Linguistics 102-002: English Composition II for ESL Students

Spring 2016
Class time: MWF 11-11:50am
Location: Wham 305
Instructor: Brittany Morris
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Office Phone: (618) 453-6520
Department Mailbox: Faner 3233
Office Hours: Mon: 12:30-2:30pm, Fri: 12:45pm-1:45pm
Other times available by appointment
FINAL: FRIDAY MAY 13th 10:15am-12:15pm

COURSE OBJECTIVES
The purpose of this course is to help ESL writers become more comfortable with and more proficient in research writing for academic audiences. Linguistics 102 focuses on writing from secondary sources, teaching students processes and strategies for planning, drafting, revising and editing papers that incorporate published material. All aspects of the research process are addressed, from locating and evaluating relevant sources to incorporating and documenting these sources in papers written for various purposes.

By the end of this course, you should be able to:

• Understand, plan, and develop writing assignments of various academic genres in English.
• Generate written essays which demonstrate critical reflection on a variety of English-language texts and follow Standard English rhetorical conventions, including avoidance of plagiarism.
• Learn skills in peer response and in following feedback suggestions in your writing.
• Develop critical thinking skills in evaluating sources and their application in your own writing.
• To be able to competently revise your essays and demonstrate reflective thinking in the process of writing.
• Be able to locate and evaluate source materials and to use those sources competently in writing an original research paper.

REQUIRED TEXTBOOKS
- Aaron, The Little, Brown Compact Handbook, 8th Edition (Optional reference material)
REQUIRED MATERIALS

- Internet access, in order to submit assignments on D2L and access other materials that are sent electronically
- Access to a printer – either your personal printer or a University computer lab
- One Blue Book for the final exam
- A notebook or binder for in class assignments and note taking
- One standard composition book for journaling

MAJOR COURSE ASSIGNMENTS

RESEARCH PAPER

In this class, the majority of your grade will be determined by your efforts on one major research project, which is broken down into several, smaller projects throughout the semester. These smaller projects are building blocks for your paper. The research project includes:

- First and final drafts of your research proposal and annotated bibliography
- First and final drafts of summary and a critique of sources
- First and final drafts of outline
- Support essay 1 and 2
- First and final drafts of research paper
- Presentation of research paper

ESSAY GUIDELINES

All essays will be evaluated on the basis of organization, content, logic and language use. Specific criteria will be given for each assignment on a later date. You must turn in a digital copy of your final draft of each essay or assignment on D2L no later than the start of class time on the day it is due. Absolutely NO late papers will be accepted, unless special arrangements are made with the teacher in advance. NO excuses.

All essays and assignments should be: Size 12 Times New Roman font, with one-inch margins all around, double-spaced throughout, aligned to the left and stapled in the upper left hand corner. Remember to indent each new paragraph. Your paper should have your name and the date aligned to the left in the header and the page number aligned to the right in the header as well. No extra spacing.

We will use the APA style of citation in this course. For citation help, consult your textbook, class handouts, the instructor, or Purdue’s Online Writing Lab:
http://owl.english.purdue.edu/owl/resource/560/01/

