

## ENG 101: COLLEGE WRITING

TERM YEAR, SECTION NUMBER, DAYS, TIMES, ROOM  
Department of Literature & Language, Northern Kentucky University

**Instructor:** \_\_\_\_\_  
**Email:** \_\_\_\_\_@nku.edu  
**Telephone:** (859) 572-\_\_\_\_\_  
**Office:** \_\_\_\_\_  
**Hours:** \_\_\_\_\_ and by appointment

### COURSE DESCRIPTION

This course will help you become more successful in the writing you will do as a college student and beyond the university. The course guides you from writing about your personal experiences toward writing that responds to the ideas of others. You will write and revise many drafts, and you will receive feedback on your writing in workshops and conferences. You will read to learn about the kinds of choices writers make.

### OUTCOMES

By the end of the semester, you will:

- Write for particular audiences and purposes;
- Create and organize ideas in writing;
- Understand that your writing affects a reader and revise to improve that effect;
- Read to identify an author's decisions;
- Locate popular sources, evaluate their usefulness, use them effectively, and cite them correctly;
- Identify and avoid plagiarism;
- Edit and proofread for a polished final product.

*Assessment of these Outcomes:* To demonstrate that you have acquired these skills, you will complete several major writing projects.

## REQUIRED MATERIALS

### *Textbook Title*

*A Writer's Reference* by Diana Hacker (Bedford/St. Martin's Publishing). Keep this book for reference through all your college years. You will need it for ENG 291 and other courses.

*Title of Book* by Author's Name. This is the Book Connection book.

**NKU Email Account and Computer Access:** Activate your NKU email account in the first week of the semester. If you wish to use a different email account, forward your NKU email to that account. If you need assistance doing this, please come to my office and I will be glad to help. You will need computer access for reading articles on the Internet, corresponding by email, and word processing all assignments. Computer labs are located throughout the campus.

**\$15.00+.** Be prepared to spend about \$15 on purchasing newspapers, printing articles from the Internet, photocopying articles from the library, and photocopying one of your drafts for every member of the class.

## WRITING CENTER

The Writing Center offers you an excellent service! They will assist you, free of charge, with your writing assignments. They can help you create a topic, generate ideas, develop a research strategy, start a draft, revise, and edit. When you go, bring your assignment sheet and any materials you are working on. They are located in the Learning Assistance Center, Founders Hall room 209, phone 572-5475, [www.nku.edu/~laplearn](http://www.nku.edu/~laplearn). Make appointments on line at [Tutortrac](#).

## COURSE OUTLINE

**Writing Project #1: Description, narration, or personal narrative**

**Writing Project #2: Book Connection writing contest**

**Writing Project #3: Profiling a Person or Place—using observation and interview**

**Writing Project #4: Analyzing or Evaluating a Concept, an Article, or a Web Page**

**Writing Project #5: Persuading a Reader**

Topics, readings, and exercises from your handbook, *A Writer's Reference*, will be covered and assigned throughout the semester as needed.

## ENG 291, ADVANCED WRITING

TERM YEAR, SECTION NUMBER, DAYS, TIMES, ROOM  
Department of Literature & Language, Northern Kentucky University

**Instructor:** \_\_\_\_\_  
**Email:** \_\_\_\_\_@nku.edu  
**Telephone:** (859) 572-\_\_\_\_\_  
**Office:** \_\_\_\_\_  
**Hours:** \_\_\_\_\_ and by appointment

### COURSE DESCRIPTION

This course will help you become a more independent writer. The course treats writing as a process of research, revision, multiple drafts, and feedback through peer workshops and instructor conferences. The course also requires reading to help you engage with the ideas of others and discover new writing techniques.

### OUTCOMES

By the end of the semester, you will:

- Make decisions appropriate for academic and public audiences and purposes;
- Generate, develop, organize, revise, and refine your ideas;
- Search library databases to locate newspaper, magazine, and scholarly journal articles;
- Use search engines such as Google to locate popular and scholarly web sites;
- Evaluate sources for credibility, currency, and usefulness;
- Integrate sources smoothly into your writing;
- Document sources fully, accurately, and consistently;
- Edit and proofread for a polished final product.

