

ENG 108: First-Year Composition (13456 20029 19983)

Spring 2025 Syllabus

Instructor: Dr. Lynette Myles

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Zoom Link: <https://asu.zoom.us/j/9180309757>

RBH 328; TTH 3:00-4:00 PM; Zoom: W 11:30-1:30 PM, and by appointment. Set up an appointment by email.

Overview

English 108 is a first-semester composition course for students for whom English is a second language. This course aims to increase students' ability to develop ideas, to express ideas effectively, and to engage different literacies. It gives special attention to expository and persuasive writing. Critical reading of articles, and other texts helps students to understand the rhetorical process, to analyze audience and to foresee the audience's response. During the 15-week semester students will complete three formal written projects. Combined the final drafts should result in approximately 5,000 words (this is equivalent to about 20 pages using standard academic format). In addition, a final reflection is required. English 108 credits are equivalent of English 101 credits.

Students will gain experience in the following areas:

1) Critical Thinking, Reading, and Composing

- Define an argumentative purpose that addresses an academic debate or issue.
- Learn methods of academic argumentation that are responsive to and critically assess the sociocultural histories of identity markers such as race, class, gender, ability, sexuality, and language background.
- Adopt an open stance toward competing perspectives when addressing an academic debate or issue.
- Negotiate competing perspectives when addressing an academic debate or issue.
- Imagine equitable outcomes that are open to academic and non-academic perspectives.

2) Rhetorical Knowledge

- Learn discipline-specific methods of academic research and argumentation.

- Identify competing cultural logics within an academic debate or issue.
- Contribute to an academic debate or issue using culturally-specific discourses, argumentative tactics, and languages (including one's first language and any additional languages).
- Exhibit flexibility when addressing academic audiences and rhetorical situations.

3) Composing Processes

- Implement the fundamental components of embodied writing practices such as invention, drafting, collaboration, revision, and reflection.
- Evaluate, incorporate, and document primary and secondary sources according to discipline-specific academic conventions.
- Demonstrate resilience when drafting and revising academic arguments.
- Reflect on the politics of fair use and copyright as it relates to academic publishing and citation.

Required Textbooks

o Rise B. Axelrod Charles R. Cooper, and Ellen C. Carillo, *Reading Critically, Reading Well*, 13th edition.

The required material for this course, *Reading Critically, Writing Well*, will be provisioned as an e-book and made available at a discounted price significantly cheaper than if purchased directly from the publisher. If you wish to take advantage of this discounted group price, no additional action is needed. Following the drop/add period, a charge of \$32.50, plus tax, will post to your student account under the header "Digital Integrated Course Mtrl" and your access will continue uninterrupted.

o **If you'd rather purchase the material from an alternate source, you may choose to opt out of the program by using this link:

[https://includedcp.follett.com/1230\]\(https://urldefense.com/v3/_https://includedcp.follett.com/1230_!!IKRxdwAv5BmarQ!aVitN5eUuxQeBTZDICqj9IMAhTkepPPhdQ-8-9kJ5LQpDbEZn3_9bVUSLIFdeZkgH4SeMUsgBxnSZccWriO0bQHR\\$\)* Enter your ASU e-mail address AS IT APPEARS IN THE ASU DIRECTORY \(<http://asu.edu/directory>\), then follow the instructions provided. Be aware that if you do opt-out, your access to the e-book will be discontinued. **](https://includedcp.follett.com/1230](https://urldefense.com/v3/_https://includedcp.follett.com/1230_!!IKRxdwAv5BmarQ!aVitN5eUuxQeBTZDICqj9IMAhTkepPPhdQ-8-9kJ5LQpDbEZn3_9bVUSLIFdeZkgH4SeMUsgBxnSZccWriO0bQHR$)* Enter your ASU e-mail address AS IT APPEARS IN THE ASU DIRECTORY (<http://asu.edu/directory>), then follow the instructions provided. Be aware that if you do opt-out, your access to the e-book will be discontinued. **)

o **TO ACCESS THE E-BOOK, CLICK ON THE BRYTEWAVE TOOL IN YOUR COURSE'S CANVAS SHELL. Please note: the ebook won't appear on your shelf until approximately 5 days prior to the start of classes. If you need assistance accessing the book or the opt-out portal, fill out the support request

form: [https://forms.gle/uD4GhBxMoixnbwYx5\]\(https://urldefense.com/v3/_https://forms.gle/uD4GhBxMoixnbwYx5_!!IKRxdwAv5BmarQ!aVitN5eUuxQeBTZDICqj9IMAhTkepPPhdQ-8-](https://forms.gle/uD4GhBxMoixnbwYx5](https://urldefense.com/v3/_https://forms.gle/uD4GhBxMoixnbwYx5_!!IKRxdwAv5BmarQ!aVitN5eUuxQeBTZDICqj9IMAhTkepPPhdQ-8-)

Major Assignments

o Participation (Includes Quizzes)	15%
o Homework	20%
o Writing Project One	20%
o Writing Project Two	20%
o Writing Project Three	20%
o Reflection Analysis Assignment	5%
o Total	100%

o **Writing Project 1 Evaluation Argument:** For this assignment, you will write a paper that evaluates something that is problematic or controversial based on criteria and backed by reliable evidence. You will also consider possible objections your audience might raise as well as consider alternative judgments they might prefer.

o **Writing Project 2 Causal Argument:** In this paper, you will choose and write about an issue on the causes or consequences of a trend, a one-time event, a repeatable or reoccurring event, or a puzzling phenomenon.

o **Writing Project 3 Proposal Argument:** For this paper, you will present a problem, propose a solution, argue for a possible solution to fix the issue and address likely objections to your proposed solution as well as any alternative solutions readers might prefer.

o **Reflection Analysis Assignment:** You will submit a portfolio of your work at the end of the semester. The portfolio consists of the final drafts of all major writing projects and a final course reflection. Information and instructions for submission will be provided before the end of the semester.

