WRTG 3020: Conversations on the Law

Course Policies
Spring 2008
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The critical mind does not know in advance which side it will come out on.
-Wayne C. Booth

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Assignments: How do I find them?
Most of your assignments will be posted in two places on CULearn. In CULearn, click on the "Schedule" button to locate due dates, and the "Assignments" button to locate the actual assignment sheets. The schedule will change over the course of the semester. I will make every effort to keep the posted schedule up to date.

Assignments: Preparation
The essential tool for improving your writing is to learn to objectively critique it. Consultation, revision, peer review and workshopping are the cornerstones of this class. Consequently, preparation is a must. Preparation means turning in drafts when they are due. It also means reading, commenting on, and having constructive comments to share about those articles and papers scheduled to be discussed in class.

Computer problems do not excuse the failure to prepare your assignments.

Attendance
Attendance is required in my classes. This is a seminar/workshopping class – we work in class. Much of what we do in class prepares you for the "next step" of the assignment, and cannot be duplicated outside of the classroom. "Being there" and being prepared are essential for my classes. Both are crucial to your success as a writer and to the success of the your peers and class. If you have to miss a class, you are responsible for finding out what you missed and for completing any work on time.

If you miss more than three (3) classes, for any reason, your final grade will be lowered one level for each additional absence (for example, from a B to a B-).

Be punctual; if you walk in late, you miss important announcements and you disrupt the class. Late means you are not present in the classroom at the announced time for class to being and/or when I arrive.

Two late arrivals are counted as one absence.

Classroom Behavior - CU’s take
Students and faculty each have responsibility for maintaining an appropriate learning environment. Students who fail to adhere to such behavioral standards may be subject to discipline. Faculty have the professional responsibility to treat all students with understanding, dignity and respect, to guide classroom discussion and to set reasonable limits on the manner in which they and their students express opinions. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender variance, and nationalities. Please see the polices at http://www.colorado.edu/policies/classbehavior.html and at http://www.colorado.edu/studentaffairs/judicialaffairs/code.html#student_code

Classroom Behavior – KWP’s take
College is basically a job for each of us, whether instructor or student. The classroom is one of our work spaces, and we are all adults. Therefore, to echo some of the language in CU’s official policy, we need to treat each other with dignity, respect, sensitivity and courtesy.
Cell phones are off when in class. I will turn mine off also so that I can give you my undivided attention. That includes texting. Trust me, there is little that can’t wait 50 minutes.

You may bring your personal computer to class, and you may want to do that to take notes, access drafts or do research. Please use the computers only for activities related to this class. However, if we have printing capabilities in the classroom, you will not be able to print from your own computer because you won’t have the printer driver installed.

I do not mind if you eat or drink in class, especially since I teach over the lunch hour. However, because we have access to and use computers, all food and drink must be off the tables when the computers are being utilized.

Computers and Computer Problems
If you are having problems with your personal computer, remember that there are computer labs all over campus where you can access CULearn or an article, or print out a draft. Plan ahead!

Computer problems do not excuse the failure to prepare.

CULearn is integral to this course. Make sure you can access it - and access it as soon as the semester begins.

Know your “Identiikey” password. You will need it to access CULearn which is where you will find your assignments and sometimes post papers. Your Identiikey also provides access to the computers we use in the classroom.

I strongly advise you to invest in a flash drive (memory stick, whatever) and back up your work regularly. Every semester without fail, I have at least one student who spills coffee on his/her laptop (thereby frying the hard drive) or whose hard drive simply quits (usually in the last week before finals with all classnotes and papers on it).

Disabilities Assistance
If you qualify for accommodations because of a disability, please submit to me a letter from Disability Services in a timely manner so that your needs may be addressed. Disability Services determines accommodations based on documented disabilities. Contact: 303-492-8671, Willard 322, and http://www.Colorado.EDU/disabilityservices.

Drafts
Your writings — drafts, revisions and comments on your classmates’ writings — are often the primary texts for this class.