*Assessment of these Outcomes:* To demonstrate that you have acquired these skills, you will complete several major writing projects.

### REQUIRED MATERIALS

*Textbook Title* by Author's Name

*A Writer's Reference* by Diana Hacker (Bedford/St. Martin's Publishing). You were probably required to purchase this book in Eng 101. Keep this book for reference through all your college years.

**NKU Email Account and Computer Access:** Activate your NKU email account in the first week of the semester. If you wish to use a different email account, forward your NKU email to that account. If you need assistance doing this, please come to my office and I will

be glad to help. You will need computer access for reading articles on the Internet, corresponding by email, and word processing all assignments. Computer labs are located throughout the campus.

**\$15.00+.** Be prepared to spend about \$15 on purchasing newspapers, printing articles from the Internet, photocopying articles from the library, and photocopying one of your drafts for every member of the class.

### **WRITING CENTER**

The Writing Center offers you an excellent service! They will assist you, free of charge, with your writing assignments. They can help you create a topic, generate ideas, develop a research strategy, start a draft, revise, and edit. When you go, bring your assignment sheet and any materials you are working on. They are located in the Learning Assistance Center, Founders Hall room 209, phone 572-5475, [www.nku.edu/~laplearn](http://www.nku.edu/~laplearn). Make appointments on line at [Tutortrac](#).

### **COURSE OUTLINE**

**Writing Project #1: Analyzing Sources**

**Writing Project #2: Evaluating**

**Writing Project #3: Arguing Causes, Effects, or Predictions**

**Writing Project #4: Making Proposals**

**Writing Project #5: Exploring New Perspectives**

Topics, readings, and exercises from your handbook, *A Writer's Reference*, will be covered and assigned throughout the semester as needed.

## ENG 151: Honors Writing

TERM YEAR, SECTION NUMBER, DAYS, TIMES, ROOM  
Department of Literature & Language, Northern Kentucky University

**Instructor:** \_\_\_\_\_  
**Email:** \_\_\_\_\_@nku.edu  
**Telephone:** (859) 572-\_\_\_\_\_  
**Office:** \_\_\_\_\_  
**Hours:** \_\_\_\_\_ and by appointment

### COURSE DESCRIPTION

ENG 151 is a selective admissions Honors course that accomplishes the goals of both ENG 101 and ENG 291 in an accelerated single semester. The course is appropriate for you if you are highly prepared and ready to be challenged as you make the transition into university-level writing. This course has a thematic or interdisciplinary emphasis and will be conducted as a seminar. You are encouraged to participate in groups, discuss ideas, give oral reports, and collaborate on some projects.

This course is based upon the premise that good writers write frequently, read carefully, use a writing process, and collaborate with others to improve what they write. As a result, you will write and revise many drafts, and you will receive feedback on your writing in class workshops and conferences with your professor.

You will also read to discover new perspectives, to enlarge your repertoire of rhetorical and stylistic strategies, and to become a discerning user of sources.

### OUTCOMES

By the end of the semester, you will:

- Explore new ideas and styles in writing;
- Generate unique topics and develop and organize ideas;
- Re-think and revising the development and organization of your writing;
- Respond productively to the work of other writers;
- Read critically to identify an author's rhetorical and stylistic choices;
- Locate and evaluate print and electronic sources, both popular and scholarly, to support and challenge your own ideas.
- Use sources effectively and ethically, avoiding plagiarism and documenting sources fully, accurately, and consistently;
- Edit and proofread for a polished final product.

*Assessment of these Outcomes:* To demonstrate that you have acquired these skills, you will complete several major writing projects.

## COURSE POLICIES (ENG 101-151-291)

### Submission of Assignments

Save all work that leads up to an essay (drafts, revisions, research notes, etc.). When submitting an essay, include all of these items in a folder to show the process you went through to write the essay. All of these assignments must be submitted on schedule throughout the unit. Neglect of these directions can result in a significant grade reduction or even a failing grade for the essay. To ensure that I receive your work, I urge you to submit all assignments to me personally in class and keep electronic copies of them.

