

**Upper Iowa University**  
**External Degree Program**  
**ENG 101-07 Basic Composition**

**COURSE DESCRIPTION AND OBJECTIVES:**

A study and practice of expository writing, with narrative and descriptive compositions assigned regularly. Emphasis is on the development of sound understanding of rhetorical principles. Three semester credits.

**COURSE OVERVIEW:**

Basic Composition is about two separate processes: writing and editing. In its raw form the writing process is wholly creative and liberating. It involves mulling over what you think, feel, or believe about the world, and trying to communicate your thoughts to others. Writing involves dozens of individual choices and allows for a multitude of individual voices, thoughts, and positions.

Editing is the nuts-and-bolts process that a writer goes through in order to nail down meaning for a second person. Editing involves looking at the mechanics of punctuation, grammar, syntax, and word choice. It can be mechanical and time consuming, but there is a certain fundamental satisfaction in editing a piece of text to the point that it says only what the writer wants it to say, exactly and unequivocally.

In this course you will practice both editing and writing.

**COURSE OUTCOMES:**

Upon successful completion of this course, you will have demonstrated that you have reached, at minimum, the level of rhetorical proficiency expected of a first year college student. You will be prepared to write the papers and essays which will be required in your other classes, and you will be prepared to enter successfully a sophomore level writing class. Specifically, you will have demonstrated:

1. Identify strategies of the process approach to college level writing
2. Employ prewriting strategies to generate topics
3. Practice methods for narrowing topics and supporting main ideas
4. Develop ideas—including those based on one's experience—in coherent, organized essays
5. Demonstrate control of main ideas by formulating a thesis, introduction, and conclusion
6. Perform attentive reading and critical thinking skills
7. Revise and edit drafts to strengthen written work
8. Practice levels of usage and punctuation required of Standard American English
9. Gain familiarity with APA format to accurately/fairly incorporate another writer's ideas and to avoid plagiarism
10. Objectively assess the success of composition strategies apparent in an essay

11. the ability to observe closely, using all five of your senses, and to re-create rhetorically the thing observed;
12. the ability to organize and communicate memory and experience
13. the ability to explain an abstract problem or idea in concrete terms;
14. the ability to edit your writing so that your finished essays communicate coherently.

### General Education Outcomes

In this course English 101 students you will be expected to read critically, to write clearly, to distinguish between fact and opinion, and to develop a knowledge of the creative process. In addition, a number of skills and proficiencies will be reinforced. These include the ability to speak effectively and listen objectively, and to use appropriate computer skills to transform raw data into information.

**The level of demonstrated achievement of these outcomes will be reflected in your course grade.**

### REQUIRED TEXTS AND RESOURCES:

1. *The Longman Writer: Rhetoric, Reader, Handbook*. Sixth Edition, by Nadell, J., Langan, J., and E. Comodromos. New York: Pearson/Longman, Inc., 2006. ISBN:0321331060
2. Access to a good dictionary and (for your final paper): a library
3. Syllabus

An Internet uplink will be helpful; however, it is not required.

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: [www.uiu.edu](http://www.uiu.edu). Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select External Degree for your location.

### GRADING:

This course consists of five units of study that build upon one another. The grades will be weighted as follows:

Unit I:	Basic Grammar and Punctuation	11%
Unit II:	Getting Started	11%
Unit III:	Identifying a Thesis	11%
Unit IV:	Argument and Persuasion	11%
Unit V:	The Research Paper	25%
Final Exam		31%

English 101 is divided into five assignments and a final exam. Each will be graded on an A-F scale.

## **UPPER IOWA UNIVERSITY USES A STANDARD GRADING SYSTEM:**

**A** = All work is excellent, shows exceptional understanding of materials; logical, clear, and insightful written and oral work, incorporates knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.

**B** = Understanding material is good to very good, demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of all work is high.

