Textbooks and Materials


Course Description and Objectives

The goals of this FYS are for you to develop skills in written and oral communication. As a result, you should become a communicator better able to make effective decisions in your own academic life and work. Throughout the course, we will spend considerable time on discussing writing-related issues, including clarity, cohesion, style, and revision. You will learn how to summarize, analyze, and evaluate various types of texts and then use that knowledge in four kinds of assignments: summary, rhetorical analysis, visual analysis, exploratory/persuasive texts (with documented research). The class will focus on the following two modes of communication:

**Written**
- analyze professional writing to assess its purpose, audience, and rhetorical strategies
- construct arguments that integrate logical, ethical, and emotional appeals
- identify and accurately document appropriate source material for research papers
- reflect systematically upon all of your communication processes, strengths, goals, and growth

**Oral**
- give an oral presentation, using effective invention, organization, language, and delivery
- be an effective team member in small groups as a contributor, listener, and presenter

Assignments and Grade distribution

<table>
<thead>
<tr>
<th>Unit 1: Summarizing</th>
<th>10%</th>
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<tbody>
<tr>
<td>Summary</td>
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<tr>
<td>Unit 2: Analyzing Rhetorical Arguments</td>
<td>20%</td>
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<tr>
<td>Textual Rhetorical Analysis</td>
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<td>Unit 3: Analyzing Visual Arguments</td>
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<tr>
<td>Visual Rhetorical Analysis</td>
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<tr>
<td>Oral Presentation of Visual Rhetorical Analysis</td>
<td>10%</td>
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<tr>
<td>Unit 4: Researching</td>
<td>25%</td>
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<tr>
<td>Documented Essay</td>
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<tr>
<td>Power Point Oral Presentation of Documented Essay</td>
<td>10%</td>
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In addition to major assignments, there will be shorter assignments, such as writing outlines or drafts of assignments, or completing in-class exercises. Shorter assignments serve different purposes: to plan or revise a major assignment, to practice strategies important to a major assignment, or to examine issues relevant to a major assignment. Therefore, failure to complete the smaller assignments on time may result in a failing grade for a major assignment. Shorter responses will not be evaluated if turned in late. All work completed outside of class should be typed. Make sure you have a backup copy of all work before you turn it in to be graded. **Major essays will be penalized one letter grade (e.g., from B to C) for every two days they are late.**

**Course Policies**

**Attendance:** Because the work done in class is vital to the understanding of the texts we will read, as well as to the successful completion of the writing assignments, it is mandatory that all students attend class regularly. More than two absences may result in a lower grade for the class. Students who miss more than four classes should expect to fail the course. Students who represent the university in some capacity (such as athletes) and who must miss class are excused, but must make up all work assigned. Students who suffer from a chronic illness will also be excused (up to six absences), provided they notify me in writing. Be aware that even excused absences in excessive amounts can affect your grade negatively.

**Classroom Courtesy:** Students are expected to arrive on time and be prepared for the beginning of class at 12:30. **Students are also expected to remain in their seats until dismissed by the instructor.** Laptops can be used in the classroom, but solely for learning purposes: to take notes, complete assignments, or conduct research. Please remember to turn off all electronic and other noise-making devices before the beginning of class.

**Late and Incomplete Assignments:** Students are required to make a copy of all drafts of their assignments prior to submitting them for grading. In the event a paper or an exam is lost, the student will be expected to produce a copy. It is your responsibility to submit the assignments on time. Papers received after their due date will be penalized one letter grade for each day they are late. **Note:** Only final drafts will be accepted late (with the afore-mentioned grade reduction). Rough drafts and in-class assignments will not be accepted after the due date. **Missing a rough draft also takes a letter grade from your final draft.**

**Incompletes:** Incompletes will not be given, except in the most extraordinary circumstances—in cases of medical emergency, or if very little of the course work remains to be completed.

**Students with disabilities:** If you have a disability requiring accommodation in this class, please notify me at the beginning of the semester.

**Scholastic Dishonesty:** A student who submits as his or her own work a thesis, draft, completed essay, examination, quiz, or any other written work which is taken in whole or in part from another person’s writing without proper acknowledgement (that is, the use of quotation marks
and documentation for directly quoted material or some sort of specific citation for paraphrased material) is guilty of plagiarism. A student who submits a plagiarized paper or allows another person to copy his or her work is subject to any one or all of the following actions:

- receiving a 0 grade for the paper;
- receiving an F grade for the course;
- being reported to the university for possible disciplinary action.
Tentative Schedule

**Sep 01**
Read and discuss syllabus.
Introductions.
**For TH:** Read syllabus carefully. Read assigned readings in class.

