

**Freshman English 1
English 1010**

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**Office Hours are Tuesdays and Thursdays from 2-4 p.m. and
Wednesdays from 8-9 a.m. and by appointment.**

**Office hours on door
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COURSE DESCRIPTION: A basic course in the principles of rhetoric and composition, with illustrative reading in narrative and essay. A *C* is the minimum acceptable grade, or English 1010 must be repeated. **PREREQUISITES:** ENG 099 or exemption.

REQUIRED TEXTBOOKS:

- Nadell, Judith, John Langan, and Eliza Comodromos. *The Longman Reader: Brief Edition*. 7th ed. New York: Pearson/Longman, 2005. ISBN 0-321-23641-6
- Aaron, Jane E. *The Little, Brown Compact Handbook with Exercises*. 6th ed. New York: Pearson/Longman, 2007. ISBN 0-321-40914-0
- 11th edition of *Merriam Webster's Collegiate Dictionary*

REQUIRED INTERNET RESOURCES:

Oxford English Dictionary online. <http://www.oed.com/>. Free access is available through the Shorter College portal. We will discuss how to get there and what to do once there. Consider how the *OED* online differs from the print *OED*.

Check your professor's website regularly for updates and new handouts:
www.carmenbutcher.com

The Guide to Grammar and Writing, sponsored by the Capital Community College Foundation. <http://www.ccc.commnet.edu/grammar/>

The Grammar Slammer. <http://englishplus.com/grammar/>

Hughes, Anthony. The Online English Grammar.
<http://www.edufind.com/english/grammar/>

The Internet Grammar of English. <http://www.ucl.ac.uk/internet-grammar/home.htm>

Leicester University English Grammar Project. By Julie Coleman. A favorite.
<http://www.le.ac.uk/ee/jmc21/legp/index.html>

Dictionaries, thesauruses, and etymologies online:

<http://dictionary.reference.com/>
<http://dictionary.cambridge.org/>

<http://www.m-w.com/>
<http://www.bartleby.com/61/>
<http://thesaurus.reference.com/>
<http://www.etymonline.com/>
and many more.

COURSE REQUIREMENTS:

- Readings: Read the essays and all material assigned, take notes, look up new vocabulary in a dictionary, and come to class prepared to ask questions.
- Grammar Test: Every 1010 class at Shorter features a grammar exam during the semester.
- Writing Assignments: You will write many paragraphs and many essays. These are due on the dates announced. Take-home essays *must* be composed and submitted as follows: They must be typed on white paper and double-spaced, with margins of an inch all the way around. You will also have editing assignments. Writing and editing are equally important.
- Presentation: You will prepare and present a report of three-to-five (3-5) minutes on a term paper topic. See below for the complete details.
- Class Participation.
- Final Exam: Your final exam is an in-class essay.

Attendance: Attendance is more important than it may first appear. Students are expected to behave professionally. **Per college policy, a student who fails to attend three classes will be administratively dropped from this course.** The only exception is if the student has a valid *WRITTEN* excuse. Please do not come by my office if you are sick. Go to the nurse. Stay in bed. Call me instead at 706.233.7252. See the *Shorter College General Catalog*, page 32. **Being late three times constitutes one absence. Be on time. If you are late nine times, you will be administratively dropped from this course. It is your responsibility to make up work.**

Tutoring Services On Campus: USE SHORTER'S ACADEMIC SERVICES TO IMPROVE YOUR WRITING! Go to <http://www.shorter.edu/> and click on the icon "ACADEMIC SERVICES" in the bottom righthand corner of the web page. Many student support services are available, such as the excellent writing center, helpful GRAB tutoring, and much more.

SPECIAL NEEDS POLICY: If you have accessibility questions for which you may need accommodations, you are encouraged to contact the Director of Educational Support in FSU at 219.233.7323 as early as possible in order to discuss these needs.

GRADING POLICY: You will have ten grades. Each will be weighted 10%. That means you must keep up daily with your work, or you will dig yourself into a hole that will be quite difficult to climb out of at a later date when time is short.

These ten grades will be a mixture of paragraphs, essays (both in-class and out-of-class), a presentation, grammar exams, pop quizzes, editing tests, and class participation.

Everything counts. Come to class. Don't skip.

A 90-100%; B 80-89%; C 70-79%; D 60-69%; F 0-59%

You must earn a grade of "C" or above to advance to English 1020.

ASSIGNMENTS:

Writing exercises. Writing exercises include writing assignments (both in-class and out-of-class paragraphs and essays), editing and writing homework, grammar exercises and exams, pop quizzes, and the final.

In-class presentation of three-to-five (3-5) minutes. This presentation will be given on any topic of your choice, cleared by your professor. You must adhere to the three-to-five minute time limit. I will ring a bell at three minutes, and I will ring it again at four minutes, and when I ring the bell the third time, at five minutes, you will have to sit down. No exceptions.

Presentation advice: The best advice is to practice and to time yourself IN FRONT OF A MIRROR WITHOUT YOUR ROOMMATE(S) AROUND. Practice several times in front of a mirror—not just once. Use a watch or a clock with a second hand. A twenty-minute talk is about a ten-page, TYPED, double-spaced paper. Five minutes of talking, then, is about two-and-a-half pages of typed, double-spaced information, *depending on how slow or fast you talk*. That is why you must practice your style of delivery. Type up your talk, go over it until you are familiar with your material and with the gestures you will make during your talk. Writing on the board, for example, takes time. You will be required to write on the board or to use a visual aid; you must practice these motions and factor in the extra time it will take. You may need to make your talk physically shorter. Then make note cards from your talk and practice in front of a mirror giving your presentation. Practice making eye contact with your audience, and practice speaking up. Don't mumble! Throw out "Ummm!" Speak up! Look up! Smile! DON'T READ YOUR PRESENTATION WORD FOR WORD. That is just so dead boring, don't you think? This assignment is designed to give you practice at public speaking, and it is designed to help you focus on your term paper.

