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Syllabus documents

- [Course information](#)
- [Class policies](#)
- [University Policies and Resources](#)
- [learning tips](#)
- [Contact info, office hours, full availability](#)

Class instructions

- [using Google docs](#)
- [status updates](#)
- [assignment makeups](#) (submitted on [D2L](#))
- [draft makeup option](#) (REQUESTS DUE 4/26)
- [FAQ](#)

General writing help

- [Writing Center](#)
- [MLA General Format](#)
- [MLA Formatting and Style Guide](#)

Handouts

Major assignment prompts

- [Discovery Draft](#)
- [Writing Plan](#)
- [First Draft](#)
- [Final Revision](#)
- Reflective Essay

Structure:

- [paragraph structure](#)
- [transitional words and phrases](#)
- [introductions and conclusions](#)
- [structure/content example](#)

Formatting (final revision stage):

- [general formatting guide](#) (check here for how to make specific types of changes in Google docs)
- [spacing and indenting example](#)

Readability:

- [clauses and commas](#)
- outside comma links: [quick rules](#); [extended rules](#); [commas after introductions](#); [commas vs. semicolons](#); [commas with nonessential \(a.k.a. "nonrestrictive"\) elements](#))
- [style](#)
- [proofreading](#)

Using sources:

- [professional sources](#)
- [quotation and integration basics](#)
- [in-text and Works Cited citation](#) [citation basics] (interviews, social media, professional, scholarly)
- [quotation/citation examples](#)
- [citation consistency](#)
- [paraphrasing](#)

Submission/deadlines

Major assignments (discovery draft, writing plan, first draft, final draft, final reflection):

- **All** of these will go in the Google doc that you share with me at the beginning of the semester. I'll put headers w/targets in everyone's docs so that you'll know where to put stuff at different stages.

- The “deadline” is when I’ll go in and download a copy of your doc and grade that version. As long as you’ve shared your doc with me at the start of the semester, you don’t have to “turn anything in” for these assignments because I’ll already have access to it.
- **DO NOT** work on your stuff anywhere other than in the Google doc that you shared with me at the beginning of the semester. It almost always ends badly.

Minor assignments

- **via Google docs:** “draft checks” to make sure that you’re keeping up with where we’re at in the process and “work checks” to make sure you’re working on your paper during class time as indicated. As long as you’ve shared your doc with me, you don’t have to do anything to “turn these in”; you just need to make sure you’re keeping up with the expectations.
- **via D2L:** your info post and status updates will be submitted as text posts (not attachments) under “Assessments” → “Assignments” (typically Sundays 11:59 p.m. as indicated); questions for your classmate interviews will be posted on D2L under “Communication” → “Discussions.”
- **handwritten in class:** typically short responses to find out what questions/concerns you have (“FAQs”) or where you’re at in the process; there will probably also be a handful of group work/peer review activities, etc.

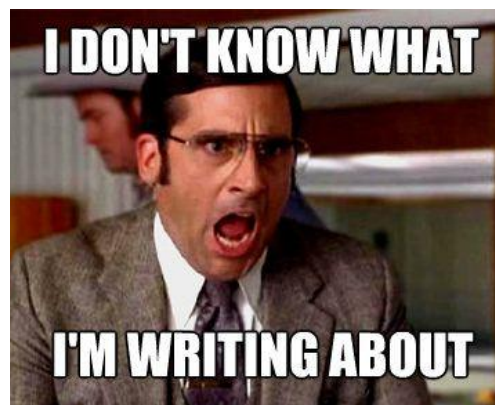
This schedule is extremely subject to change!

I’ll add handouts, prompts, etc. as we go, and some things may get cut/pushed back if necessary. Links should appear as blue underlined text--if your browser isn’t indicating where the links are, let me know. **You are expected to check this document regularly!**

WEEK 1

M 1.13

- intro to course
- conference #1 signups
- [sharing Google docs](#)
Please share your blank doc with me ASAP!
Title it: **ENGL 1102 Spring 2025 Lastname, Firstname**
and share it with: jessawalk@gmail.com (set as “editor”)



W 1.15

- [discovery draft prompt](#)
- [today's work](#)
- conference #1 signups
- [sharing Google docs](#)
- if you’ve shared your doc, check the [confirmation page](#) to make sure I got it and that everything’s correct!

