

ENGL 1020
Freshman English
Policy Statement and Syllabus
[semester]

Instructor's

Name

Email Address

Class Meeting

Time

Class Location

Office Phone No.

Office Location

Office Hours

**[these may be
included on a
separate document]**

Official Description

ENGL 1020 Freshman English II (3). An introduction to more advanced techniques of composition through the study of literature. The analysis and explication of literature serve as topics for discussion, study, and writing of themes. Special attention is paid to the writing of the literary review and the research paper. Those students who do not demonstrate satisfactory performance in the use of grammar and mechanics are required to attend the Writing Center. Prerequisite: successful completion of English 1010. All degree-seeking students must earn at least a C in this course. (*Tennessee State University Course Catalog 2015-17*, 182)

Rationale

Freshman English I and II help students learn to write clearly, concisely, and professionally, and teach them to give constructive feedback on writing. These skills are essential to college coursework and indispensable in the workplace.

Prerequisites

Students must complete English 1010 with a grade of C or better before taking this course. Students who have not taken English 1010 or have not earned a C or better in English 1010 may not take this course.

Official Learning Competencies

As a student completing 1020 with a C or better, you will be able to do the following:

1. Demonstrate mastery of all of the competencies listed for 1010.
2. Compose essays which show a focused argument, a clear sense of development of a topic, use of standard techniques for organization, and few major writing errors.
3. Read and analyze prose and verse work (literature broadly defined) in order to produce essays which demonstrate more advanced techniques of composition.

4. Produce a research paper, which demonstrates knowledge of MLA documentation, and a literary review.
5. Know how to gather information for research topics through use of the library and other sources of information; and how to use available support services at the University.

In order to attain these competencies, you will complete the following assignments during the course of the semester:

1. Read critically and analyze different genres by accomplishing the following tasks:
 - Identification and/or formulation of the thesis, theme, or purpose.
 - Identification of structures.
 - Identification of the relationship between the purpose (thesis/theme) of the work and its various parts.
2. Write and revise several documents for a total of approximately 4000-5000 words (including exercises, drafts, and revisions), which, in response to the rhetorical situation, develop appropriate rhetorical patterns. At least two of these should be based on a critical analysis of the meaning, structure, and style appropriate for the genre with specific details, examples, and brief quotations (properly documented) to support the central idea. The writing projects will contain a unified central idea (thesis or controlling idea) which reflects the topic and critical understanding of the documents discussed.
3. Read one or more reviews or analysis of a text(s) in order to examine the:
 - techniques readers use to indicate their responses to a text.
 - ways readers analyze strengths, weaknesses, meaning, structure, and style in the text.
4. Write a review or analysis of an assigned text. The review should:
 - Develop a unified central idea.
 - Analyze the text by focusing on specific strengths and weaknesses of the text.
 - Indicate general information about the author.
 - Provide a brief summary of the text.
 - Show your insight and analysis of the meaning, structure, and style of the text.
 - Present quotations, where appropriate, to give the reader a sense of the style of the text.
 - Provide your personal response to the text.
 - Employ the conventions of standard written English usage.
5. Gather information from the TSU library and Internet resources to:
 - Locate and use the books needed in the library's general collections.
 - Locate and use basic reference works available online, such as the *Dictionary of American Biography* or the *Oxford English Dictionary*.
 - Use databases, such as *Infotrac* or *JSTOR*.
 - Develop search strategies for locating information on the Internet.
 - Learn how to manage information gathered electronically using tools such as your smart phone or a computer and software or apps such as *EndNote* or *ProCite*.
6. Prepare and write at least one researched and documented writing project of at least 1200 words in

which you:

- Choose and narrow a topic which can be treated in a multi-paragraph, documented writing project.
 - Prepare a working bibliography of at least three sources, such as reference texts, magazine or journal articles, and books.
 - Prepare an outline (or other organizational/invention device) which contains an acceptable and arguable central idea and thesis statement.
 - Use research to support the paper's ideas.
 - Document outside sources correctly using MLA citation format.
 - Use the conventions of the genre as discussed in class for the writing project.
7. Revise and/or edit the writing projects written during the semester. These revisions should:
- Demonstrate recognition of the difference between revising and editing.
 - Show the ability to modify, limit, and develop or redevelop the original idea.
 - Demonstrate an ability to correct errors in grammar, syntax, mechanics, and usage.

