

Writing 100: Art of Letters **Spring 2010**

Dr. Hilde Binford

Mondays and Wednesdays, 1:10-2:20 (SHill)

Office Hours (Brethren's House 302): Mondays and Wednesdays: 9-11; Tuesdays and Thursdays 10:15-11:15

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- I. **Course Description:** Students will write letters in several genres before working on a larger research paper or piece of historical fiction using letters as a primary resource. Many genres of letters will be explored, including historical letters, love letters, business letters, letters to the editor, and thank you notes. In addition, several books, plays, and radio shows that are based on letters will be studied.
- II. **Instructional Materials:** Bedford Handbook and materials on reserve.
- III. **Teaching Strategies:** The course will be conducted with a series of lectures and class exercises based on the reading assignments, audio-visual materials, and other supplemental materials presented by the instructor.
- IV. **Course Requirements:** Attendance is mandatory. For each unexcused absence, your overall grade for the class will be lowered by .25 (using a 4.0 scale). Excused absences include illness (doctor's note required) and family funeral (note from home or Student Services required). All other absences will be evaluated at the discretion of the instructor. Chronic lateness will not be tolerated, and will be reflected in the overall grade. The instructor reserves the right to make qualitative judgments in determining grades for an assignment or for the course.
- V. **Essays, Written Assignments, and Class Participation:**

Midterm Exam (20%): Students will be prepared to both analyze and write letters.

Short Papers and Writing Assignments (30%): See list of assignments below.

Final Project (30%): (includes bibliography and required meetings for draft review). Students may choose to write a 10-12 page research paper or a piece of historical fiction, using letters as a primary resource. 25 points automatically deducted if draft not submitted for review with Dr. Binford; 10 points automatically deducted if students doesn't visit Writing Center.

Class Participation (10%): Students will be expected to participate fully in class. (10%) Some homework will be collaborative; peer editing will be part of the classroom experience.

"This American Life" (5%): Team project, with input from each team member.

Oral Presentation of Final Project (5%): Presentation to class of final project.

VI. Important Dates to Remember

March 8:	Reeves Library: General Research
March 22, 24:	Reeves Library: Evaluating web sources and Research
Mar 8, 10:	No Class: Spring Break
Apr 17	No Class: Easter Break

- VII. **Academic Honesty:** Students are expected to uphold the standards of academic honesty, as they are spelled out in the Student Handbook.
- VIII. Students can expect to work a minimum of four to six hours per week outside of class preparing for this class.
- IX. Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Learning Services Office as soon as possible to enhance the likelihood that such accommodations are implemented in a timely fashion.

X. Please note that the syllabus and calendar of class assignments are subject to change.

In-Class Activities and Assignment Schedule (See list of assignments)

- 1/18 Understanding subject, purpose and audience
- 1/20 Assignment #1
- 1/25 Business Letters – bring example of business letter into class
- 1/27 Assignment #2
- 2/1 Letters for your Career (guest speaker)
- 2/3 Assignment #3
- 2/8 Letters to the Editor, the Academic Dean, the President and God
- 2/10 Assignment #4
- 2/15 No class in lieu of individual meetings
- 2/17 Midterm Exam: includes both analysis and writing of letters
- 2/22 Historical Letters
- 2/24 Assignment #5
- 3/1 Reeves Library – basic research
- 3/3 Creative Writing with Letters, Assignment #6
- 3/8 Spring Break
- 3/10 Spring Break
- 3/15 Family Letters
- 3/17 Assignment #7 (due today)
- 3/22 Reeves Library: web evaluation
- 3/24 Reeves Library: Individual Research
- 3/29 Work Progress Reports – Assignment #8
- 3/31 Work Progress Reports – Assignment #9
- 4/5 Easter Break – no class
- 4/7 No class – will meet with students individually to review drafts
- 4/12 No class – will meet with students individually to review drafts
- 4/14 “This American Life”
- 4/19 Assignment #10
- 4/21 Presentation of “This American Life” projects
- 4/26 Final Presentations of Individual projects
- 4/28 Final Presentations and Class Evaluation