Before next class:

- post your [info response](#) (D2L, Assessments → Assignments)
- make sure to [share your Google doc](#) with me if you haven’t yet (deadline Monday 1.20);
- if you’ve already done so, check the [confirmation page](#) to make sure I got it and that it’s correct
- Work on your discovery draft; aim to have it 2/3 done by Monday and near completion by Wednesday 1.22

Make sure to sign up for and attend **conference #1** during one of the available times in weeks 2 and 3!

WEEK 2

M 1.20

no class (MLK day)

- [info response](#) due via D2L (Assessments → Assignments) noon
- [share your Google doc](#) with me by noon!

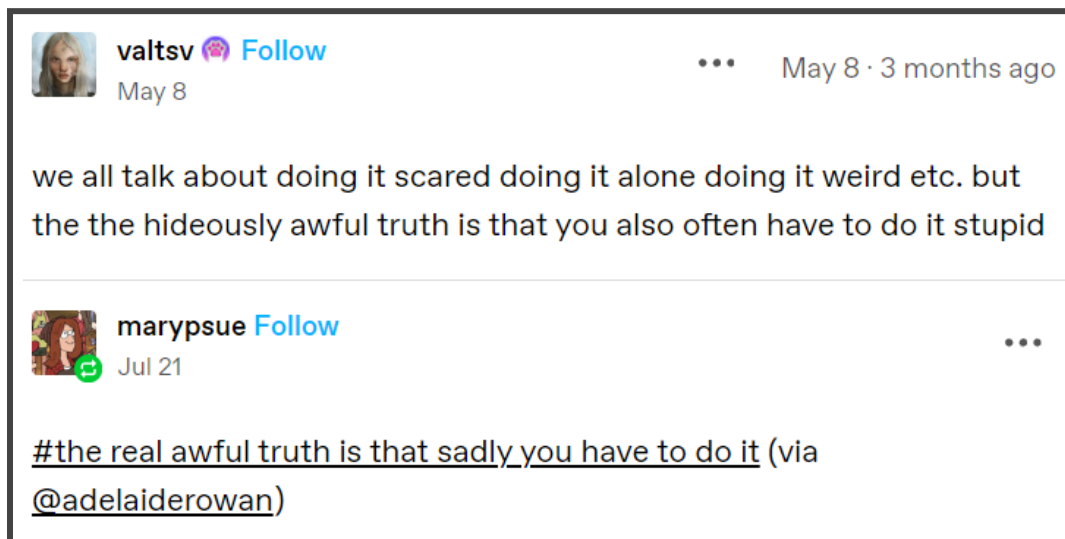
W 1.22

See [here](#) for what you need to do today/over the next few days. Make sure you read it carefully (even if your discovery draft is complete, there are other things expected of you!)

Before next class:

- Complete **discovery drafts** by Friday 8:00 a.m.!
- [Conference #1s](#) will start Friday and go throughout next week.
- Make sure to post your first [status update](#) by end of day Sunday 1.26.

Regarding the office hours survey: I said specifically in the Wednesday 1.22 email to complete it that day, and it would've taken all of five seconds. I've already put in the grades and updated the course schedule to reflect the virtual office hours for non-mandatory-conference-day Fridays. If you didn't do it on time, you got a zero, and doing it late is not going to lift that zero. Do a [makeup](#) if you want to replace it.



WEEK 3

Sun 1.26

- [Status update](#) due via D2L 11:59 p.m.

No class meetings ([conference #1](#))

- [Zoom link](#)
- in-person (Wednesday only unless we've made special arrangements): Nesbitt 4160 (see [here](#) for map)

Regarding conference attendance:

- You will get **two** classwork grades for attending your conference. (You only have to attend once, but it's the equivalent of two days that we won't be meeting as a class.)
- If you don't show, we'll find a time to reschedule, but it'll probably have to be sometime later in week 4 after the class has already started the next phase of writing. **So don't miss your conference unless it's an emergency, because you'll likely end up behind.**
- If you let me know ahead of time that you can't make it, you'll get your two assignment grades when you attend the makeup conference.
- If you don't show and don't let me know ahead of time, **you'll get two zeroes and they will not be replaced by attending the makeup conference.** (You'll still have to attend a makeup conference to find out what your topic should be.) You can only replace those two zeroes by doing two [assignment makeups](#).