**Sep 03**
Sign Course Policy sheet.
Introduction of Summary assignment—writing process.
Summary vs Analysis and Paraphrasing.
Key features of Summary.
Discuss readings.
**For T:** Read pp. 310-312 and 391-394 from *Aims of Argument* (AA).

**Sep 08**
Summary strategies—clarity; word choice; sentence transitions.
Structure.
Practice summary: “Gen Y Is from Mercury” and “In Defense of Consumerism.”
**For TH:** Work on summaries and re-read essays from AA.

**Sep 10**
Using attributive tags and remaining objective.
Common editing problems.
Continue discussion of essays.
In-class writing and exercises.
**For T:** Prepare first drafts of Summary assignment.

**Sep 15**
**Due: First draft of Summary**
Peer Review.
Format of essays.
In-class editing.
**For TH:** Prepare final draft of Summary (200-250 words).

**Sep 17**
**Due: Summary.**
Introduction of TRA.
Analysis Overview—writing process.
**For T:** Read Chapters 1 and 2 from AA.

**Sep 22**
Critical reading of arguments—reading strategies.
Discussion of readings.
**For TH:** Read Chapter 3 from AA. Choose an essay for TRA assignment.

**Sep 24**
Toulmin Model.
Elements of Textual Rhetorical Analysis essays.
Practice rhetorical analysis through discussion of readings: “Let’s Be Blunt.”
**For T:** Read Chapter 4 and pp. 425-28 from AA.
Discussion of readings.
Types of Appeals and Logical fallacies.
Discussion of sample textual analysis—pp. 70-71 from AA.
Practice textual rhetorical Analysis: in-class writing of introductions.
**For TH/Conferences:** Bring to conference a hard copy of the draft-350 words.
(Class is cancelled for individual conferences. *Missing a scheduled conference will result in an absence and lower grade on the final draft of the assignment.*)

**Oct 01**
Conferences.

**Visual Analysis**

**Oct 06**
**Due: Textual Rhetorical Analysis Essay.**
Writing Process of Visual Analysis essay.
**For TH:** Read Chapter 5 from AA.

**Oct 08**
Discussion of readings.
Practice visual analysis: ads and photographs from Chapter 5.
**For T:** Bring to class the visual argument you are going to analyze.

**Oct 13**
Critical terminology for visual analysis.
Practice visual analysis.
**For TH:** Read assigned visual analysis essay (provided in class).

**Mar 15**
Discuss assigned reading.
Rubric for Individual Presentations.
Discuss elements of successful oral presentations.
**For TH:** Prepare on outline of your presentation.

**Oct 20**
Fall break.

**Oct 22**
In-class work on presentations.
**For next class:** Prepare for presentations.

**Oct 27**
Presentations.
**For T:** Prepare first draft of Visual Rhetorical Analysis.

**Oct 29**
**Due: First draft of Visual Analysis.**
Presentations.
Peer Review of Visual Rhetorical Analysis.
**For TH:** Prepare final draft of Visual Rhetorical Analysis.

**Arguing to Mediate**

**Nov 03**
**Due: Visual Rhetorical Analysis.**
Introduce “Arguing to Mediate” paper. Discuss Topics.
The writing process of Arguing to Mediate.
Practice finding areas of common ground.

For T: Read pp. 265-281 from AA.

Nov 05   Discussion of essays from AA.
Elements of Arguing to Mediate.
For F: Read pp. 281-299 from AA. Prepare topic proposal (100 words).

Nov 10   Due: Topic Proposal.
Library lecture—preparing for and doing research.
Sources: what is a reliable source and when to use it.
For TH: Read Chapter 6 from AA.

Nov 12   Integrating sources.
Exercises on integration.
For TH: Reread pp. 128—161 from AA.

Nov 17   How to detect plagiarism.
In-class exercises on plagiarism.
Works Cited page.
For T: Prepare for a quiz on using sources.

Nov 19   Quiz on integrating sources and Works Cited.
In-class writing of Arguing to Mediate: introductory paragraphs.
For TH: Prepare a detailed outline of Arguing to Mediate or a draft (1-2 pp.)

Nov 24   Due: Outlines/Drafts.
Guidelines for Power Point presentations.
For T: Work on presentations.

Nov 26   Thanksgiving break.

Dec 01   In-class work on Power Point slides for presentations.
Practice presentations.
For TH: Prepare presentations.

Dec 03   Presentations.
For T: Prepare presentations

Dec 08   Presentations.
For TH: Prepare first full drafts of Arguing to Mediate.

Dec 10   Due: Full drafts of Arguing to Mediate.
Peer review and editing.
Evaluations.

Final papers are due on the day of the scheduled final exam for the class.