Essay guidelines and formatting examples will either be shown in class, or examples will be posted on D2L for you to reference during your writing. It is important that you follow ALL formatting guidelines in order to receive full points in your writing.
MAJOR DUE DATES:
(These dates are tentative and may change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>Friday February 5th</td>
<td>1st draft research proposal and annotated bibliography</td>
</tr>
<tr>
<td>Friday February 12th</td>
<td>2nd draft research proposal and annotated bibliography</td>
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<tr>
<td>Wednesday February 24th</td>
<td>1st draft summary and critique of sources</td>
</tr>
<tr>
<td>Wednesday March 2nd</td>
<td>2nd draft research proposal and annotated bibliography</td>
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<tr>
<td>Wednesday March 9th</td>
<td>Outline</td>
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<tr>
<td>Friday March 25th</td>
<td>Support/Synthesis essay 1</td>
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<tr>
<td>Wednesday April 6th</td>
<td>Support/Synthesis essay 2</td>
</tr>
<tr>
<td>Monday April 18th</td>
<td>1st draft of research paper</td>
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<tr>
<td>Monday May 2nd</td>
<td>Final Presentations</td>
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<tr>
<td>Wednesday May 5th</td>
<td>Final Presentations</td>
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<tr>
<td>Friday May 6th</td>
<td>Final Presentations</td>
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<tr>
<td>Friday May 13th 10:15am-12:15pm</td>
<td>FINAL EXAM</td>
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PEER REVIEW AND CONFERENCES
During the semester, you may be asked to bring in parts of your essays to class before the due date for “peer review”. During these in-class peer reviews you will be asked to read and evaluate one of your classmate’s essays, using guidelines distributed by the instructor. More information about these peer review days will be given at a later time. At least once during the semester, class may be cancelled for student-teacher conferencing and essay guidance. Class may be cancelled, but you still MUST make an appointment in order to meet with the instructor to discuss your paper. More information will be discussed about peer review and conferences in class.

IN-CLASS ASSIGNMENTS AND QUIZZES
Periodically you will be asked to complete short in-class assignments for credit, or to take a short quiz over the topics we are covering in class. These assignments or quizzes will be given at the beginning of class. If you are not present in class when the quiz or assignment is handed out, you will not get credit for them. These cannot be made up, but at the end of the semester, I will drop your lowest quiz grade.

Journals
A journal entry is like a diary where you can freely write about your thoughts and ideas in English without worrying about errors. You will be completing several journal entries throughout the semester. Sometimes these will be timed in-class assignments and other times they will be given as homework with a page limit. Sometimes I will give you a specific topic, and sometimes there will be free-write where you can compose anything you want, so be creative!

Quizzes
There may be pop quizzes given over the readings on any day. These quizzes will be over reading assignments and any lectures given in class. So make sure you take good notes and do
all required readings! If the instructor feels that students are not completing reading assignments before class quizzes may be given more often.

**Homework**
This category is for any work that is assigned to do outside of class. Homework assignments will vary, but do expect to have homework.

**FINAL EXAM**
At the end of the semester, you will be required to take a final exam. This exam will be a self-reflection essay describing and evaluating the work you’ve done throughout the course. You will have two hours to complete a five-paragraph essay written in a Blue Book. More details on the final will be given at a later date. **Everyone must take the final exam. Absolutely NO exceptions. Students must coordinate their travelling plans and other commitments in order to be in class for the exam.**

**THE FINAL EXAM WILL BE ON FRIDAY MAY 13th, from 10:15am to 12:15pm.**

**BREAKDOWN OF GRADES**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Participation/Attendance</td>
<td>15%</td>
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<tr>
<td>Journals/Homework/Quizzes</td>
<td>25%</td>
</tr>
<tr>
<td>Research Project/Writing Assignments</td>
<td>50%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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**Grading Scale:**

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

**COURSE POLICIES**

**STUDENT-TEACHER AGREEMENT**
Your continued attendance and participation in this course shows that you understand and are willing to apply the following concepts pertaining to academic honesty and the environment of this classroom:

1. As your Instructor, I will always be prepared for class. I will do my best to begin class on time, and I will not keep you over time. I will also do my best to assign homework and essays with clear directions, interesting subject matter, and relevant applications to what we are learning. I will grade assignments fairly, and return them punctually. I will not single any one student out, or treat any student with more deference than another. Finally, I will respect your opinions, take into account the knowledge that you bring to the classroom, and assist you in completing this course to your satisfaction. I hope to learn just as much from this class as you learn from me.

2. As the Student, you will be prepared before class begins having completed all homework and assigned readings. You will not engage in dishonest, unethical or illegal practices such as cheating, plagiarism, or recycling papers from previous or additional classes. You will treat your classmates with respect, arrive to class on time, not engage in personal conversations or texting during class time, and
respect opinions even if they differ from your own. I encourage you to take initiative, engage in discussions, and ask questions if you don’t understand. I also ask that you give me feedback on anything I can do to better assist you with this course.