Before next class:

-

WEEK 4

M 2.03

- [today's work](#)
- [Writing Plan prompt](#)
- working on Writing Plan (goal: items 1-9)
- [conference #2 signups](#)
- composing interview questions

W 2.05

- [today's work](#)
- [FAQ](#)
- [non-professional sources](#):
 - posting/responding to interview questions
 - social media
 - personal interviews
- working on Writing Plan (goal: items 10-16 over the next couple of days, 17-23 by end of week)
- [conference #2 signups](#)

Deadlines:

- Before tomorrow (Thursday) morning: post your [interview questions](#).
- By Sunday 11:59 p.m.: post your next [status update](#).
- By Monday 8:00 a.m.: [draft check](#) (Writing Plan items 1-20); your first three [interview replies](#).

Availability this week (if you need to meet with me):

- Tuesday 9:30-11:00 (in-person/virtual)
- Thursday 9:00-11:00 (in-person/virtual)

- Friday 9:00-12:00 (& probably later in the afternoon upon request) (virtual)

For virtual meetings, email/text me to let me know what time you want to meet and whether you want to meet via [Zoom](#) or Google docs chat.

The writer must be four people:

1. The nut, the obsédé
2. The moron
3. The stylist
4. The critic

1 supplies the material; 2 lets it come out; 3 is taste; 4 is intelligence.

A great writer has all 4—but you can still be a good writer with only 1 and 2; they're most important.

WEEK 5

Sun 2.09

[Status update](#) due 11:59 p.m.

M 2.10

- By Monday 8:00 a.m.: draft check (Writing Plan items 1-20); your first three [interview replies](#).

In class:

- [today's work](#)
- working on Writing Plan (items 24-30)
- [conference #2 signups](#)
- personal interviews/social media sources

W 2.12

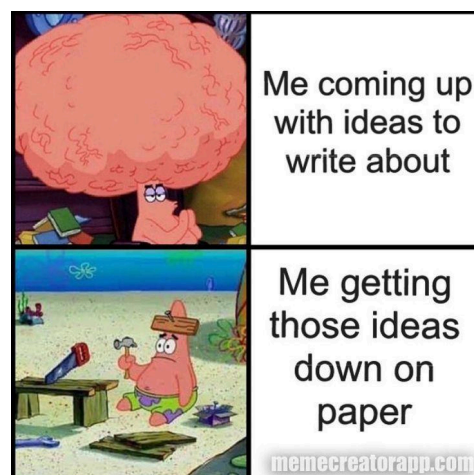
- [interview replies 4-5](#) due by 8:00 a.m.!
- [today's work](#)
- working on Writing Plan (items 31-36)
 - Make sure to look at the [detailed instructions](#) for what to do if you didn't get enough interview replies.
- [conference #2 signups](#)

Before next class:

- **Writing Plans due 8:00 a.m. Monday 2/17!**

Availability this week (if you need to meet with me):

- Tuesday 9:30-11:00 (in-person/virtual)
- Thursday 8:00-11:00 (in-person/virtual)
- Friday 9:00-12:00 (virtual)



For virtual meetings, email/text me to let me know what time you want to meet and whether you want to meet via [Zoom](#) or Google docs chat.

Make sure to sign up for and attend **conference #2** during one of the available times in weeks 6, 7, and 8!

WEEK 6

[we'll be meeting during usual class time this week, but [conference #2](#) slots will be available]

M 2.17

Writing Plans need to be complete by 8:00 a.m. on this date!!!

- [the three appeals \(ethos/pathos/logos\)](#)
- [today's work](#)

W 2.19

- [today's work](#)
- [First Draft prompt](#)
- [professional sources](#)
- [FAQ](#)

Before next class:

- continue working on fleshing out the important parts of your Writing Plan w/the three appeals (see class instructions [here](#))
- be working on whatever I recommend during your conference

Availability this week (if you need to meet with me):

- Tuesday 8:00-11:00 (in-person/virtual)
- Thursday 8:00-11:00 (in-person/virtual)

For virtual meetings, email/text me to let me know what time you want to meet and whether you want to meet via [Zoom](#) or Google docs chat.

WEEK 7

[We **won't** be meeting during class this week; [conference #2](#) meetings will go on throughout the week]

Sun 2.23

[Status update](#) due 11:59 p.m.

