English 1101 (80061)
Fall 2015
Dr. Lamb
TR 9:50-11:05 G211

Contact Information
Office: Arts and Sciences Building 110E
Phone: 678.466.4706
Office Hours: TR 11:15am-12:15pm; others by appointment
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Course Description (1101):
ENGL 1101 English Composition I (3-0-3) 3 semester credit hours. A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exploration, analysis, and argumentation, and also including introductory use of a variety of research skills. Prerequisites: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course. For all students, a grade of C or better (or K) is required in ENGL 1101 prior to enrollment in ENGL1102. Grades of D in ENGL 1101 will not count toward graduation in any degree program.

Clayton State’s Emphasis:
At Clayton State, English 1101 is designed to increase students’ ability to construct academic written essays. The course offers instruction in writing processes, collaborative writing strategies, methods of organization, research skills, discourse conventions of Standard Written English, rhetorical strategies, computer-based writing, and the production of expository academic essays. Readings consider issues of contemporary and cultural concern. In addition, some sections are part of the freshman experience.

General Education Outcome:
Students will write effective expository and argumentative essays that consider purpose and audience.

Course Outcomes
Outcome 1: Writing Process
Students will understand and engage in writing as a process.

Related Objectives
- consider audience and conduct audience analysis
- use effective annotation of essays and note-taking strategies
- engage in brainstorming, outlining, and drafting strategies
- write multiple drafts
• revise, edit, and proofread drafts
• evaluate their writing processes

Outcome 2: Collaboration
Students will engage in the collaborative, social aspects of writing.

Related Objectives
• effectively engage in group writing and projects
• respond constructively to peers’ papers
• critique their own and others’ work in written and oral formats
• seek and use feedback from instructors and writing tutors
• engage in writing-to-learn activities

Outcome 3: Purpose/Audience Awareness
Students will write clearly for a specified audience and purpose.

Related Objectives
• read a variety of texts and analyze their rhetorical situations (i.e. context, audience, and aims)
• write papers with a clearly developed thesis and support designed to appeal to various audiences and contexts
• read for various purposes

Outcome 4: Rhetorical Strategies
Students will read and write a variety of nonfiction expository and argumentative genres.

Related Objectives
• summarize, analyze, respond to, and evaluate print and digital texts
• compare and contrast various genres, including essays (academic and popular), literature reviews, annotated bibliographies, proposals, blogs, websites, and reports
• identify and use various methods of developing paragraphs
• identify and use various organizational strategies
• distinguish types of evidence used in essays (i.e. anecdotes, logical reasoning, studies, reports, statistics, interviews, academic or popular essays, etc.)
• recognize fact, opinion, inference, and bias in texts

Outcome 5: Discourse Conventions and Effective Style
Students will produce coherent, organized, effective, readable academic writing for a variety of rhetorical situations, both print and digital.

Related Objectives
• understand the conventions of common academic writing (such as reading responses, blogs, listservs, message boards, academic arguments, rhetorical analyses, synthesis essays, and reviews)
• analyze discourse conventions in professional and civic contexts
• select evidence appropriate to the context to develop a claim and support
• organize papers effectively
• practice grammatical revision to produce readable, effective Standard Written English (SWE)
Outcome 6: Citation Formats
Students will learn basic citation formatting in academic writing.

Related Objectives
- understand that different disciplines use different style manuals
- understand the difference between in-text quotations, block quotations, and proper formatting for each
- use MLA to format papers and cite information
- summarize, paraphrase, and quote sources accurately to support claims

Outcome 7: Writing Aids and Technologies
Students will effectively use writing aids, such as handbooks, dictionaries, online aids and resources, and tutors to research ideas and improve their writing.

Related Objectives
- provide constructive feedback on others’ writing
- name and use one writing handbook and OWL
- name and use an authoritative online or print dictionary
- solicit constructive feedback from tutors in the Writers’ Studio
- use word processing software to effectively draft, revise, and edit papers
- use online databases to search for scholarly and popular articles
- use the Clayton State library resources to locate sources for papers

Required Texts

These books are used for BOTH English 1101 and 1102, so please do not sell back your book at the end of English 1101. Your total cost for textbooks for both semesters is approximately $102, or $51.00 per semester. Please note that Dr. Lamb receives no royalties on these books; any royalties go to the first-year writing program and its students to enhance instruction.

