

**LAE 6345-001, 3 credit hours
Teaching Written Composition
Spring 2024, 100% Online**

Instructor: Dr. Anne M. Lawrence

E-mail: annlawrence@usf.edu (preferred means of contact)

Office Hours: by appointment online via Zoom

Dr. Lawrence will strive to reply to your e-mails within 24 hours on weekdays.

PREREQUISITES: none

COURSE DESCRIPTION: techniques for motivating, guiding, correcting, and evaluating student writing

COURSE TOPICS: foundational concepts in secondary writing education

COURSE OBJECTIVES:

- Students will read about foundational concepts in secondary writing education.
- Students will use those concepts to create effective pedagogical materials.
- Students will also use those concepts to evaluate the design of their pedagogical materials.

COURSE STUDENT LEARNING OUTCOMES:

Upon completion of LAE 6345, students will have

- explored foundational concepts in secondary writing education;
- used those concepts to design effective pedagogical materials, including a major writing assignment; an assessment rubric for evaluating students' final compositions for that assignment; three consecutive 50-minute writing lesson plans that each support students' work on the major writing assignment; and a writing teaching philosophy;
- experienced composing a writing portfolio (a professional genre for secondary writing teachers), including a scholarly reflection on its contents;
- practiced using APA style.

REQUIRED TEXT:

- Penny Kittle's (2008) *Write Beside Them: Risk, Voice, and Clarity in High School Writing*

TECHNOLOGY:

- USF requires all students to have laptops that can be brought with them to class meetings. This section of LAE 6345 is 100% online. Accordingly, you are required to use a **working laptop or equivalent** to complete all of the assigned work. USF libraries have a laptop loaner program on our campuses. For more information, visit lib.usf.edu/campusreturn/laptop-checkout
- **Microsoft Word** is highly recommended for this course, as the only file formats accepted in LAE 6345 are **.doc, .docx, or .pdf**. It is your responsibility to submit your work in one of these file formats. If you do not have Microsoft Word, you may need to use Google Docs (free) to convert your files to one of the approved formats. (Links to Google Docs will **not** be accepted.)

CANVAS USE:

- Dr. Lawrence has uploaded this syllabus to our course CANVAS site.
- CANVAS is an online course management system.
- To **access our course CANVAS site**, please take the following steps:
 - o Enter "my.usf.edu" in your Google Chrome browser.
 - o Enter your USF username and password.
 - o Click on the icon for our CANVAS course (LAE 6345).
 - o You will see the Home page: "Welcome to LAE 6345: Teaching Written Composition!"
 - o Scroll down to find a bullet list of important "Course Resources." Please click on these links to access course resources on a regular basis throughout the semester. These CANVAS pages offer indispensable guidance for LAE 6345.

- o In the left margin of your screen is the CANVAS menu bar. Click on “Modules” to follow a guided path through LAE 6345.
- In LAE 6345, you will use CANVAS to submit your work for grading. For this purpose, you will need to create a **unique filename** for each document that you upload to CANVAS (e.g., “SamSmith_LessonPlan1Draft_240310”). Unique filenames ensure that your work is not overwritten.
- CANVAS will serve as an online back-up system for all of the work that you produce for LAE 6345. However, you should **regularly back up your writing**, perhaps by e-mailing yourself versions of your emerging texts.
- CANVAS is accessible via the [myUSF online web portal](http://myUSF.usf.edu), or directly at <http://learn.usf.edu>
- For information on **how to use CANVAS**, please see <https://community.canvaslms.com/t5/Student/gh-p/student>
- You may also contact **USF’s IT department** at (813) 974-1222 or help@usf.edu.
- For **tips on succeeding in online courses at USF**, please see <https://www.usf.edu/education/about-us/news/2020/tips-success-online-classes.aspx>
- Dr. Lawrence will notify you of any course schedule changes in advance. However, you should make it a policy to check CANVAS for updates at least 24 hours before scheduled due dates.

COURSE POLICIES:

Course Assignments:

All course assignments are available to you on CANVAS. Please feel free to work ahead if you wish.

