

Composition & Literature ENGL 101-07

Professor: Tom Thompson	Semester: Fall 2001
Office: 128A Capers	Room: Capers 117
Ofc Hours: MWF 2-3 and TR by appt	Time: MWF, 10:00-10:50
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Goal. The goal of this course is to help you write well enough to produce **clear, correct** prose, sustained in a **unified, coherent** paper of at least 750 words.

Course Requirements. You will write, revise a piece in progress, or discuss a classmate's writing every time the class meets. **You must bring *some* piece of work in progress to every class meeting.** You will produce two portfolios of several pieces each—one at the midterm and one at the end of the term.

Handbook. *The Bedford Handbook*, 6th edition, by Diana Hacker.

Late Work. I have a low tolerance for late work. I may, at my discretion, lower your portfolio grade one letter for each assignment turned in late during that portfolio period.

Portfolios. You will produce at least four pieces of writing by the midterm; at least three of these pieces, plus a cover letter, will make up your midterm portfolio. You will produce at least four additional pieces for the final portfolio; the final portfolio will contain at least three of the new pieces, at least one piece (revised) from the midterm portfolio, and a cover letter. *You will bring a "working portfolio" to class every day; this portfolio will contain hard copies of every piece you have written so far for the semester.* You should also keep disk copies of all your work.

Grades. To pass the course, you must do the following:

- Have no more than four class absences.
- Complete all assigned writings.
- Turn in assignments on time.
- Pass the midterm portfolio with a grade of "D" or higher.
- Pass the final portfolio with a grade of "C" or higher.

If you meet these criteria, you will receive at least a grade of "C" for the course. For a final grade of "B," you must score at least a "C" on the midterm portfolio and at least a "B" on the final portfolio; for a final grade of "A," you must score at least a "B" on the midterm portfolio and an "A" on the final portfolio.

Plagiarism. Plagiarism should not be a problem in this course because of the nature of the assignments. Nevertheless, you should read the school policy on plagiarism and be sure you understand it. You are responsible for knowing and following this policy.

Attendance. In accordance with school policy as stated in the catalog, missing more than 20% of the scheduled classes may result in an administrative F.

Office Hours. I keep regular office hours (MWF 2-3 and by appointment), during which you are welcome to see me to discuss any aspect of the course. You can also reach me by phone (953-1418), or leave an mail message (tom.thompson@citadel.edu) any hour of the day or night.