Information About Writing Programs

You can find information about ASU Writing Programs by clicking on the following link:
<<https://english.asu.edu/academics/writing-programs>>

Updating Course Readings, Assignments, and Deadlines

The information in this syllabus, other than grade and absence policies, may be subject to change with reasonable notice.

Standard Writing Program Policies

Attendance

Class attendance is a core component of ASU Writing Programs courses. If you do not attend class regularly, you are unable to meet the course outcomes. In addition, the failure to attend class regularly compromises your classmates' ability to learn, as Writing Programs courses frequently incorporate small- and large-group activities.

In order to ensure the integrity of our learning environments, we allow two weeks' worth of absences (see below). If you need to be absent from class, you are not required to provide a justification. Simply catch up on what you missed by meeting with your teacher during office hours, consulting the class Canvas shell, and completing all outstanding assignments per the directions given by your teacher.

Please note that your absences will not be excused for any reason unless they fall under the provisions outlined below. If you experience a medical emergency that prevents you from attending class for a period of time, please communicate with your teacher and ASU Writing Programs will provide administrative support.

In-Person Classes (Session C)

- For classes that meet three (3) days a week (MWF), the maximum number of allowed absences is six (6).
- For classes that meet two (2) days a week (TTH, MW, WF), the maximum number is four (4).
- For classes that meet on other schedules, the number of absences allowed should reflect a similar ratio (e.g. The equivalent of two weeks of class meetings).

Students who miss more than the allotted number of absences listed for the specific days that their class meets will fail the course with a grade of E.

Hybrid Classes

- Hybrid courses meet in person once a week. The remaining course sessions are delivered online via the course Canvas shell. Students attend online course sessions by submitting assignments to the course's Canvas shell by the assigned deadline. A student will be counted absent if:

- They fail to attend an in-person class session; or,
- They fail to submit an activity or assignment to the course Canvas shell by the deadline.

Students who miss more than four (4) classes—either face-to-face, online, or a combination thereof—will fail the course with a grade of E.

Online Classes

- More than four (4) absences will result in failure. The definition of attendance in online classes is that a student who fails to post their assignment to the course Canvas shell by the deadline be counted absent for that class session.

Sessions A & B (In-Person & Online)

For classes that meet three (3) days a week (MWF), the maximum number of allowed absences is three (3). Students who miss more than three (3) classes will fail the course with a grade of E.

- For classes that meet two (2) days a week (TTH, MW, WF), the maximum number is two (2). Students who miss more than two (2) classes will fail the course with a grade of E.

- For classes that meet online, more than two (2) absences will result in failure. The definition of attendance in online classes is that a student who fails to post their assignment to the course Canvas shell by the deadline be counted absent for that class session.

Provisions

- Students who participate in university-sanctioned activities and/or who will be unable to meet the attendance requirements for a particular section should, if possible, move to another section where their activity schedules will not interfere with their classroom obligations (students can switch sections during the first week of the semester). To accommodate students who participate in university-sanctioned activities, ASU Writing Programs offers sections of many courses online and at various times of the day and week. We have asked advisors across campus to help students enroll in appropriate sections. If you think that this course may conflict with a university-sanctioned activity in which you are involved—athletics or the debate team or another—please communicate with your teacher as soon as possible.

- ASU Writing Programs is sensitive to the religious practices of the various religious faiths represented in the student body of the university community. Writing Programs' standard attendance policy listed here provides reasonable accommodation for individual religious practices. Students who anticipate absences due to religious reasons should plan their absences in the course accordingly. To accommodate students' religious practices, ASU Writing Programs offers sections of many courses online and at various times of the day and week. If you think that this course may conflict with a religious observance please communicate with your teacher as soon as possible.

Attendance: First Week of Classes

According to the university's instructor-initiated drop policy, students who are registered but do not attend any classes during the first week of the semester (or first two days of the 7.5 week session) may be dropped. If students are unable to attend the first week, they must make a reasonable attempt to contact their teacher.

Class Cancellation

If your teacher needs to cancel the class for any reason, they will contact you via email and/or via a Canvas announcement. If you come to class and your teacher has not arrived by the time 15 minutes have elapsed (from when class is to start), please assume that class is canceled, and check email frequently afterwards for further instructions.