- Week 1 Assignment: 0.5% of course grade
- Week 2 Assignment: 5% of course grade
- Week 3 Assignment: 5% of course grade
- Week 4 Assignment: 5.5% of course grade
- Week 5 Assignment: 5% of course grade
- Week 6 Assignments: 4% of course grade
- Week 7 Assignments: 3% of course grade
- Week 8 Assignments: 4% of course grade
- Week 9 Assignments: 4% of course grade
- Week 10 Assignment: 3% of course grade
- Week 11 Assignment: 3% of course grade
- Week 12 Assignments: 3.5% of course grade
- Week 13 Assignment: 3% of course grade
- Week 14 Assignment: 2.5% of course grade
- Finals Week: Writing Teaching Portfolio:
 - o Final Writing Teaching Portfolio Preface: 7% of course grade
 - o Final Major Writing Assignment: 7% of course grade
 - o Final Assessment Rubric: 7% of course grade
 - o Final Writing Lesson Plan 1: 7% of course grade
 - o Final Writing Lesson Plan 2: 7% of course grade
 - o Final Writing Lesson Plan 3: 7% of course grade
 - o Final Writing Teaching Philosophy: 7% of course grade

Grading Scale:

All Week 1-14 assignments in LAE 6345 will be graded “Complete/Incomplete.” However, each component of your writing teaching portfolio submitted on CANVAS by 11:59pm on Monday, April 29, during Finals Week, will be evaluated on the USF grading scale, using the assessment rubric provided with the assignment for each portfolio component. All assignments and assessment rubrics are available on our course CANVAS site. Similarly, your final course grade will be calculated according to the USF grading scale:

USF Grading Scale

94-100	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
0 – 59	F

Attendance/Late Assignments:

- All USF graduate courses in English Education are interactive and require committed student participation. Accordingly, **you may miss only 2 weeks of class, without adversely affecting your grade.**
- Given that this section of LAE 6345 is 100% online, **these “2 weeks of excused absence” will amount to “2 course assignments that you may submit late within 7 days of the original due date for full credit.”**
- If you decide to use this excused absence/late work forgiveness policy, you must **notify Dr. Lawrence in advance by email.**
- The final versions of your writing teaching portfolio components, **due on CANVAS by 11:59pm on Monday, April 29**, are **not** eligible for this excused absence/late work forgiveness policy.
- Similarly, your participation in **peer response** is **not** eligible for this excused absence/late work forgiveness policy.
- You will **not** need to provide Dr. Lawrence with the reason for your excused absence/late work or supporting documentation.
- Nevertheless, you should reserve your excused absences to address the observance of religious holidays not acknowledged by the university calendar, family events, serious illness, etc.
- Beyond these 2 excused late assignments, you may **not** submit additional late work for credit. Moreover, you will **not** receive extra instruction (e.g., email explanations, meetings during office hours) from Dr. Lawrence to compensate for your unexcused absences.

Make-Up Work:

- Given that LAE 6345 is a graduate course, opportunities for make-up work will **not** be provided.

Extra Credit:

- Similarly, opportunities for extra credit will **not** be offered in LAE 6345.

Revising the LAE 6345 Writing Teaching Portfolio:

- You will have the opportunity to **revise early versions** of the components of your LAE 6345 writing teaching portfolio in response to Dr. Lawrence's and your classmates' feedback if you submit those assignments by the due dates specified on CANVAS. However, the final versions of your portfolio components may **not** be revised, given their late due date in the semester.

