Dr. Brian K. Miceli
FYE 1600-01
Writing Workshop
Fall 2015

My URL: http://www.trinity.edu/bmiceli

All of the my contact information and office hours can be found at the above URL. All the info needed for this particular course will be posted through TLearn.

Peer Tutor: Our peer tutor is Katie Jones (kjones4@trinity.edu), who will attend both class and the weekly common experience. Katie will be joining class discussions, and she will hold regular office hours each week in order to make herself available to you outside of class. I encourage you to utilize her to assist in developing your ideas and honing your written work; while I am responsible for final grading decisions, I will seek Katie’s input on all student work submitted for a grade.

Time & Place: The Writing Workshop section of FYE 1600-01 meets in Chapman 242 on Mondays from 10:30–11:20 AM and on Thursdays from 9:55–11:10 AM.

Office Hours: My office is located in MMH 115F. For the exact times of my office hours, consult the above URL. I may also be available by appointment.

Textbook: We will be using Style: Lessons in Clarity and Grace, 11th Edition, by Williams and Bizup. I also recommend having a grammar and usage guide handy, in addition to a readily available dictionary.

Course Content: This is first and foremost a course in communication. Concise, analytical writing will be the focus of this course, and to that end, expect that you will be writing every day; moreover, realize that close reading and careful listening play an integral role in the writing process. Indeed, you cannot communicate at the level that will be expected at Trinity and beyond if sharp writing, reading, and listening skills are not part of your repertoire.

Technology Policy: Cell phone use is prohibited during class. Laptops, tablets, and similar devices may only be used for class purposes, although you should not really need them.

Evaluation: Your overall grade in the Writing Workshop portion of FYE 1600-01 will be based upon your scores on six essay assignments, an oral presentation, and class participation. The percentage values are as follows:

Essay Assignments: 70%
Oral Presentation: 10%
Participation: 20%

After discussion between Dr. Norman and myself, you will receive a single course grade in FYE 1600-01. Individual student improvement will play a role in the assigned grade.
Essay Assignments: There will be five essay assignments due throughout the semester, with a sixth one due for students needing to show improvement. Essays are due at the beginning of class, and on the due date, you must bring two typed, double-spaced, stapled copies to class. Each essay must be between 750 and 1500 words. For each day an essay is late, it’s letter grade will drop by 10%. After the fourth day, I will not accept it for a grade. You must keep all graded essays, and in fact, you will need to revise one of them based on the comments you receive.

The topic for each essay is up to the individual, but that topic must be relevant to the course discussions leading up to the due date of the essay. In addition, you must use sources from the course – readings, artistic works, lectures, etc. – in order to support your arguments, and you are strongly encouraged to use only these sources.

Citation: It is never acceptable to simply pass off someone else’s work or ideas as your own, and accordingly, you must cite sources on any graded work. Citing sources and giving credit to others for their ideas is a crucial part of academic work, and this rule is not to be taken lightly. Any largely accepted citation style – APA, MLA, Chicago, etc. – is fine.

Oral Presentation: You will give a 5–8 minute oral presentation during the semester, and the schedule of talks will be posted to TLearn. The “topic” for each talk will be given to the presenting student the week before the presentation. These presentations are meant to hone critical listening, reading, and viewing skills as well as the ability to orally communicate deep ideas. The grade for each presentation, scored out of 10 points, will be based on (i) the quality presentation itself and (ii) the student’s ability to adequately present the given topic. Each student in attendance will also be asked to critique the presentation. Presentations which are not 5–8 minutes in length will lose three percentage points.

Participation & Attendance: Participation from everyone is vital to the class being a successful venture. Participation takes many forms and is not limited to class discussion. Further, class attendance is mandatory. Each student is allowed two unexcused absences, and each subsequent unexcused absence will result in lowering the participation portion of the final grade by five percentage points. If you are habitually late, you will be informed via email that your tardiness will start to count towards absences.

Important Dates:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Labor Day (No Class)</td>
<td>September 7</td>
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<tr>
<td>Essay #1 Due</td>
<td>September 17</td>
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<tr>
<td>Essay #2 Due</td>
<td>October 8</td>
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<tr>
<td>Essay Revision Due</td>
<td>October 29</td>
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<tr>
<td>Essay #3 Due</td>
<td>November 19</td>
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<tr>
<td>Thanksgiving Break (No Class)</td>
<td>November 26</td>
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<tr>
<td>Final Essay(s) Due</td>
<td>December 15*</td>
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*: December 15 is during finals week.
**Academic Integrity:** All students are covered by a policy that prohibits dishonesty in academic work. Under the Honor Code, a faculty member will (or a student may) report an alleged violation to the Academic Honor Council. It is the task of the Council to investigate, adjudicate, and assign a punishment within certain guidelines if a violation has been verified. Students who are under the Honor Code are required to pledge all written work that is submitted for a grade: “On my honor, I have neither given nor received any unauthorized assistance on this work” and their signature. The pledge may be abbreviated “pledged” with a signature.

**Student Accessibility Services (SAS):** If you have a documented disability and will need accommodations in this class, please speak with me privately early in the semester so that I may be prepared to meet your needs. If you have not already registered with SAS, contact the office at 999-7411. You must be registered with SAS before I can provide accommodations.