Grading

Grading is based on specific assignment criteria, and will follow English Department standards for content, organization, expression, and mechanics. To compute final course grades, the following values are assigned to the standard letter grades of A through E:

A+ = 4.3 (only used internally at ASU)

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2.0

D = 1.0

E = 0.3

No paper = 0.0

Grade Percentage Points Range (1000 pts) 4.0 Scale

A+ 100-97% 1000-970 4.3 (only used internally at ASU)

A <97-94% <970-940 4.0

A- <94-90% <940-900 3.7

B+ <90-87% <900-870 3.3

B <87-84% <870-840 3.0

B- <84-80% <840-800 2.7

C+ <80-77% <800-770 2.3

C <77-70% <770-700 2.0

D <70-60% <700-600 1.0

E <60%-0% <600-0 .3

Note to the teacher: The above grading scale (4.0 scale) is required by the Provost Office. In the above example, the "grading scale" refers to the letter grade (e.g. A, C+, E), the percentage (e.g. 100-97%, 77-70%), and the 4.0 scale (e.g. 4.0, 3.0, 2.7). You will need to update the points range column so that it is equivalent to the total sum points available in your class. If you are using weighted grades, you will need to delete the point column.

The Public Nature of Writing and Instruction

Please consider every piece of writing you do for this class to be “public property.” Remember that you will often be expected to share your writing with others, so avoid writing about things that you may not be prepared to subject to public scrutiny, or things you feel so strongly about that you are unwilling to listen to perspectives other than your own. This does not mean that you are not entitled to an opinion but that you adopt positions responsibly, contemplating the possible effect on others. This course may contain content (assigned readings, in-class discussions, etc.) deemed offensive by some students. If you have concerns about any course content, please bring these concerns to the attention of your teacher as soon as possible.

Technological Distractions

Please refrain from any unauthorized usages of technology during our class sessions. In this usage, unauthorized means unrelated to the tangible learning activity or activities taking place during the class period. Please put all hand-held electronic devices away. I expect computers and laptops to be used for classroom activities only. Failure to abide by these guidelines may have a negative impact on a student’s participation grade. Repeat offenders may be seen as disruptive and asked to leave class. If the disruption continues, students will be referred to the Dean of Students Office.

Late Writing Projects

To pass this class, all major writing assignments must be submitted.

Note that if you do not have copies of your Writing Project by the assignment deadline, you will lose one letter grade from your final Writing Project grade.

Writing for this Class

To pass this class, all major writing assignments must be completed, submitted, and written for this class. Resubmitting a paper from another class or elsewhere constitutes academic dishonesty. If you wish to further pursue a project begun in another class or develop ideas you have written about in another class, please discuss your plans with your teacher.

Academic Dishonesty

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <http://provost.asu.edu/academicintegrity>.

Expectations for Teacher and Student Conduct

ASU Writing Programs expects teachers to follow the Academic Affairs Manual and students to follow the Student Code of Conduct. Writing Programs does not condone threatening behavior against any of its teachers or students for any reason. ASU's definition of threatening behavior can be found here: <https://eoss.asu.edu/dos/safety/ThreateningBehavior>. If aggressive behavior occurs in the classroom, a teacher or student should immediately contact the Director of Writing Programs, Dr. Kyle Jensen: dr.kjensen@asu.edu. Dr. Jensen will initiate the appropriate process and, if necessary, inform the Dean of Students, who will then follow the procedures outlined in The Student Code of Conduct:
<https://eoss.asu.edu/sites/default/files/Student\ Code\ of\ Conduct\ Procedures.pdf>.

Sexual Violence and Harassment Based on Sex

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu>. Teachers are mandated reporters and therefore obligated to report any information regarding alleged acts of sexual discrimination.

Copyrighted Material

Students must refrain from uploading to the course Canvas shell any material that is not the student's original work unless it complies with all applicable copyright laws. ASU Writing Programs faculty reserve the right to delete materials on the grounds of suspected copyright infringement.

The course content, including lectures and other instructional materials, are copyrighted materials. Students may not share these materials outside of the class, including uploading, selling, or distributing course content or notes taken during the conduct of the course. Any recording of class sessions by students is prohibited, except as part of an accommodation approved by Student Accessibility and Inclusive Learning Services.

Any recordings instructors make available to their students (such as lectures or Zoom discussions) are authorized only for the use of students enrolled in this course during their enrollment in this course. Recordings and excerpts of recordings may not be distributed to others.

Accommodations for Students with Disabilities

Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to me at the beginning of the semester either during office hours or by appointment.

- Prior to receiving disability accommodations, verification of eligibility from Student Accessibility and Inclusive Learning Services is required. Disability information is confidential.
- Students who feel they will need disability accommodations in this class but have not registered with Student Accessibility and Inclusive Learning Services should contact their office immediately. It is located on the first floor of the Matthews Center Building. Student Accessibility and Inclusive Learning Services staff can also be reached at: 480-965-1234 (V), 480-965-9000 (TTY). For additional information, visit <https://eoss.asu.edu/accessibility>. Their hours are 8:00 AM to 5:00 PM, Monday through Friday.

Grade Appeals

Students should keep all graded assignments for this course until the term is officially over and final grades are posted. If students believe their final grade is inaccurate or unfair, they should first speak to the teacher. If there is no resolution, students should follow the grade appeal process listed under the heading "Can I dispute a grade that I received?"

Student Grievances

The Writing Programs administration cares about how students experience Writing Programs courses and takes all student grievances seriously, while at the same time being supportive of its teachers. We strive for mutually beneficial outcomes while maintaining the integrity of the program.

