This course includes five papers, a final paper, peer workshops, in-class discussions, invention, drafting, revisions, and small reading assignments designed to teach proficiency in a wide range of academic and professional writing and reading strategies.

The International section of Expository Writing is very similar to the Expository Writing I class “native” K-State students must complete. The main differences are that the topics for papers in the International Section are tailored specifically for your experiences as international students. Grading procedures, difficulty expectations, and standards are generally the same as in “regular” Expos I.

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 aspects of writing, writing activities which prepare you for the papers, generating ideas for drafts, and completing drafts and revisions according to the schedule below.

Textbooks:
- The course-pack workbook for this class is available at the Claflin Book Store

Recommended Texts:
- A good English college dictionary
- A translation dictionary

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

Attendance Policy:
In a writing class, your attendance is necessary, not only because the class activities will help you draft a paper but because your own 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 M/W/F class periods or the equivalent of three weeks of class, you may automatically fail the class.
Workshop Attendance Policy:
Workshops in which we read and comment on each other’s work are an integral part of this course. As there will be at least one workshop for each paper we write, participation is important. The workshops should also serve as good motivation to get 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

K-State Online Access:
This class will use K-State online extensively. Documents like this syllabus will be posted for easy access and reference if you lose the hard copy. Your grades will be posted on K-State Online as well.

This class also uses email for communication outside class. If you do not wish to check your assigned K-State email, then you need to have your K-State email forwarded to an account you do check.

If you do not have adequate computer access at home, please remember that computers at Hale Library and other computer labs around campus are open to you.

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

Staple
John Student
Mrs. Sara Mertz
English 100
March 3, 2010

All papers should be typed, double-spaced, using one-inch margins, on 8 ½” 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, the assignment sheet, 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 by 5 p.m. on the scheduled due-date. Late assignments will lose one letter-grade for every calendar day that they are late. Papers more than a week late will not be accepted. **One requested extension will be allowed per student per semester IF extension is requested on or before the due date.**
To turn in an assignment outside of class, you will need to take it to my desk in ECS.

Revision Policy:
There is a great deal of evidence that revision helps people learn to write. Therefore, you will revise your papers during the course of the semester. **Revisions will be collected for regrading during the revision “unit” near the end of the semester.** 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 that you can apply in new ways in new contexts.

A paper will be considered revised when it demonstrates significant change in global issues such as **focus/purpose** (Is the paper on one topic? Is the writer’s purpose clear?), or **arrangement** (Is the order of the information logical and easy to follow?), or **development** (Is there enough detail and support for the reader to clearly understand the issue), or **tone** (Is the reader addressing the audience appropriately for the purpose and occasion?). Revisions that do not meet these criteria will be returned unread. Simply correcting errors in spelling, punctuation, or grammar is not revision but editing.

All revisions must be accompanied by previous drafts and responses.

Grades:
Major papers will receive a grade of A, B, C, or Insufficient. Insufficient papers must be revised extensively for them to receive at least a “C”. A paper with an original grade of “I” that is not revised will be counted as an “F” in determining final grades. Note that individual papers cannot receive a “D”. This rule is in place because a “D”, since it is such a borderline grade, may be easily failed by the outside portfolio reader.

The final paper examination is an integral part of this course. Papers that you have written for our class will be revised for inclusion in the portfolios. Here is the grade breakdown:

25% Final Paper
70% The 5 Individual Paper Grades

The remaining 5% of your final grade will be determined by class participation; that is, your attendance, your coming to class on time, your contributing to discussions and workshops, and your grades on class work and homework.
The Final Examination Paper:
Please note that it is possible to pass the portfolio and still fail the course because you have not fulfilled other course requirements. For more information about the portfolio examination, see your course supplement.

The Honor Code:
Kansas State University has an Honor Code, which stipulates that all your academic work at the university should be done individually by you. 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.”

Writing tends to be a collaborative process; so many students have trouble comprehending when they are in violation of the Honor Code. This is why I recommend you use the ECS Writing Center (or specifically English Athletic Tutors) for free tutoring and rely on your classmates for peer help.

Obviously, plagiarism is covered by the Honor Code. Using any sentences, ideas, or research from people other than you without correctly citing that fact in your academic work is 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.

All student activities in the University, including this course, are governed by the Student Judicial Conduct Code as outlined in the Student Governing Association By Laws, Article VI, Section 3, number 2. Students who engage in behavior that disrupts the learning environment may be asked to leave the class.
Important Dates:
August 23: Fall Semester Begins
Sept. 6: Labor Day
Nov. 22-26: Fall Break
Dec. 10: Last day of classes (final paper must be turned in)
Finals Week: Final Paper Readings

General Schedule (subject to change):
Aug. 23: Unit 1: Educational Narrative
Sept. 13: Unit 2: Profile
Sept. 29: Unit 3: Summary and Response
Oct. 13: Unit 4: Visual Analysis Memo
Oct. 27: Unit 5: Informative and Surprising Paper
Nov. 19: Unit 6: Reflection
: Revision and Final Paper

Due Dates (subject to change):
Sept. 13: Educational Narrative Essay Due
Sept. 29: Profile Essay Due
Oct. 13: Summary/Response Due
Oct. 27: Visual Analysis Memo Due
Nov. 19: Informative/Surprising Essay Due
: Reflection due
: Final Paper due