Applied Writing 250
Lecturer:
Office: 204 Somerville
Office Hours: Monday and Wednesday 12:00-2:00/ By appointment

Welcome to Applied Writing. I am happy to have you in my class. I hope you are ready to get down to the business of reading and writing. The more you read and write, the better you will be at both tasks.

Our reading packet is available at University Printing Services located in Sam Gerard Hall (across from the University Police Station and blue water tower).

Useful supplies include a spiral bound notebook (journal), a reading packet, a stapler, and a pocket folder.

Please bring your journal and reading packet to every class meeting.

English 250 is a professional-writing course designed to improve the reading, writing, and critical-thinking skills of second-, third-, and fourth-year undergraduates. Upon successful completion of English 250, students should be able:

• To write a narrative
• To conduct research
• To conduct interviews
• To conduct investigations
• To address peer groups confidently and comfortably
• To revise, edit, and improve writing through a series of drafts
• To engage effectively in peer-review groups
• To understand proper grammar, punctuation, and spelling
• To read analytically
• To employ efficient study skills

After reading assigned essays, students will write a journal entry in their spiral-bound notebooks. Students are expected to read their journal entries out loud in class, and the class will discuss the journal entries. Please know that your journal grade will be penalized if you write your journal entries in class while your classmates are reading. The out-loud reading requirement is tough, but for the sake of class interaction, you must be brave. The more you read out loud, the easier it becomes. Many of you will need to offer varied presentations in your chosen profession, and journal reading is good practice.

Students will select three journal entries and revise those for our three essays. The first two essays (500-700 words) will EACH count 25% toward the final grade. The third essay (1,200 words) will count 40% toward the final grade. The remaining 10% of the final grade will be a combination of journal presentation and pop quizzes.
Before the essays are turned in, the class will conduct a peer review workshop. Students will have guidelines to follow that will help them offer substantial and thoughtful comments for one another. PLEASE SAVE ALL DRAFTS, PEER REVIEWS, AND GRADED ESSAYS. STUDENTS ARE REQUIRED TO TURN IN ALL WRITTEN WORK AT THE SEMESTER’S END.

We will not write formal research papers in this class. We will read and write good essays and discuss how to apply essay-writing skills to a variety of professional writing genres (business and cover letters, proposals and instructions).

This class meets two days a week, and you are allowed three absences for the semester. There is no distinction between excused and unexcused absences. Each absence beyond three will result in a 10% drop of your final grade. Habitual arrivals late to class will accumulate into additional absences. Please know that pop quizzes are given after roll is called, and if a student arrives late, he or she will miss the quiz and earn zero points for that day. Students who miss class are responsible for completing assignments when they are due. Please establish contact with a classmate who will share the missed assignment, or contact me through e-mail. ALL ASSIGNMENTS MUST BE TURNED IN AT THE REQUIRED TIME. LATE ESSAYS WILL BE PENALIZED. IF YOU COME TO A PEER REVIEW SESSION WITHOUT A ROUGH DRAFT, YOU WILL BE COUNTED ABSENT.

PLEASE TURN OFF CELL PHONES. DO NOT TEXT MESSAGE IN CLASS!

The University’s policy on academic honesty (plagiarism, or cheating) can be found in the M Book. It provides for several penalties for academic dishonesty—including probation, suspension, or expulsion from the University. At the very least, Freshman English Program policy dictates that any student guilty of academic dishonesty will automatically receive a failing grade on the assignment in question. I am more likely to fail cheating students from the class.

Please note that it is the responsibility of any student with an authenticated disability to contact the Office of Student Disability Services in Martindale Hall (915-7128) to arrange for reasonable classroom accommodations. Such students will need to acquire a form from that office to deliver the instructor early in the semester because no accommodations can be made without official notification from the Office of Student Disability Services.

It is important that students activate their olemiss.edu webmail accounts. Get in the habit of checking campus email.

Please keep this syllabus and review our directions throughout the semester.