



**INRW 0300: Integrated Reading and Writing  
Fall 2018**

**Instructor:** Dr. Mary Lawson  
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**Learning Web:** <https://learning.hccs.edu/faculty/mary.lawson>  
**Office Location:** Katy Campus, room 306  
**Office Phone:** 713/718-2365  
**Office Hours:** Scheduled by appointment  
**Class Information:** INRW 0300, CRN 20722, Monday / Wednesday 11:00 – 12:30, Katy 381  
**Credits:** 3  
**Session:** Fall 2018, regular term, 16 weeks  
**Contact Hours:** 48  
**Type of Instruction:** face-to-face

**Course Description:** A co-requisite course in support of English 1301: Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Core curriculum course.

**Student Learning Outcomes:** Upon completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use edited American English in academic essays.

**English Program Learning Outcomes**

1. Write in appropriate genres using varied rhetorical strategies.
2. Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.
3. Analyze various genres of writing for form, method, meaning, and interpretation.
4. Employ research in academic writing styles and use appropriate documentation style.
5. Communicate ideas effectively through discussion.

**Core Objectives:** Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Students enrolled in this core curriculum course will complete assignments designed to cultivate the following core objectives:

- **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

- **Communication Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

### Required Materials

Paper / pen / pencil

Flash drive

Internet access for Canvas, Turnitin.com, HCC Email, and NoRedInk

*The Refugees*, Viet Thanh Nguyen, ISBN 978-0-8021-2736-5

This course requires access to online readings and learning platforms, so you will need a computer and reliable internet access. If you do not have a computer and / or the internet, the library has netbooks for checkout, and the computer labs are available at posted times. Not having internet access and / or a computer is not an excuse for not completing and / or submitting work. Also, since we do not have a course reader, you will need access to the readings during class—either by printing them (best option) or saving them to your tablet / laptop. Not having access to the readings will render you incapable of contributing to class discussion and completing relevant coursework and could result in dismissal from class.

**Minimum Writing Requirement:** 5,000 words during the course of the semester.

### Instructor Policies

#### Policy on Essays and Essay Submission

- Complete all assignments. All major assignments (rough and final drafts) must be completed to pass the course.
- Submit all essays through Turnitin.com. See the handout on Canvas for information on how to register.
- Save your turnitin.com confirmation emails. If you do not receive a confirmation email from turnitin.com, your paper has not been uploaded correctly or at all. If for some reason your paper doesn't load, you'll need that email to prove you submitted your essay.
- Submit your work on time. Late daily work will not be accepted. Late essay rough drafts will be penalized 10 points. Late essay final drafts will be penalized 10 points per day for three calendar days. After that, you will receive a 0 on the assignment.
- Submit rough drafts of all essays. Final essays submitted without the rough draft will not be graded.
- Follow the manuscript guidelines for all formal essays.
- Meet the length requirements posted for all essays.
- Save your essays in more than one place. If your computer crashes, you lose your flash drive, a hurricane hits your house, etc., you are still responsible for all due dates.
- Recover the points for missed peer review by taking your essay to the writing center or submitting your essay to UpSwing for feedback. Either one must be done before the final due date of the essay, and you must bring me evidence of the feedback.
- Standard deductions
  - 10: late rough draft
  - 10: rough draft not meeting length requirement
  - 10: failure to peer review
  - 10: late final draft PER DAY for three days
  - 10: final draft not meeting length requirement
  - 5: incorrect format
  - 5: per source missing from final essay (for essays requiring sources)
- One exception: One time during the course of the semester, you may either rewrite an essay for a higher grade or submit an essay late (up to three days) without penalty.

- Rewrites: The new grade replaces the old grade (unless the new grade is lower). You do not have to completely write a new essay; instead, you can revise the essay you originally submitted. In order to be eligible for a rewrite, you must have submitted the rough and final drafts on time, you must have completed peer review, and your essay must have met the length requirements on both the rough and final drafts. You will have one week from the date the grades are posted to complete the rewrite, which will be due to my email as a .doc or .rtf attachment. I will not accept any rewrites not submitted by the one-week deadline. The one exception is the last essay of the semester, as you will not have time to rewrite it before grades are due. NOTE: You may not rewrite an essay that has been plagiarized. All plagiarized essays will earn an automatic grade of 0.
- Extensions: To be granted an extension, you must let me know via email *before* the due date of the essay for which you need the extension. Extensions are good for three days; after that three days, regular late penalties will apply. Extensions do not apply to homework / journals. I reserve the right to refuse an extension.

