



Fall Syllabus

ENGL 0099: Prep. Composition (In-Person)

Instructor Information

Instructor

- Name: Valerie Malott
- Email: malottvj@ucmail.uc.edu
- Phone: (513) 278-7886
- Class Location: TBA
- Office Hour: By appointment-in person on the Clermont Campus or virtual via Zoom, Discord, Teams, by phone

Communication Expectation

Although we will be meeting face-to-face, this course is **web-enhanced**, making use of the Canvas platform; I will post all assignments, announcements, and information on Canvas. You are responsible for checking Canvas at least once a day and being proficient in using the system. **You are also responsible for submitting all assignments through Canvas**, unless otherwise noted. Please see more information below on Required Technology.

You are responsible for checking your UC email account at least once a day to ensure you do not miss communications. Your official UC email is your primary mode of communication between you, the university, and your instructors. Because most instructors teach more than one course/section, it is important that you give your emails appropriate subject headings, including your course number and section, followed by a brief indicator of the message content. Read "[How to Write an Email to Your Teacher](#)" for more tips.

I check email frequently during the weekdays; my goal is to reply within 24 hours (Mondays through Thursdays) and within 72 hours on weekends (Fridays through Sundays), though I usually respond promptly. For quick questions, please use the class Discussion Board to get easy answers quickly, especially when your question might benefit the whole class. For longer questions or more personal information, please write me a more formal email. I can be reached by phone/text, but please reserve such communication for emergencies.

Office hours can be scheduled via Canvas. [Please see instructions on how to use the appointment scheduler in Canvas.](#)

Inclusion Statement: In this course, we refer to individuals as they prefer to be referenced. What this means is that you are welcome to tell your classmates and instructor what name you prefer to "go by" in the class, as it might not match the name that the University system displays on classroom materials for you. Likewise, you are welcome to share what your preferred pronouns are. **I invite you to sign your work with your preferred name.**

Your classmates and instructor will respect your wishes and refer to you by your preferred name and pronouns. ENGL 0099 is an inclusive and welcoming space. We seek to learn from one another through participation and discussion. We encourage all students to engage in critical thinking, reading, writing, and reflecting, and this requires that we maintain civil discussions even when we disagree with one another. This level of personal accountability is essential in today's workplace and social environments, and we expect it in our classrooms, as well. If you feel that you cannot be civil in a discussion, please step away from the discussion. Reach out to the instructor to discuss the matter.

Course Overview

Course Description

Preparatory Composition, ENGL 0099, is a writing-centered course that emphasizes the careful reading, critical thinking, and persuasive strategies inherent in writing within an academic community. Students learn to write with purpose, audience, context, and conventions in mind. Students begin to develop academic research practices: how to locate and evaluate sources relevant to their own writing topic. Students also engage in regular self-reflection. This course does not satisfy degree requirements but does affect grade point average.

Purpose

Welcome to English 0099! In this course, we'll explore college-level writing; we'll talk about it, analyze it, write about it, and revise it. As an introduction to college-level composition, this course is designed to examine concepts important to all writers, such as audience, context, purpose, and genre awareness.

You will learn about different writing processes, including your own, and we will talk about the decisions and choices writers make when composing different types of texts. A major goal of this course is for you to gain confidence in your writing abilities and to recognize how, what, and when you write best so you can use those skills throughout your college career and beyond. You will also learn how to use different genres of texts in different rhetorical situations to best communicate with your intended audience(s).

This course will prepare you for more extensive writing assignments, both in ENGL 1001 and other courses which may require academic essays to demonstrate understanding.

Course Learning Outcomes

By the end of English 0099, students will be able to:

- Analyze the writing situation by examining audience, purpose, and context.
- Compose multiple genres for a variety of audiences and purposes, using sources as a foundation for writing in some projects.
- Apply appropriate composing processes and conventions to the writing situation.
- Locate, evaluate, and synthesize source material appropriate to the research topic.
- Describe what they know about reading, research, and writing processes and how they can apply that knowledge in various contexts.

