

The following information should be included in your syllabus. Information with text already provided, such as the Official Course Name or General Education statements, needs to have that text included verbatim. Please attach a copy of this sheet to your syllabus, with the required information checked off, when you turn a copy in to the Composition Program Office.

<u>Check</u>	<u>Item that must be included:</u>
	Name of Instructor
	Official Course Name: English 101: Introduction to College Writing English 102: Intermediate College Writing English 105: Advanced Composition for Freshmen English 306: Business Writing English 309: Advanced Academic Writing
	Course number and section
	Year and term
	Office room number (and carrel # if applicable)
	Office hours *two hours per week for one section and four hours for two ore more sections. Summer teaching requires three hours per week. It is a good practice to explicitly indicate that students may make appointments for other times. NOTE: See further information in the OFFICE HOURS section of handbook. Also see information on STUDENT CONFERENCES.
	Phone and e-mail address
	Course goals/ course description *Provide an overview of the design of your course. Explain the relationships of writing and reading assignments and other activities to the overall purpose and goals of the course. NOTE: See further information on Assignment Sheets in the GRADING CRITERIA section of handbook.
	General overview of required work *Provide a brief description of the formal writing assignments, informal writing, participation, and any other work. Indicate the percentage each contributes to the final grade.
	Course prerequisites/ placement criteria English 101: Open to all incoming students English 102: Eng. 101, approved transfer credit for Eng. 101, or Portfolio Placement into 102. English 105: Open only to exceptionally qualified students who have been notified of their eligibility. English 303: Eng. 102 or 105 English 306: Eng. 102 or 105 English 309: Eng. 102 or 105 NOTE: See further information on placement and ESL in the FAQ section of handbook.
	Texts and materials
	Grading policy *In addition to your policy, also inform students that English courses are graded on a plus/minus scale. If you use a numerical system to calculate grades, please use the following scale. A+ 100-97 A 96-93 A- 92-90 B+ 89-87 B 86-83 B- 82-80 C+ 79-77 C 76-73 C- 72-70 D+ 79-77 D 66-63 D- 62-60 F 59 and below

	<p>General schedule of all major due dates *The hard copy of the syllabus must contain due dates for major writing assignments (drafts and final manuscripts or portfolios). Individual daily reading and short writing assignments may be posted on Blackboard as long as that is stated on the hard copy of the syllabus.</p>
	<p>Attendance Statement *Provide students with information of how attendance will affect their grades. Instructors are not required to factor attendance in calculating a student’s grade, but if they do, it must be in accordance with the Composition Program’s attendance police. NOTE: See further information in the section of handbook on EXCUSED ABSENCES FOR UNIVERSITY-SANCTIONED EVENTS and CLASS ATTENDANCE.</p>
	<p>Late work policy *Provide students with your policy for turning in and grading late work.</p>
	<p>General education statement (<i>for English 101, English 102, and English 105</i>) This course fulfills a General Education Written Communication Requirement.</p>
	<p>Written communication statement (<i>for English 303, English 306, and English 309</i>) Approved for the Arts and Sciences upper-level requirement in written communication (WR).</p>
	<p>Right to make changes statement The instructor has the right to make changes to the course schedule/syllabus if necessary.</p>
	<p>Direct Students to Blackboard for: *These items can be placed on Blackboard as long as the hard copy syllabus explicitly tells students that is where they can find the policies)</p> <p>Plagiarism Statement The University defines plagiarism as “representing the words or ideas of someone else as one’s own in any academic exercise.” Thus, all writing you do for this course must be your own and must be exclusively for this course, unless the instructor stipulates differently. Please pay special attention to the quotes, paraphrases, and documentation practices you use in your papers. If you have any questions about plagiarism, please ask your instructor. If you plagiarize, your instructor reserves the right to grant you a failure for the course and your case may be reported to the College of Arts and Sciences. NOTE: Please see further information in the PLAGIARISM section in the composition handbook.</p> <p>Statement on behalf of students with disabilities Students who have a disability or condition which may impair their ability to complete assignments or otherwise satisfy course criteria are encouraged to meet with the instructor to identify, discuss and document any feasible instructional modifications or accommodations. Please inform instructor about circumstances no later than the second week of the semester or as soon as possible after a disability or condition is diagnosed, whichever occurs earliest. For information and auxiliary assistance, contact the Disabilities Resource Center.</p> <p>Grievance procedure statement Students who have questions or concerns about their grades, the class, or an assignment are encouraged to see their instructor as soon as possible. If not satisfied with that discussion, students may see an assistant director of composition, Hum 319F, 852-5919.</p>