INTRODUCTION

This course will provide you with the opportunity to practice academic writing skills that will serve you well in college and beyond. We will focus intensively on strategies for reading, analyzing, and responding in writing to texts—tasks you will be asked to do often as a college student. This course includes unique features designed to assist you as you develop as an academic writer. First, you will meet with me regularly for one-on-one half-hour conference sessions during which we will discuss what you are working on for the course and your development as a writer. This one-on-one help is incredibly valuable for writers at any stage and is a great benefit of this course. Second, you will create an electronic portfolio which will showcase your work for the course and your evolution as a writer.

This course does not fulfill the first year writing requirement, though it is designed specifically to help you succeed in the course that does fulfill that requirement and as well as in all other courses with a writing component. This course does count as credit towards graduation.

REQUIRED TEXTS


Digital Coursepack for WRITING 100:012
Available on the course website as individual documents in the Resources folder: [https://ctools.umich.edu/portal (WRITING 100 012 F15)]

Please budget approximately $30 for printing and copying costs.

It is imperative that you bring a copy of what you read to class on the day we discuss it. We will often dissect readings paragraph by paragraph. If you fail to bring a hardcopy, you will not be considered an active participant and may not receive credit for the course.

COURSE REQUIREMENTS

This course is credit / no credit. Because you will not earn a grade, it is an ideal place to practice your writing skills without anxiety. As you know, practice of any kind—whether it is for a sport, musical instrument, foreign language, or to master a body of knowledge or particular academic ability, like writing—requires your effort, dedication, and attention. If you take this course and the practice it offers you seriously, you will see improvement in your writing abilities.

To receive credit for this course, you must show good effort and be dedicated and attentive to it. I define exactly what I mean by “effort,” “dedicated,” and “attentive” below. To receive credit for this course, you must meet the following requirements:
Come to class and conference sessions regularly. If unavoidable commitments or real emergencies interfere with your ability to attend any class or conference session, please consult with me as soon as possible. You are responsible for contacting a classmate and catching up on what you’ve missed. I do not reteach material. Students who miss more than three class sessions or more than one individual conference session should not expect to receive credit for the course.

Get to class and conference sessions on time. Every two times a student is late either to class or to an individual conference session, it will count as one absence. If you know ahead of time that you will have difficulty making it to a class or conference session on time, please consult with me.

Complete all assignments, large and small, with care and on time. If you know ahead of time that you will be unable to make a deadline, talk to me about it, though I can’t guarantee alternative arrangements. Students who turn in careless work should expect not to receive credit for the course.

Thoroughly revise your major assignments between rough and final drafts. You will be expected to complete at least one major revision of each of your major assignments. You cannot receive credit for this course by only writing one draft of major assignments, or by only doing minor revision work. You will receive a lot of suggestions for revision—from me and from your peers—to assist you.

Participate actively in class. To do well in this course, prepare for class and be attentive to and engaged in whatever we are doing every day. Active participation is more than just coming to class and not being disruptive; it means contributing to what we are doing, be it small group work or large class discussion.

Participate actively in conference sessions. To participate actively in conference sessions, you should (1) look at the course schedule to see what you should prepare for the session (2) come with a paper copy of the assignment you are working on (3) have prepared questions or topics to ask about (4) be ready to discuss; don’t just expect to passively collect advice.

Read your fellow students’ work with care and provide constructive feedback. To help you revise your papers, you will receive feedback from your fellow students, and you will provide feedback to them on their work. This exchange of constructive criticism is called “workshop,” and we will do a lot of it. Workshop provides you with useful feedback on your work and helps you practice reading with a critical eye. Students who miss more than one peer critique should expect not to receive credit for the course.

Do all of the course readings on time and carefully. I will expect all students to come to class prepared to talk about the reading assigned for the day. For each class session for which a Ctools reading is assigned (i.e. not from the textbook), you will write and submit response questions to me.

Create and submit an electronic portfolio. The electronic portfolio is the culmination of all your work for the course, and it provides a way for you to reflect on your development as a writer. To receive credit for this course, you must submit a complete and thoughtfully composed portfolio by the last day of class. You will have lots of help along the way.

COURSE WRITING ASSIGNMENTS
For this course you will complete several different kinds of writing assignments, and we will discuss them all when they are assigned. But to give you a taste of what is to come, here is a brief description of the amount and kinds of writing you will do for this course:

Major Assignments You will complete (counting the directed self-placement essay, which you should have already completed) five major assignments that will vary in length from 3-4 pages to 6-7 pages. These assignments will ask you to perform the kind of analytical tasks you will often be asked to do during your college career. Each of these major assignments will involve prewriting, outlines, first drafts, etc.
Reflective Writing You will do a good deal of reflective writing—that is, writing in which you think about your writing practices and development as a writer. This writing is important and I expect you to take it seriously; all good writing involves reflection, and this work will get you in the habit of thinking about your habits as a writer—what your strengths are, and how you can improve.

Electronic Portfolio All of the writing described above will have a place in your electronic portfolio, which is a public document that will demonstrate your abilities as a writer. Though the portfolio is itself made up of all the writing you do all semester, it will take a bit of work to make it all make sense together, and we will spend time talking about how to compile and refine your electronic portfolio so that it is an attractive and useful text in its own right.

OTHER COURSE POLICIES
Turning in Major Assignments All major assignments should be double-spaced with one-inch margins and twelve-point font. Your major assignments should always have a title. You will receive paper copies of detailed assignment sheets for each major assignment as due dates approach, but all assignments will also be posted on CTools and due dates are listed on the course schedule. You should submit major assignments using the Drop Box on CTools. It is your responsibility to be sure that your paper makes it to me on time.

Students with Disabilities The Services for Students with Disabilities (http://www.umich.edu/~sswd/) is available to assist university students who need accommodations due to a disability. If you would like to request such accommodations for this course, please make an appointment to see me.

Plagiarism Any paper with your name on it signifies that you are the author—that the wording and ideas are yours, with exceptions indicated by quotation marks and citations. Plagiarism is the unacknowledged use of others' materials, both words and ideas. We will discuss how to properly cite sources in this class, but if you ever have a question regarding how to correctly give credit to another writer for his or her ideas, ask me. A student who plagiarizes in this course should expect the following penalties: not receiving credit for the course and being placed on academic probation. If a student already on academic probation is caught plagiarizing, he or she is usually suspended from the university (for more on this policy, see: http://www.lsa.umich.edu/bulletin/chapter4/conduct). Please do your own work for this course.

Disruptions in Class Please turn off and put away all laptops, cell phones, and other electronic devices before class starts. If for some reason you need to keep your cell phone on, such as a family emergency, please notify me before class. I do not tolerate side conversations when class is in session. Be on time, be attentive, and kindly refrain from packing up your books and putting on your coat until class is dismissed.

END NOTE
I look forward to working with you this semester. Please don’t hesitate to ask questions if anything is unclear. And do contact me if you require any special accommodations due to disability or religious practice—I’d be happy to make alternative arrangements. If you’re aware of a potential conflict, notify me before the scheduled class session. Please do not use religious holidays as an excuse for late work after the fact.

I reserve the right to amend the policies in this syllabus in the event that changes are necessary.