The Writing Center (615-963-5102, <http://www.tnstate.edu/aeao/tutoring/writing.aspx>) supports students who want to better their writing. You may attend writing workshops or schedule one-on-one sessions with the Writing Center staff. You do not need your instructor's recommendation to use the Writing Center. By looking critically at your own writing and the writing of others, you should see improvements in your individual style and your rhetorical abilities.

8. Participate in multiple methods of collaborative work with other students, such as peer response, small group discussions and presentations, and workshop-style classes devoted to particular issues. These will be used, as necessary, to support the writing process.
9. Maintain an eportfolio of writing projects for the class. Your instructor will designate one project that must be included in the eLearn eportfolio with the grading rubric.

Gathering work into an eportfolio will help you reflect on the changes in your writing. As you progress through your studies as TSU, you will collect writing samples and other work (artifacts) in your eportfolio. You can then show potential employers the work you have collected.

Textbooks, Tools, and the Electronic Environment

Required/Recommended Textbooks

Nicotra, Jodie. *Becoming Rhetorical: Analyzing and Composing in a Multimedia World*. 1st ed., Cengage, 2019.

[This book should be available in IncludedED, the electronic book bundle.]

The required texts will be supplemented with computer-assisted writing, media, outside readings, oral presentations, guest speakers, and more to complement the strengths of your instructor.

Tools

- A computer (many of the campus labs are open until 10 pm; many off-campus resources provide 24/7 access). Not having access is no longer an excuse.

- A USB drive or other storage media for saving files. ALWAYS save in 2 places (for example, a USB drive and emailing the work to yourself.) A lost file is not an excuse.
 - Many (if not all) of your writing assignments will be completed using a computer or other device that allows you to save the file electronically. ***Be prepared to submit your work electronically.***
 - Use the filename convention established for the class. For example, *lastnameXXXX.xxx*, for example smithdraft1.doc or smithessay2.doc
 - Keep all of your electronic files for possible inclusion in your eportfolio.
 - **Check with your instructor to see if you also need to submit a hardcopy.**
- Blue or black ink pens and loose-leaf paper for in-class writing

Electronic Environment

- *eLearn Access*
Assignments, discussion notes, additional readings, and other information *may* be posted on the class eLearn website (Desire2Learn)→ <http://elearn.tnstate.edu>. Check with your instructor about the eLearn requirements for your class. **Your eportfolio will be constructed using eLearn.**
- *email*
Identify an email address you check frequently for use in class communication.
- *Internet*
Be prepared with resources you find helpful (for example, Google search and dictionary.com) and be ready to explore other websites, apps, ebooks, and more.

Required Work

[Insert details of required work for the course.]

Evaluation

[Insert details of grade calculation.]

Final evaluation will be determined by:

- Completion of all assigned papers, exams, and class activities.
- Regular and timely class attendance and participation.
- Successful organization of your eportfolio and revision of class assignments as assigned.
- Attendance at supplemental class activities in University areas, such as the Library, the Writing Center, the Media Center, and Academic Computer Center.

Grading Policies

- [Insert your grading policies.]
- **Grading Criteria are posted on the LLP website www.tnstate.edu/llp and class eLearn site.**

Class Policies

Academic and Classroom Conduct and Dress

Conduct yourself as an adult who understands the responsibilities of a TSU student.

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the institution. (*Tennessee State University Undergraduate Catalog 2011-2013*, 45)

Your use of electronic devices falls within your instructor's responsibilities for maintaining academic integrity. If your use of a cell phone or other electronic device distracts the instructor or another class member, the instructor will ask you to meet to discuss the problem. You will have opportunities during class activities to use the device as a calendar or calculator, save files, gather information from the web, send emails, develop electronic-delivered documents, and more.

ADA Awareness and Accommodation

Contact the Director of Students with Disabilities—Disabled Student Services Office, at 963-7400, preferably before the fourth class meeting, if you need accommodation. The Department of Languages, Literature, and Philosophy, in conjunction with the Office of Disabled Student Services, make reasonable accommodations for qualified students with medically documented disabilities. Let your instructor know your status if it will affect your class activities and assignments—*before* assignments are due.

