

1. **Start at the back end: know your goals.** What do you want your students to achieve in this course?
2. **Build your syllabus forward** by adding and layering difficulties and challenges for your students to achieve those goals.
3. **Make pedagogy transparent to your students.** Discuss with them **why** you are asking them to do particular assignments and **why** you want those assignments done in a particular order.

**Before you begin:**

Establish goals for the class.

Determine which skills students should have at the end of the course.

**Ask yourself:**

- What rhetorical and critical skills should students have at they end of the course?
- What writing or subject skills do students need for the major?
- Which specific skills do students need to master before other skills?
- How much material can I cover well?

**As you plan:**

Work backwards from your goals.

Determine what assignments will lead to successful assignments or papers.

Work backwards from the assignments.

Select assignments that fit into the **actual** semester. Use CTLR's semester planner.

Don't overbook the end of the semester. Students are tired and so are you.

Front load assignments as much as possible. Capitalize on beginning-of-the-semester energy.

**Ask yourself:**

- Can students successfully do the assignments in the times assigned?
- Can I grade and return papers, exams, and other assignments in a timely manner?

**During the semester:**

Make pedagogy transparent: students who see you plan learn to plan themselves. Devote class time to explaining not only the assignments but also the way those assignments fit into your pedagogical goals.

Try not to add additional assignments part way through the semester. If you have to add because of current events or a speaker on campus, take something else out. Please.

**Bonus advice:** Once you've handed the syllabus to your students, **RESIST THE URGE TO CHANGE IT.**

**Writing and Teaching Retreat August 2014**  
**FYSE Academic Goals: Jane Austen & Film FYSE 1144**

**Syllabus Design**

**Mary Ellen Bertolini**

**Writing Strategies and Techniques**

- Master thesis development
- Shape unified paragraphs and connect them to achieve flow
- Able to compare & contrast in a formal paper.
- Able to handle complex topics in a formal paper
- Formulate topics appropriate to writing assignments
- Use informal writing techniques (freewrites, responses, field notes, postings): (writing to learn for every book & film.)
- Use editing/revising techniques, including responding to advice from peer review and conferences with the instructor for every paper.

**Research and Academic Integrity**

- Identify, summarize, and analyze the arguments of others
- Summarize, paraphrase, and quote the ideas of others in support of their own arguments
- Find and cite appropriate sources for an assignment
- Control a five-page critical/analytical essay using more than one source

**Genre**

- Demonstrate understanding of novel and film genres.
- Successful completion of digital media project.

**Oral Presentation, Discussion**

- Follow and contribute to in-class and online discussions for every book/paper/film.
- Lead a discussion or present work orally. (Formal 10 min. oral presentation. Formal 3-5 min. presentation. Two or three informal presentations.)

***Persuasion***

**Paper 5**

**Summarize and  
analyze arguments  
of others.**

**Cite sources.**

Demonstrate  
understanding of film and  
novel genres.  
Handle complex topics.  
Shape unified paragraphs.  
Form arguments.  
Master thesis development.

***Emma***

**Paper 4**

**Formulate  
appropriate topics.**

Demonstrate  
understanding of film and  
novel genres.  
Handle complex topics.  
Shape unified paragraphs.  
Form arguments.  
Master thesis  
development.

***Pride and Prejudice***

**Paper 3**

**Handle complex  
topics.**

Demonstrate understanding of  
film and novel genres.  
Able to compare and contrast.  
Handle complex topics.  
Shape unified paragraphs.  
Form arguments.  
Master thesis development.

***Sense & Sensibility***

**Paper 2**

**Demonstrate  
understanding of film  
and novel genres. Able  
to compare and  
contrast.**

Shape unified paragraphs.  
Form arguments.  
Master thesis development.

***Northanger Abbey***

**Paper 1**

**Shape unified  
paragraphs.  
Form arguments.  
Master thesis  
development.**

**For any CW class:**

**Start at the back end.**

**Determine your goals.**

**Build forward.**

## Writing and Teaching Retreat August 2014

## Syllabus Design

Mary Ellen Bertolini

- Solidify skills from FYS
- Bring writing and other skills to the next level of sophistication
- Develop expertise and writing ability in a specific discipline, discourse, or theory

### Specific Goals for WRPR 0202 Writing to Heal (cw)

- Review organization skills and thesis development from FYS
- Develop literary analysis and creative non-fiction writing skills, specific to each genre, and develop ability to work intelligently with multiple texts
- Introduce and develop style\* elements for more sophisticated writing
- Develop advanced research and oral presentation skills
- Develop ability to complete independent research and to sustain arguments with evidence and research
- Encourage critical and perceptive reading skills and empathetic and active listening skills
- Build trust and create safe space for sharing personal writing
- Introduce students to writing to heal theory
- Work on lingering problems of grammar, punctuation, etc., individually

**Paper 1**—Literary analysis /optional personal (Begin to build trust, share stories).

Workshop: Consider the organization, thesis, and argument of the paper.