Other Required Materials
- Costs for printing and photocopying multiple copies of drafts of papers
- A CSU student email account that you check daily for changes, handouts, and announcements; a laptop computer (with the CSU standard software package installed). For further information on CSU’s Official Notebook Computer Policy, please go to [http://itpchoice.clayton.edu/policy.htm](http://itpchoice.clayton.edu/policy.htm)
- Daily, reliable Internet access for GAView

Computer Skills Prerequisites
- Ability to use the Windows operating system
• Ability to use Microsoft Word word processing
• Ability to send and receive email using Outlook or Outlook Express
• Ability to attach and retrieve attached files via email
• Ability to use a web browser.

Portfolio Requirement
Students are also required to create and post a FYW webpage and submit an electronic portfolio on this website in order to pass English 1102. See the First-Year Writing website (clayton.edu/firstyearwriting) and your instructor for further information. Webpages due: end week 6; Portfolios due: end week 15 in 1102. Back-up all your papers so you’ll have them in case your computer crashes.

GeorgiaVIEW Desire2Learn (Online Classroom):

On-line activity will take place in Desire2Learn, the virtual classroom for the course. You can gain access to Desire2Learn by signing on to the SWAN portal and selecting “GaVIEW” on the top right side. If you experience any difficulties in Desire2Learn, please email or call The HUB at TheHub@mail.clayton.edu or (678) 466-HELP. You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor’s name.

Portfolio Requirement
Students are required to create and post a FYW webpage in English 1101 and to submit an electronic portfolio on this website in order to pass English 1102. Students must pass the portfolio with an average of 70 to pass 1102; the portfolio grade counts 20% of the course average in 1102. See the First-Year Writing website (clayton.edu/firstyearwriting) and your instructor for further information. Webpages due: end of week 6 in 1101 and 1102; Portfolios due: end of week 15 in 1102.

Course Work
1. Reading Responses and Peer Review 20%
   These include in-class and out-of-class writing assignments that practice skills we discuss in class, respond to assigned readings, serve as invention strategies for papers, practice revision strategies, and engage in peer review.

2. Classwork, Quizzes, and Exercises 10%
   These include Aplia exercises, oral presentations, and group collaboration.

3. Papers 60%
   These academic essays include draw on your own experience and researched sources.

4. Portfolio Essay/Final Exam 10%
   In 1101, your Reading Response on Tan, Rimer, Holmes, or Staples’ “Cutting and Pasting” and Paper 2 are required in your portfolio. The final exam will be a reflective essay on your writing growth.

I use a 10-point grading scale: 90-100=A; 80-89=B; 70-79=C; 60-69=D; below 60=F.
Course Policies
Students must abide by policies in the Clayton State University Student Handbook, and the Basic Undergraduate Student Responsibilities.

1. Late work: Late work is bad for both of us; it reinforces poor time management strategies and makes it impossible for me to give sustained, careful feedback of your work. Furthermore, if you turn in work late, I may not be able to return it in time for my feedback to help you on the next assignment. In addition, much of the classwork and many of the daily activities we do simply cannot be “made up” since they focus on your active engagement with others’ ideas. If you miss these, and they are graded, you may earn a 0 that cannot be made-up. Bearing this in mind, I do accept other late work within one week of its being due with a letter-grade-a-day penalty. When you’re out, contact a classmate and come to the next class prepared to submit the work that is due that day. All late work must be submitted by the end of week 15, or Dec. 3.

2. Submitting papers: This course emphasizes the development of your ideas in various stages of the writing process. We will have peer review for each of the major writing assignments; paperclip a copy of these rough drafts to your final papers when you submit them for a grade. Final papers, drafts for peer review, and all out-of-class writing should be typed on a word processor, double-spaced with 1-inch margins and font, and follow MLA guidelines. I do not accept emailed or faxed papers for final submission. Always keep a copy of any paper you submit so you can re-submit if a paper is lost (hasn’t happened in my seventeen years teaching, but it’s a good habit to develop for future classes). All essays, including the portfolio, must be completed to pass the course. Late papers will receive a letter grade deduction for each day late. The final paper of the semester must be submitted on time.

