**HMXP 102-002: The Human Experience:  Who Am I?**

**Spring 2018; 3 credit hours**

TR, 3:30-4:45, Kinard 016

**Professor Information**

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You are subject to the policies in this syllabus even if you have not read it.

**Course Description and Goals**

Catalog description:  “Students will find academic engagement and intellectual challenge through their own written and oral responses to mature interdisciplinary readings—readings that explore the ‘self' in [five] thought-provoking contexts. Prerequisite:  WRIT 101 with a grade of C- or better.” Note: You must receive a C- or better in order to continue on to CRTW 201.

HMXP 102 is the second part of a three-semester sequence, the general education core, which begins with WRIT 101 and culminates in CRTW 201. Through your reading, writing, and speaking, the course develops the skills that WRIT 101 introduced and prepares you for the critical thinking that CRTW 201 develops. Along the way, we will examine the self in various contexts that structure the readings in our anthology (education, autonomy, community, nature, and the sacred).  Since discussion will take up most of our time in class, you are expected to write your essays outside of class. The course requires three 5-6 page papers (1,125-1,350 words apiece), regular class participation, and a final examination essay. The text or texts under discussion on a given day must be brought to class (photocopies are okay; books are better).  *All papers must be based on the classical argument, which means that you must look at an issue from more than one side (you must include objections to arguments and replies to objections). And all papers must argue for a controversial thesis about a focused topic in connection with one of the “texts” in our course.*What do you believe, why do you believe it, what if you are wrong, and what have you learned about yourself as a result of exploring a particular topic? These are the main questions that will guide our discussions and your writing. I will function as your facilitator, coach, and co-learner; therefore, the success or failure of our class sessions is largely up to you. Your participation in discussion is a MUST, and it is 10% of the evaluation. Finally, HMXP 102 participates in the Global Learning Initiative. The global learning components of this section are readings by DuBois, Loury, McIntosh, Marx, and Rodriguez, as well as the Common Book and the “Universal Declaration of Human Rights.”

**Global Learning Initiative (GLI) Participation Statement**

This course participates in the GLI because of the inclusion of texts by the following writers: DuBois, Loury, McIntosh, Marx, Rodriguez, and Peterson et al. “The Universal Declaration of Human Rights” and the common book, *Spare Parts*, also fall under the GLI’s rubric.

**Note about the Final Examination**

You are required to be present for the final examination at the scheduled time. Here is University policy as stated on the Exam Schedule: “Legitimate conflicts are defined as follows: more than one scheduled exam per period; more than two scheduled exams per day; and more than three scheduled exams in any four consecutive periods. A student with a legitimate conflict should work directly with his/her instructor to resolve the conflict. It is the student’s responsibility to initiate the resolution of any conflicts. **Personal conflicts such as travel plans and work schedules do not warrant a change in examination times**” (emphasis in the original).This policy applies to all students, even those with plans to travel internationally.

**Goals**

My goals for the course are for you to understand the importance of focusing your topics, to write classical arguments about those focused topics in connection with one or more of the anthology readings, to participate actively in learning-through-discussion, and to think beyond your comfort zone (that is, beyond your current filters, biases, barriers, impediments, preconceptions, assumptions, and background stories).

As a community of learners, we at Winthrop University are committed to the following dimensions of personal and social responsibility:

* Striving for Excellence
* Cultivating Personal and Academic Integrity
* Contributing to a Larger Community
* Taking Seriously the Perspectives of Others
* Refining Ethical and Moral Reasoning

**University-Level Competencies (ULCs)**

Winthrop’s University-Level Competencies (ULCs) identify learning outcomes that apply across all undergraduate programs and that all Winthrop graduates attain. These capacities are essential preparation for working productively and living meaningfully in the contemporary and emerging world. The ULCs were approved by Faculty Conference in October 2010.

**Competency 1: Winthrop graduates think critically and solve problems.**

Winthrop University graduates reason logically, evaluate and use evidence, and solve problems. They seek out and assess relevant information from multiple viewpoints to form well-reasoned conclusions. Winthrop graduates consider the full context and consequences of their decisions and continually reexamine their own critical thinking process, including the strengths and weaknesses of their arguments.