**Paper 2**—Literary analysis /optional personal (Continue to build trust, share stories).

Workshop: Revision by Rearrangement, Clarity, Cohesion, Emphasis

**Paper 3**—Literary analysis /optional personal/optional creative/ optional work with multiple texts (Continue to build trust, share stories, experiment with creativity). Workshop: Emphasis and Coherence

**Paper 4**—Personal essay

Workshop: Elements of Creative Non-Fiction (subject, slant, beginning, time and space, balance, character, detail, center, form, end, title, questions)

**Paper 5**—Hybrid assignment: literary analysis +self-aware analysis of own writing style + work with multiple texts

Workshop: Concision, citation, parallelism, elegance

**Final Assignment:** Research-based oral presentation

Each student will present his/her work to our class in a 10-12 minute presentation. An annotated research bibliography (MLA) will be due on the day of presentation. Each bibliography will contain at least four sources. Some of these may be traditional research sources; others may include interviews, personal letters, and personal diaries.

\*Most of my ideas for teaching style come from this text: Williams, Joseph. *Style: Towards Clarity and Grace*.

For more information, contact Mary Ellen Bertolini [mbertoli@middlebury.edu](mailto:mbertoli@middlebury.edu), Center for Teaching, Learning, and Research, Davis Family Library 225E

# FALL TERM, 2014

	M	TU	W	TH	F
1	9/8 Classes Begin	9/9	9/10	9/11	9/12
2	9/15	9/16	9/17	9/18 Clifford Symposium	9/19 Clifford Symposium End Add Period
3	9/22	9/23	9/24	9/25	9/26
4	9/29	9/30	10/1	10/2	10/3
5	10/6	10/7	10/8	10/9	10/10 End Drop Period Classes End 4:15
6	10/13 Mid-Term Recess	10/14 Mid-term Recess	10/15 Classes Resume	10/16	10/17 Homecoming
7	10/20	10/21	10/22	10/23	10/24 Family Weekend
8	10/27	10/28	10/29	10/30	10/31
9	11/3	11/4	11/5	11/6	11/7
10	11/10	11/11	11/12	11/13	11/14
11	11/17	11/18	11/19	11/20	11/21
BR E A K	11/24	11/25	11/26	11/27	11/28
12	12/1 Classes Resume	12/2 Classes End 4:15	12/3 Thanksgiving Recess	12/4 Thanksgiving Recess	12/5 Fall Term Ends Thanksgiving Recess
EX A M	12/8 Reading Day	12/9 Final Exams Begin	12/10 Final Exams	12/11 Reading Day	12/12 Final Exams through Sunday 12/14 @ 10pm

For more information visit our Web page! <http://go.middlebury.edu/ctr>

**Mrs. Bertolini ~ Davis Family Library 225E, CTLR mbertoli@middlebury.edu**

Phones: 802-443-3182 (office), 802-388-2689 (home) 802-734-8817 (cell)

Office Hours: Mon & Thurs 11:15- 12:00 & other hours by appointment

Writing and Academic Mentors: Terry Duncan and Alix Bickson Librarian: Brenda Ellis

**Course Objective:** In considering the six major novels of Jane Austen and film and video adaptations of those novels, this course will explore differences between the art of the novel and the art of film. An equally important course goal is for students to increase their ability to think, read, write and speak about literature and film. In this writing intensive course, we will seriously attend to both the products and the process of your writing.