### Policy on Attendance

- There are no excused absences. You are either absent or present.
- You can miss 12.5% (6 hours) of class without penalty. If you miss more than six hours before the drop date, I will drop you from the course. If you miss more than six hours after the drop date, you will receive an FX for the course (see below).
- If you arrive more than 20 minutes late or leave more than 20 minutes early, you will be marked absent.
- Each day, you will sign in on an attendance roster. If you do not sign in, you are absent. I will not go back later to try and determine if you were in class.
- Quizzes missed due to tardiness cannot be made up. Quizzes missed due to absence can be made up for full credit. It is your responsibility to let me know if you need to make up a quiz.
- Students who have no recorded attendance before the Census Date (the Official Day of Record) will be automatically dropped from the class by the Registrar. Students dropped for nonattendance will not be reinstated. The Census Date varies according the session. The Fall 2018 regular term census date is September 10.

### Policy on Classroom Expectations

- Our shared responsibility is to develop and maintain a positive learning environment for everyone. I take this responsibility seriously and will inform members of the class if their behavior makes it difficult for me to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and to assist me achieve this critical goal. (See Student Handbook).
- Respect your peers. If someone else is talking, listen attentively (no sleeping, talking, putting on makeup, working on something else, etc).
- Come to class prepared.
- Do not engage in inappropriate, rude, or distracting behavior, as it is not acceptable.
- Unless we are using it for a class assignment, keep your cell phone, laptop, or tablet silenced and put away during class.
- Utilize remind101.com to help you remember important due dates.
- If you email me, please be sure to include your class day and time in the email and a brief message. Without that information, I will not respond. All emails should follow the guidelines for an appropriate email found on Canvas.

### Policy on Grading

- There is no rounding up, nor is there a curve. Additionally, there will be no extra credit assignments given. You will receive the grades you have earned in the course.
- Any evidence of plagiarism will result in an automatic F for the assignment (first offense) and an F for the course (second offense). See the plagiarism statement below. All work must be original to this course; using essays previously submitted to another course will be treated as plagiarism and will result in a 0 for the assignment.

- I will always comment on drafts of assignments if you ask me to. Drafts of assignments emailed to me by 48 hours before the due date will receive pre-grading feedback. Any drafts must be sent as an attachment in Microsoft Word, and the email should state what, exactly, you want me to look for. I will not edit drafts for sentence structure errors. Be sure the draft is as complete as possible, as I will only give feedback once per essay. NOTE: Though you do submit rough drafts via turnitin.com, I do not comment on them. I only comment on rough drafts sent via email.
- I will not send grades through email. If you want to know where you stand at any given point in the semester, see the grading guidelines below. Keep up with your own grades via Canvas.

### Course Grades

- A (90-100%) Excellent work that demonstrates a clear understanding of the assignment, has few errors of any kind, and shows exceptional ability to communicate to a specific audience.
- B (80-89%) Above average work that shows understanding of the writing topic, has few serious errors, and provides good communication with a specific audience.
- C (70-79%) Average work that shows understanding of the writing topic, contains few errors that interfere with adequate communication. A “C” essay gets the job done; it fulfills the requirements outlined in the assignment sheet.
- D (60-69%) Below average work that fails to follow the assignment and/or fails to respond adequately to the writing topic, contains a number of serious errors, and demonstrates only marginal communication with a specific audience.
- F (0-59%) Incomplete work, work that fails to follow the assignment, and/or work that fails to respond to the writing topic, contains a number of serious errors, and provides little communication with a specific audience.

### HCC Grading Scale

A = 100 – 90	4 points per semester hour
B = 89 – 80	3 points per semester hour
C = 79 – 70	2 points per semester hour
D = 69 – 60	1 point per semester hour
F = 59 and below	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
W (Withdrawn)	0 points per semester hour

FINAL GRADE OF FX: Students who stop attending class or stop actively participating in class and do not withdraw themselves prior to the withdrawal deadline (November 2 for Fall 2018) may either be dropped by their professor for excessive absences or be assigned the final grade of FX at the end of the semester. Logging into a DE course without active participation is considered non-attending.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of FX is treated exactly the same as a grade of F in terms of GPA, probation, suspension, and satisfactory academic progress.

### Student Assignments

- Investigating Essay, 20%
- Reading Culture Essay: 25%
- Media Analysis Essay: 25%
- Final Exam (Annotated Bib for Media Analysis): 10%
- Quizzes / Journals / Group Work: 20%

### Assignment Descriptions

- Investigating Essay: Students will begin with a narrative that describes a specific event in their lives. Then, students will brainstorm and use their group discussions to determine what they don't know about the event, adding that researched information to their narrative to create a researched narrative.