**Competency 2: Winthrop graduates are personally and socially responsible.**

Winthrop University graduates value integrity, perceive moral dimensions, and achieve excellence. They take seriously the perspectives of others, practice ethical reasoning, and reflect on experiences. Winthrop graduates have a sense of responsibility to the broader community and contribute to the greater good.

**Competency 3: Winthrop graduates understand the interconnected nature of the world and the time in which they live.**

Winthrop University graduates comprehend the historical, social, and global contexts of their disciplines and their lives. They also recognize how their chosen area of study is inextricably linked to other fields. Winthrop graduates collaborate with members of diverse academic, professional, and cultural communities as informed and engaged citizens.

**Competency 4: Winthrop graduates communicate effectively.**

Winthrop University graduates communicate in a manner appropriate to the subject, occasion, and audience. They create texts— including but not limited to written, oral, and visual presentations—that convey content effectively. Mindful of their voice and the impact of their communication, Winthrop graduates successfully express and exchange ideas.

Source: <http://www.winthrop.edu/academic-affairs/secondary.aspx?id=15731>

**Learning Outcomes**

Here are the university’s outcomes for the course:

* Read and demonstrate a basic understanding of the central ideas of a variety of texts. (Dr. Fike’s note: HMXP is a critical reading course. You will do critical reading—reading that meets high criteria like accuracy and precision—by reading the assigned material, annotating your books, participating in small- and large-group discussions, viewing PowerPoints, filling out open outlines, writing papers, making a group presentation, and taking a final examination.)
* Compare, contrast, and link ideas from a variety of textual sources.
* Use information from multiple viewpoints to form well-reasoned arguments and conclusions.
* Demonstrate the impact of the perspectives of others on your own experience.
* Create texts that demonstrate an appropriate sense of audience and occasion.
* Demonstrate personal integrity by properly incorporating and citing borrowed material in written and oral expression.

Here is another iteration. The successful HMXP student will:

* Be an active engaged learner.
* Understand the self as both isolated and connected.
* Understand that knowledge is constructed.
* See knowledge as connected and related.
* Develop the abilities for reflective participation in a university community.

 Here are my own outcomes:

* Engage in serious consideration of various ways of defining and understanding the “self.”
* Accomplish the above by reading thoroughly and critically and by making connections between the reading material and your understanding of yourself and others.
* Share your reactions and understanding with your classmates and learn to understand other perspectives.
* Develop and communicate ideas by reading carefully, listening intensely, and writing and speaking clearly.
* You will understand that knowledge is a social construct and that thoughts are things.
* Further goals appear at the front of *The Human Experience*.

**Required Texts**

* *The Human Experience: Who Am I?* (9th ed., 2015)
* Diana Hacker and Nancy Sommers’s *Rules for Writers*.
* Joshua Davis’s *Spare Parts*

**Required Supplies**

* A good dictionary.
* A spiral notebook or other paper source (please bring this to class every day).
* A back-up disk or flash drive (save early, save often; “the computer ‘ate’ my paper” is not a valid excuse; e-mailing your work to yourself and saving it on the network are also good safeguards).
* A stapler (all work submitted in this class must be properly stapled; see “Format for Papers” below).
* A Winthrop University e-mail address.
* An account on Turnitin.com. See <http://libguides.library.winthrop.edu/turnitin> for instructions on how to get started. Login information appears at the top of the course calendar and in this syllabus.
* A large blue book for the final examination (large means 8.5x11”). Blue books are available at the bookstore. You must use a blue or black ballpoint pen to write the final exam.

**Requirements and Grading**

Grading Scale:  You will be graded on a 100-point scale as follows:  A, 95-100; A-, 90-94; B+, 87-89; B, 83-86; B-, 80-82; C+, 77-79; C, 73-76; C-, 70-72; D+, 67-69; D, 63-66; D-, 60-62; F, 0-59.

**Student Learning Activities**:

The university requires “a minimum of 4,500 words of graded written assignments in this course.” Three 1,125-word papers plus five 450-word response papers total 5,625 words. (One page of text in Courier New 12-point, the required font, is approximately 225 words.)