3. Academic Misconduct: All students will follow the “Academic Conduct Regulations” section of the online Student Handbook (http://www.clayton.edu/Portals/46/docs/student-handbook.pdf). Plagiarism is a form of academic dishonesty in which you present another’s ideas as your own. Plagiarizing means you thwart your own education and forego your responsibilities as a writer. Furthermore, you violate the ethical, academic standards of the academic community. These standards include the value of research and informed argument, open and honest debate and sharing of ideas, critical thinking about evidence, the careful presentation of research, and acknowledgment of the sources of ideas. We will devote class time to learning how to incorporate others’ ideas honestly and effectively. In addition, your papers will be submitted to Turnitin.com, an online plagiarism detection site. Students who violate these policies in this course will receive a range of academic and disciplinary penalties; see the last page of this syllabus for definitions and consequences.

4. Essay Grading: Grades reflect my best and fairest judgment of the overall quality of your paper, taking into account how well it fulfills the assignment and its purpose; how focused and organized it is; how effectively it uses evidence; how effectively it communicates with its audience; to what extent it engages its reader’s imagination and understanding; and how easily it can be read and comprehended (reading ease is affected by factors such as unity and coherence, grammatical correctness, and the physical appearance of the manuscript). For further information, see the First-Year Writing rubric included in this syllabus.
• **Essay Revision:** Revision is an integral part of the writing process and an essential part of improving one’s writing. To that end, multiple drafts of papers that show substantial revision are required. However, once a paper has been graded, it may not be revised for an improved grade. Although class participation and collaboration improve your writing and are habits I hope you will develop, they are graded as classwork and not part of your final paper grade. As such, your paper grade reflects your final written product rather than your effort.

• **Midterm Grades:** Please keep up with your progress in class by recording grades you receive. (I’m happy to help you with averaging these during office hours). I will provide you a midterm average based on your graded work to date the week of the midpoint (the deadline for withdrawal without academic penalty.)

5. **In-Class Use of Notebook Computers and Electronic Devices:** Student notebook computers will be used regularly in this course, but I will announce when they’re required in class. They will also be used to access course materials and communicate with your instructor. Unless otherwise announced, laptop computers will not be used in class; thus, laptops must be closed. All other electronic devices must be off.

6. **Office Hours/Contact Information:** One of the most valuable ways to improve your writing is through sustained, personal attention to your work. I offer this attention during office hours—TR 11:15am-12:15pm—or by appointment. In addition, you may email me to discuss specific questions you have about your writing. You should check your CSU student email account and GAView daily for handouts, updates, and announcements; I’ll email your CSU email address if I must cancel class unexpectedly.

7. **Attendance and Classwork:** Writing is a skill that requires practice through revisions, tutoring, and collaboration. Talking about ideas with others—including class discussions—improves your writing as it helps hone, clarify, and create knowledge. Since we are working together to improve our own and others’ writing, you should expect to participate; this is not a lecture class. For these reasons, your attendance and thoughtful participation are crucial for your success. Thus, students who miss 20% of classes will probably fail the course (9 classes for MWF; 7 for TR). Because of the cumulative nature of the course material, if you miss 5 classes before the midpoint, you should consider withdrawing. You should be present and thoughtfully participating most of the class to receive credit for the class day. **Note:** I follow the University Attendance Policy, including: “Students are expected to attend and participate in every class meeting. . . . The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.”

Present or not, students are responsible for everything that goes on in class. Call a classmate to find out what you missed and come prepared; classmate’s name and email:
_________________________ or add to your contacts in your phone.

Please discuss your options with me if you have extenuating circumstances, a severe illness, etc., that may prevent you from successfully completing the course. The university’s weather-closing policy is available on the CSU website, and closings are posted on the website and most major media.
8. **Disruption of the Learning Environment**: Behavior that disrupts the teaching and learning processes during class activities will not be tolerated, and a disruptive student may be dismissed from the course and may receive a grade of WF. Please see the Student Handbook ([http://www.clayton.edu/Portals/46/docs/student-handbook.pdf](http://www.clayton.edu/Portals/46/docs/student-handbook.pdf)) for a full explanation. According to the Student Code of Conduct, behavior which disrupts the teaching–learning process during class activities will not tolerated.