Course Format

This is a lecture course which meets in person on the UC Clermont Campus. You are required to be in class on the designated days and time. Please see my course policies for more information on attendance, lateness, etc.

Pre-requisites/co-requisites

To take this course you must: Have taken the following Course ENGL0097 min grade C-. Taken the following test UCPT ENGL min score of 3.

Materials & Technology

The required course text is called *The Writer's Practice* by John Warner. Warner has a fresh approach to teaching writing and this text is written *for* students.

You may download the PDF of *The Writer's Practice* from Canvas. If you would like another format, you can download or read online from Archive.org: [The Writer's Practice](https://archive.org/details/the-writers-practice-by-john-warner-ebook-pdf-free/page/n2/m0). If you prefer to have a physical copy, you can purchase used from online booksellers. It is also available as an eBook and audio book through other online sellers. You may elect to choose whichever version is most easy for you to have access to and is most affordable. I will post both page numbers and chapter/section titles for reading assignments.

Textbook

- Title, edition: *The Writer's Practice*
- Author name: John Warner
- Publisher: Penguin
- Date Published: 2019
- ISBN 13: 978-0143133155

Resources

Additional resources, including lectures, videos, websites, and supplemental readings/learning materials will be available in each weekly module on our Canvas course page as well as the Course Resources page.

If you find that you are struggling with accessibility for any of the content in the course, please let me know. While I have made every effort to provide accessible content, not all PDF copies of resources or PowerPoint presentations are fully accessible. This is something I am slowly remedying as I learn how to make my resources accessible for all.

Required Technology

Content for this course is best accessed via a computer with reliable internet access, although working from a mobile device such as a tablet or phone is possible in a pinch. As mentioned previously, I will be using Canvas to present the week's assignments. **You are required to submit all essay rough drafts, revisions, and any other work done outside of class through Canvas.** This means you will need to have access to a computer and/or mobile device with internet access.

If you do not own a computer, there are computers on all of the UC campuses (library, labs). You may also be able to do a **long-term laptop loan through the campus where you enrolled.** Please read more about the [recommended computer specifications](#) from our Technology Services page.

You are expected to know how to use word processing software like Microsoft Word or Google Docs. I also suggest downloading the **Canvas for Students** app to your mobile devices so you will have access to the course materials when you are on the go. It is available for [Apple](#) and [Android](#) devices. All these applications are free.

In addition, you should have paper and pens with you when we meet for class. If you prefer using a laptop to take notes or complete work, you may do so.

Required Technical Skills

- Using the Learning Management System (Canvas)
- Using the Canvas student mobile app ([iOS](#) or [Android](#))
- [Accessing Turnitin Similarity Report](#) for certain assignments
- Creating/saving files in commonly used word processing software
- [Saving files as .pdf](#)
- Using [Zoom](#) (video software)
- Accessing/Downloading and installing software (all MS Office apps are available through the app launcher on the Bearcats landing page)
- Using the UC [library websites](#) to research using databases
- Using the [Learning Commons website to](#) make appointments with a tutor
- Using [Canvas Scheduler](#) to schedule a meeting with your instructor

Assessments & Activities

Because this is a writing course, you will have multiple opportunities to draft different kinds of writing. **You will write four formal essays, two of which will require a rough draft and**

revision. For all writing assignments, you have unlimited opportunities to revise and resubmit. Please see more in the grading section of the syllabus.

All formal essay drafts must be typed, follow [Modern Language Association](#) (MLA) guidelines, and be submitted through Canvas unless otherwise stated. Each final essay will be a professional document that communicates clearly and effectively to the audience.

In addition to drafting and revising more formal essays, you will engage in multiple informal writing activities, including weekly journals/reading logs and discussion boards.