* 60%: Three 5-6 page papers (each 1,125-1,350 word paper is worth 20%)
* 15%: Five 2+ page response papers (each 450+ word paper is worth 3%)
* 5%: Oral presentation on the Common Book
* 10%: Class participation
* 10%: Final examination

Notes:

* **Prerequisites**: A C- or better in WRIT 101 is a prerequisite for this course.  Earning a C- or better in HMXP 102 is a prerequisite for CRTW 201. If you do not earn a C- or better in our course, you will have to repeat it. Note:  A C- is also required to receive an S on an S/U basis.
* **Minimum Grade**: A minimum of 60 points (60%) is required to pass this course.  I will not round up your grade at the end of the semester.  If you have a 59.9%, it is an F.  Remember, though, the paradox of grading in HMXP: you can PASS the class with a D+, D, or D-; however, you will still have to repeat it because a C- or better in HMXP is a prerequisite for CRTW 201. Trust me: You do not want to try CRTW unless you can get at least a C- in HMXP.
* **Papers: If you skip any of the three main paper assignments, you will fail the course automatically. You must do ALL of the paper assignments:  papers 1, 2, and 3.**
* **Response Papers**: There are seven boldfaced units on the course calendar. You must submit a 2+ page response paper in at least FIVE of those units. If you want to submit a RP in all seven units, I will count your best five grades. I will not accept more than one RP per unit.The purpose of RPs is to support your critical reading and our in-class discussion, not to summarize that discussion. Therefore, you must submit your paper at the class session in which we discuss the text you wrote about. I will not accept late RPs unless you have an on-paper medical excuse.
* **Group Presentation**: The group presentation requires that you work with several classmates to explain one or more anthology pieces and relate it/them to the Common Book.
* **Class participation**: You should speak up at least once per day in order to earn a C for participation.
* **Final Examination**: The final examination must be taken at the assigned time unless the Registrar’s Office notifies me that you have three or more exams scheduled for the same day.  If you need to buy an airline ticket for the end of the semester, be sure that you check your exam schedule first. There will be no accommodations for travel plans. University policy: “Personal conflicts such as travel plans and work schedules do not warrant a change in examination times.”
* **Turnitin.com**:  Our section I.D. number is 17061670; our enrollment key (password) is “winthrop.” I must actually receive an e-copy of your paper on the system before you will receive a grade for your work. You must submit all three papers to the system.  It is YOUR responsibility to make sure that you submit your paper to the system and that your submission is effective. You should submit the paper to the system not later than midnight on the due date; however, late submissions to the system are possible, though undesirable. I do not want to hear any excuses like “But I submitted it!” Your submission has to be successful. If you get a report back from the system (not just a receipt but actual results as well), these results will be available to me too, and you are in fine shape.  Note that I have set the system so that you can overwrite your submission until the deadline. I want Turnitin.com to help you write good papers; I do not want to use it to prove that you plagiarized, though (sad to say) that is sometimes the outcome.
* **Revision**: Revision is expected, but it should take place BEFORE the paper due dates.  If you blow off the paper until the day before it is due, you will have to live with the consequences. Start your papers early and get help with them (from me, from the Writing Center, from a classmate).
* **Extra Credit**: There are 100 points available in this class, and you may earn up to 5 extra credit points (on a one-time-only basis) by volunteering your paper for in-class critique and by participating in that discussion. You may volunteer more than one paper and visit the WC, but extra credit is a one-time deal. In addition, I will give you 1 extra credit point for each Common Book event that you attend. Thus, you may earn up to 8 extra credit points this semester, though not everyone will have an opportunity to volunteer a paper for in-class critique.

**Important Dates**

Three extra-credit points are available for attendance at the following Common Book-related cultural events. One point of extra credit will be assigned for attendance at each event. I will receive a list of all who attended.

* January 25, 11:00, Dina’s Place
* February 20, 11:00, Dina’s Place
* March 20, 11:00, Richardson Ballroom
* March 7 is the deadline for withdrawing with an “N.”