- While a variety of behaviors can be disruptive in a classroom setting, some include arriving late or leaving early, interrupting others, eating in class, playing music or using electronic devices, texting, and doing homework for another class.
- More serious examples include belligerent, abusive, profane, and/or threatening language and/or behavior.
- A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class.
- A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal.

If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

**Writers’ Studio 224** (Arts and Sciences Bldg. 224, 678-466-4728)
I encourage students to seek additional personal instruction and tutoring at the Writing Studio, located in Room 224 Arts and Sciences Bldg. They offer face-to-face and online tutoring as well as workshops. The staff can assist you with all stages of the writing process, from invention to organization to revising. They will not, however, edit your papers or correct all your grammatical mistakes. If you seek help with a specific grammatical quandary or troublesome stylistic tendency, they can show you strategies for overcoming these problems. The service is free; you may drop-in and wait for a tutor or sign up for a regular appointment. **Note:** You, not your tutor, are ultimately responsible for the quality and content of the papers you submit.

**Operation Study**
At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic success such as study sessions, study breaks, workshops, and opportunities to earn Study Bucks (for use in the University Bookstore) and other items.

**Accommodations for Students with Special Needs**
Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Edgewater Hall 255, phone 678-466-5445, or email: disabilityservices@mail.clayton.edu.

**Schedule of Readings and Assignments**
*Please Note:* Reading and writing assignments are due at the beginning of class on the day for which they are listed. I will make changes to the syllabus to meet the class’s educational goals more effectively. Please keep abreast of these changes by recording them below. If you miss class, you are still responsible for any changes I announce in class, so consult a peer for what you missed.
Accommodations for Students with Special Needs
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<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topics</th>
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<tbody>
<tr>
<td>1</td>
<td>Aug. 17-21</td>
<td>Introductions and Syllabus</td>
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<td><em>Connections</em> Chapters 1-4; <em>Harbrace</em> W1</td>
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<td>Introduction to MindTap and Aplia</td>
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<td>2</td>
<td>Aug. 24-28</td>
<td><em>Connections</em> Chapter 11 Reading and Writing Connections</td>
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<td><em>Harbrace</em> W2 and W5</td>
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<td>Discuss Paper 1; Discuss Rhetorical Reading Responses</td>
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<td>Aplia Exercises</td>
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<td><strong>No Show Deadline Aug. 27</strong></td>
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<td>3</td>
<td>Aug. 31-Sept. 4</td>
<td><em>Connections</em> Ch. 12, Introduction</td>
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<td><em>Connections</em> Ch. 12 “Manicuring the Self”</td>
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<td><em>Harbrace</em> S26 and 27; L29</td>
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<td>4</td>
<td>Sept. 7-11</td>
<td><em>Connections</em> Ch. 12 Allison</td>
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<td><em>Connections</em> RR Practice: Allison</td>
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<td>5</td>
<td>Sept. 14-18</td>
<td><em>Connections</em> Ch. 12 Tan, Hendrickson, Mowry</td>
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<td><em>Harbrace</em> and Aplia Exercises</td>
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<td>6</td>
<td>Sept. 21-25</td>
<td><em>Connections</em> Ch. 12 Wright, Jones-Doherty, Starling</td>
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<td><em>Harbrace</em> W3 and W7</td>
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<td>Discuss ePortfolios and website set-up</td>
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Sept. 25: FYW ePortfolio Website Due

Week 7  Sept. 28-Oct. 2
   Connections Ch. 5-6 Peer Review and Ch. 8: Formatting Papers
   Peer Review Paper 1
   Paper 1 Due

Connecting to Others’ Experience: Writing to Inform and Explain
Week 8  Oct. 5-Oct. 9
   Connections Ch. 13 Introduction
   Connections Ch. 13 Baldwin
   Discuss Paper 2 assignment
   Friday, Oct. 9 Midpoint