To effectively voice their concerns or grievances and bring them to the attention of the Writing Programs administration, students are expected to adhere to the following protocol:

- **The student must first discuss their concerns with their teacher.**
- ****Please write to writingprograms@asu.edu to request directions on how to file a formal dispute. ****
- **An ASU Writing Programs administrator will respond to this email with specific directions on how to proceed.**
- **If a solution cannot be achieved on this level, the Director of Writing Programs will assist the student and teacher in advancing the concern to the Senior Director for Curriculum and Student Affairs in the College of Liberal Arts and Sciences.**
- ****More information about Academic Grievances, Academic Integrity Resources, and Disruptive Behavior is available on the Resources page of the College of Liberal Arts and Sciences at <https://thecollege.asu.edu>.****

Returning Graded Work Statement

Each major writing project will be graded, and each major writing project will be promptly returned to students, *usually within two weeks*.

Syllabus Disclaimer

Information in the syllabus, other than grade and absence policies, may be subject to change with reasonable notice.

Generative AI Policy

Unauthorized Use

Generative AI is a technology that automates part or all of the writing/content creation process for users. Popular examples of such technologies include ChatGPT (OpenAI), Google Bard (Google), Claude (Anthropic), and Wordtune (AI21 Labs). In this course, I ask that you refrain from using generative AI tools. I understand that generative AI technologies can help you compose assignments more efficiently. I also understand that your other professors may have different expectations associated with its usage. **In this course, we will not use generative AI technologies to ensure that we are meeting the outcomes that structure courses in our program.** If you have questions or concerns, please schedule a meeting with me during office hours and I will be happy to address them. You may also send questions or concerns to Dr. Kyle Jensen, Director of Writing Programs at the following address: dr.kjensen@asu.edu

Reading & Assignment Schedule

Remember to always have available in class your eBook, textbook and readings for the assigned day.

Week 1

Tuesday 1/14: Introductions & Course Objectives

Introduction to the course.

Thursday 1/16: Objectives: Academic Ways of Thinking and Inquiring

Reading Response: Activity 1, p. 3

Read: Chapter 1 Academic Habits of Mind pp. 1-5, 5-7, 7-8, 16-23.

Week 2

Tuesday 1/21: Objective: Reading Critically

Read: Chap 2 Reading Strategies, pp. 36-59. Invention activity.

Thursday 1/23: Objective: Introduction to Evaluation Argument.

Introduce and Give WP 1.

Read: Chapter 7 Evaluation Argument, p. 250-252. Invention activity.

Read: Chapter 2, pp. 60-73

Week 3

Tuesday 1/28: Objectives: Issue Question

Reading: "Working at McDonalds," pp. 253-256

Read: "Children Need to Play, Not Compete." P. 335.

Invention activity

Thursday 1/30: Objective: Consider topics, audience, and purpose

Read: Pp. 294-296

Due IW 1 Paper Topic.

Invention activity IW 2

Week 4

Tuesday 2/4: Objectives: Writing the Annotated Bibliography & Criteria-Match strategy.

Due: IW 3 Working Thesis WP 1.

Read: Chapter 12: "Finding Sources," p. 575; "Using Sources," p. 587, 592

Invention work IW 3 & 4

Thursday 2/6: Objectives: Opposing View & Concession

Invention activity IW 7

Week 5

Tuesday 2/11: Objectives: Organization

Due: Annotated Bibliography IW 6

Invention work IW 5

Wednesday: 2/12

Due: First Draft IW 8 WP 1 by 11:00 PM

Thursday 2/13: Peer Review

Due: Peer Review by 11:00 PM

Week 6

Tuesday 2/18:

Writing Conference

Thursday 2/20:

Due: Revised Draft IW 9 with Track Changes

Writing Conference WP 1

Week 7

Tuesday 2/25: Objective: Introduction to Causal Arguments

Due: Final Draft WP 1. Due Reflection Essay IW 11.

Read: Chap. 9 Speculating about Causes, p. 355

Give and Introduce WP 2

Thursday 2/27: Objectives: Consider topics, audience, and purpose.

Read: Pp. 339-400

Due IW 1 Paper Topic WP 2. Consider your purpose and audience.

Week 8

Tuesday 3/4:

Due Working Thesis and Reasons

Read: P. 405

Read: “#social networking: Why It’s Really So Popular.” P. 392

Thursday 3/6:

Due Bibliography and Outline

Tuesday 3/11: **Spring Break**

Thursday 3/13: **Spring Break**

Week 9

Tuesday 3/18: Objective:

Discuss essay # 2 and organization plan for WP 2. In-class activity.

Wednesday 3/17

Due: First Draft WP 2 by 11:00 PM

Thursday 3/20:

Due: Peer Review WP 2 by 11:00 PM

Week 10

Tuesday 3/25: Objective: Citing Sources

Read: Chapter 12 Strategies for Research and Documentation

Finding and Documenting sources

Thursday 3/27:

Due: Revised Draft with Track Changes

Writing Conference WP 2

Week 11

Tuesday 4/1:

Writing Conference WP 2

Thursday 4/3: Objective: Introduce Proposal Arguments

Due: Final Draft & Reflection Essay WP 2

Read: Chapter 10 Proposal to Solve a Problem, pp. 513-514

Introduction to WP 3.

Week 12

Tuesday 4/6: Objective: Consider topics, audience, and purpose

Due: Paper topics for WP 3; consider purpose and audience.