Professional Conduct:

- You are expected to be **courteous, thoughtful, compassionate, and responsible** in your interactions with your LAE 6345 classmates and Dr. Lawrence, in keeping with the norms of professional communication in educational settings.
- Inappropriate behavior (e.g., rudeness, profanity, refusal to participate) in your interactions with your classmates and/or with Dr. Lawrence will result in a grade of 0.00 (F or Incomplete) for the associated assignment.
- In accordance with USF [Policy # 0-007 Diversity and Equal Opportunity: Discrimination and](#)

[Harassment](#), and [Policy # 0-004 Sexual Misconduct/Sexual Harassment \(Including Sexual Violence\)](#), and [Policy # 0-020 Retaliation, Retribution, or Reprisals Prohibited](#), expression of hate speech (written, spoken, and/or visual) is not permitted in this course. Hate speech is defined as insults or threats made to a person or group, regarding social identities, including ability, age, class, ethnicity, gender, linguistic background, nationality, race, (a)religion, or sexual orientation. Expression of hate speech (written, spoken, and/or visual) in assigned work will result in a grade of 0.00 (F or Incomplete) for that assignment. Expression of hate speech in course interactions with Dr. Lawrence or other students will result in academic sanction for disruption of the academic process, which may result in a final course grade of 0.00 (F) and expulsion from the course.

- Also in keeping with the USF policies listed above, lewd conduct or sexually referenced expression (written, spoken, and/or visual) that is inappropriate to the norms of professional communication in educational settings will also warrant academic sanction for disruption of the academic process, including a grade of 0.00 (F or Incomplete) for the associated assignment, and may result in a final course grade of 0.00 (F) and expulsion from the course.

Plagiarism:

- **Plagiarism** is intentionally or carelessly presenting the work of another source as your own. Plagiarism includes submitting an assignment that has been partially or wholly devised by another author. Any use of artificial intelligence systems (e.g., ChatGPT) to produce your LAE 6345 writing assignments is plagiarism and strictly forbidden. Plagiarism also encompasses improper citation of sources.
- In your LAE 6345 work,
 - o every **direct quotation** must be identified by quotation marks or appropriate indentation (block quotes), and properly acknowledged, using APA conventions for in-text citations and references;
 - o every **partial/total paraphrase**, or summary, of source material must be properly acknowledged, using APA conventions for in-text citations and references;
 - o information gained from other sources, which is **not** common knowledge (unlike, for example, "Tallahassee is the capital of Florida"), must be properly acknowledged, using APA conventions for in-text citations and references.
- Students who are unsure about strategies for avoiding plagiarism must consult with Dr. Lawrence for clarification and guidance before plagiarism is committed.
- Plagiarism will result in a **grade of 0.00 (F or Incomplete) for the plagiarized assignment, and may result in a final course grade of 0.00 (F) and expulsion from the course.**
- **All work submitted for a grade in LAE 6345 should be unique to this course.**
- **Self-plagiarism** (e.g., submitting work from another course or extracurricular activity as an LAE 6345 assignment) will result in a **grade of 0.00 (F or Incomplete) for the plagiarized assignment.**

USF POLICIES:

See the [Provost's website](#) for standard USF policies on the following topics:

- [Academic Grievance Procedure](#)
- [Academic Integrity of Students](#)
- [Disruption of Academic Process](#)
- [Disability Access](#)
- [Religious Observances](#)
- [Sexual Misconduct/Sexual Harassment Reporting](#)
- [Statement of Academic Continuity](#)

WRITING SUPPORT FOR STUDENTS:

The Writing Studio is a free resource for USF undergraduate and graduate students. At the Writing Studio, a trained writing consultant will work individually with you, at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, visit <http://www.lib.usf.edu/writing/>, stop by LIB 2nd Floor, or call 813-974-8293.

END OF SEMESTER STUDENT EVALUATIONS:

All classes at USF make use of an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued.

COURSE SCHEDULE:

Important course dates are provided below. The course schedule is subject to change. Dr. Lawrence will notify you of any schedule changes in advance.

Drop Dates:

- 01/12/24 by 5pm: last day to drop the course with a full refund of registration fees
- 03/23/24 by 5pm: last day to drop the course with a "W," no refund, and no academic penalty

Scheduled Academic Holidays:

- 01/15/24: Dr. Martin Luther King, Jr. Holiday
- 03/11/24-03/17/24: Spring Break
- 04/20/24-04/26/24: Spring Test-Free Week

Final Exam:

- There will be **no** final exam in LAE 6345.
- However, the final version of each of your writing teaching portfolio components will be due on **Monday, 04/29/24, by 11:59pm** on CANVAS.