The following rules always apply:
1. Have drafts ready when due for distribution, whether posting electronically or handing out hard copies.
2. Drafts are required, but not graded.
3. Please date all drafts and put the draft number on them (i.e., Literature Review Draft 2). Change the date for each draft. This makes it much easier for both you and me to determine whether something is a first draft, a second draft, etc.
4. Drafts are to be typed and double-spaced. Fonts must be no larger than 12 points.
5. When drafts are distributed electronically, please give me a hard copy of the draft.
6. Keep copies (electronic or xeroxed or emailed) of your drafts - just in case. Back up your work. You are responsible for having the required documents at the required times. I am not responsible should a draft be misplaced, lost or fried. And, I may ask you to supply a clean copy for program assessment.
7. Late drafts will not be accepted for workshopping.
   Some drafts will be workshopped “cold” - that means we begin working with them in class the day they are due. If you do not have a draft the day it is due, I will dismiss you from class and you will receive no credit (“0”) for the day. Due dates should be clearly marked on CULearn [check the “Calendar”], although I often change dates in class.
8. Late drafts will be reviewed by the instructor and at her discretion.
9. Save returned drafts with comments by the instructor. These “instructor drafts,” earlier versions of your paper that I have read and made comments on, must accompany your final or portfolio draft.
10. All final drafts must be submitted in hard copy and are due at the beginning of the class period on the day they are due. *Hand in all earlier Instructor drafts along with the final draft.*

11. If you come to class without a hard copy draft on the day you are to be workshopped or fail to post your draft on time, you will be credited with an absence for that day.

12. Plagiarism will not be tolerated: the paper may receive an automatic F, your case may be reported to the Honor Code Committee and the Dean, and you may fail the course.

13. *I will not accept final papers that have not been workshopped on a regular basis over the course of the assignment.* If you are absent on the day your draft is workshopped, the paper will not be discussed. If you have no draft at the time drafts are due, your draft will not be workshopped. The quality of your papers, and by extension, your grade, does suffer when you miss classroom critiques - you loose both the benefit of that extra draft and commentary on it. "First draft" final versions of papers are will not be accepted and you will receive an F for that assignment.

**Drop/Add Policy for the Program for Writing and Rhetoric**

Please be aware that the published policy of the PWR permits an instructor to administratively drop any student who misses two classes during the drop/add period (roughly the first two weeks of the semester). The absences need not be consecutive -- any two absences during that period count. Because I frequently have long waiting lists for my classes, I frequently drop students after their second absence so that others who are on the waiting list and have been attending regularly may be admitted.

**Email**

You may e-mail me at  kathryn.pieplow@colorado.edu. I will ask for your email address during the first week of classes. I use email to notify you of changes in assignments or answer questions, and to exchange drafts and comments, among other things. Please make sure that I have a current email address - for an account you check frequently. It does not have to be your CU account - it just has to be current and used daily. You will use email to communicate with me and your classmates, and to receive updates, critical information and changes to the syllabus.

All CU students have Internet access and e-mail accounts through the University. You can always access your e-mail account and access the Web from campus. If you don't have access or are having problems, please call ITS.

**NOTE:** I generally do not access my email after about 5:00 in the evenings. If you have a question about the next day's assignment, ask it early. In my experience, I go to bed "early" and you get up "late." Be aware that this not a good combination for a question asked at midnight such as "where is the reading for class tomorrow morning?"

**Grades: Appealing**

If you are unsatisfied with a grade, there are several things you may do. First, talk to me. Unless it is the last day of the semester, you almost always have the option to revise a paper. If you are still not satisfied, the PWR has an appeals process in which a paper can be read anonymously by other instructors and given a grade.

**English as a Second Language**

If you speak English as a second language, you should contact me the first week of classes so that I can better assist you in the course, advise you about special ESL courses, and/or refer you to appropriate services on campus.

**Honor Code**

All students of the University of Colorado at Boulder are responsible or knowing and adhering to the academic integrity policy of this institution. Violations of this policy may include cheating, plagiarism, academic dishonesty, fabrication, lying, bribery, and threatening behavior. I will report all incidents of academic misconduct to the Honor Code Council. Students who are found to be in violation of the academic integrity policy will be subject to both academic and non-academic sanctions (including but not limited to university probation, suspension, or expulsion). Additional information may be found at [http://www.colorado.edu/policies/honor.html](http://www.colorado.edu/policies/honor.html) and [http://www.colorado.edu/academics/honorcode](http://www.colorado.edu/academics/honorcode).
Military Obligation
Please give me as much advance notice as possible if you must be absent to fulfill a military obligation. You will need a note from an officer verifying the reason for your absence. You will also need to arrange in advance for any work that needs to be completed.

Nicknames
Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records.

Off campus access to the Library - VPN dialer
If you live off campus, you should arrange for what is called "off campus access." The instructions for obtaining off campus access are on the Norlin library website. Off campus access makes the library think you are on campus, which means you can access anything available through the library electronically any time of day or night. It takes about 10 minutes to set up off campus access -- and ITS can talk you through it.

Participation
You are expected to attend class. Much of what we do in class cannot be duplicated. Because this is not a lecture class, there are few notes you can get from a friend. Please read the Attendance Policy above.