Thursday 4/8 Objective: Strategy Types for Proposal Argument

Due: Working Thesis and Reasons

Read: "The Last Straw," p. 413

Read: "More Testing, More Learning." P. 462

Week 13

Tuesday 4/15: Objective: Organization

Due: Working Bibliography and Outline.

Thursday 4/17: Objective: Opposing Arguments & Concessions

Read: Counterarguments and concession, pp. 474-475.

Due: First Draft WP 3 by 11:00 PM

Introduce Reflection Analysis Assignment.

Week 14

Tuesday 4/22:

Due: Peer Review WP 3 by 11:00 PM on Canvas

(We are not in class.)

Thursday 4/24:

Due: Revised Draft with Track Changes.

Writing Conference

Week 15

Tuesday 4/29:

Writing Conference

Thursday 5/1:

Last Day. Be present.

Friday 5/2

Due: WP 3 Final Draft 11:59 PM

Due Portfolio Reflection Analysis Assignment 11:59 PM

APPENDIX TO SYLLABUS:

Course Requirements and Course Policies

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2 COURSE REQUIREMENTS

2.1 REQUIRED COURSE TEXTBOOK:

- Rise B. Axelrod Charles R. Cooper, and Ellen C. Carillo, *Reading Critically, Reading Well*, 13th edition.

The required material for this course, *Reading Critically, Writing Well*, will be provisioned as an e-book and made available at a discounted price significantly cheaper than if purchased directly from the publisher. If you wish to take advantage of this discounted group price, no additional action is needed. Following the drop/add period, a charge of \$32.50, plus tax, will post to your student account under the header "Digital Integrated Course Mtrl" and your access will continue uninterrupted.

- If you'd rather purchase the material from an alternate source, you may choose to opt out of the program by using this link: <https://includedcp.follett.com/1230>* Enter your ASU e-mail address AS IT APPEARS IN THE ASU DIRECTORY (<http://asu.edu/directory>), then follow the instructions provided. Be aware that if you do opt-out, your access to the e-book will be discontinued.
- TO ACCESS THE E-BOOK, CLICK ON THE BRYTEWAVE TOOL IN YOUR COURSE'S CANVAS SHELL. Please note: the ebook won't appear on your shelf until approximately 5 days prior to the start of classes. If you need assistance accessing the book or the opt-out portal, fill out the support request form: <https://forms.gle/uD4GhBxMoixnbwYx5>

2.2 REQUIRED COURSE MATERIALS AND TECHNOLOGIES:

- An ASURITE ID and password to access MyASU and Canvas and ASU E-mail account
- An updated *Modern Language Association (MLA) Handbook*, hard copy, or online
- Microsoft Office 365
- ASU Student ID to access and purchase printing resources on campus
- Access to a word processing program that enables you to submit papers as an MS Word document (.doc) or .docx

2.3 REQUIRED COURSE LINKS:

- Canvas: <http://www.asu.edu/myasu>
- ASU Student Code of Conduct <https://eoss.asu.edu/dos/srr/codeofconduct>
- Writing Programs URL: <https://english.asu.edu/academics/writing-programs>

Useful Student Links:

- ASU Student Counseling 24 Hour Crisis line: 480-921-1006
- ASU Counseling Crisis <https://eoss.asu.edu/counseling/services/crisis>
- ASU Student Counseling services: 480-965-6146 <https://eoss.asu.edu/counseling>
- Writing Center <https://tutoring.asu.edu/writing-centers>

2.4 ATTENDANCE:

Attendance is taken at each class session. Students are expected to attend all class sessions. Because Writing Programs courses incorporate frequent small- and large-group activities into lessons, students who are absent affect not only their learning¹ but that of their fellow students. Therefore, **only two weeks' worth of absences² will be allowed for the semester, regardless of reason, including documented illness or emergency.** Typically, students who exceed two weeks' worth of classes will fail the course, unless they withdraw (see <http://students.asu.edu/drop-add>).

Being more than 10 minutes late on three occasions will count as an absence. If you arrive after I take class attendance, you are responsible to notify me of your presence following the class.

- **Note:** Writing Programs is sensitive to the religious practices of the various religious faiths represented in the student body of the university community. Writing Programs' standard attendance policy listed here provides reasonable accommodation for individual religious practices. Students who anticipate absences due to religious reasons should plan their absences in the course accordingly. To accommodate students' religious practices, ASU Writing Programs offers sections of many courses online and at various times of the day and week. We have asked advisors across campus to help students enroll in appropriate sections. If you think this course may conflict with your religious practices, please see me immediately.

If you must leave 5-10 minutes early, please inform me in advance in person or by e-mail.

Track your attendance on Canvas or ask me. It's your responsibility to know where you are in the number of missed classes.

2.5 PARTICIPATION:

Your class participation grade includes in-class activities, group work and presentations, quizzes, and anything else we do in class. You are expected to participate actively. Effective participation requires both preparation and collaboration. Each class day's activities will be based on the assigned homework. This means, If you have not completed your homework, you cannot effectively participate in planned class and group activities. Participation means: "asking questions during lectures and activities, helping your group members and classmates, asking for help, being active on online for Canvas activities.

2.5.1. In-Class Writing (IW):

¹ If you are absent from class, it is your responsibility to find out what you missed. Check with your classmate before contacting me.

² For Fall and Spring semesters, classes that meet two days a week, the maximum number is four (4).