Week 9  Oct. 12-16 (Wed.-Fri.)
   Oct. 12-13: Fall Break
   Connections Ch. 13 Galileo Sources: Best Phones and Best Phone Plans and “The Use
   and Abuse of Cell Phones”
   Harbrace R8 and 9
   Aplia: Research and Sources

Week 10  Oct. 19-23
   Connections Ch. 13: Elder, “College Students’ Cell Phone Use” (RR Due);
   Connections Ch. 13 Batiste, Gibbs, McPherson
   Harbrace 11 and 12

Week 11  Oct. 26-30
   Research activities for Paper 2
   Harbrace D13

Week 12  Nov. 2-6
   Paper 2 Peer Review
   Paper 2 Due

Connecting with Texts: Writing a Literary Argument
Week 13  Nov. 9-13
   Connections Ch. 14 Introduction and Discuss Paper 3 assignment
   Harbrace W5; WID40

Week 14  Nov. 16-20
   Connections Ch. 14 Parrott and Ritter
   Connections Ch. 14 McPherson

Week 15a  Nov. 23-24 (Mon. and Tues.)
   Nov. 25-27 Thanksgiving Holiday
   Peer Review Paper 3
Week 15b    Nov. 30-Dec. 4    Peer Review Paper 3

Paper 3 Due
Reflective essay for 1101/presentations.
Last Day TR Classes: Dec. 3

Final Exams Dec. 8-14
Guidelines for Writing From Sources and Consequences of Plagiarism

First-Year Writing @ Clayton State University

Plagiarism Policy

Academic Misconduct: All students will follow the Student Code of Conduct. Plagiarism is a form of academic dishonesty in which you present another’s ideas as your own. Plagiarizing means you thwart your own education and forego your responsibilities as a writer. Furthermore, you violate the ethical, academic standards of the academic community. These standards include the value of research and informed argument, open and honest debate and sharing of ideas, critical thinking about evidence, the careful presentation of research, and acknowledgment of the sources of ideas. We will devote class time to learning how to incorporate others’ ideas honestly and effectively. In addition, your papers will be submitted to Turnitin.com, an online plagiarism detection site. Students who violate these policies in this course will receive a range of academic and disciplinary penalties; see below for definitions and consequences.

Guidelines for Writing from Sources and Consequences of Plagiarism
The following descriptions are designed to help explain plagiarism and its consequences to help you avoid it in your writing for this course. We will devote class time to learning and understanding how to use sources in your writing, how to research and take notes effectively, how to use and cite electronic resources, and how to get help from various writing aids and resources.

Problems in Writing-from-Sources:
Inaccurate Citation: Mechanics and Format: Students are expected to cite both written (print and electronic), oral, and visual sources consulted in papers and presentations. All borrowed ideas—both direct quotations and paraphrasing from another’s work—require accurate citation, and direct quotations require quotation marks. Students should learn and use correct format for block quotes, quotations, and in-text parenthetical documentation. Source material should be introduced fully, and all borrowed ideas should be cited; Works Cited pages should be formatted correctly. Drafts of papers with inaccurate citation, mechanical citation problems, and/or minor Works Cited inaccuracies will require mandatory revisions; final papers with these problems will receive a letter grade deduction.

Plagiarism:
Insufficient Citation: Patchwriting and Derivative Papers: Students should fully introduce and cite borrowed material. Cutting and pasting passages from your source into your own paper without citation and turning in the paper as your own is plagiarism, as is directly quoting without using quotation marks. Undocumented paraphrasing is plagiarism: fully cite the source of your ideas. In addition, students are expected to paraphrase and summarize using their own stylistic features, not the source’s, to avoid patchwriting (also called stylistic plagiarism). If your summary is too close to the original in a draft, keep working to synthesize it fully. In addition, students are expected to develop their own framework for their papers rather than borrowing their source’s argument wholesale (even if acknowledged). Drafts with several examples of insufficient citation, papers that fail to develop original arguments, papers lacking a Works Cited page, or papers that exhibit patchwriting will earn a lowered grade and will require mandatory
revision; final papers will receive a 0 for the assignment for failure to meet the minimum requirements of papers in 1101/1102, and students will face disciplinary action as per the CSU Office of Student Affairs and Community Standards.