Skills covered: writing in an appropriate style, conveying a main idea, using supporting details, using correct MLA documentation, researching, using the library databases, and using correct conventions. Students will be engaged in SLOs 1, 2, 3, 4, and 5.

- **Literary Analysis Essay:** Students will analyze the Reading Culture piece, *The Refugees* by Viet Thanh Nguyen. See the Reading Culture information at [http://library.hccs.edu/reading\\_culture](http://library.hccs.edu/reading_culture). Skills covered: conveying a main idea through a thesis statement and appropriate paragraph structure, using supporting details, using correct MLA documentation, analyzing a piece of fiction, using correct conventions. Students will be engaged in SLOs 1, 2, 3, 4, and 5.
- **Media Analysis:** Students will learn about strategies for analyzing media. Students will find 10-15 sources that all cover one event and write to establish trends in media. Skills covered: choosing an appropriate resource, using correct MLA documentation, analyzing and evaluating, writing in an appropriate style, crafting a thesis statement, using standard essay structure, and using correct conventions. Students will be engaged in SLOs 1, 2, 3, 4, and 5.
- **Final Exam:** Students will practice the skills learned throughout the semester (creating Works Cited entries, embedding quotes, citing research, summarizing an article, analyzing an article, evaluating an article), using 8 of the sources from the media analysis essay.
- **Quizzes / Journals / Group Work:** Reading quizzes will be utilized to check for reading and understanding. Quizzes may be over homework reading or over the previous day's learning materials, but students should expect a quiz at any time. Journals will be completed on Canvas and will demonstrate an understanding of course material. Groups will be utilized for peer review and in-class work / discussions.

**\*\*NOTE:** I am always here to help you with your work, but you must come in during my office hours or schedule an appointment. I will not look at essays during class because I do not have time to effectively read and comment. Conferences are first come, first served. Please contact me concerning any problems that you experience in this course. You do not have to wait for a poor grade to ask for my assistance. I am available. You may also take advantage of the tutors (see additional support) who are available during much of the day, five days a week.

### **Important Dates**

#### *Tentative Essay Due Dates: Monday / Wednesday*

Investigating Essay:	Rough draft, Sunday, September 23 Peer review, Monday, September 24 Final draft: Sunday, September 30
Literary Analysis:	Rough draft, Sunday, October 28 Peer review, Monday, October 29 Final exam: Sunday, November 4
Media Analysis:	Rough draft, Sunday, November 25 Peer review, Monday, November 26 Final draft, Sunday, December 2
Final Exam:	Monday, December 10

NOTE: The final due date for the Reading Culture Scholarship Essay is November 2 at 3:00 pm.

#### *Tentative Essay Due Dates: Tuesday / Thursday*

Investigating Essay:	Rough draft, Monday, September 24 Peer review, Tuesday, September 25 Final draft: Sunday, September 30
Literary Analysis:	Rough draft, Monday, October 29 Peer review, Tuesday, October 30 Final exam: Sunday, November 4
Media Analysis:	Rough draft, Monday, November 26 Peer review, Tuesday, November 27 Final draft, Sunday, December 2

Final Exam: Thursday, December 13

NOTE: The final due date for the Reading Culture Scholarship Essay is November 2 at 3:00 pm.

HCC Calendar Dates

September 3: Labor Day Holiday  
September 10: Census Date / Official Day of Record  
November 2: Last Day to Withdraw  
November 22 / 23: Thanksgiving Holiday  
December 10 – December 15: Final Exams

**Student Support Services:**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Student Success for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

Ability Services:

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

Ability Service Contact Information:

**Central College**

713.718.6164

**Coleman College**

713-718-7376

**Northeast College**

713-718-8322

**Northwest College**

713-718-5422

713-718-5408

**Southeast College**

713-718-7144

**Southwest College**

713-718-5910

**Adaptive Equipment/Assistive Technology**

713-718-6629

713-718-5604

**Interpreting and CART services**

713-718-6333

*Accommodations due to a Qualified Disability:* HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

*Libraries:* HCC has a Learning Resource Center at each campus for student use. The library provides electronic resources including an online catalog system as well as numerous databases that contain full-text articles all available at <https://library.hccs.edu>. Additionally, many of the required texts are on reserve at the library. Find out library locations and hours here: [http://library.hccs.edu/about\\_us/locations\\_hours](http://library.hccs.edu/about_us/locations_hours)

*Online Tutoring:*

The goal of online tutoring is to help students become academically independent through guided assistance by HCC faculty or faculty-eligible tutors in almost all departments. Our tutoring is asynchronous, which means that it is NOT real-time.