Disability Accommodation Statement

TSU is committed to creating inclusive learning environments and providing all students with opportunities to learn and excel in their course of study. Any student with a disability or condition which might interfere with his/her class performance or attendance may arrange for reasonable accommodations by visiting the Office of Disability Services (ODS). ODS is located in Kean Hall, room 131 and can be reached at 963-7400 or www.tnstate.edu/disabilityservices . You will be required to speak with ODS staff and provide documentation of the need for an accommodation. If you qualify for an accommodation you will be provided with a document stating what type of classroom accommodations are to be made by the instructor. It is your responsibility to give a copy of this document to the instructor as soon as you receive it. Accommodations will only be provided AFTER the instructor receives the accommodation instructions from ODS; accommodations are not retroactive. You must follow this process for each semester that you require accommodations.

Sexual Misconduct, Domestic/Dating Violence, Stalking

TSU recognizes the importance of providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and

stalking. If you (or someone you know) has experienced or is experiencing any of these incidents, there are resources to assist you in the areas of accessing health and counseling services, providing academic and housing accommodations, and making referrals for assistance with legal protective orders and more.

Please be aware that most TSU employees, including faculty and instructors, are “responsible employees”, meaning that they are required to report incidents of sexual violence, domestic/dating violence or stalking. **This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must report the information to the Title IX Coordinator.** Although I have to report the situation, you will still have options about how your situation will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

You are encouraged to contact TSU’s Title IX Coordinator to report any incidents of sexual harassment, sexual violence, domestic/dating violence or stalking. The Title IX coordinator is located in the Office of Equity and Inclusion, McWherter Administration Building, Ste. 260 and can be reached at 963-7494 or 963-7438. For more information about Title IX and TSU’s SART or policies and procedures regarding sexual, domestic/dating violence and stalking please visit: www.tnstate.edu/equity.

If you wish to speak to someone confidentially, who is not required to report, you can contact the TSU Counseling Center, located in the basement of Wilson Hall, at 963-5611 or TSU Student Health Services, located in the Floyd Payne Campus Center room 304, at 963-5084. You may also contact the following off campus resources: Sexual Assault Center of Nashville at 1-800-879-1999 or www.sacenter.org or the Tennessee Coalition to End Domestic & Sexual Violence at 615-386-9406 or www.tncoalition.org .

Harassment & Discrimination

Tennessee State University is firmly committed to compliance with all federal, state and local laws that prohibit harassment and discrimination based on race, color, national origin, gender, age, disability, religion, retaliation, veteran status and other protected categories. TSU will not subject any student to discrimination or harassment and no student shall be excluded from participation in nor denied the benefits of any educational program based on their protected class. If a student believes they have been discriminated against or harassed because of a protected class, they are encouraged to contact the Office of Equity and Inclusion at McWherter Administration Building, Ste. 260, 615-963-7494 or 963-7438, www.tnstate.edu/equity.

Attendance

The University guidelines for attendance are given below. Your instructor will review the requirements for attendance and for excessive lateness.

Students are expected to attend regularly all courses in which they are enrolled for credit and to complete all work required in such courses. . . . Irregular attendance or any substantial number of unexcused absences may weigh adversely in the consideration of grades or any petition for a special academic privilege such as make-up assignments and/or examinations. To be allowed to

make up work, students must present appropriate documentation to the classroom instructor. Students who have excused absences must arrange with the instructor to make up class and laboratory work immediately. . . . Students are expected to attend classes regularly and on time. . . . “Excessive” absence is defined as no less than one more than the number of times a class meets per week. It is the student’s responsibility to withdraw from a course in which excessive absences have been incurred. A student with excessive absences may only be readmitted to class by the instructor. (*Tennessee State University Undergraduate Catalog 2011-2013*, 45)

Plagiarism

Submit original work or you will receive a 0 on the writing project or an F in the course. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to the other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an ‘F’ or a zero for the exercise or examination, or assign an ‘F’ in the course. (*Tennessee State University Undergraduate Catalog 2011-2013*, 45)

[It is recommended, though not required, that instructors also include policies on

- Late work
- Make-up work
- Electronics
- Email
- Discussion of grades
- Note-taking, textbooks, eating / drinking, and other class activities.

[Please note also that *all* English 1020 students must submit an “artifact” (assignment in an electronic format) graded with the common rubric to the ePortfolio.]

Your instructor will give you a class meeting schedule and instructions for each class assignment and activity. This may be included in the syllabus or in a separate document, or posted on the eLearn calendar.