### Required Texts

Austen, Jane. *Northanger Abbey* (Norton)  
 Austen, Jane. *Sense and Sensibility* (Penguin)  
 Austen, Jane. *Pride and Prejudice* (Penguin)  
 Austen, Jane. *Mansfield Park* (Penguin)  
 Austen, Jane. *Emma* (Norton)  
 Austen, Jane. *Persuasion* (Norton)  
 Britwistle & Conlin. *The Making of Pride and Prejudice* (BBC Books)  
 Thompson, Emma. *The Sense and Sensibility Screenplay and Diaries* (Newmarket)  
 Bullock, Richard & Francine Weinberg. *The Little Seagull Handbook* (W.W. Norton)  
 Gral, Gerald & Cady Birkenstein. *They Say/I Say* Second Edition (W.W. Norton)  
 A good college dictionary (about \$20)

**Requirements:** Regular attendance, spirited and frequent class participation, five formal papers, an forum discussion that indicates thoughtful, perceptive readings of all course texts and films, midterm and final portfolios of your work, writing conferences, and responses to student papers and forums on our class site. In addition, you will do an oral presentation and a digital media project. Additional readings may be distributed and assigned. Fifty percent of your grade will be based on the quality of your papers; an additional twenty percent of your grade will be based on your forums. The final thirty percent of your grade will be based on your two portfolios, your presentation, your project, your response to student papers and student forums, and your contribution to class discussion.

### Schedule of Classes

Tues. 9/3 Course overview

Mon. 9/9 *NA ~ Volume I* (5-87) Mon. night film showing: *BJD* (AXN 104)

Wed. 9/11 *NA ~ Volume II* (88-174)

Fri. 9/13 Workshop–paper #1 *NA* due (3 copies). Refer to: *Little Seagull Handbook*.

Mon. 9/16 *S&S ~ Volume I* (5-129) Mon. night Workshop or Film (AXN 104)

Wed. 9/18 *S&S ~ Volume II* (133-238)

Fri. 9/20 Workshop–paper #1 *NA* draft 2 due. Refer to: *Little Seagull Handbook*.

Mon. 9/23 *S&S ~ Volume III* (241-353); Mon. night film showing: *S&S* (AXN 104)

Wed. 9/25 *S&S ~ The S&S Screenplay* (any 20 pages) and *Diaries* (any 10 pages)

Fri. 9/27 Workshop–paper #2 *S&S* due (3 copies) Refer to: *Little Seagull Handbook*.

Mon. 9/30 *P&P ~ Vol. I* (5-128) Mon. night video showing\* (AXN 104)

Wed. 10/2 *P&P ~ Vol. 2* (131-232) TBA *P&P ~* video showing\*

Fri. 10/4 *P&P ~* Workshop–paper #2 *S&S* d2 due. Refer to: *Little Seagull Handbook*.

Mon. 10/7 *P&P* ~ Vol. 3 (235-367) Mon. night film showing: *P&P* (AXN 104)  
 Wed. 10/9 *The Making of Pride and Prejudice* (any 30 pages)  
 Fri. 10/11 Workshop—paper #3 *P&P* draft 1 (3 copies)

Mon. 10/14 *MP* ~ Volume I (5-159), Volume II, Chapters I-III (163-189) Mon. night film  
 Wed. 10/16 *MP* ~ Volume II Chapters IV-XIII (190-284), Volume III (287-439)  
 Fri. 10/18 **MIDTERM Portfolio due** (final drafts of papers 1 & 2). Refer to: *Little Seagull Handbook*.

#### Mid-Term Recess

Wed. 10/23 Digital Media Project Workshop  
 Choose 150-300 words of *Mansfield Park*. These words may be continuous in the novel in one place or scattered through the novel from many places, but they should be words worth getting inside of and thinking about for two weeks.  
 Fri. 10/25 Workshop—paper *P&P* #3 d2 due. Refer to: *Little Seagull Handbook*.

Mon. 10/28 *Emma* ~ Volume I (5-106), Volume II, Chapters I-XVI (107-206) film: *Emma* (104)  
 Wed. 10/30 *Emma* ~ Volume II, Chapters XVII-XVIII (206-216), Volume III (216-333)  
 Fri. 11/1 Digital Media Project Workshop (Wilson Media Lab)

Mon. 11/4 Share Digital Media Projects in small groups. Mon. night film: *Emma* (104)  
 Wed. 11/6 *Emma* ~ discuss film (DMP presentations)  
 Fri. 11/8 Workshop—paper #4 *EMMA* due (3 copies). Refer to: *They Say/I Say*.

Mon. 11/11 *Persuasion* ~ Chapters I-XIV (3-90) Film (DMP presentations)  
 Wed. 11/13 *Persuasion* ~ Chapters XV-XXII & 10-11 (91-1778 (DMP presentations)  
 Fri. 11/15 Oral Research Workshop. Paper #4 *EMMA* d2 due. (DMP presentations)

Mon. 11/18 *Persuasion* ~ assigned readings; discuss. Mon. night film *Persuasion* (104)  
 Wed. 11/20 Workshop paper# 5 *Persuasion* due (3 copies); Mon. night film *Clueless*  
 Fri. 11/22 Oral report previews. Refer to *They Say/I Say*.  
 Mon. 11/25 Oral reports. Paper #5 draft 2 due midnight or Sunday 12/1, 8:00 PM.