**Rubrics for Papers and Class Discussion**

* **Papers**: Your three papers will be graded according to the rubric for freshman composition. Papers must have the following five features to be in the running for a passing grade: minimum page length (at least 5 *full* pages in Courier New 12-point); a focused topic from personal experience related to one of the anthology pieces (each paper must have a connection to the reading); a thesis statement containing an “although” clause, a “because” clause, and a controversial idea about the focused topic in connection with something from the anthology (an “I will argue that” clause); multiple separate labeled sections for arguments, objections, and replies (that is, the paper must be a classical argument); and MLA format (correct parenthetical citations, signal phrases, and a correct works-cited list). These elements do not have to be perfect in order for you to receive a passing grade, but they must all be *present* in your papers. Purely expository (that is, descriptive, explanatory) papers will not cut it: you may not write high school-level papers in this university-level course. Note: I expect you to put your papers through a process that involves multiple drafts BEFORE the due date.  I am very willing to help with your work in progress.  Feel free to make an appointment to speak with me, but do not expect me to be the co-author of your papers or to help you if you start at the last minute.
* **Class Discussion**:  Participation in discussion is a crucial element of this class, and you are expected to speak up at every class meeting. If you do not volunteer comments, I will encourage you to share your thoughts. Obviously participation is hard to quantify, but the following scale will lend some structure: frequent contributions will be worth 9-10 points (A); regular contributions, 8 (B); occasional contributions, 7 (C); few contributions, 6 (D); rare contributions, 5 (F); so rare that I can count them on one hand (1-4); almost none to no contributions at all, 0.  The substance of your remarks may also be a factor when I assign class participation grades. You will have to be content with my somewhat subjective impression of your contributions to discussion. You do need to speak up in order to succeed in this class. If you are not enthusiastic about CRTW, speak up anyway. Often behavior precedes and conditions belief.

**Department of English Policies and Procedures**

HMXP 102 is not a WRIT or ENGL course; however, I am a member of the Department of English, and we will follow applicable departmental policies and procedures, which are as follows:

**Syllabus Change Policy:**The version of my policies posted on Blackboard is the official policy statement for our class. I will notify you by email or Blackboard announcement if there are any changes to the syllabus.

**Office Hours**: My office hours this semester are listed on page 1 of this syllabus.I will make every effort to be available during these hours or to notify you if I cannot be available. If you want to have a conference with me, please make an appointment. **I will NOT be available under any circumstances on Fridays: this is my own dedicated research time.**

**Contacting Your Instructor**: All instructors in the Department of English have voice mail in their offices and Winthrop e-mail addresses. Make sure you write down my phone number and e-mail address where you will not lose it. You can also leave on-paper messages for me in the department mailroom, 248 Bancroft, which is open from 8:30-5:00 each day.

**Instructor Accessibility:**You can expect me to be available as a resource from which to draw and to obtain feedback. I will be very responsive to e-mail questions as long as I know whom the e-mail is from and have all information necessary to provide a complete answer. Please be sure to “sign” your e-mails because oftentimes e-mail names are confusing at best (e.g., brownb1@winthrop.edu could be Bob Brown or Beth Brown). Please make sure to speak slowly and comprehensibly if leaving a voicemail so that your instructor can decipher the name, message, and return phone number as well.

Moreover, I am not available 24/7. While I do check my e-mail and voicemail regularly, I do not necessarily check them more than once a day, and I never check them late in the evenings or on weekends. Therefore, if you procrastinate on an assignment, you may not have the information you need to complete the assignment appropriately. Please plan your time accordingly to maximize the probability that you will receive a response in time for it to be useful. If you want help, it is really more fruitful to come see me in person. It is best to make an appointment.

**Student Conduct Code:**As noted in the *Student Code of Conduct*, “Responsibility for good conduct rests with students as adult individuals.” The policy on student academic misconduct is outlined in the “Student Conduct Code Academic Misconduct Policy” in the online *Student Handbook*. It is addressed elsewhere in this syllabus.

**Handheld Devices:**You may not use any electronic devices in class unless I give you specific permission or unless you have official accommodations from Services for Students with Disabilities. See the College of Arts and Sciences’ policy on handheld devices. Turn off all electronic devices before class starts and put them away. Please do not set your watch to go off every hour or half hour.