**ATTENDANCE, CLASS PARTICIPATION, AND MAKE-UP WORK**

You are expected to attend class and actively participate each day. You need to bring your textbooks to class every day unless I tell you otherwise, and I expect all assigned readings to be completed before class starts. If you know you must miss a day of class, you must notify me in advance. Quizzes and in-class assignments cannot be made up. All excused absences require documentation (illnesses, medical care, school functions, family emergencies, or other events) in order for the absence to be considered excused.

While there is no grade for attendance, you must be present in class and active in discussion to earn participation points for the day. All students start the semester with full participation points. This means that for each day that you are present, prepared and participating in class you earn your three points for that day. If you have an excused absence, you will receive one point for the day. If you are late, you will receive two points for the day. If you have an unexcused absence, you will receive 0 points for that day. You are allowed 2 unexcused absences without penalty.

**LATE POLICY**

Class begins promptly at 11am. - Do not be late! Class ends at 11:50am. You are expected to attend the entire class time in order to receive the full participation points. If you are not in class at 11:00am, you will be considered late. TWO LATES EQUALS ONE UNEXCUSED ABSENCE. If you are 10 minutes or more late you will lose participation points. If you come any later than that, you will be considered absent. If there are special circumstances for tardiness please let me know in advance or see me and we can discuss the issue after class. You will be allowed 2 unexcused absences, but you will still lose participation points for them.

In-class assignments, quizzes, journals, homework, etc. can NOT be made up. So if you miss an entire class, you will not get any participation points for that day. Sleeping in class is considered an absence, seeing as you are absent from participation in class lecture, discussions, and activities.

Assignments and papers are due at the beginning of class time on the due dates given. No late papers will be accepted unless the student has made advance arrangements with me. No computer excuses for late papers will be accepted. No exceptions!!

**GRADES**

All grades are non-negotiable. If you wish to discuss anything concerning your grades, please schedule an appointment with me in my office. Your grades are a private matter, and should only be discussed between you and I. I prefer to discuss grades at least 24 hours after the grade was received so please email me or speak with me about setting up a time that works best for the both of us.

YOU are the only person who is responsible for your grades and you must work hard to earn a good grade. I am here to help you be successful in that so please do not hesitate to ask me for help!
WORKING ONLINE
This semester we will be using Desire2Learn (D2L). Students can log into the D2L system at http://online.siu.edu for online access to the course syllabus, schedule changes, assignments, email access to classmates and the Instructor, and additional class resources. Grades will be posted on D2L as they become available. All essays must be submitted as a Microsoft Word document (.doc) in the digital dropbox in D2L. For help with D2L, visit the SIU online help desk at: http://cte.siuc.edu/d2lhelp/welcome/.

CLASS ETIQUETTE
Turn off all cell phones, pagers, watch alarms, iPads, tablets, and all other electronic devices before entering the classroom. **Use of cell phones during class for unauthorized purposes will result in you being asked to leave class for the day and you will lose participation points for that day.** If you are a parent and have children you are allowed to have your phone on vibrate for emergencies, if this is the case, please let me know so I am aware of your situation/exception.

All emails sent to the instructor will receive a reply- if you do not get a reply, your email was not received. Emails are replied to in the order received, within 36 hours of receipt. Please send emails promptly, and allow a reasonable amount of time for responses. All emails must have a subject, be in appropriate language and must include your name. Please check your student e-mail account regularly. Assignments are not accepted via email unless you have PRIOR permission to do so. The Official SIU Email Policy can be found at: www.policies.siu.edu/policies/email.htm.

Food and drinks are allowed in the classroom as long as it does not become a distraction for the instructor or other students. Please stick with quiet snacks that you can eat without distracting the class.