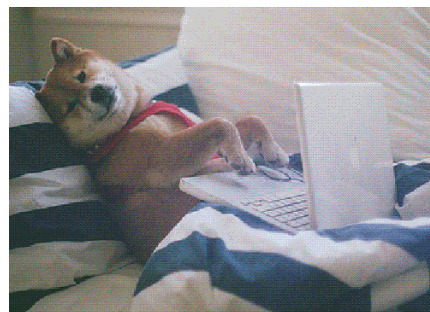
Before next class:

-
-

WEEK 8

M 3.04

- [today's work](#)
- looking for professional sources



- I'm continuing to work on the [FAQ](#), so be looking over it for new additions (hopefully caught up by Wednesday)

Before next class (see "today's work" for more details):

- Have your current stuff pasted into the First Draft template (according to my recommendations from our meeting, with repetition/padding removed!)
- Find 2-3 professional source quotes

W 3.06

- [today's work](#)
- [quotation. integration](#)
- [citation](#)
- [integration. in-text citation examples](#)

Before next class:

- Have some quotes integrated into your paragraphs and cited (in-text citation, meaning either name the author in the sentence or put their name in parentheses at the end of it). We have a lot to do the week we get back from Spring Break, so while we will have time to address questions about integration/citation for those who have already tried it, **you will be in really bad shape if you're trying it for the first time at that point.** So make sure you've made an attempt before we come back from break.
- Compose your "experiencing the problem" paragraph (the place where you've currently got the thoughts/feelings/physical sensations one might experience). This could be your hypothetical "scenario" (recommended) and/or personal anecdotes and/or quotations from sources.



Availability this week (if you need to meet with me):

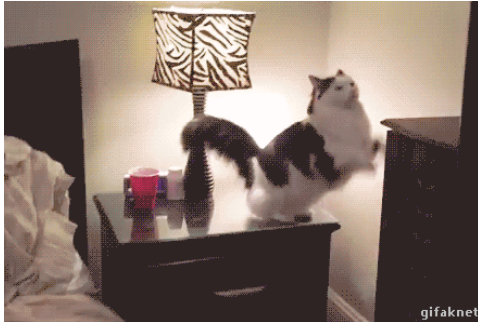
- Tuesday 8:00-11:00 (in-person/virtual)
- Thursday 8:00-11:00 (in-person/virtual)
- Friday by appt (virtual)

For virtual meetings, email/text me to let me know what time you want to meet and whether you want to meet via [Zoom](#) or Google docs chat.

WEEK 9

Spring Break

[Note: I decided to remove the status update originally due at the start of break. If you're one of the handful of people who'd already done it, I made a note of it and I'll count it towards an assignment makeup for you.]



WEEK 10

M 3.17

- [today's work](#)
- [conference #3 signups](#)
- structure:
 - [paragraph structure](#)
 - [transitional words and phrases](#)
 - [introductions and conclusions](#)
 - [structure/content example](#)
- integration/citation questions

Please note: at this point, the only thing we'll have left to go over for the First Draft stage will be the Works Cited page and the formatting. See above for the required sections of the First Draft--you'll be expected to have sections #1-6 and #11 (at least a paragraph each) Monday morning a week from today.



W 3.19

- [today's work](#)
- [source response](#)
- Works Cited ([citation](#))
- [citation consistency](#)
- [conference #3 signups](#)
- formatting

Make sure to check "[Required sections](#)" and "[Additional requirements](#)" on the prompt so that you know what's needed! You may also want to use the [source response](#) as a checklist for what you need to finish re. sources.

Before next class:

First Drafts due Monday 3.24 8:00 a.m.!

Availability this week (if you need to meet with me):

- Tuesday/Thursday 8:00-11:00 (in-person/virtual)

For virtual meetings, email/text me to let me know what time you want to meet and whether you want to meet via [Zoom](#) or Google docs chat.

Please note that [conference #3](#) has been pushed forward a week (now conferencing in weeks 12, 13, and 14, with 13 being the “no class” week)

WEEK 11

Sun 3.23

[Status update](#) due 11:59 p.m.

M 3.24

First Drafts due today 8:00 a.m.!

- [today's work](#)
- first draft checklist
- [conference #3](#) signups

W 3.26

- going over [Final Revision prompt](#)
- [today's work](#)

Availability this week (if you need to meet with me):

- Tuesday 9:30-11:00 (in-person/virtual)
- Thursday 8:00-11:00 (in-person/virtual)
- Friday 9:00-12:00 (& probably later in the afternoon upon request) (virtual)

For virtual meetings, email/text me to let me know what time you want to meet and whether you want to meet via [Zoom](#) or Google docs chat.

Make sure to sign up for and attend **conference #3** during one of the available times in weeks 12, 13, and 14!