Course Schedule

There will be a separate document that contains the proposed course schedule for the proposed weekly topics and writing assignments you have in this course. The schedule is subject to change according to class demands. Additional discussion board topics and journal prompts will be added to the weekly modules in Canvas at a later date. **Always defer to the dates posted in the weekly Canvas modules.**

All work is due at the end of the week on Sundays by 11:59 PM unless otherwise noted.

Please note that there is not a final exam for this course. The final submission deadline for assignments is the last day of the semester: **Friday, December 8, 2023.**

Grading

Grading Criteria

Grades in ENGL 0099 are as follows: A, B, C (including + and -) or NP, F, W, UW, I. In order to progress to ENGL 1001- English Composition, you must pass ENGL 0099 with at least a C- (70%). Any lower grade means you will need to retake the course. **You are required to submit all four essays to pass the class OR to be eligible for the grade of NP.** Failure to submit them will result in a grade of UW/F.

Grading Criteria

Assignment	Quantity	Points/each	Points	Percent of Final Grade
Formal Essays (includes 2 rough drafts)	4	100	400	40%
Discussion Boards	10	20	200	20%
Journals	8	25	200	20%
Quizzes	10	10	100	10%
Worksheets	4	25	100	4%
Total			1000	100%

*For each **informal** assignment category (Discussions, Journals, Quizzes), I drop the lowest grade.*

Grading Policy

If you earn a grade below a C- (69% or below) for the course, you will receive a grade of NP (not proficient). This does not affect your GPA or financial aid, but it does mean you will have to take the class again. When you do take the class again, your NP will be replaced with the grade you earn in the class the second time around. **You must submit all formal essay assignments to be eligible for a grade of NP.**

If you disappear from class or don't complete the work, you will receive a grade of UW (unofficial withdrawal). This affects your GPA the same way that an F would, and could affect financial aid or scholarships. **Failure to submit any of the formal essay assignments for this course will result in a UW.**

You can withdraw (W) from or drop the class in Catalyst according to the university's dates and deadlines calendar. If you miss the deadline, you'll need to file an add/drop form with instructor approval. Bear in mind that withdrawal could affect your full-time status and financial aid, in some cases. It is best to consult your advisor before deciding to withdraw from a course.

A grade of Incomplete (I) is given only in special circumstances when illness or other personal emergencies have prevented a student from completing a small portion of the course requirements. An incomplete contract must be agreed upon by both instructor and student and signed by the student. These contracts are filed in the department office.

Academic Integrity and the Use of A.I.

All work submitted for this course must substantially be your own and not the work of others (human or machine). Just as you wouldn't ask another person to take an exam for you or write your whole paper, so should you not have an AI writing system (e.g. ChatGPT, etc.) write your assignments for you. However, it can be a helpful tool during the invention phase of writing (getting ideas) or provide examples for how to organize your essay. All drafts and formal essays are run through Turnitin and your [similarity score is visible immediately](#).

While I do not solely rely on that system's AI detection (which is flawed), there are aspects of AI writing that will usually make me investigate further. If I suspect you are "borrowing" from AI-generated writing, I will request a conference to discuss the implications of violating the [University of Cincinnati Academic Integrity Policy](#). "Borrowing" the words, ideas, etc. of another without proper attribution (citation, documentation) is a form of plagiarism, regardless of intention.

Grading Scale

The following grading scale is to be used in this course.

- A+ = 97-100
- A = 93-96
- A- = 90-92

- B+ = 87-89
- B = 83-86
- B- = 80-82
- C+ = 77-79
- C = 73-76
- C- = 70-72
- NP = 69 or below
- W = withdrawal (official)
- UW = withdrawal (unofficial)
- I = incomplete

Clermont Student Resources

Please review [Clermont Student Resources](#) to learn about the resources and support services that are available to Clermont students, including Canvas tutorials, Tech Help, Clermont Policies, Library link, Clermont Learning Commons, Student Support Services, Accessibility Resources, and Honorlock information.