#### Thanksgiving Break

Sun. 12/1 8:00 PM-paper #5 draft 2 due.  
 Mon. 12/2 Oral reports Mon. night oral reports  
 Wed. 12/4 Oral reports  
 Fri. 12/6 Oral reports  
 Mon. 12/9 **FINAL Portfolio due** (final drafts of papers 3, 4 & 5. Refer to *They Say/I Say*.

- Papers are due at the beginning of class. Avoid computer crises by printing out the night before a paper is due and by saving each draft frequently.
- Pay close attention to due dates and to special instructions, such as the number of copies to bring to class. In addition, you will upload three drafts of each of your papers to Moodle before midnight.
- Papers should be double-spaced and printed in a standard 12 pt font.
- Do not ask for an extension on a paper or miss a workshop unless you or a member of your immediate family is hospitalized.

Additional Events: We will have two scheduled evening events (one dinner with your Atwater Commons Heads) during the semester. Watch for the dates of these events. There will, also, be at least one additional film showing in addition to the Monday night showings. There may be additional optional workshops offered during the semester.

Mary Ellen Bertolini-Ext. 3182 (h) 388-2689-Office hours T 1:30-2:30, F 10:15-11:00, other times by appointment, Davis Family Library 225E, CTLR [mbertoli@middlebury.edu](mailto:mbertoli@middlebury.edu)

## **WRPR 0202: Writing to Heal Spring 2014**

### **Required Reading**

Austen, Jane. *Persuasion*.  
Didion, Joan. *The Year of Magical Thinking*.  
Lewis, C.S., *A Grief Observed*.  
McCourt, Frank. *Angela's Ashes*.  
Miller, Arthur. *All My Sons*.  
Minot, Susan. *Monkeys*.  
Pennebaker, James. *Opening Up*.  
Rico, Gabrielle. *Pain and Possibility*.

### **Expectations**

Papers are due at the beginning of class and electronically at midnight the night before class. Papers should be double-spaced and printed in an 11-pt or a 12-pt font. Avoid computer crises by printing the night before and by saving frequently. Pay close attention to due dates and to special instructions, such as the number of copies to bring to class (usually three) or when and how to save assignments in MOODLE. Do not ask for an extension on a paper or miss a workshop unless you or a member of your immediate family is hospitalized. In workshop, you will be encouraged to give your classmates constructive criticism: positive suggestions for improvement.

### **Attendance and Assignments**

Since this is a workshop class, on-time attendance is required at each class (especially workshops), and students must promptly complete print and Moodle assignments by due dates, so the assignments can be read, discussed and responded to by class members. Upload papers by midnight before the date due, and bring three copies of formal papers to class. Forums will be due on line by midnight before class.

### **In Class Writing**

Most classes will begin with a brief in class writing period (usually to a writing prompt). Although this writing will not be collected, it may be shared in class and may form the basis of formal writing for this course.

### **Conferences**

Attending regularly assigned one-on-one conferences with the professor and peer writing tutors to discuss drafts is an important obligation and plays a vital role in the writing process.

### **Draft Process**

For the draft process to be truly effective, each draft must be a student's best effort, and each successive draft should be substantially and thoroughly revised. Final drafts of the revised essays (with all earlier drafts) will be due in two portfolios: a midterm portfolio, **due Monday, April 14 and a final portfolio, due Tuesday, May 13.**

### **Moodle Forums**

Whenever a Moodle Forum is due, students will respond in the Forum of our class site. Each entry will be due by midnight before the next class meeting. If you are not the first responder, respond to one or more of your classmates' Forums. Usually, I will pose a question or series of questions. If there are several questions to choose from, choose whichever question you wish.

### **Grading**

Final Papers and Project: 60%; Portfolios, Attendance and Participation: 20%; Forums: 20%.

Librarian: Joy Pile; Peer Writing Tutors: Alix Bickson, Terry Duncan, Collier Searle. (Additional Films and Workshops may be added on Tuesday evenings.)