In-class writing activities are designed to assist you in developing ideas and creating content for your paper. The activities include journal writing, freewriting, and group writing; each of these activities is evaluated for completeness. Disregarding these invention activities can significantly affect your paper and its grade. Invention writing is advantageous because it provides you with much of the material you need to create your essay. Students who skip the invention work often find it difficult to write their papers, and their final grades suffer as a result.

2.6 MAJOR WRITING PROJECTS:

There are three writing projects in this course and a final reflection analysis assignment. To pass this class, you must submit all three writing projects and the final reflection analysis. Each project will include “invention work” (process work) components that lead up to the larger final writing project and a reflection essay in addition to the assignment. **Computer and printer problems are not acceptable excuses for late work.**

Order of Writing Projects:

- **Writing Project 1 Evaluation Argument:** For this assignment, you will write a paper that evaluates something that is problematic or controversial based on criteria and backed by reliable evidence. You will also consider possible objections your audience might raise as well as consider alternative judgments they might prefer.
- **Writing Project 2 Causal Argument:** In this paper, you will choose and write about an issue on the causes or consequences of a trend, a one-time event, a repeatable or reoccurring event, or a puzzling phenomenon.
- **Writing Project 3 Proposal Argument:** For this paper, you will present a problem, propose a solution, argue for a possible solution to fix the issue and address likely objections to your proposed solution as well as any alternative solutions readers might prefer.
- **Reflection Analysis Assignment:** You will submit a portfolio of your work at the end of the semester. The portfolio consists of the final drafts of all major writing projects and a final course reflection. Information and instructions for submission will be provided before the end of the semester.

It is mandatory to submit a first draft, revised draft, and final draft of writing projects. Final drafts that are not revised will receive a “C” grade or lower.

2.6.1 All Writing for This Class Must Be Written for This Class

To pass this class, all major writing assignments must be submitted for this class. Resubmitting a paper from another class or elsewhere constitutes academic dishonesty. If you wish to further pursue a project begun in another class or develop ideas you have written about in another class, please discuss your plans with me first.

2.6.2 Formatting and Submitting for All Paper Assignments:³ (Read completely.)

- For all drafts, text should be double-spaced, 12pt New Times Roman, with 1" margins.
 - Points will be deducted for not adhering to these formatting rules.
- For all drafts, every new paragraph should be indented.
- All work should be submitted electronically to Canvas to the assignment or collaboration link.
 - You may not, for any reason, email me your assignment submission(s).
 - All assignments must follow the submission guideline in the module step for the assignment on Canvas.
 - If you do not submit your work to Canvas, it will be considered missing until received through Canvas (and will receive a lateness penalty for not being submitted to Canvas on time.)
- Projects must be submitted in .doc/.docx formats because this allows me to interact with your document more effectively.
 - If you have Apple or Mac, it is your responsibility to use a word processing program that allows you to save in these formats.
 - Pages files **will not be accepted**, as Canvas and SafeAssign cannot format or process them properly. Any assignment submitted in a format other than .doc/.docx will be considered incomplete (with a grade of zero).
 - A **reformatted file** submitted after the deadline **will be considered late and lowered one half letter grade** (see information about late work below).
- For all drafts, a MLA paper header of five lines must be included in the top left corner of the page.
 - Points will be deducted for not adhering to these formatting rules.
- For all drafts, pages are numbered in top right corner of page.
 - Points will be deducted for not adhering to these formatting rules.
- For all drafts, (this includes first and revised drafts) it must be a full draft. A "complete" draft is defined by the number of pages required in the final writing project to receive full credit.
- A Works Cited page formatted to MLA is included and formatted **with ALL drafts** but it is not counted in the page count for the draft. **Points are deducted if the Works Cited is formatted correctly.**
 - **Points will be deducted for not adhering to these formatting rules.**

*Example of double spacing and indentations

Indent each paragraph one tab or 5 spaces. Set your computer to double space the whole essay. These lines are double spaced.

Every new paragraph should be indented as this new paragraph is indented.

2.6.3 Late Writing Projects:

All major Writing Projects are expected to be turned in by the due date. If you are having trouble completing a paper or if you must turn in a late paper, come to office hours or make an appointment with me, and should never be on the day, the assignment is due. and we can discuss the paper.

³ Adapted from Tonya Eick.

Permission to turn in a late assignment without penalty will not be given. To pass this course, you must turn in a paper even though it is late. So, if you come across a problem, talk to me ahead of time.

Note that for each day, your paper is late, you will lose half a letter grade. For example, an essay graded an “A” paper and submitted one day late, receives a grade of “B+”⁴

1 day late A ➡ B+
2 days late A ➡ B
3 days late A ➡ B-
4 days late A ➡ C+

2.6.4 Graded Papers:

Graded papers are generally returned in two weeks depending on the assignment. The writing project on Canvas will be returned with instructions on how to view the remarks in the submission copy. In the Module Tools on Canvas, find Canvas Tutorials on [Grades Overview](#). In case you face any trouble in finding the feedback, please do not hesitate to contact me immediately.

2.6.5 Paper Revision Policy:

You may revise **one** graded paper in this class excluding WP # 3. For consideration of a new grade, **you must follow the “Revision Guidelines.”** Find on Canvas and make an appointment with me. Your revision is due one week after the graded paper has been returned to you. Please note, you can only revise a paper graded a B+ or lower. If for instance, you earned a C+ and then revised the paper to a B, I will record the B. If for some reason the revised grade is lower than the original grade, then I will keep the original grade. In other words, revising a paper does not guarantee a higher grade, but it cannot hurt your grade.