**Plagiarism:**Plagiarism is the use of someone else’s thoughts, words, ideas, or lines of argument in your own work without appropriate documentation (a parenthetical citation at the end and a listing in Works Cited)—whether you use that material in a quotation, paraphrase, or summary. It is a theft of intellectual property and will **not be tolerated**, whether intentional or not. It is also a violation of the *Student Code of Conduct*. The Department of English has prepared “The Correct Use of Borrowed Information” to explain plagiarism and how to avoid it. Ignorance or failure to consult this material is no excuse for plagiarism. Plagiarism will result in severe consequences, possibly including failure for the course. **Note: You may not reuse your own work from another course or from another section of HMXP 102.**

**Grades:**The Department of English has established a *Rubric for Freshman Writing Courses*. A formal description of letter grades used by Winthrop instructors can be found in the *Undergraduate Catalog.*

**Attendance:**The official Winthrop attendance policy is found on p. 8 of *The Undergraduate Catalog 2009-2010*“Academic Regulations” section (<http://www.winthrop.edu/uploadedFiles/recandreg/Catalogs/09-10/2009_10_catalog_Acad_Regs.pdf>)*.* If you miss 25% or more of the scheduled class sections, you will automatically receive an F in the course. Our course has 28 class meetings; if you miss 7, you will automatically fail HMXP. After four absences, your course grade will be lowered 3 points for each absence and 1 point for each tardy (regardless of the amount of time you are late).

**Final Examinations:**The policy for attendance at final examinations is also found on page 8. Winthrop University policy requires that all classes meet during their scheduled final examination period. This schedule can be found on the Records and Registration Web site. Winthrop University policy specifies that personal conflicts such as travel plans and work schedules do not warrant a change in examination time. You are responsible for checking the time of your final examination and for making arrangements to be there.

**Expectations for Classroom Behavior:**The classroom environment should provide a safe environment for exploring ideas and challenging assumptions. You are expected to listen respectfully to the voices of other individuals and to share your own opinions and values in a positive, respectful manner. You and I are expected to treat each member of the class with respect and civility. Classroom behavior that a reasonable person would view as substantially or repeatedly interfering with the conduct of the class will not be tolerated in this course. Students who engage in disruptive behavior will be subject to sanctions as specified in the *Student Conduct Code*. Here are my specific requirements regarding behavior in the classroom. You should consider them a blueprint for being a successful student.

* After the first day, you must be registered for the course in order to attend.
* Be at least several minutes early for class.  Coming in right at 3:30 means that you are late. This class starts and ends on time.  Once the door is closed, you are late and have been marked absent. Remember: Five minutes early is ten minutes late.
* Do the reading well. Often you will need to read the selections twice. Annotate the text as you read (see Dr. Bird’s introduction to critical reading in our anthology).
* Bring your HMXP anthology every day. It is completely unacceptable for you to come to class without a book! I will not tolerate it! You will have to go get your book or a photocopy of the day’s readings at the library if you come without your materials. You are responsible for printing out copies of Bernstein’s and Marx’s text (they are linked to the course calendar).
* Before class begins, get your book and notebook out, open them, and be ready to write. Do not wait until I say something important to get your materials out.
* Place your materials on the desk at which you are sitting, not on the desk behind you.
* Use the bathroom before class so that you do not have to get up after we have begun.
* Do not eat in this classroom. I do not mind if you drink *clear* water with no ice and no additives during class as long as your drinking is not distracting (“bottoms up” is distracting). Otherwise, please observe the university’s rule against eating and drinking in the classrooms *at any time*: faculty members have been specifically instructed to allow no eating or drinking whatsoever in Owens and Kinard; there is a no eating/drinking sign by every classroom door in Kinard. This is not a movie theater. Show a modicum of respect for your professor and fellow students. If you need to consume cough drops, please inform me before class begins. If you have accommodations for eating, you will have to step into the hall to consume your food. Do not eat in this classroom before, during, or after class.
* Do not sleep, surf the internet, or text message during class. Computers and all other electronic devices should be turned off and put away during class.
* Set your watch so that it does not go off every hour or half hour.
* If you chew gum, do not snap it or blow bubbles. Keep it in your mouth. I do not want to see it or hear it.
* Do not crack your knuckles or drum your desk with your writing implement. Do not do “banjo rolls” on your desk.
* Follow the directions for writing papers: they say that all of your papers must be argumentative (that is, classical arguments); they must also be in a specific format and font (see “Format for Papers” below).
* Do not assume that you are required to do only what I tell you to do: active engagement calls for your own initiative and ingenuity.
* Do not violate Winthrop University’s absence policy, which states that missing 25% of the class meetings means that you will automatically receive an F for the course. HMXP requires class presence and participation. Missing 7 classes, by any combination of tardies and absences, means that you will automatically receive an F, even if the final tardy or absence is during the last week of class. Absences are for illness or legitimate conflict. Use them wisely.
* If you want to meet with me, make an appointment in advance. At the conference, if you want me to read your paper, ask me to do so. Bring two copies so that we can both look at your work at the same time. If you do not specifically ask me to read your paper, do not complain that I did not do so.
* Finally, be advised that it is better to tell me in advance about late work than to let a due date pass and then make excuses. And remember: only officially documented absences (see below) justify extensions. An absence is always an absence, whatever the reason. Winthrop athletes should see the section for athletes below. Do not hand me a medical excuse and expect me to waive your absence.