Accommodations and Accessibility: All requests for accommodations must be formally documented and processed through UC's [Accessibility Resources](#) department. That said, I understand seeking formal documentation may be daunting or a lengthy process, especially if you did not have accommodations or an IEP before college, so please let me know if you suspect you may have some challenges that could be a barrier to your success, and I will work with you to find a solution.

Religious Accommodations: Ohio law and the University's Student Religious Accommodations for Courses Policy 1.3.7 permits a student, upon request, to be absent for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization and/or to receive alternative accommodations with regard to examinations and other course requirements due to an absence permitted for the above-described reasons. Not later than fourteen days after the first day of instruction in the course, a student should provide the instructor with written notice of the specific dates for which the student requests alternative accommodations. For additional information about this policy, please contact the Executive Director of the Office of Equal Opportunity and Access at (513) 556-5503 or oeohelp@UCMAIL.UC.EDU.

Course Policies

Drafts: I *highly encourage* you to submit early drafts to receive feedback. Each major writing assignment is set so students have **unlimited submissions** for the assignment. If you wish for me to review your work-in-progress prior to the due date, you may submit your early drafts to the final submission page.

Late Work: Due dates are firm; however, I am willing to accept late work (with a few important exceptions).

That said, we are all human, life sometimes just happens, and I am willing to work with you if you are having difficulty submitting work on time. However, **it is your responsibility** to reach out to me to ask for an extension. I do not need to know the reason why; I only ask for a "heads up" with a general idea of when I can expect your submission. If you are chronically late with work (that is, more than a day late) and fail to communicate with me, you risk your grade being lowered.

Sample Assignment Extension Email:

Dear Professor Malott,

I am writing to request a deadline extension on my [insert name of assignment here]. I plan to submit the assignment on [proposed date here], which is [number of days] past the original deadline. To complete the assignment, I still need to [list specific tasks here]. [Number of extra days] on the assignment will help me complete these tasks. Please let me know if this extension is acceptable to you.

Sincerely,

[your name here]

I will not accept late work when it is past the last day of the semester (I will not accept any work past Friday, December 8, 2023)

Attendance: Since you have enrolled in an in-person class, you are expected to participate regularly through class attendance, submitting assignments and taking part in the discussion boards. You are also expected to check into Canvas regularly, ideally on a daily basis to make sure there haven't been any changes made to the course. I am able to monitor how frequently students access Canvas as well as how much time is spent looking over course materials. If I find that you haven't been in Canvas regularly, I will reach out to you to make sure you are staying on track. Remember, though, **it is your responsibility** to submit work in a timely manner. I will not be sending reminders for when an assignment is due.

Rubrics: All of the formal essays will be graded using Canvas rubrics. Students who score a 69% or below (NP) will receive comprehensive feedback in addition to their rubric scores. Revised essays must be submitted by the final deadline and score at least 70% to pass. Students who earn a grade of 70% or higher can request comprehensive and specific feedback as needed; requests for additional feedback must be made within one week of grades being posted. Remember that all assignments are set to accept unlimited submissions and you may resubmit multiple revisions to improve your grade.

I will not review papers in the final 48 hours before they are due, and I do not accept emailed assignments without prior approval (i.e. you are having a technical issue with Canvas). All work must be uploaded to Canvas unless otherwise indicated in the weekly module or assignment page.

Dates & Deadlines

Fall 2023 Semester Schedules

- Full Semester: August 21–December 9, 2023
- Examinations: December 3–9, 2023
- Semester Ends: December 9, 2023

Course Withdrawals

Last day to drop (no entry to academic record):

- Full Semester: September 4, 2023

Last day to withdraw from classes:

- Full Semester: November 17, 2023

Reading Days

- Monday, October 9, 2023
- Tuesday, November 7, 2023

Holidays

- Labor Day Holiday: Monday, September 4, 2023
- Veterans Day Holiday: Friday, November 10, 2023
- Thanksgiving Weekend Holiday: Thursday, November 23–Sunday, November 26, 2023