False Submissions, Ghostwriting, or Fraud: Students are expected to write their own original papers for each assignment, from development of ideas and research to revision. Plagiarized papers include papers written by someone else (i.e. acquired or bought through the Internet, an organization, friends, family members, or another student); papers in which much of the material is cut-and-pasted from sources without correct documentation; and papers submitted by the student for another course/assignment. If such a paper is submitted for a rough draft, the student will receive a 0 for the draft and be required to do a mandatory revision and/or new rough draft before submitting a final paper. If students turn in such papers as final papers, the student will receive an F for the course and face disciplinary action as per the CSU Office of Student Affairs and Community Standards.

Please note: Your paper submission, either face-to-face or online, is the version that counts, and you are responsible for making sure this is the correct version. Review your electronic and hard copies carefully.

If you have any doubt about whether or not you’re plagiarizing, talk with your professor before submitting your paper.
Electronic Portfolios in First-Year Writing
Portfolio Requirements 2015-2016

**E-Portfolio Requirements**

Students are expected to complete a writing portfolio and submit it in lieu of a final exam in English 1102. The writing portfolio should demonstrate the students’ best work, and all the papers should be revised, polished, and edited and saved in ONE FILE as a PDF or Microsoft Word file that is uploaded to the FYW site. The portfolio counts 20% of the final course average for 1102.

**Include:**

1. **Writer’s Biography in the “About” section of website**
   
   *Include a professional introduction of yourself as a writer, your goals for your education, and your major.*

2. **Reflective Essay and Introduction to Portfolio (See 1101 Outcome 1, 2, and 3)**
   
   *An essay (1-3 pages.) that explains what you learned about writing in English 1101 and 1102 and guides readers to the portfolio, its organization, why you chose the pieces, etc.*

3. **Rhetorical Reading Response from one of the Common Essays* (See 1101 Outcome 3 and 4; 1102 Outcome 1 and 2)**
   
   *Follows the required format and demonstrates rhetorical reading skills.*

4. **1 Artifact that demonstrates your writing process and revision (See 1101 Outcome 1 and 7)**
   
   *Include a 75-word explanation of your materials. The artifact can be a brainstorming activity and the resulting draft, a thesis development and revised versions, a few revised paragraphs from early to later drafts, etc.*

5. **1 Example of Peer Revision (See 1101 Outcome 2 and 5; 1102 Outcome 7)**
   
   *Include a copy of a paper you peer reviewed, with the writer’s name marked out. This can be handwritten comments scanned as a PDF or an essay revised with MS Word Review.*

6. **1 revised, edited Paper from 1101**

7. **1 revised, edited Paper from 1102 (final copies only)**

   *that demonstrate your ability to:

   ✓ write papers with a clearly developed thesis and support (See 1101 Outcome 3 and 5)

   ✓ create an arguable thesis statement and support it with appropriate evidence (See 1102 Outcome 3 and 7)

   ✓ summarize, paraphrase, and quote sources effectively and appropriately to support claims (See 1102 Outcome 3, 4, 5, and 7)

   ✓ write effective, organized, readable essays drawing on multiple sources, both print and digital (See 1102 Outcome 3, 4, 5, and 7)
✓ use source material ethically and effectively in papers, including accurate paraphrase, summary, and direct quotations (See 1102 Outcome 5 and 7)

✓ introduce borrowed material into papers using rhetorically effective verbs and signal phrases (See 1102 Outcome 4)

✓ use the correct format for both short, in-text quotations and longer block quotations (See 1101 Outcome 6 and 1102 Outcome 5)

✓ revise to produce readable, effective Standard Written English (SWE) (See 1101 Outcome 5 and 1102 Outcome 7)

*Common Essays are available at www.clayton.edu/firstyearwriting.

**Transfer students who didn’t take 1101 at CSU may revise and submit a paper from the equivalent course or include 2 papers from 1102.