See also “Further Course Policies” below.

**Students with Disabilities:** Winthrop University is committed to providing access to education.  If you have a condition which may adversely impact your ability to access academics and/or campus life, and you require specific accommodations to complete this course, contact the Office of Accessibility (OA) at 803-323-3290, or, accessibility@winthrop.edu. Please inform me as early as possible, once you have your official notice of accommodations from the Office of Accessibility.

OA Staff:

Tina Vires, Program Director, extension 6174; virest@winthrop.edu

Shardae Nelson, Assistant Coordinator, extension 6188; nelsons@winthrop.edu

Hope Williams, Administrative Specialist, extension 3290; accessibility@winthrop.edu

Susan Sistar, Coordinator for Testing Program and the Test Center, extension 6173; sistars@winthrop.edu or testcenter@winthrop.edu

From off campus, 803/323-3290

**Student code of conduct**: As noted in the *Student Conduct Code*: “Responsibility for good conduct rests with students as adult individuals.” The policy on student academic misconduct is outlined in the “Student Conduct Code Academic Misconduct Policy” in the online *Student Handbook* . Here is a statement from page 64: “Academic misconduct in any form cannot be condoned. Academic misconduct includes but is not limited to providing or receiving assistance in a manner not authorized by the professor in the creation of work to be submitted for academic evaluation including papers, projects, and examinations; presenting, as one’s own, the ideas or words of another for academic evaluation without proper acknowledgement; doing unauthorized academic work for which another person will receive credit or be evaluated; and presenting the same or substantially the same papers or projects in two or more courses without the explicit permission of the professors involved.” The consequences of academic misconduct (especially plagiarism) range from grade reduction to an F for the course.

**Winthrop’s Academic Success Center**is a free resource for all undergraduate students seeking to perform their best academically. The ASC offers a variety of personalized and structured resources that help students achieve academic excellence, such as tutoring, academic skill development (test taking strategies, time management counseling, and study techniques), group and individual study spaces, and academic coaching. The ASC is located on the first floor of Dinkins, Suite 106. Please contact the ASC at 803-323-3929 or success@winthrop.edu. For more information on ASC services, please visit [www.winthrop.edu/success](http://www.winthrop.edu/success).

**Safe Zones Statement:**I considers this classroom to be a place where you will be treated with respect as a human being—regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thought is appreciated and encouraged, provided that you can agree to disagree. It is my expectation that ALL students will consider the classroom a safe environment. Note: I have been through SZ training, and I display a SZ decal on my office door.

**Duplicate Submission of Papers:**You may not submit a paper for a grade in this class that already has been (or will be) submitted, in whole or in part, for a grade in another course, unless you obtain the explicit written permission of your HMXP professor and the other instructor/professor involved *in advance*. This is to conform to the *Student Code of Conduct*, §V, which states: “Academic misconduct includes but is not limited to . . . presenting the same or substantially the same papers or projects in two or more courses without the explicit permission of the professors involved” (*Student Code of Conduct* §V). Finally, do not plagiarize yourself. You may not reuse papers from a previous section of HMXP.

**Writing Center**: The Writing Center provides support for all students in all Winthrop classes free of charge. It is located in 242 Bancroft (323-2138). Check its web page ([http://www.winthrop.edu/wcenter](http://www.winthrop.edu/wcenter/)) for current hours and appointment scheduling.