Treat others in this class with respect. We all come from diverse backgrounds. It’s alright to have meaningful discussions and even respectful disagreements. However, no discriminatory or inappropriate language will be tolerated.

As this is an English composition course, English is the only spoken and written language permitted here. Although electronic devices such as dictionaries, translators, etc. are not allowed in the classroom, please do not hesitate to raise your hand and ask me to slow down or clarify something. Other students may be wondering the same thing! I am here to help, and together we can make sure everyone has a rewarding experience and learns a lot from this course. It’s always okay to ask questions! 😊

WRITING CENTER
www.write.siu.edu
SIU offers free writing help for all students at the writing center. The writing center has two locations: Morris Library 2nd floor and Trueblood Hall Learning Resource Center lower level. You can schedule an appointment or just drop in and wait for a tutor—it’s free! There are specific ESL tutors who can improve your writing skills and develop new strategies of writing during any stage of the writing process. If you do visit the writing center, please have a conference summary sent to me after your session so I can be aware of when you visited and what you worked on with you tutor. This keeps me informed of your progress and shows great initiative!
PLAGIARISM POLICY
Every student is to review SIU's plagiarism policy-- the URL is listed on the syllabus supplement and you are responsible for knowing and following the policy. Please note that in this class, under no circumstances will plagiarized work be accepted for credit. Every student must cite any source (and/or someone else's thoughts/ideas/words) they use in graded work for this course. It is important to understand that "recycling" of papers you have written for another class, in full or part, or "borrowing" anyone else's papers, is also considered plagiarism and is unacceptable.

If at any time you plagiarize, including "cutting and pasting" chunks of text with minimal changes in your writing, recycling your own work from other courses (including this one, if you are retaking the class again), submitting work previously written by another student, or any other form of plagiarism- at minimum, you will receive a ZERO for that assignment and you will NOT be able to redo the assignment for credit. There will be absolutely no exceptions to this rule.

If there continue to be submissions which violate this policy, you will be referred to the Chair of the Department, and you may fail the course and / or face expulsion for the university, per SIU's policy. Plagiarism is taken very seriously in this class so be cautious and diligent in your citation use while writing so we can avoid any problems.

If you are unsure if something is considered plagiarism or not, please ask and I would be more than happy to look at the paper and review it with you.

ACADEMIC HONESTY
In academic writing in the United States, writers are expected to give credit to the sources that they borrow ideas or quotes from by citing the authors in their texts/papers. Taking your source’s words and presenting them as your own without giving the source credit is called plagiarism. It can also mean directly presenting work done by someone else as your own. This may be different than the expectations in many other cultures and countries; however, SIU takes plagiarism and academic honesty very seriously.

As defined by the SIUC Student Conduct Code, acts of academic dishonesty include, but are not limited to:

1. Plagiarizing or representing the work of another as one’s own work;
2. Preparing work for another that is to be used as that person’s own work;
3. Cheating by any method or means;
4. Knowingly or willfully falsifying or manufacturing scientific or educational data and representing the same to be the result of scientific or scholarly experiment or research;
5. Knowingly furnishing false information to a university official relative to academic matters;
6. Soliciting, aiding, abetting, concealing, or attempting acts of academic dishonesty.

Examples of plagiarism would include turning in a essay you found on the internet, not putting quotation marks around a direct quotation, copying words or sentences without citing where you got the information, making up a source because you couldn't remember where you got the information, copying the sentence structure of a source even if you change the words, or even reusing a paper from a previous or concurrent class.
Consequences for plagiarism can range from a “0” on the assignment, to failure of the course, to expulsion from the university. It is in your best interest to familiarize yourself with SIUC’s policy on academic honesty—consult the Student Conduct Code, Section II, Part A in Important Information for Students, Faculty, and Staff. This can be found online at http://policies.siu.edu/documents/StudentConductCodeFINALMay32011.pdf. Additionally, we will talk more about plagiarism in class.

*By continuing in this course, you acknowledge that you have read and understood this syllabus, and that you agree to follow the rules and course policies listed here.*