

On Syllabi: Composition Program Standard Policy Statement Order and Coverage

Although Composition Program instructors may include additional information beyond the requirements outlined below, each of our policy statements **must** include the following specific information in the following specific order. Except where standard language is provided and, therefore, is required—**look for the purple text, please**—instructors are free to develop their own language. If you are particularly happy with language you have developed and you are willing to share, please email that text to Tracy for inclusion on this website.

Please remember to furnish a copy of your syllabus by the end of the second week of class (it's a great help to our program, and it's now required by the University). An electronic copy is best, but if you prefer not to share your documents online, please feel free to drop a hard copy in my mailbox. Thank you.

Our syllabi must meet a minimum length requirement of two full pages--or one double-sided page (like *that's* going to be a problem anymore).

Please Note:

Purple Text = Required-Verbatim Text | **Orange Text = New-for-Fall-2008 Text**

** Effective Spring 2009, you now have the option of referring students to the "Syllabus Addendum" page on CompPort for the University Drop Policy, Emergency Evacuation and Safety Procedures, and Course Description blurbs in lieu of inserting the actual official words on your actual official print syllabus. You are welcome to retain these portions on your syllabus, of course, but please also feel free to say something like "Please reference the 'Syllabus Addendum' page on CompPort to read our course description and to learn about HSU's drop policy and emergency evacuation and safety procedures (www.humboldt.edu/~compport/SyllabusAddendum.htm)."

1. Identifying and Contact Information

- Course Number
- Course Name
- Course CRN
- Course Location
- **Course Semester and Year**
- Instructor Name
- Instructor Contact Information: Phone Number, Email Address, and Office Location
- Instructor Office Hours

2. Course Materials List

3. Course Overview

- **Course Description** (straight from the catalog) **
ENGL 100. First-Year Reading & Composition (3). Reflective, analytical, expository essay writing and revision. Introduction to critical reading, information literacy. Small-group workshop and lecture. Final assessment based on writing portfolio. Students who fulfill course requirements with a C- or better but don't pass portfolio must complete ENGL 200 to fulfill GE. [Prereq: EPT score of 148 or higher. CAN ENGL 2. GE.]

ENGL 100A. First-Year Reading & Composition (3). Reflective, analytical, expository essay writing and revision. Introduction to critical reading, information literacy. Workshop, lecture, and individualized support with lab. Final assessment based on writing portfolio. Students who fulfill course requirements with a C- or better and who are passing English 60 but don't pass

portfolio must complete ENGL 200 to fulfill GE. [Prereq: EPT score of 139-147 or successful completion of ENGL 40. Coreq: ENGL 60. CAN ENGL 2. GE.]

- Course Objectives

Students successfully completing the Area A Written Communication requirement should demonstrate the following competencies:

- Recognizing varying reading and writing contexts and how these impact audience, purpose, and textual organization;
- Reading and analyzing a variety of written texts, responding critically to the texts, synthesizing this information along with the student's own ideas, and writing essays that reflect a broadened understanding of the topics;
- Developing multiple drafts through a series of tasks, including generating, revising, and editing through both individual and collaborative efforts;
- Demonstrating the conventions of standard written English in student texts; and
- Compiling and submitting an assessment portfolio that meets minimum passing criteria as set by the English Department Portfolio Committee.

4. Course Requirements

- Major Writing and Reading Requirements: What Kind, How Much, How Demanding (Including Expectations about Time Commitment(s) outside of Class)
- Due Dates
- Deadline and Make-up Policies

5. The Assessment Portfolio

All students passing the class with a C- or better will submit an assessment portfolio (13-16 full pages) comprised of one cover letter and two to four (2-4) pieces written expressly for English 100A/100/200. At least two of these submissions must include sustained, substantial analysis. Neither poetry nor fiction may be included in the assessment portfolio. The assessment portfolio is then submitted to and holistically scored by the Portfolio Committee, made up of HSU English composition faculty. In order to pass English 100A/100/200, students must pass the final, assessment portfolio with a combined score of 8 or better.

Students with a D+ or lower will receive a grade of F or NC for the class and must re-enroll in English 100A/100/200 (and English 60, if appropriate) another semester in order to meet their written-communication requirement for graduation. Students who are passing the class but do not pass their assessment portfolio will earn a Report in Progress (RP) in English 100/100A or a NC in English 200 and will be required to pass English 200 in order to fulfill the written-communication requirement for graduation.

6. The Working Portfolio

7. Grading Policy and/or Criteria

- How Letter Grades Will Be Determined (including + and – grades, if applicable)
- Extra-Credit Opportunities (if applicable)
- “[A]n explicit statement of terms and/or penalties which pertain to student participation in co- and extracurricular activities” (Direct from the [HSU Policy on Content of Syllabi](#))
- Students enrolled in English 100A and English 60 must be passing both classes in order to submit an assessment portfolio. Students who have not earned a C- or better in 100A and a CR in 60 at the time of the assessment portfolio submission will be required to repeat both classes.

8. Classroom Behavior
 - [Attendance Policy](#) (including [first-week attendance policy](#)) (Please note that the link is for your own information. You do not need to print the University information in your policy statement—just your **own plan and policy**.)
 - Participation Policy

9. [University Drop Policy](#) **

"As a matter of university policy, the instructor in the course may not drop on behalf of the student. Even if the course appears on the student's schedule as the result of an error, it is still the responsibility of the student to drop the course. Instructors will not officially drop a student from the class roster because the student failed to attend the first week of classes, nor will the student be automatically dropped by non-attendance." (Please note that the quotation is for your information only. You do not need to print the University information in your policy statement—just your **own policy**. You may prefer to adopt the University's suggested language: "Students are responsible for knowing the University policy, procedures, and schedule for dropping or adding classes. <http://www.humboldt.edu/~reg/regulations/schedadjust.html>")

10. Plagiarism / Academic Dishonesty / Academic Honesty Policy—including, according to the [new guidelines](#), "[!]information about whether collaboration is allowed and in what form."

11. Campus Resources:
 - Special Accommodations

Persons who wish to request disability-related accommodations should contact the [Student Disability Resource Center](#) by visiting the website (<http://www.humboldt.edu/~sdrc>), visiting the office (House 71), or calling (707.826.4678 [voice] or 707.826.5392 [TDD]). Some accommodations may take up to several weeks to arrange.
 - University Writing Center

12. Final Assessment Portfolio Submission Date

Please do not accept students' assessment portfolios after the Wednesday of week fifteen. It's the law.

13. Final Exam Policy / Plans

(Follow this link for the University's [Final Evaluation Week Policy](#) before you decide how you and your students will spend your final evaluation period. You do not need to print the University information in your policy statement—just your **own plan and policy** for your requirements following assessment portfolio submission.)

14. Emergency Evacuation and Safety Procedures **

Please familiarize yourself with the evacuation plan for our classroom by reviewing the orange sign posted near the exit, and review http://studentaffairs.humboldt.edu/emergencyops/campus_emergency_preparedness.php for information on campus Emergency Procedures. During an emergency, information can be found campus conditions at: 707.826.INFO or www.humboldt.edu/emergency. (Direct from the [HSU Policy on Content of Syllabi](#))

To access the HSU Policy on Content of Syllabi, please follow this link: www.humboldt.edu/~acadsen/Resolution06-07-08-SAttachment1APPROVED.doc