**Further Course Policies**

**Attendance**:  We will follow Winthrop's standard attendance policy:  “If a student's absences in a course total 25 percent or more of the class meetings for the course, the student will receive a grade of N, F, or U, whichever is appropriate” (*Undergraduate Catalog*). Seven absences means that you will receive an automatic F. Tardies count toward absences. In order to make up a missed paper assignment, you must provide some kind of official paper documentation (for example, doctor’s note, obituary, letter from the athletic department, etc.). I will keep the documentation in a file until the end of the semester. This policy holds for *all* absences on paper due dates, regardless of the cause, including absences for Winthrop-sponsored activities like athletic competitions and Model UN. Remember: An “excused” absence means that you may make up work that was due on that day, but the absence still counts toward the total number of absences no matter who you are or why you were absent, period. If you do not provide documentation, you will not be allowed to make up missed work. If you will be absent because of university business on a due date, you must submit your work in advance. Do not give me an on-paper excuse for absences on days when nothing is due. After the first week of class, you have four “free” absences. After that, each additional absence counts as -3 points and each tardy counts as -1 point. See also “Attendance” above. If you sleep in class, I will count you absent.

**An important note for athletes:** Your athletic-trip-related absences are still absences. You do not get four “free” absences on top of your trip-related absences. Like everyone else, you only get four “free” absences, so do not skip class just because you do not feel like coming. Furthermore, if you have work due on a trip day, you must submit it before you leave. By staying in this class, you agree to these terms. If you insist that being an athlete entitles you to extra absences, expect me to phone the athletic department.

**Tardiness**:  Please remember that coming in late disrupts everyone and may even stop the class for a few moments. I expect you to arrive at least a few minutes early and be ready to begin right at the start of the class period. *Get out your book, notebook, and pen or pencil BEFORE the day’s activities begin*. Arriving more than ten minutes late (or leaving more than ten minutes early) will be considered a full absence. I will count every three tardy arrivals (ten or fewer minutes late) as a full absence. Each tardy counts as one-third absence. After you have four “free” absences by any combination, an absence will lower your final grade by -3 points; a tardy will lower it -1 point. Tardy-generated absences will count against the university’s 25% attendance policy. I will not stop class to change your absence mark if you come in late. I will do my best to make sure that my accounting is accurate; however, if you want to be sure that you are counted present, check in with me after class. Say, “Dr. Fike, I’m sorry that I came in late. Please change my absence mark to a tardy mark.” And I will, provided that you were not more than ten minutes late. One final thing about tardiness:  We will go by the clock on the computer; we will go by the clock on the wall only if it is in sync with the clock on the computer.  I do not want anyone arguing that s/he is not really late because the clock is wrong. You are supposed to be a few minutes early; therefore, it should not matter if the clock is off or not.

**Illness**: Save your absences for days when you are ill. If you are ill, it is best not to come to class. If you are coughing so loudly and frequently that you are disrupting class, or if you are sneezing or in any other way compromising others’ health, I will ask you to leave. For various reasons, it is better to stay home on days when your health is poor. Do not come to my office if you are sick. If I get sick, everybody suffers.

**Conferences**:  You are welcome to schedule an appointment with me at any time during the semester. I encourage multiple conferences over the course of the semester. Come see me for guidance as you develop a paper. If you make an appointment with me but do not show up and do not cancel it ahead of time, I will lower your course grade by one point.

**E-mail Submission**: I do not accept papers submitted by e-mail, and it is not my job to print your paper for you (I am not your secretary). I will consider a paper to be late unless it is submitted in proper hardcopy format in class on the due date or to Turnitin.com by class time.

**Extra Credit Points**:  There are two ways to earn extra credit in this course.

1) If you volunteer your paper for class discussion, you may receive up to 5 points on a one-time basis. Here is what you need to do for full credit. Not later than noon on the day before we are scheduled to discuss your paper, send me a copy of your paper on e-mail. Attach your paper to the e-mail. The paper must meet the minimum requirements for length and structure, and you must be present in class to participate in discussion. If a number of people want to volunteer, we will have a lottery.

2) You may earn 1 point for attending each cultural event related to the Common Book. I will receive a list of students who attended.

**Format for Papers**: Make your paper easy for your professor to read and evaluate. Do so by following the following guidelines.