**C** = Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.

**D** = Quality and quantity written and oral work is below average and barely acceptable.

**F** = Quality and quantity written and oral work is unacceptable.

## **ASSIGNMENT INFORMATION**

I prefer that all assignments are typed and double spaced. If you do not have access to a typewriter or word processor, please write legibly and double-space your work.

Except for the two exams, this is an open-book course, and your instructor assumes that you will be honest about handing in your own work. **Plagiarism** will not be tolerated; **if detected, it will result in an automatic F for the course.**

For all assigned essays, please use 3<sup>rd</sup> person point of view except if designated otherwise. Use of 2<sup>nd</sup> person point of view (“you” or “yours”) is forbidden. Questions about point of view should be directed to pp. 26-27 in the text.

## **PROCEDURES FOR SUBMITTING COMPLETED ASSIGNMENTS**

All submitted work should follow the APA format (check pp. 605 and following) in your text for details.

1. If possible all submitted work should be typed
2. Double space all lines of text
3. Each first line of each new paragraph must be indented five spaces
4. All unit submissions must include the correct heading (see page 613)
5. Each unit must have a cover sheet – if you are emailing the assignment, please include the information required on the assignment cover sheet.

You may submit your work through any of the following methods:

### **1. U.S. Postal Service**

Fill out the cover sheet and send the unit to:

Dr. Dex Westrum  
618 Hawthorne Avenue  
South Milwaukee, WI 53172

## 2. Email

You may send your assignments by email to [lindex@wi.rr.com](mailto:lindex@wi.rr.com) Be sure to use a heading that includes the information that is found on the cover sheet. **In the subject line, please use the words “External Degree” and the correct course and unit number.**

### **CITATION OF SOURCES:**

Any time outside sources are used to supplement your own analysis, source documentation must be present. Please review the APA guidelines for citing sources. Any paper submitted that includes secondary sources without citation will automatically fail. No opportunity for revision will be granted. If in doubt, please review “Citing Sources Using APA Format” on pages 605 and following in the text. Do not use MLA.

Encyclopedias of any kind, including the very popular Wikipedia, are not primary sources and should not be cited or used in constructing academic papers at the graduate or undergraduate level. They can, however, be useful to help gather some background information and to point the way to more reliable sources.

### **WRITING PROFICIENCY:**

It is recommended that all papers and research are done in the APA style. We expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is recommended that all students purchase the APA guide/manual listed on the UIU website. *Publication Manual of the American Psychological Association*. \$27.00 new.

### **EXAMINATION INFORMATION:**

After you have completed the individual units, you will have to arrange for a proctor and contact the Office of External Degree to have a copy of the Final Exam sent to him or her. The exam consists of an essay of about 1000 words. You will be given three hours to complete it, and you may use a dictionary. Briefly, you will choose a topic from a list that will be provided to you, around which you will structure an argumentative essay, complete with opening/thesis statement, support through the body paragraphs, and a conclusion.

**NOTE:** In order to pass this course, you must get a passing grade (“D” or better), on at least one of the exams and have enough cumulative points to earn a passing grade.

### **CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:**

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender’s own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,

- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Extended University Catalog 2007/08 page 97.

[http://www.uiu.edu/catalogs/eu/html/univ\\_policies.html#cheating](http://www.uiu.edu/catalogs/eu/html/univ_policies.html#cheating)

### **ATTENDANCE:**

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and submit units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

### **LIBRARY RESOURCES:**

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University's website. Go to: [www.uiu.edu](http://www.uiu.edu) and click on the Library option

located on the left side of the home page. To use the InfoTrac, type in the user name of **uiu**, and the password is **peacocks**. Be sure to use all lower case as the both items are case sensitive.

**WITHDRAWAL:**

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree office by phone or in writing. After your original six month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

**SPECIAL NEEDS:**

If you require accommodation for special needs, please provide documentation to: Director of External Degree.

**This syllabus is tentative and subject to change.**