2.6.6 Peer Reviews: [\(Read thoroughly.\)](#)

For all major writing projects, you will work with your classmates on your drafts. A complete draft is required on Canvas before class begins. If you fail to provide a complete draft for the workshop, and **you will lose a participation grade for the peer review and will not be able to participate.**

2.7 HOMEWORK:

Each day’s class activities will be based on the assigned homework. This is why your homework and participation grades are integrated.⁵

2.7.1 Homework and Invention Writing (IW):

Invention writing activities are designed to help you come up with ideas and generate material you will use in your paper. Each is graded for completeness. [Not doing these invention activities seriously impacts your overall paper and homework grade in the class.](#) Some assignments usually require 2-3 hours (sometimes more depending on the paper). IW is especially useful because after you have

⁵ Adapted from Tonya Eick ENG 108.

completed them, you will have much of the material you need to create your paper. When students skip the invention work, they find the papers harder to write and the paper's final grades reflect this.

2.7.2 How Homework is Graded:

Assignments will be given full credit if they are thoughtful and complete.

- "Thoughtful" and "complete" means the homework answers all the questions entirely and attentively, with minimal grammatical or mechanical errors.
- "Incomplete" or "careless" means that the homework was only partially done, was done vaguely or minimally, and/or had a considerable number of mechanical errors.

2.7.3 Late Homework and Missed In-Class Assignments:

Late homework and missed in-class writing and activities are not accepted. Please do not ask me to grade. In cases of Covid, see me with documentation.

2.8 Smartphone, iPad, Chromebook, etc. Not Sufficient for Completing Work:

A smartphone, iPad, Chromebook, etc. will not be sufficient for completing your work for this course. While you may be able to access course content with mobile devices, you must use a computer for submitting all assignments, including quizzes, reading homework, and peer reviews.

3 GRADING

3.1 GRADING FOR COURSE

○ Class Participation (Includes Quizzes)	15%
○ Homework	20%
○ Writing Project One	20%
○ Writing Project Two	20%
○ Writing Project Three	20%
○ Reflection Analysis Assignment	5%
○ Total	100%

Grades are weighted. Writing Projects are worth 60% of your semester grade, so they need to be completed on time to avoid high grade loss.

3.2 GRADING CRITERIA:

Grading for Writing Assignments will follow English Department standards, which are based on content, organization, expression, and mechanics. I use the +/- grading system for writing assignments.

To compute final course grades, the following values are assigned to the standard letter grades of A through E:

- A+ = 4.3 (only used internally at ASU)
- A = 4.0
- A- = 3.7

- B+ = 3.3
- B = 3.0
- B- = 2.7
- C+ = 2.3
- C = 2.0
- D = 1.0
- E = 0.3
- No paper = 0.0

Grade	Percentage	4.0 Scale
A+	100-97%	4.3 (only used internally at ASU)
A	<97-94%	4.0
A-	<94-90%	3.7
B+	<90-87%	3.3
B	<87-84%	3.0
B-	<84-80%	2.7
C+	<80-77%	2.3
C	<77-70%	2.0
D	<70-60%	1.0
E	<60%-0%	.3

A grade of I (Incomplete) will not be offered in this course except under extreme conditions and with advisement from the Composition Program Administration.

3.3 GRADES ON CANVAS:

If you have questions about grades, you should communicate with me immediately. I cannot discuss grades before, during, and after class. If you have a problem, you should meet with me during office hours or schedule a time to discuss it with me in private.

3.3.1 Paper Grade Questions

I require that all students observe a 24-hour waiting period before discussing graded papers, comments, or grades with me. This 24-hour period gives you the time to read through comments and reflect on your performance before approaching me with your concerns. If you wish to discuss your paper performance, make an appointment to see me with your graded paper – email consultations are not possible for paper discussions.

3.4 DISPOSITION OF PAPERS AND GRADE APPEALS:

Students should keep all graded assignments for this course until the term is officially over and final grades are posted. If students believe their final grade is inaccurate or unfair, they must present all graded work to the Writing Programs grievance committee (See Writing Programs' Policies Student Grievances, page 13, # 16) to review their case. Students should not solely rely on the documents remaining electronically available on Canvas, if submitted there, but should also maintain their digital copies.

4 COURSE POLICIES

4.1 CANVAS:

Canvas is used for assignments, course materials, grades, communications, and resource links. You should check Canvas and your email frequently for course announcements. You're responsible for knowing all communications and for any assignment changes. No exceptions.

Canvas Assignment on First Day: Setup Notifications for class communications

- To be certain you receive timely notices of class announcements and emails, go to Canvas, and click the "Notifications" video and see the instructions on how to receive class notifications for announcements, emails, etc. If you have issues, call Canvas Support.

4.2 EMAIL POLICY:

This class requires that students check their ASU email account and MyASU regularly, as they are used for class communications. I open emails only from ASU addresses. If you prefer to check your email from another account, you can set these accounts up to forward to another account.

Emails should be sent to my ASU email account. In your emails, please address me as Professor or Dr. Myles.