* Word-processed double-spaced papers are required.
* Only black print will be acceptable.
* Print only on one side of the page and do not use the “draft” function on your computer (use “normal” or better): give me a good-looking, easy-to-read copy. But do not boldface your text.
* The margins should be as they appear in this syllabus.
* Use a ragged right margin. (This syllabus has a ragged right margin. A justified margin is a straight line.)
* If you use MS Word, the font is called Courier New, 12-point. It is NOT called Courier. It is called Courier New. If you are using Google Docs or a foreign laptop or an Apple computer, you may have to adjust the font size. It is best to check your font and size with me in advance.
* Put your name and course number at the top of page one (left side, double spaced), number your pages, give your paper a title (do not underline, boldface, or italicize your title), underline your thesis statement, and boldface your topic sentences. Note: The introduction and conclusion do not contain topic sentences. Do not boldface anything in the introduction or conclusion.
* Staple your pages together ½ inch from the upper left corner; make sure that the staple is at a 45-degree angle not more than ½ inch from the corner; do not use paper clips or bend the pages over at the top. Absolutely do not bend and tear the corners of your pages!
* Insert headings for each section of the classical argument: introduction, background one (textual connection), background two (focused topic), arguments, objections, replies, conclusion. Yes, I want headings to appear in your paper.
* Number your paragraphs next to the paragraph indentations. You may do this by hand. The introduction is paragraph 1.
* Use the MLA format in *Rules for Writers* or whatever handbook you are using (this means that you must have parenthetical citations in the text and a list of work[s] cited at the end of the paper). Signal phrases are the third part of MLA format.
* You are required to bring a large blue book to the final examination and to write only with a blue or black ballpoint pen. You may NOT use your own paper for the final exam!

**Late Papers**:  Papers are due in class at the beginning of the period on the due dates.  A paper turned in within 24 hours (the clock starts when our class does) will lose one point. The paper will lose one point for each additional day late (that means calendar day, not class day: weekend days count). If it is not submitted within seven days of the due date (or within seven days of your return from a documented absence), you will automatically receive an F for the course.In the event of an emergency, please make every attempt to notify me BEFORE the due date by e-mail or voice message. Official paper documentation of your excuse is required with a late submission. Papers may receive extensions for medical/family problems, but absences may not be waived or made up for any reason. Computer problems are not an excuse for late work, so be sure to back up your work on a disk or flash drive, on the network, or on e-mail. **ALL EXCUSED LATE WORK MUST BE TURNED IN WITH YOUR OFFICIAL ON-PAPER EXCUSE WITHIN ONE WEEK (SEVEN CALENDAR DAYS) OF YOUR RETURN TO CLASS, OR YOU WILL FAIL THE COURSE.**In the event of a catastrophic illness or injury or family problem, it is a good idea to contact the office of the Dean of Students.

**More on Plagiarism**:  Winthrop maintains strict standards regarding “The Correct Use of Borrowed Information.” While there is a big difference between minor unconscious plagiarism and the deliberate theft of others’ language and ideas on a major scale (for example, copying an article), plagiarism in my class, as in all other courses at the university, will not be tolerated and will result in penalties ranging from grade reduction to an F for the course. Here are some additional points to remember:

* The use of secondary sources must conform to the MLA documentation style in *Rules for Writers*. Crediting sources properly is an important part of being a member of an academic community. Academic honesty has numerous advantages.
* The submission of the same paper by one student in multiple sections or by different students in multiple sections is forbidden.
* Do not plagiarize yourself: it is not okay to submit in your HMXP papers parts of papers written for other classes, including another section of HMXP.
* Do not cut and paste from the Internet without putting quotations marks around the material and adding proper documentation (signal phrase, parenthetical reference, works-cited entry).
* While I expect you to provide feedback to others during our writing workshops, it is imperative that your actual writing be the product of your own efforts.

**Revisions**: Start early enough that you have time to put your paper through multiple drafts; also, plan to have a conference (with me and/or in the Writing Center) be part of your writing process. A revision must be substantive, not merely the result of cosmetic editing. Rethink, recast, reorganize, develop: these strategies are the stuff of proper revision.

**Work**: Sometimes a student misses class because of work, and sometimes work even takes a student out of town for a week at a time. In keeping with our absence policy, no work-related absences will be excused or waived, however noble or necessary they may be.  If you have a conflict with your work, fix it, drop the class, or accept the consequences.  If you skip class because of work, I will not allow you to do make-up work.  This policy applies even to students who are members of the U.S. military.