Students can get real-time help on campus and through several textbook sources. We believe that when tutors can take time to absorb and analyze the work, we give a different type of help. Because the tutoring is asynchronous, it is important for students to plan ahead. It generally takes about two days to get a complete review back, and it may be longer than that when hundreds of papers come in every day for several days in a row. It is crucial for students to look at the yellow banner on the log-in page to see how long the turn-around time is.

Students can submit work 24/7/365; we tutor even when the college is closed for holidays or natural disasters. All HCC students can take advantage of online tutoring by logging on to <https://hccs.upswing.io/>. The HCC email address and the associated password get students into the online tutoring site, so when the email password changes, so does the Upswing password.

*Open Computer Labs:* Students have free access to the internet and word processing in open computer labs available at HCC campuses. Check on the door of the open computer lab for hours of operation.

*Tutoring Centers:*

The HCC Tutoring Centers provide academic support to our diverse student population by creating an open atmosphere of learning for all students enrolled at HCC. Using a variety of tutoring techniques, we assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment. Our emphasis is on maximizing academic potential while promoting student success and retention. We are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners.

Tutoring for individual subjects is offered at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, please refer to our website: <http://ctle3.hccs.edu/alltutoring/> for times and locations. For more information about tutoring at HCC, please go to [hccs.edu/district/students/tutoring](http://hccs.edu/district/students/tutoring).

**Important HCCS and Course Policies:**

Please see <http://www.hccs.edu/resources-for-current-students/student-handbook/> for any changes to HCC policies that might happen during the semester.

*Academic Honesty:* A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcing roles.



You are expected to be familiar with the HCC's policy on Academic Honesty found in the catalogue. What that means is that if you are charged with an offense, pleading ignorance of the rules will not help you.

Just so there is no misunderstanding, plagiarism (using another's ideas or words without giving credit), collusion (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated. To be accepted, all papers require proof of their development. Students who plagiarize, collude, or cheat may face disciplinary action including the grade of 0 for the assignment, an F for the course, and/or dismissal from the college. Essays that are plagiarized cannot be rewritten (See Student Handbook)

**Attendance:** Attendance, preparedness, and participation are essential for your success in this course. HCC does not differentiate between excused and unexcused absences. If you are not in class, you are absent. HCC Policy states that you can miss up to but not exceeding 12.5% of class hours, which is equivalent to 6 hours. When you miss class, you are still responsible for what happens in class. Keep in mind that whatever the reason for your absence, you will still miss important course work. If you know you must be absent or if you have an emergency, let me know **before class** and make plans to meet with me in office hours. If you have more than four (4) absences before the official date of record (September 10, 2018), you may be automatically withdrawn from the course.

**Campus Carry:** At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/departments/police/campus-carry/campus-carry-and-open-carry-faqs/>

**Campus Safety:** If you are on campus and need emergency assistance, call 713-718-8888 or, from any campus phone, 8-8888. Use this emergency number instead of 911, which gets routed back to the HCC Police Department dispatch thus lengthening response time to your emergency situation.

**EGLS3 (Evaluation for Greater Learning Student Survey System):** At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Go to <http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> for directions.

**Final Grade of FX:** Students who stop attending class or stop actively participating in class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of FX at the end of the semester. Students who stop attending classes or who stop actively participating in classes will receive a grade of FX, as compared to an earned grade of F, which is due to poor performance. Logging into a DE course without active participation is considered non-attending.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of FX is treated exactly the same as a grade of F in terms of GPA, probation, suspension, and satisfactory academic progress.

**International Students:** Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. International students must have full-time enrollment status of 12 or more semester credit hours, and of these at least 9 semester credit hours must be face-to-face on-campus courses. Please contact the International Student Office at 713-718-8521 or email [int\\_student\\_svcs@hccs.edu](mailto:int_student_svcs@hccs.edu), if you have any questions about your visa status and other transfer issues.



Repeating Courses: Students who repeat a course for three or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor or counselor/advisor about opportunities for tutoring and/or other assistance prior to considering course withdrawal or if you are not receiving passing grades.

Sexual Misconduct: Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. The director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504) and complaints may be directed to: David Cross, Director EEO/Compliance, Office of Institutional Equity and Diversity, 3100 Main, Houston, TX 77266-7517, or [institutional.equity@hccs.edu](mailto:institutional.equity@hccs.edu).

Title IX Discrimination: Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator.

