



ENGLISH 101
ACADEMIC WRITING & READING
Winter 2009

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Course Description

English 101 introduces the basic elements of critical reading and evaluation in addition to fundamental modes of academic writing. The course offers a bridge between high school English experiences and the demands of college writing. You will learn to approach writing as a process, to develop and support a thesis in an organized fashion, to interpret other written texts, and to stylize and structure writing for different purposes and audiences.

IMPORTANT NOTE: This is an online course with clear deadlines for all assignments; as long as you are attentive to these deadlines, you may work at your own pace. I am available by email and during office hours for personal consultation. I am also happy to schedule appointments at other times. Needless to say, accessing and using computer technology on a regular basis is a crucial requirement for the course. If you do not own a computer at home, make use of the computer labs on campus.

Textbook

Bullock, Richard & Maureen Daly Goggin. *The Norton Field Guide to Writing with Readings*. New York: W. W. Norton & Company, 2007.

Course Evaluation

Course grades are based on the following percentages:

Essay #1 (Annotated Bibliography)	20%
Essay #2 (Reflection)	20%
Essay #3 (Literary Analysis)	20%
Essay #4 (Application Letter & Resume)	20%
Assignments	20%

Essays

It is expected that the writing you do in this course will be composed in an academic, formal, expository style. Each writing assignment should possess a clear, engaging thesis that is sustained and kept in focus. Each should be substantive in thought and content, reflecting a considered view of the topic and the primary materials. The course's instruction will concentrate on: (1) basic writing mechanics and grammar usage, (2) effective sentence formulation, (3) solid paragraph construction, (4) sound thesis development, (5) basic structural organization, and (6) fundamental modes of rhetorical strategies.

There are FOUR major writing assignments, all of which must be completed and turned in to pass the course. Both major and minor writing assignments must be submitted to me via WebCT. Incompletes are only given for serious, properly documented, extenuating circumstances. Deadlines for the entire semester are clearly demarcated on the website; WebCT will not allow you to submit late work.

Rubrics

Annotated Bibliography – Choose a topic and compile 8 descriptive annotations (2 books, 2 newspaper articles, 2 magazine articles, and 2 academic journal essays). These annotations must be properly organized and preceded by an introduction that states the scope of the bibliography.

Reflection – Choose a person, place, thing or event and write a 2-3 page essay that makes explicit use of description and sensory detail while commenting on the person, place, thing or event in a thoughtful manner.

Literary Analysis – Write a 3-4 page essay that closely examines Charlotte Perkins Gilman's short story "The Yellow Wallpaper" in terms of its intent, context, imagery, structure, language and/or themes.

Application Letter & Resume – Compose an application letter and corresponding resume for an entry-level position in a desired field.

Writing Standards

- A The student's writing is consistently superior and expresses independent thought with grace, clarity and force. Essay is well-organized, its thesis is

clear, and its ideas are supported with pertinent details. Words are used with precision and suited to the purposes of the assignment. Essays are virtually free from mechanical errors in grammar, spelling and punctuation.

- B The student's writing is above average in thought and expression, demonstrating both understanding and control of the elements of sound essay writing; however, it is not consistently superior in depth of thought, effectiveness of development, and mechanical savvy.
- C The student's writing is acceptable as college work, but lacks an original, significant purpose or point-of-view. Typically, written work is characterized by inadequate support of generalizations, slipshod style, poor use of detail, or mechanical errors.
- D The student's writing meets minimum standards. Written work is often marred by confused purpose, lack of organization, repetition of ideas, imprecise use of words, and frequent grammatical, spelling and punctuation errors.
- F The student's writing does not meet minimum standards.

Assignments

Throughout the semester, you will be given a number of assignments that range from discussion forum postings to writing projects. Major assignments will receive letter grades. Minor assignments will receive one of three marks: **CR** (CREDIT), **PC** (PARTIAL CREDIT), or **NC** (NO CREDIT). **CR** denotes work that is complete and follows directions. **PC** denotes work that is only partially complete and/or diverges from the directions. **NC** denotes work that is illegible or, in most cases, simply not turned in. Minor assignments not submitted on their due dates will receive **NC**.

Plagiarism

Plagiarism occurs when a writer: (1) copies verbatim from an author without quotation or attempts to disguise the act by selective omissions or alterations; (2) paraphrases from an author without naming the source in the text of the paper or providing a list of references at the end; (3) turns in a paper written by somebody else. As a point of academic integrity, you are required to submit original material of your own creation. Plagiarism of any material is a serious offense and, if established with sufficient evidence, can result in failure of the course or dismissal from the university.

In short, here is my policy: if you turn in an essay that is not your own work (e.g. an essay you have purchased online), you will receive an **F** for that essay on the condition that you subsequently write your own essay; if you choose not to write your own essay, you will receive an **F** for the course. All instances of plagiarism go on record with the university.

Writer's Hotline

This service is available for quick or one-time questions that can be answered over the phone and usually involve grammar or writing mechanics. The phone number is 937.775.2158. The hotline is open daily until 4 p.m.

Class Calendar

Week	Schedule
1	Introduction to the Course Chps. 1-5: Rhetorical Situations
2	Chp. 11: Annotated Bibliographies Chp. 29: Guiding Your Reader Chp. 45: MLA Style
3	Due: Annotated Bibliography Chp. 24: Assessing Your Own Writing Chp. 25: Getting Response and Revising Chp. 26: Editing & Proofreading Chp. 28: Beginning & Ending
4	Chp. 18: Reflections
5	Due: Reflection Essay Chp. 34: Describing Chp. 42: Quoting, Paraphrasing, Summarizing Chp. 43: Acknowledging Sources, Avoiding Plagiarism
6	Chp. 7: Analyzing a Text Chps. 14 & 55: Literary Analyses
7	Due: Literary Analysis Chp. 38: Reading Strategies
8	Chp. 20: Resumes & Application Letters
9	Due: Application Letter and Resume
10	Due: Final Meditation

(NOTE: This schedule only includes major assignments and core readings from *The Norton Field Guide to Writing*. Minor assignments and ancillary readings are specified on the website.)