I check emails several times during the day between 9:00 AM and 5:00 PM. If you have questions or urgent issues, please bring them to my attention as early in the day as possible. If you have not received a response in 48 hours, please send a follow-up email.

As I am not on email on weekends, I will respond to your message on Monday.

4.3 OFFICE HOURS, APPOINTMENTS, CANCELED CLASSES:

If I need to cancel a class because my car broke down, or if I am ill, etc., I will try to email you all before class. However, if you come to class and I am not here by the time 15 minutes have passed (from when class is to start), please assume that class is canceled, and you should check your email for further instructions.

4.4 CLASSROOM DECORUM AND TECHNOLOGICAL DISTRACTIONS:

While I want us to constantly challenge ourselves and others during the class, I think it is important to maintain a genial, courteous, cooperative learning atmosphere in the classroom for all. Inappropriate behavior includes (but is not limited to) the following:

- Class begins promptly. Therefore, be on time to class. A late is a late is a late. Class will also end promptly. Do not begin to "pack things up" until it is absolutely clear that class is officially over.
- I expect you to be involved in whatever the class is doing, in other words, not doing work for another class, reading a newspaper or other outside material, doing a crossword, napping, etc. If you absolutely must do these things, then don't come to class.
- Also, the classroom is not the appropriate time for complaining about the class, the workload, your grade, etc. This includes before class, after it ends, and during any break we might take. If you have a problem, you should come to my office hours or schedule a time to discuss it with me in private.

Finally, failure to abide by these guidelines may hurt a student's participation grade. Repeat offenders may be seen as disruptive and asked to leave class.

4.5 TECHNOLOGICAL DISTRACTIONS:

"Please refrain from any unauthorized usage of technology during our class sessions. In this usage, *unauthorized* means unrelated to the tangible learning activity or activities taking place during the class period. Please put all hand-held electronic devices away. I expect computers and laptops to be used for classroom activities only. Failure to abide by these guidelines may have a negative impact on a student's participation grade. Repeat offenders may be seen as disruptive and asked to leave class." **Do not wear headphones, ear buds, etc. in class.**

4.6 DISABILITY RESOURCES FOR STUDENTS:

ASU complies with federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990 (ADA).

Qualified students with disabilities who will require disability accommodation in this class are encouraged to make their requests to me at the beginning of the semester either during office hours or by appointment. **Note:** Prior to receiving disability accommodation, verification of eligibility from the Disability Resource Center (DRC) is required. Disability information is confidential. Their office is located on the first floor of the Matthews Center Building. Please call Disability Resources for Students at 480-965-1234. For additional information, visit www.asu.edu/studentaffairs/ed/drc. Please feel free to discuss special accommodations with me.

4.7 ACADEMIC DISHONESTY AND PLAGIARISM: Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions, and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), loss of registration privileges, disqualification, and dismissal. For more information, see <http://provost.asu.edu/academicintegrity>.

Plagiarism is stealing. Whenever you borrow a phrase, sentence, paragraph—or even an idea stated in your own words—from any outside source without giving credit to that source, you have plagiarized.

4.8 COPYRIGHTED MATERIAL:

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

4.9 PROBLEM SOLVING:

I encourage you to see me during office hours, email me, or make an appointment if you wish to discuss issues connected with this class and/or your performance. Please discuss concerns with me while we still have options. I tend to be generous with students who take the initiative to consult with me about concerns while they are still “situations” and “not yet crises,” and less generous with those who permit things to slide until a crisis is unavoidable.

4.10 PUBLIC NATURE OF THE CLASS:

Be aware that our class will be composed of diverse members; it is your responsibility to use appropriate language in class and in writing and to respect the opinions and cultures of others, per university guidelines. Everyone should feel comfortable speaking in class.

4.10 TITLE IX:

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex are prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling> is available if you wish to discuss any concerns confidentially and privately. ASU Online students may access 360 Life Services, <https://goto.asuonline.asu.edu/success/online-resources.html>

4.11 COURSE TIME COMMITMENT:

Coursework includes all learning activities including reading, watching videos, studying, and completing assignments. **You should plan to spend two to three hours for each assignment or activity given during the week and much more for your major writing projects.** Composition classes require more time from students than many other classes do. Arizona Board of Regents (ABOR) requires 45 hours of coursework per credit for college-level courses, which translates to:

4.12 WRITING CONFERENCE:

During the semester, we will cancel classes so we can hold conferences. If you miss a conference, you will be counted absent for the same number of classes that were canceled to hold conferences. If you conference with me AND visit the Writing Center (and provide evidence of doing so to your instructor), you may have the opportunity to earn extra credit.

5.0 **Generative AI: Unauthorized Use**

Generative AI is a technology that automates part or all of the writing/content creation process for users. Popular examples of such technologies include ChatGPT (OpenAI), Google Bard (Google), Claude (Anthropic), and Wordtune (AI21 Labs). In this course, I ask that you refrain from using generative AI tools. I understand that generative AI technologies can help you compose assignments more efficiently. I also understand that your other professors may have different expectations associated with its usage. **In this course, we will not use generative AI technologies** to ensure that we are meeting the outcomes that structure courses in our program. If you have questions or concerns, please schedule a meeting with me during office hours and I will be happy to address them. You may also send questions or concerns to Dr. Kyle Jensen, Director of Writing Programs at the following address: dr.kjensen@asu.edu.

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