Intelligent class participation. This section of your grade is especially important. Much weight (10% of your total semester grade) is given to cheerful class participation because the best students (which are the only kind of students I have) always come to class, they come on time, and they come prepared. They read the materials, and they do their homework. Read every assignment. After every class, your professor makes notes on your class performance. So come prepared, and speak up. It is extremely difficult to get a good class participation grade if you are not in class. The college allows you three (3) cuts in this class; however, you are not encouraged to take them. Make sure your professor knows you are in class every day, and make sure your comments are astute, not clowning remarks. Class participation is based on genuine, respectful comments issuing from a prepared mind—you don't have to be "right," but you must be prepared. "*Cute*" is frowned on. Articulate comments are most definitely encouraged.

A typical semester's worth of assignments might look like this (remember each counts 10% of your final grade):

1. Paragraph introducing yourself to me. Take-home paragraph, typed, double-spaced, one-inch margins, one page only.
2. Compose a letter arguing for something you strongly believe in.
3. Introductory paragraph for an essay. Take-home paragraph, typed, double-spaced, one-inch margins, one page only. You must have a strong thesis and strong supporting points and crisp writing. What is a thesis?

4. Grammar Exam.
5. In-class presentation on a topic of your choice. Start thinking now.
6. In-class editing test and/or in-class essay on an assigned literary topic.
7. Take-home essay on an assigned topic. Typed, double-spaced, one-inch margins, between four and seven typed pages only.
8. In-class essay, revised and re-typed as an out-of-class essay.
9. In-class essay on a topic announced well in advance. This is the final exam.

10. Class Participation. You must come to class and not skip in order to earn the 10% for class participation. (For further information, see rules above.)

LATE WORK: All work is due at the beginning of class on the day announced. Late or unexcused make-up work will be penalized at the rate of 10 points per day late.

WARNING!

Academic Dishonesty: It is your responsibility to carefully read page 49 of the *Shorter College General Catalog*, as well as page A58 of the *Shorter College Student Handbook*. Students committing academic dishonesty will be punished according to these rules. **Any dishonest work (plagiarism, use of unauthorized assistance, or other dishonest work) will be given the grade of zero (0).** Plagiarism involves presenting another person's work (whether taken from another student, from a printed source, or from an electronic source of any kind) as your own work, without giving credit to the author or source. Proper credit should always be given both for direct quotations **and** for ideas or information used from another source. Unauthorized assistance is defined as taking a test and using another student's paper, one's notes, prepared answers, cell phones, or other electronic devices for answers. Deliberately providing another student with unauthorized assistance is also considered academic dishonesty. It is your responsibility to be aware of what constitutes "proper credit" and "unauthorized assistance." Read the rules, know them, and follow them. It is the student's responsibility to be thoroughly familiar with the complete Academic Integrity Policy listed for your ease of reference at www.carmenbutcher.com under "Handouts," classified alphabetically under "Honesty."

The Honor Code should be written out as follows and included on all work submitted for grades in this class:

On my honor, I will abstain from all deceit. I will neither give, receive, nor use any unauthorized aid in my academic work, nor will I permit such action by any member of this community. I will respect the persons and property of the community, and will not condone discourteous or dishonest treatment of these by my peers. In my every act, I will seek to maintain a high standard of honesty and truthfulness for myself and for the college.

Classroom Behavior: Students will be treated with respect and kindness. Students are always expected to conduct themselves as the professional students they are. Students who disrupt class and obstruct the learning process will be asked to leave and/or drop the

course. This course is a learning community; people who make it impossible for others to learn will not be welcome members of that community. *This professor especially finds it rude if students are talking when she begins to call roll.*

**Do not bring any kind of food or drink to class.
Turn off your cell phone!
Turn on your brain.**

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HELPFUL HINTS:

Reading is the best way to learn to write well. Sluggers have innate talent, yes, but they also spend a lot of time practicing their swing. Those lonely, disciplined hours pay off in the World Series. Batting practice and reading are quite similar. Practice in the batter's cage can lead to home runs just as reading and reading and reading can lead to wonderfully written essays. Concert pianists know this to be true, too. Hours spent alone with that black Steinway lead to stunning, musical concerts in front of hundreds or even millions. Read. Read the backs of cereal packages, read the newspaper in print and online (I especially recommend *The New York Times* online), read your textbooks, read novels, read the instructions that come with the iron you just bought, and read your e-mails. Read. Read every two seconds you have free. It'll work wonders.

And, remember that when you write, God is in the details.

And proofread. Use *both* spell-check on your computer and your wonderful naked eye.

And do your work daily. Don't let yourself get behind. Manage your time so it doesn't manage you.

Consider English 1010 as an opportunity to learn to express yourself more cogently.

If you can use one word instead of three, use one word. DON'T be wordy, please.

STUDENT OUTCOMES:

- Students will practice writing clear, concise, and effective essays. (Educational Principle III, D1, TPP I-1, 4, 5, 6)
- Students will write and revise essays using proper grammar, punctuation, and diction. (Educational Principle III, D1, TPP I-1, 4, 5, 6 and TPP IV-6)
- Students will develop critical thinking skills by reading sample essays. (Educational Principles I and II, D2 and D3, TPP I-1, 3, 4, 5, 6)
- Students will write a properly-documented research paper and present an oral report. (Educational Principle III, D1, TPP I-1, 3, 4, 5, 6)