<table>
<thead>
<tr>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6 Introduction to class</td>
<td>1/8 Details: specificity and variety (ABG 108-122 and 148-51)</td>
<td>1/10 Details, cont. Paper (1) and what to do if you don’t know what to write about.</td>
</tr>
<tr>
<td>1/13 Quiz (1) (ABG 581-616)</td>
<td>1/15 Modes of Argumentation Analyzing Sources (ABG 218-235)</td>
<td>1/17 Class Dismissed: Rough Draft day</td>
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<tr>
<td>1/20 <em>Martin Luther King Holiday</em></td>
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<tr>
<td>1/27 Quiz (3) (ABG 337-348)</td>
<td>1/29 <strong>Faculty Development Day</strong></td>
<td>1/31 Seeing detail patterns in sources: how to outline and summarize (ABG 304-322)</td>
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<tr>
<td>2/3 (ABG 417-429) Synthesizing sources Details workshop</td>
<td>2/5 Quiz (4) How to write Introductions</td>
<td>2/7 How to write Conclusions (ABG 372-393)</td>
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<tr>
<td>2/10 Documenting Sources I: in-text citations (ABG 617-658)</td>
<td>2/12 Quiz (5)</td>
<td>2/14 Documenting Sources II: the Works Cited page MLA Exercise PAPER (1) DUE</td>
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<tr>
<td>2/17 Presidents Day</td>
<td>2/19 Study Day</td>
<td>2/21 Quiz (6) (Late papers due)</td>
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<tr>
<td>2/24 Study Day</td>
<td>2/26 Contextualizing sentence style Conventions of standard academic prose</td>
<td>2/28 Effective sentence patterns How style influences meaning</td>
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<tr>
<td>3/3 Word order, Diction &amp; Tone of voice</td>
<td>3/5 Stylistic variety &amp; Shared assumptions</td>
<td>3/7 Identifying assumptions implicit in stylistic choices</td>
</tr>
<tr>
<td>3/10 Manuscripting Workshop</td>
<td>3/12 Manuscripting Workshop</td>
<td>3/14 Final day of class Manuscripting Workshop</td>
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<tr>
<td>3/17 MONDAY Final Exam Week begins PAPER (2) DUE</td>
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<td>3/18 TUESDAY</td>
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<tr>
<td>3/19 WEDNESDAY English 102.21 Final Exam Period: 12:00 – 2:00 pm</td>
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<td>3/20 THURSDAY Quarter ends (late papers due)</td>
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</tbody>
</table>

*Faculty Development Day*
Each essay submitted for grading should have these features:

- A clear and refined purpose;
- Development relevant to the purpose;
- Logical organization;
- An appropriate tone;
- Well-crafted sentences;
- Consistent use of conventions for standard academic English;
- Accurate in-text citation and end-of-text documentation of sources.

Distribution of Grades:

- 6 Quizzes — 20% (NB: quizzes will only be given on quiz days and cannot be made up; lowest quiz score will be dropped)
- Position Paper (1) — 35% NB: If you get less than a B- on Paper (1), you may revise it. I will average the grades of the original and the revision, provided that you hand in both with Paper (2)
- Position Paper (2) — 45%

Class Rules:

- **Come to class.** Your attendance is important. There are NO “excused” absences. You may have four “free” absences, no questions asked. If you accumulate more than four absences, I will be increasingly reluctant to see you for conferences or to write comments on your papers. There is no way to make up missed class work. My policy on being late to class is: better late than never.
- **See Me for Conferences.** I will gladly look at rough drafts. I do not require you to come in, but you’ll learn more and write better if you do. **NB: make appointments early, and plan on keeping them:** If you break one, I’ll be increasingly reluctant to reschedule you.
- **Do the Reading.** You will be quizzed directly on most of what you read. But your reading comprehension will also be reflected in how well you understand assignments and in the quality of the research you do. Lectures, discussions and workshops can supplement your reading. They cannot replace it.
- **Use MLA format.** Hand in each paper in a **manila file folder. Do not use plastic binders; keep copies.** Please include:
  - at least one messy rough draft;
  - Photocopies and/or printouts of any source material that is not in our textbook.
- **Hand in Work on Time.** Plan for emergencies.
  - I will accept one late paper per quarter — up to one week late — but ONLY if you’ve made arrangements with me before the paper is due.
  - Papers are due at the **beginning** of class on the days indicated on your Course Calendar.
- **Ask for Help:** disability-related accommodations are available, please let me know and/or contact ADA at 963-2171 for more information.

**Grade Scale:**

\[
\begin{align*}
4.00 & \text{ to } 3.83 = A \\
3.82 & \text{ to } 3.51 = A- \\
3.50 & \text{ to } 3.18 = B+ \\
3.17 & \text{ to } 2.85 = B \\
2.84 & \text{ to } 2.52 = B- \\
1.85 & \text{ to } 1.53 = C- \\
1.52 & \text{ to } 1.20 = D+ \\
1.19 & \text{ to } 0.87 = D \\
0.86 & \text{ to } 0.70 = D-
\end{align*}
\]