### Attendance and Missed/Late Assignments

TO DRAFT YOUR OWN ATTENDANCE POLICY, PLEASE SEE THE DRAFT ATTENDANCE POLICY, ATTACHED TO THIS SYLLABUS, WHICH IS BEING CONSIDERED BY THE WRITING PROGRAM COMMITTEE. YOU MIGHT ALSO INCLUDE THESE KINDS OF STATEMENTS:

Because I wish to respect your privacy, I make **no distinction between excused and unexcused absences**. Lateness and leaving class early may be considered absences. Please arrive on time, stay for the entire period, and resist the temptation to begin packing belongings before class is over. If you must leave early, please let me know before class begins.

When we are holding class in the computer classroom, using your computer to check email, surf the Internet, or do unrelated work will result in your being counted absent. Please do not operate the keyboard or mouse except during assigned class activities.

**Except in pre-approved situations, assignments missed due to absence or lateness may not be made up or accepted late.** You are responsible for any information you miss. If a student misses class and submits the assignment to the instructor's office or mailbox, it is considered late. Plan ahead for computer malfunctions; do not wait until the last moment to complete or print an assignment. You are responsible for the safe, on-time delivery of assignments, so I urge you to submit them to me personally in class and keep electronic copies.

### Course Grades

TWO METHODS OF GRADING ARE SUGGESTED:

- (1) THE PORTFOLIO APPROACH: SEE J. CULLICK'S **ENG 291** SYLLABUS ON LINE AT [HTTP://WWW.NKU.EDU/~CULLICKJ](http://www.nku.edu/~cullickj).
- (2) GRADING EACH ESSAY INDIVIDUALLY: FOR AN EXAMPLE OF THIS METHOD, SEE J. CULLICK'S **ENG 090** SYLLABUS ON LINE AT [HTTP://WWW.NKU.EDU/~CULLICKJ](http://www.nku.edu/~cullickj) (CULLICK'S SYLLABUS TAKES THIS METHOD FROM THE METHOD OF GRADING CREATED BY THE LEARNING ASSISTANCE PROGRAM.)

WHICHEVER METHOD YOU CHOOSE, BE SURE TO ASSIGN PERCENTAGES OR POINTS SO STUDENTS WILL KNOW HOW FINAL GRADES WILL BE COMPUTED. EXPLAIN HOW PARTICIPATION OR OTHER PERFORMANCE FACTORS WILL FIGURE INTO THE FINAL GRADE. ALSO, IT IS A GOOD IDEA FOR YOUR FINAL GRADE POLICY TO INCLUDE THIS STATEMENT:

All major writing assignments must be completed and submitted for a student to be eligible to pass the course. Attendance, participation, and engagement with the course determine borderline grades.

### Work Load

For every hour you spend in class, expect to spend two-three hours outside of class reading, writing, studying, or working on projects.

### **Incompletes**

A student may receive an "I" only in serious, documented circumstances (e.g. medical emergency), and only if he/she has already successfully completed the majority of the course work so that dropping the course would be unreasonable.

## **GENERAL INFORMATION**

### **Courtesy**

Please turn off pagers and cell phones, and do not send text messages in class. It probably goes without saying, but good classroom manners mean avoiding any inappropriate behavior such as socializing or doing work unrelated to the class. Visitors are welcome, but please inform me ahead of time.

### **Academic Honesty**

The work you will do in this course is subject to the *Student Honor Code*. Academic dishonesty on any major assignment will result in a failing grade for the entire course, no exceptions. Academic dishonesty on any other assignment will result in a substantial reduction of the course grade, or if the situation is substantial or repeated, a failing grade for the course. Academic dishonesty includes:

- (1) taking, paraphrasing, or re-writing someone else's work, and submitting it for credit under your name;
- (2) submitting the same work for more than one course without both professors' approval;
- (3) quoting, paraphrasing, or borrowing ideas from a source without fully citing that source;
- (4) allowing someone else to write any part of an assignment for you.

You may have someone else read and comment on a draft. However, to ensure honesty, you should avoid letting them write on your draft, tell you what to write, or edit for you.