- Conference #3: week 12 [still having class], 13 [no class], or 14 [still having class]

WEEK 12

[conference #3](#) ongoing]

M 3.31

- Draft check (8:00 a.m.): have *something* down for each of your new “proposed solution” sections.
- [today's work](#)
- [finding and using scholarly sources](#) [not required! but definitely a plus!]
- Additional round of [interview replies](#):
 - Post questions by Monday 4/07 8:00 a.m.
 - Post your five replies by Monday 4/14 8:00 a.m.
- grammar:
 - [clauses and commas](#)
 - [comma exercise](#) [[answer key](#)]

W 4.02

- [today's work](#)
- [style](#)
- [style revision examples \(w/explanations\)](#)
- [further style revision examples](#)

This week's suggested goals:

M 3.31-W 4.02

- Checking for grammar error (familiarize yourself with the issues; start making changes to anything you feel is otherwise finished)

W 4.02-M 4.08

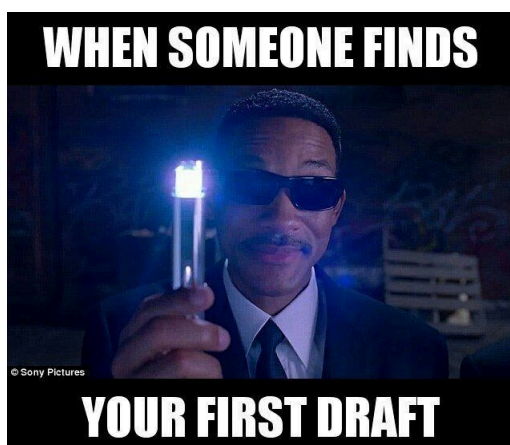
- Checking for stylistic error (familiarize yourself with the issues; start making changes to anything you feel is otherwise finished)
- Complete drafting of solution description section
- Completing/revising stuff from the First Draft phase as needed
- Posting second round of interview questions

Availability this week (if you need to meet with me):

- Tuesday 9:30-11:00 (in-person/virtual)
 - Thursday 8:00-11:00 (in-person/virtual)
-

WEEK 13

No class meetings ([conference #3](#))



WEEK 14

[conference #3](#) ongoing]

M 4.14

- [today's work](#)
- **[COMMON REVISION ISSUES!](#)**

W 4.16

- [your questions](#)

Before next class:

-

Availability this week (if you need to meet with me):

- Tuesday 8:00-11:00 (in-person/virtual)
- Thursday 8:00-11:00 (in-person/virtual)
- Friday 9:00-12:00 (virtual)

For virtual meetings, email/text me to let me know what time you want to meet and whether you want to meet via [Zoom](#) or Google docs chat.



WEEK 15

Sun 4.20

[Status update](#) due 11:59 p.m.

M 4.21

- [today's work](#)
- [formatting checklist](#)
- [formatting guide](#) (paper and Works Cited)
- [spacing and indenting example](#) (common errors to avoid)
- [formatting example](#) (general MLA formatting)

W 4.23

- [today's work](#)



- proofreading

Before next class:

- If you are hoping to take the [draft makeup option](#) (if eligible):
 - email me by Saturday 4/26 8:00 a.m. to request it.
 - make sure that you've submitted any [assignment makeups](#) by then so that I can get your grade caught up and assess whether you qualify for the draft makeup.
- **Final revisions due** Monday 4.28 8:00 a.m.!

Availability this week (if you need to meet with me):

- Tuesday 8:00-11:00 (in-person/virtual)
- Thursday 8:00-11:00 (in-person/virtual)

For virtual meetings, email/text me to let me know what time you want to meet and whether you want to meet via [Zoom](#) or Google docs chat.

WEEK 16



M 4.28

- composing Reflective essay

W 4.30

- composing Reflective essay

Reflective Essay

- CLASSROOM COMPUTERS ONLY--no personal laptops.
- Once I paste the link for the instructions here and we've officially started: no cell phones, no headphones, no talking to your classmates (feel free to ask me questions after you've read through the prompt).
- I've been calling this an "in-class essay" all semester and the instructions were very clear only to work on it during class time. If you've been working on it outside of class, I've reverted your document back to where it was at the end of class Monday.
 - (And if you've been editing your document to make changes to your Final Revision--guys, I downloaded those Monday at 8:00 a.m.)
- **PROMPT**

FINALS WEEK

Sun 5.04

[Status update](#) due 11:59 p.m.

Assignment makeups due

[No meeting **unless** we end up having to push things back and do the Final Reflection during our finals period. In the event that that happens, the 10:00 section will meet Friday 5.09 10:20-12:20, the 11:00 section Wednesday 5.07 10:20-12:20.]