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**Late Policy for Submitting First-Year Writing Portfolios**

*Portfolio due dates are published in Connections, in the syllabi of First-Year Writing courses, and on the First-Year Writing website; therefore, students are responsible for knowing when the portfolio is due.*

*If there is an extenuating circumstance, students have seven calendar days from the due date of the portfolio in English 1102 to contact Dr. Lamb regarding their late submission. **Please note that technology failures do not warrant a late submission**, with the exception of a Clayton State system outage. Examples of extenuating circumstances include:
  ○ Death in the immediate family
  ○ Hospitalization or severe illness (documentation required)
  ○ Family emergency involving a dependent or person for whom you are a primary caregiver

*If Dr. Lamb, in consultation with the student’s First-Year Writing instructor, determines that an extenuating circumstance exists that warrants consideration for a late submission, she will determine the due date and time for the late submission of the portfolio.*

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**Please note:** You are responsible for making sure your portfolio submission is the **correct version**. Review your electronic file carefully before uploading. Check to make sure your portfolio uploaded correctly well before the deadline.
**Submitting Portfolios**

**English 1101**

⇒ Students will create their FYW pages at [https://apps.clayton.edu/eportfolio/](https://apps.clayton.edu/eportfolio/) and draft of portfolios before **Friday 11:59am (NOON) of Week 6** each semester, which is:

- Fall 2015: Sept. 25, 2015
- Summer 2016: June 17, 2016

Instructors determine:

✓ If web page is created and uploaded correctly
✓ If student needs workshops and tutoring to enhance writing skills

⇒ Web page set-up counts as class work/daily grade and factors into mid-term grade

**English 1102**

⇒ Portfolio Due **Friday 11:59am (NOON) before the last week of classes** each semester, which is:

- Fall 2015: Nov. 20, 2015
- Spring 2016: April 22, 2016
- Summer 2016: July 22, 2016

⇒ Counts as 20% of Final Grade in English 1102. Students must pass the portfolio with a 70 to pass English 1102.

**Evaluation of Portfolios**

- Portfolios will be read and scored by two first-year writing faculty during the last weeks of the semester. One will be the student’s 1102 professor and the other will be randomly assigned. Students must earn an average of 70 to pass 1102. If the grades vary substantially, a third rater will evaluate the portfolio.
- Students should consult the Rubric for Papers in FYW and the Critical Reading Rubric for revising papers to include (on the First-Year Writing website).
- The e-portfolio will be scored holistically using the First-Year Writing E-Portfolio Rubric.

Evaluation data will be collected and saved in the Department of English for programmatic assessment and pedagogical improvement.

If you have questions about the content of the portfolio, contact Dr. Mary R. Lamb, Department of English, 678-466-4706 or marylamb@clayton.edu. Technical questions should be directed to the HUB.
Directions for Setting up your Portfolio

To begin:
- Go to: https://apps.clayton.edu/eportfolio/login
- Log-in with CSU credentials.

Click on the “About” tab to find a dialog box to write in your writer’s biography:

```
Mary Lamb

About

Dr. Lamb is Associate Professor and Director of First-Year Writing.
```

Click on the “Home” tab to upload your portfolio:

```
Summer Semester 2015 e-Portfolio

Draft/Previous e-Portfolio Documents
```

(Notice that mine says “download” because I have a document there already. Students will see “upload” and/or “edit.”)

You may also save a draft here that will be safe until you want to work with it again in English 1102. These documents aren’t graded. If you took the class a while back, you’ll find your other saved papers as well that you can download and use in your new portfolio.

Click on the “Portfolio” tab. Here, you can view what others would see if they log-in to https://apps.clayton.edu/eportfolio/view/CSUusername. (Add the username of the person you want to view; students can access their own. Others’ portfolios are password protected and only
instructors can view them.) Students may also go directly to their page from
https://apps.clayton.edu/eportfolio/view/CSUusername.

Notice the “Portfolio” tab shows your Writer’s Biography and has links to your portfolio, along
with the date it was uploaded.