Participation is more than just showing up. This is a WORKSHOPPING class. In a writing workshop, participation entails preparation and timely distribution of drafts, revision efforts, quality of discussion and comments in class, group cooperation, and more.

I give points for two kinds of participation:
1. logistics (having your draft turned in on time for critiquing by your classmates), and
2. workshopping (your preparedness and participation in that day's workshop, discussion or activity, and the quality of your comments to your peers).

You are expected to come to class prepared – this means having read that day's assignment and having prepared any written work or commentary assigned. There are assigned readings from time to time, but your written work comprises much of the content for this course. Furthermore, as a member of the workshop, you have made a commitment to serve as an active critic. If you come unprepared, I will lower your participation grade for that day.

If you are absent when your work is scheduled to be workshopped or if your draft is late, your draft will not be workshopped, you will receive a zero for that day's workshop.

Class participation constitutes part of your final grade.

Full credit for participation requires high achievement: to receive full credit, you must demonstrate leadership skills, including respect for your peers, engagement in class activities and inclusion of others in those activities.

If you do not attend class, interact only with some class members, fail to contribute to class discussions, or disrupt class, you will receive less than full credit for participation.

Permission to Use Work
Enrollment in a course offered through the Program for Writing and Rhetoric implies permission to reproduce and use any part of a student's writing for educational purposes. Any writing used will be used anonymously.

Plagiarism
It is my policy in all my classes to fail anyone who engages in "academic dishonesty." Academic dishonesty includes, among other offenses, plagiarism of the writing or ideas of others, improper citation, cheating on exams, falsification
and fabrication of data, and submitting the assignments or papers of others as your own.

One type of academic dishonesty is plagiarism. Plagiarism is adopting or using someone else’s words or ideas without proper attribution. Incidents of plagiarism are serious offenses and will be dealt with accordingly. Please see the section above on “Honor Code.”

**Religious Observances**
Campus policy regarding religious observances requires that faculty make every effort to reasonably and fairly deal with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. In this class, please notify me at least one week in advance so that suitable schedule accommodations can be made. See full details at [http://www.colorado.edu/policies/fac_relig.html](http://www.colorado.edu/policies/fac_relig.html).

**Sexual Harassment**
The University of Colorado at Boulder policy on Discrimination and Harassment, the University of Colorado policy on Sexual Harassment and the University of Colorado policy on Amorous Relationships applies to all students, staff, and faculty. Any student, staff or faculty member who believes s/he has been sexually harassed should contact the Office of Sexual Harassment at 303-492-2127 or the Office of Judicial Affairs at 303-492-5550. Information about the OSH and the campus resources available to assist individuals who believe they have been sexually harassed may be found at [http://www.colorado.edu/odh](http://www.colorado.edu/odh).

**Syllabus**
According to dictionary.com, a syllabus is “an outline or other brief statement of the main points of a discourse, the subjects of a course of lectures, the contents of a curriculum, etc.” Here at CU, the syllabus is considered to be a contract which outlines my duties to you and your duties to me and your fellow classmates.

My syllabus is divided into multiple documents: the course policies, the schedule, course description, grading policies, and individual assignment sheets. All of these documents are available on CULearn; as long as you have a computer, you will have access to them 24/7.

I have tried to make information easy to find in the course policy document by arranging it by topics and alphabetically. If there is anything you would like more information on, please do not hesitate to ask me.

**Texts**
There is no required text for this class.

Readings for this class will be available to you electronically through CULearn, Norlin’s E-reserves, or as handouts.

**Bring a hard copy of any assigned reading.** It is extremely difficult to analyze something from memory.

Finally, I suggest you have a writing handbook. There are many good handbooks out there - make sure you have one with sections on MLA or APA citation. I recommend (because it’s small and relatively inexpensive):

Diane Hacker, *A Pocket Style Manual* (4th edition) - this is a grammar, style and citation handbook that should serve as a reference for the remainder of your college career and beyond.

**Writing Center**
We have a wonderful writing center here at CU. Trained instructors will help you at any stage of the writing process, from creating a plan for what to write to learning how to use commas properly. But go to the Writing Center prepared. Take your assignment sheet and any related handouts, peer or teacher feedback on your drafts. The more the Writing Center consultants know, the more help they can be in. Two things to remember, however. First, you need an appointment (which you can make online at [www.colorado.edu/pwr/writingcenter.html](http://www.colorado.edu/pwr/writingcenter.html). Second, the later it gets in the semester, the busier the Writing Center gets. So plan ahead! The last couple of weeks of the semester, the Writing Center puts on extra staff, but is still, always full.