All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main

(713) 718-8271

Houston, TX 77266-7517 or Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

Withdrawal Policy: Before withdrawing from the course, it is important to communicate with your professor and counselors to discuss your options for succeeding in the course. If all other options have been exhausted, you may withdraw yourself, but the last date to withdraw this semester is November 2. Please remember that it is the student's responsibility to withdraw from a course. If you stop attending the class and don't withdraw by this date, you are subject to the FX grading policy.

## The Writing Process

For each of the three major essays you will write this semester, you will utilize the writing process. Information on the writing process is below and will be covered in class in more depth.

### Step One: Prewriting

For each essay, we will spend some time in class prewriting. When we prewrite, you will be in groups to brainstorm ideas, think about development of ideas, and help each other as you begin to formulate your essay. I will always tell you beforehand to come to class with some ideas ready to go. The more complete your ideas at this stage, the more you will be able to help your peers, and the more help you will receive.

### Step Two: The Rough Draft

The rough draft is an important second step. A rough draft is just that—a rough sketch of your ideas. The more complete your rough draft, the more help you will receive during peer review (step three). Your rough draft should not just be brainstorming ideas; brainstorming is prewriting. The rough draft should be a fairly complete set of ideas in standard essay format.

- All essays will begin with a rough draft.
- Rough drafts will be submitted to turnitin.com under the appropriate assignment by the due date.
- Absolutely no final drafts will be graded without the accompanying rough draft.
- Late rough drafts will be penalized 10 points. Even if your essay is turned in one minute after the due date, it will lose points. Submit early.
- Rough drafts must be complete and meet at least 75% of the word count for that essay (for a 750 word essay, the rough draft must have 560 words; for a 1000 word essay, the rough draft must have 750 words; for a 1250 word essay, the rough draft must be 938 words). Failure to meet the length requirement on the rough draft will result in a 10 point deduction from the final essay. Even if your rough draft is one word too short, you will receive a 10 point deduction.
- Turnitin.com will generate a submission receipt for your rough draft. Keep this receipt in case you need it to prove submission.
- If you want me to comment on a rough draft, I will need it no later than 48 hours before the due date for the final draft. You will need to send it to me via email as a .doc or .rtf file attachment.

### Step Three: Peer Review

Peer review is just what it sounds like: a chance for you to review each other's essays. Peer review will be conducted online or in class. You will read a certain number of essays and have your essay read by a certain number of people. The purpose of peer review is twofold: You will be able to help your peers as they revise their own essays, but you will also benefit from reading their ideas and style. In addition, peer review will give you the opportunity to practice critical reading. If you do not have your rough draft ready, you will obviously not be able to have your draft read; however, you will still be held responsible for peer reviewing other essays.

- Failure to peer review the required number of essays (usually two) will result in a 10 point deduction from your essay's final grade.

### Step Four: The Final Draft

After peer review, you should take a look at the comments made about your essay and revise appropriately. Revision is more than just correcting grammar; it is taking a look at the global issues of your essay and working to make them better. You should think about soundness of ideas, organization, elaboration, transitioning between ideas, etc.

- All final drafts will have been revised. Any final draft that has not been revised will receive a 10 point deduction.
- Once you feel like you have revised appropriately and made your essay the best it can be, you should submit the final draft to the appropriate assignment on turnitin.com.
- Late final drafts will result in a 10 point deduction PER DAY for three days; after three days, I will not accept your final draft, and you will not be eligible to pass the course. Even if your essay is turned in one minute after the due date, it will receive the deduction. Submit early.
- Turnitin.com will generate a submission receipt for your final draft. Keep this receipt in case you need it to prove submission.

- Any final drafts not meeting the word length will receive a 10 point deduction. Even if your essay is 1 word short of the limit, you will lose 10 points.
- All final draft should be formatted appropriately (see the manuscript guidelines on EAGLE). Any essays not formatted correctly according to MLA guidelines will receive a 5 point deduction.
- Any submitted final essay that does not include the required number of sources will lose 5 points for each missing source.

#### Step Five: Reflection

The last step of the process is reflection. Too often, students go from one essay to the next, making the same mistakes over and over. The reflection asks you to look at the comments I wrote on your essay, think about what you did well that you can carry over to the next essay, and reflect on what needs work for the next essay. The reflection journal will always be completed on Canvas. I will email you when I am finished grading essays to let you know when the reflection journal is due.

To review: Standard deductions

-10: late rough draft

-10: rough draft not meeting length requirement

-10: failure to peer review

-10: late final draft PER DAY for three days

-10: final draft not meeting length requirement

-5: incorrect format

-5: per source missing from final essay (for essays requiring sources)