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### **Pre-Break**

## **Unit I-Literature of Loss**

Tuesday, February 11-Introduction, Poetry

Thursday, February 13

Read: Minot, from "Hiding" to "Party Blues" Read: Rico, Chapter One

Forum #1 (Wednesday night)

Tuesday, February 18

Read: Minot, from "Navigator" to "Thorofare" Read: Rico, Chapter Two

Forum #2 (Monday night)

Thursday, February 20

-->**Write: Paper #1, draft one: Upload (Post by midnight Wednesday.)**

Tuesday, February 25

Read: Austen, Chapters I-XII (1-79) Read: Rico: Chapter Three

Forum #3 (Monday night)

Thursday, February 27

Read: Austen, Chapters XIII--XXI (79-140) Read: Rico: Chapter Four

Forum #4 (Wednesday night)

-->**Sunday, March 2: Write draft two of Paper #1: Upload (Post by midnight.)**

Tuesday, March 4

Read: Austen, Chapters XXII-XXIV (141-168) Read: Rico: Chapters Five & Six

Forum #5 (Monday night) (**Film: Persuasion—March 4 Library 230**)

Thursday, March 6

-->**Write: Paper #2, draft one: Upload (Post by midnight Wednesday.)**

Tuesday, March 11

Read: Miller, Act I Read: Rico: Chapters Seven & Eight

Forum #6 (Monday night)

Thursday, March 13

Read: Miller, Acts II-III Read: Rico: Chapter Nine

Forum #7 (Wednesday night)

-->**Sunday, March 16 Write draft two of Paper #2: Upload (Post by midnight.)**

Tuesday, March 18

-->**Write: Paper #3, draft one: Upload (Post by midnight Monday.)**

Thursday, March 20

Read: Pennnebaker, Chapters One to Six (3-88)

Forum #8 (Wednesday night)

### **BREAK**

### **Post-Break**

Librarian: Joy Pile, Peer Writing Tutors: Alix Bickson, Terry Duncan, Collier Searle. (Additional Films and Workshops may be added on Tuesday evenings.)



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## Unit II-Real Lives, Real Stories

Tuesday, April 1

Read: Didion, Chapters 1-10 (3-120) Read: Pennebaker Chapters Seven & Eight

Forum #9 (Monday night)

Thursday, April 3

Read: Didion, Chapters 11-22 (121-227) Read: Pennebaker Nine; Forum #10 (Wednesday night)

--> **Sunday, April 6: Write draft two of Paper #3: Upload (Post by midnight.)**

Tuesday, April 8

Read: McCourt, Chapters I-IV (11-131) Read: Pennebaker Chapter Ten; Forum # 11 (Mon. night)

Thursday, April 10

--> **Write: Paper #4 draft one: Upload (Post by midnight Wednesday.)**

**Mid Term Portfolio due: Monday, April 14 at noon**

**Final Drafts uploaded by 4:00 P.M.**

Tuesday, April 15

Read: McCourt, Chapters V-XI (132-267) Read: Pennebaker Eleven; Forum # 12 (Monday night)

Thursday, April 17 **Research Workshop**

Read: McCourt, Chapters XII-XIX (268-363); Read: Pennebaker Chapter Twelve

Forum #13 (Wednesday night)

--> **Sunday, April 20: Write draft two of Paper #4: Upload (Post by midnight.)**

Tuesday, April 22

Read: Lewis (all) Read: Pennebaker Chapter Thirteen; Forum #14 (Monday night)

**(Film: Angela's Ashes—April 22 Library 230)**

Thursday, April 24

--> **Write: Paper #5 draft one: Upload (Post by midnight Wednesday.)**

Tuesday, April 29

**Project Drafts and Discoveries;** Forum # 15 (Monday night)

Thursday, May 1

Project Presentations; Forum #16 (Wednesday night)

--> **Sunday, May 4: Write draft two of Paper #5: Upload (Post by midnight.)**

Tuesday, May 6

Project Presentations; Forum # 17 (Monday night) Project Presentations (Tues. night 230)

Thursday, May 8

Project Presentations; Forum #18 (Wednesday night), Forum #19 (Thursday night), Forum #20

(Sunday night), May 11

**Final Portfolio due: Tuesday, May 13 at 12:00 p.m.**

**Final Drafts Upload by 4:00 P.M.**

Librarian: Joy Pile; Peer Writing Tutors: Alix Bickson, Terry Duncan, Collier Searle. (Additional Films and Workshops may be added on Tuesday evenings.)

Consider the following as you design your syllabus:

What are your writing and/or teaching goals for one class you will teach in the next academic year?

What assignments or paper topics can help you achieve these goals?

What aspects or challenges in your professional or in your personal life should you consider in planning your academic year?

How (and where) might these challenges have an impact as you design your syllabus?