### **Academic Freedom & Responsibility**

You have the right to take reasoned exception to views offered in the classroom. You are also responsible for being respectful and courteous in class discussion and in writing, including your email messages. It is the right thing to do--plus, respecting your audience will make you persuasive.

### **Questions About Grades**

If you ever question a grade, please speak with me. Formal requests for re-evaluation must be made in writing within ten days after a grade is received.

### **Disabilities**

If you have any disability that can affect your work in this class, please contact [Disability Services](#). They can give you the verification you need to inform your professors and receive necessary accommodations. University Center 320, phone 859-572-5180.

### **Student Retention Office**

If you are experiencing any roadblocks to your success in college—financial, academic, or personal concerns—the dedicated people in this office will work with you to find solutions. University Center 352, phone 859-572-6497, [www.nku.edu/~retention](http://www.nku.edu/~retention).

### **Important Final Note**

By deciding to stay in this section, you are agreeing to all parts of this syllabus. In fairness to everyone, the syllabus must apply equally to all students without exception. I may correct, revise, or amend the syllabus as needs of the entire class dictate. This course syllabus is in accordance with the *NKU Code of Student Rights and Responsibilities* (available on the Dean of Students' website at <http://www.nku.edu/~deanstudents>).

**Attendance Guidelines for Writing Instruction Program Courses**  
Department of Literature and Language / Northern Kentucky University

1. **RESPONSIBILITIES:** Faculty are encouraged to communicate to students attendance expectations appropriate for their courses. Students are responsible for reading syllabi and understanding the policies.
2. **COURSE GRADES:** Faculty may choose to have or not have an attendance policy. Those faculty members who choose to have an attendance policy may figure attendance into course grades. According to the university's *Code of Student Rights and Responsibilities*, "Classroom participation is essential to the educational process in many disciplines. Therefore, when the instructor indicates in the course syllabus that class participation is essential to the educational goals of the course, the instructor may lower a student's final grade because of excessive absences" (IV.D). Such policies should allow for a reasonable number of absences without grade reductions (the equivalent of one week of class or so, depending upon the needs of the course). Once absences begin to hinder the productivity of the student, instructor, or class, or once the student begins to miss a significant amount of course information or ability to contribute to the class, then incremental reductions of the course grade may result, to the extent of a failing grade when the problem becomes excessive. Faculty may choose to reward attendance by offering credit for every class period attended or credit for activities conducted during class periods.
3. **ARRIVING and LEAVING:** Students should arrive on time and stay for the entire period. Lateness and leaving early may be considered absences at the instructor's discretion.
4. **CONFERENCES and EVENTS:** Required student-faculty conferences and special events (e.g., concerts, theatre, guest lectures, Book Connection) may count as class attendance.
5. **PARTICIPATION:** A student not on task (e.g., doing work unrelated to the class, coming to class without textbooks or other required materials, using a computer or cell phone for personal correspondence) may be counted absent if the conduct persists after a warning by the instructor.
6. **MISSED/LATE ASSIGNMENTS:** The instructor may lower the grade of, or decline to accept, late assignments. According to the *Code of Student Rights and Responsibilities*, "Students are responsible for familiarity with material disseminated in class and are not released from this responsibility because they cease to attend" (IV.D). The student is responsible for all course information missed due to absences, and absences are not an excuse for missing assignments or coming to class unprepared.
7. **EXCUSED/UNEXCUSED:** To respect student privacy, the instructor may choose not to make distinctions between excused and unexcused absences. A student who misses several class periods even for a valid reason, such as serious illness, might need to drop the course and take it another semester to receive the full benefit of the course.
8. **EXCEPTIONS:** According to university policy, absences for religious holidays, subpoenaed appearances in court, military service, and performance of officially sanctioned duties representing the university (e.g., Athletics Program) cannot be recorded as absences. The student must provide documentation that the missed class is officially exempt, and the student must keep up with course material and submit assignments in a timely manner agreeable to the instructor. In cases of emergency, special circumstances, or other school-related activities, exceptions are subject to the instructor's approval.