exam

All students must register with testing services to take the Accuplacer Writing Exam during finals week. The exam is worth 5% of the student’s grade, and the instructor will withhold final grades until students have taken the exam.

## Course Grading

Grading in this course is based heavily on participation and investment in your assignments, not necessarily a perfected final product. This course is designed to supplement your Composition I course with more time and practice. More than anything else, this course is a space to explore and discover with writing while creating good writing habits. Grading will be generous and based on how thoroughly you respond to the prompt, as well as how you respond to my feedback; there will be significantly less emphasis on grammar, style, and technical formatting.

## Brief Assignment Descriptions

### Assignment Schedules

This assignment will give you practice in balancing the many important considerations involved in effectively budgeting your time as a student. For each unit, you will create and revise a schedule for completing your major writing assignments in Comp I. To do so, you will have to look ahead in Comp I and in your other classes, take into account upcoming projects and exams, and learn how to fit in all these important activities while also allowing time for leisure and for getting enough sleep.

### Unit Reflections

At the end of each unit, around the time you submit each major assignment for Comp I, you will be required to write and submit a two-page reflection on your work and experience so far as a writer in college. Doing so will help you gain a sense of your progress as well as plan for the remainder of the semester and for your courses in the future. You will turn this Unit Reflection in at the end of each unit.

### Writing Journal

The purpose of this assignment is to provide lots of low-pressure writing practice: to help you explore ideas, engage with your Comp I assignments, and become comfortable using the basic principles of writing on a daily basis. Writing regular

journal entries will allow you to reflect on your work throughout the semester, and help you understand what you have learned and how best to proceed as a writer in college**.**

Course Schedule – please modify with your own dates

### Week 1

Tue, August 25: Introductions & Syllabus

Thu, August 27: Creating Schedules & Practicing Writing

### Rough Draft of Schedule 1 Due 8/28

**Week 2**

Tue, September 1: Obstacles & Revision Thu, September 3: Drafting

### Week 3

Tue, September 8: Conferences, No Class Thu, September 10: Conferences, No Class

### Week 4

Tue, September 15: Prioritizing Ideas in Writing Thu, September 17: Paragraphs

### Unit 1 Reflection Due 9/18

**Week 5**

Tue, September 22: The Writing Process

Thu, September 24: Adapting Your Writing Process

### Rough Draft of Schedule 2 Due 9/25

**Week 6**

Tue, September 29: Thesis Statements

Thu, October 1: Outlining from a Thesis Statement

### Week 7

Tue, October 6: The Sentence Thu, October 8: Connective Tissue

### Week 8

Tue, October 13: Conferences, No Classes Thu, October 15: Conferences, No Classes **Unit 2 Reflection Due 10/16**

### Week 9

Tue, October 20: Research Strategies Thu, October 22: Research Strategies **Rough Draft of Schedule 3 Due 10/23**

### Week 10

Tue, October 27: Using & Integrating Sources

Thu, October 29: Introducing Quotations/Paraphrases/Sources

### Week 11

Tue, November 3: Revisiting the Paragraph Thu, November 5: Revisiting the Sentence

### Week 12

Tue, November 10: MLA Style Thu, November 12: APA Style **Unit 3 Reflection Due 11/13**

### Week 13

Tue, November 17: Examining Your Own Arguments Thu, November 19: Portfolio Workshop

### Rough Draft of Schedule 4 Due 11/20

**Week 14**

Tue, November 24: Thanksgiving Break, No Classes Thu, November 26: Thanksgiving Break, No Classes

### Week 15

Tue, December 1: Conferences, No Classes Thu, December 3: Conferences, No Classes

### Week 16

Tue, December 8: Portfolio Workshop Thu, December 10: Final Questions

### Finals Week

**Unit 4 Reflection Due 12/16 Accuplacer Evaluation During Finals**