**Technical Help:**

The HUB (678.466.4357)
### Rubric for First-Year Writing

<table>
<thead>
<tr>
<th>Content and Purpose</th>
<th>Development</th>
<th>Organization</th>
<th>Style and Format</th>
<th>Grammar and Mechanics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High Proficiency</strong></td>
<td><strong>Development</strong></td>
<td><strong>Organization</strong></td>
<td><strong>Style and Format</strong></td>
<td><strong>Grammar and Mechanics</strong></td>
</tr>
<tr>
<td>(20-18 points)</td>
<td>evidence details and examples proof or rhetorical appeals (ethos, logos, pathos) sources and proof</td>
<td>structure coherence unity topic sentences transitions</td>
<td>sentence structure word choice tone source integration verb tense purposeful punctuation MLA format and documentation style</td>
<td>paper format Standard Written English (commas, s-v agr., sentence boundaries, etc.) spelling</td>
</tr>
<tr>
<td><strong>Good Proficiency</strong></td>
<td>Development is illustrative, with abundant details and examples that arouse audience interest and provide relevant, concrete, specific, and insightful evidence with effective appeals.</td>
<td>Organization is coherent, unified, and effective in support of the paper’s purpose and usually demonstrates effective and appropriate rhetorical transitions between ideas and paragraphs.</td>
<td>Style is confident, readable, and rhetorically effective in tone, incorporating varied sentence structure and effective word choice. Sources integrated effectively. Follows MLA format and conventions of academic discourse.</td>
<td>Grammar, spelling, and punctuation are correct; meet all assignment directions; SWE works expertly to support the essay’s purpose.</td>
</tr>
<tr>
<td>(17-16)</td>
<td>Development is adequate, but may lack depth, with details and examples that arouse audience interest and provide relevant, concrete, specific, and insightful evidence with effective appeals.</td>
<td>Organization is coherent, unified, and effective in support of the paper’s purpose and usually demonstrates effective and appropriate rhetorical transitions between ideas and paragraphs.</td>
<td>Style is readable and rhetorically effective in tone, incorporating varied sentence structure and effective word choice. Some sources lack effective integration. Some minor mistakes in MLA format and conventions of academic discourse.</td>
<td>Grammar, spelling, and punctuation are correct and meet all assignment directions; SWE works generally to support the essay’s purpose.</td>
</tr>
<tr>
<td><strong>Minimal Proficiency</strong></td>
<td>Development is sufficient but general, providing adequate but perhaps not interesting details, examples, and evidence; few, ineffective, or fallacious logical, ethical, or emotional appeals.</td>
<td>Organization is coherent and unified overall in support of the essay’s purpose, but is ineffective at times and may demonstrate abrupt or weak transitions between ideas or paragraphs.</td>
<td>Style is readable, but unremarkable in tone, sometimes including a lack of sentence variety and ineffective word choice. Many sources lack effective integration. Major mistakes in MLA format and conventions of academic discourse.</td>
<td>Mostly SWE and meets critical aspects of assignment directions. Some distracting errors in grammar, spelling, and punctuation.</td>
</tr>
<tr>
<td>(15-14)</td>
<td>Development is insufficient, providing scarce or inappropriate details, evidence, and examples that may include logical, ethical, or emotional fallacies or unsupported claims.</td>
<td>Organization is confused and fragmented in support of the essay’s purpose and demonstrates a lack of structure or coherence that negatively affects readability.</td>
<td>Style is incoherent or inappropriate in tone, including a lack of structure or coherence that negatively affects readability.</td>
<td>Numerous distracting errors in grammar, spelling, and punctuation.</td>
</tr>
<tr>
<td><strong>Non-proficiency</strong></td>
<td>Development is insufficient, providing scarce or inappropriate details, evidence, and examples that may include logical, ethical, or emotional fallacies or unsupported claims.</td>
<td>Organization is confused and fragmented in support of the essay’s purpose and demonstrates a lack of structure or coherence that negatively affects readability.</td>
<td>Style is incoherent or inappropriate in tone, including a lack of structure or coherence that negatively affects readability.</td>
<td>Numerous distracting errors in grammar, spelling, and punctuation.</td>
</tr>
<tr>
<td>(13-0)</td>
<td>Development is insufficient, providing scarce or inappropriate details, evidence, and examples that may include logical, ethical, or emotional fallacies or unsupported claims.</td>
<td>Organization is confused and fragmented in support of the essay’s purpose and demonstrates a lack of structure or coherence that negatively affects readability.</td>
<td>Style is incoherent or inappropriate in tone, including a lack of structure or coherence that negatively affects readability.</td>
<td>Numerous distracting errors in grammar, spelling, and punctuation.</td>
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### Comments: