Course Policies
Expos I
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Office hours:

English 100 is an introductory writing course that allows us to read and respond to a broad range of texts and media that deal with various aspects of difference in communities and identities. We will have opportunities to identify, describe, analyze, and research these issues. Additionally, you will develop your capability to write for specific purposes and audiences and gain experience in researching and writing in academic contexts.

Importantly, in order to communicate effectively, you need to be aware of how your audiences differ. An awareness of differences in beliefs, values, and opinions will allow you to engage more effectively with your readers, especially in terms of the research and examples you use as well as your style and tone.

This course includes five major papers, a final paper revision, peer workshops, in-class discussions, invention, drafting, revisions, and small reading assignments. While some of your writing will take place in the classroom, much of what you must satisfactorily complete for the course will require time outside the classroom: reading assignments about topics for your papers, writing activities that prepare you for the papers, generating ideas for drafts, and completing drafts and revisions according to the schedule below.

Workbook:

Required Supplies:
- Several letter-size manila folders for keeping and handing in your work
- Materials (pen/pencil, paper, laptop, etc.) for taking notes in class

Attendance Policy:
In a writing class, attendance is necessary, not only because the class activities will help draft a paper but also because participation is helpful to other students and helps build a strong community of writers and readers. However, from time to time, circumstances may make it impossible to attend class.

- If you must be absent for a good reason, contact me ahead of time or as soon as possible after the absence.
- Persistent tardiness (being late once a week or more) may result in a loss of participation points.
According to the attendance policy of the Expository Writing Program, if you are absent for any reason for more than nine classroom hours or the equivalent of three weeks of class (nine M/W/F class periods), you may automatically fail the class.

Workshop Attendance Policy:
Workshops in which the reading of and commenting upon others’ work is completed are an integral part of this course. As there will be at least one workshop for each paper written, everyone’s participation is important. The workshops also serve as a good motivator for getting an initial draft completed.

• The workshop situation cannot be recreated outside of class. Therefore, if you miss a workshop for any reason, you will lose workshop participation points

How To Submit Your Work:
Write your name, your instructor’s name, the name of the course, title of the assignment, and the date on the top of the first page.

All papers should be typed, double-spaced, using one-inch margins, on 8½” x 11” white paper. Use standard (Times New Roman) 12-point font. Number your pages at the bottom and staple them together at the top left corner.

Put the paper, all notes, drafts, and response forms in a manila folder with your name written on the tab. Do not use title pages. Do not submit your work in a report cover or colored folder with pockets.

Late Papers:
Papers are due at the beginning of class on the date due. Late assignments will lose one letter-grade for every calendar day that they are late. Papers more than one week late will fail. One requested extension is allowed per student per semester IF the extension is requested on or before the due date.

Revision Policy:
There is a great deal of evidence that revision helps people learn to write. You must revise your paper drafts during the drafting process. You will also revise one paper for the Final. You may revise any failing paper. All failing paper revisions are due one week after you have received grades and comments.

However, revisions do not automatically warrant higher grades. Revisions must demonstrate substantial improvement over previous drafts. That is, when you revise, you should not just correct editing errors, and you should not just answer questions in the margins. Rather you should use comments as a starting point for rethinking how you did the assignment and use the revision as a way to show that you have learned something, which you can apply in new ways in new contexts.
Final Evaluation Papers:
During the last week of class, you will turn in a **final** that will be a revision of paper 4. A different instructor will read your paper to help determine the grade. Outside readers do not determine your final grade; they just help determine your final paper evaluation. After I tabulate the results of the final evaluation paper, I will assign you a letter grade for the course. **Please note that it is possible to pass the final and still fail the course because you have not fulfilled other course requirements.** For more information about the final reading, see the “The Final Program Evaluation Paper” in your course supplement.

Grades:
Major papers will receive a grade of A, B, C, or Insufficient. You must extensively revise for Insufficient papers to receive at least a C. A paper with an original grade of I that you do not revise will change to an F in determining final grades. Note that individual papers cannot receive a D. This rule is in place because the outside reader may easily fail a D, since it is such a borderline grade.

The Final reading must be passed in order to receive a passing grade for the course. If the Final reading is passed, final grades will be determined according to the following formula:

Final 25%
Papers 1 20%
Papers 2 20%
Paper 3 20%
Performance Review Paper 10%
Homework and Miscellaneous 5%

The Honor Code:
Kansas State University has an Honor Code, which stipulates that you should do all your academic work at the university individually. Do not collaborate on any academic work unless specifically approved by your instructor. On all of your assignments, exams, and other course work, the following pledge is implied, whether or not it is explicitly stated: “On my honor, as a student, I have neither given nor received unauthorized aid on this academic work.”

Obviously, the Honor Code covers plagiarism. For the university’s definition of plagiarism, see your course supplement

Complete copies of the academic dishonesty policy are available on the Honor System web page at <www.ksu.edu/honor/>.

Students with Disabilities:
If you need special accommodation in this course for a verified learning or physical disability, please contact Disabled Student Services in Holton Hall, Room 202 (532-6441), so that they may assist you and me in making those arrangements.
Student Behavior:
All student activities in the University, including this course, are governed by the Student Judicial Conduct Code as outlined in the Student Government Association By Laws, Article VI, Section 3, number 2. Students that engage in behavior that disrupts the learning environment may be asked to leave the class.

Due Dates (subject to change):
Feb. 7: Visual Analysis Due
March 2: Summary and Response Due
April 1: Informative Memo Due
April 20: Personal Ethnography Due
April 29: Performance Review Due
May 6: Final Due