

## Syllabus – Spring 2015 ENG 096 Introduction to College English

Instructor: Jennifer Long

Meets: Mondays and Wednesdays 9 a.m.-11:40 a.m. in E212

Office Hours: Mondays and Wednesdays from 11:45-12:45 p.m. and Wednesdays 5:45-6:45 p.m. in C252 and by appointment

Office Location: C252

Phone: (860) 215-9450

E-mail: jlong@trcc.commnet.edu

### Required Texts:

Cooley, Thomas. *Back to the Lake*. 2<sup>nd</sup> edition. Norton

Quick, Terry. *Making Reading Relevant: The Art of Connecting*. 3<sup>rd</sup> edition. Pearson

Faigley, Lester. *The Brief Penguin Handbook*. Custom ed. New York: Pearson/Longman, 2009.

### Required Supplements:

- A college-level dictionary
  - Four folders with pockets (one for handouts, one for Annotated Bibliography research and two for handing in essays and rewrites).
  - 1 ½ inch three-ring binder with 5 dividers for notes and assignments (Penguin Handbook notes, *Back to the Lake* notes, class notes, essay pre-writing, and the Reader's Journal)
  - A USB flash drive for backing up your work on a computer (this is important!)
  - 1 ½ inch three-ring binder and 6 dividers for your Final Portfolio
  - A planner with a calendar
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- ❖ Be prepared to share all assignments with the class.
  - ❖ Make sure each assignment is effective by editing, proofreading, peer draft reviewing and going to The Writing Center.
  - ❖ All formal essays must be typed and in MLA format.
  - ❖ The Writing Center information is listed in the beginning of the customized *Brief Penguin Handbook*.

### Note:

- ❖ Homework assignments may not be submitted via e-mail.
- ❖ Late homework is not accepted for credit.
- ❖ A missed midterm must be taken within one week of student's return.
- ❖ Late papers lose one letter grade for each class that they are late.

### Course Description:

This course prepares students for the reading and writing demands in Composition and other college-level courses by integrating reading, writing, and critical thinking. Student writing will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their skills in exposition, interpretation, and argumentation. Students learn and practice specific college-level skills through critical reading and writing, class discussions, lectures, group presentations, or workshops. This course does

not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation.

### **Learning Outcomes**

*Upon successful completion of this course, students should be able to:*

#### **Respond to Rhetorical Situations**

- Use appropriate language, analysis of texts, and development of ideas to demonstrate an awareness of audience and purpose

#### **Use Texts**

- Read expository and argumentative whole texts
- Employ effective annotation skills
- Accurately identify the main idea and supporting points of a text
- Use the reading process to differentiate between supporting points, evidence, and reasoning in a text
- Formulate a close response to the author's main idea
- Read with accurate comprehension
- Write accurate summaries and paraphrases
- Evaluate information in texts for accuracy, validity, and relevance
- Integrate summaries, paraphrases, and direct quotes into essays to achieve rhetorical purpose

#### **Craft Logical Arguments**

- Compose unified, coherent, and fully developed paragraphs to support a thesis in an essay
- Present an argument that uses basic organizational and transitional strategies

#### **Apply Language Conventions**

- Use language that demonstrates reasonable control of Standard English and language conventions
- Use basic MLA citation style
- Employ strategies to avoid plagiarism

#### **Formulate Effective Writing Strategies**

- By the end of the semester, write at least one thesis-driven, text-based 900-1200 word essay (beyond the 5-paragraph model)
- Write expository and persuasive essays relevant to the assignment
- Use the writing process to develop, organize, and refine ideas
- Develop thesis-driven essays with a clear, single focus and supporting points

**Grading:**

The final grade will be a letter grade, A - F.

**Students must get a “C” or better pass this course.**

**Grading is based on:**

Class Participation..... 20%

Includes:

- Reading Journals
- participating in class discussions
- small and large group work
- in class reading and writing
- coming to class prepared by doing the required reading and assignments on time
- Assignments and Quizzes
- ❖ demonstrates knowledge and critical thinking skills

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Narrative Essay.....5%

Synthesis Essay..... 5%

Annotated Bibliography.....10%

Persuasive Essay.....10%

Reading Journals to date (50%) and Timed Reading Exam (50%).....10%

Final Portfolio.....20%

Exit Exam.....20%

*Note: A failing Exit Exam can result in a student needing to repeat the course, if the student’s final average falls below a C.*

**Attendance:**

- Students are expected to attend all classes. If a student misses classes it will reflect in a lower participation grade, regardless of when these absences occur and the reason(s) for which they occur, including illness.
- Class begins promptly; please avoid being late or leaving early.
- It is the student’s responsibility to find out and do the assignments for any missed classes.
- Make-up Midterms must be arranged with instructor within one week of the student’s absence.
- Exit Exams cannot be made up after the last day of classes.

**Plagiarism:**

Plagiarism is the unacknowledged use of another person’s words or ideas in your writing. If you use any ideas, thoughts, writing, quotes, or even paraphrase some other writer’s thinking, you must acknowledge that person. Whether conscious or unconscious, plagiarism is a serious academic offence. Consequences for plagiarism can range from failing the assignment to failing the course.

**The Writing Center/TASC:**

Room: C117 (next to the Library).

Phone: 860-215-9082.

Email: TRWritingCenter@trcc.commnet.edu.

**Disabilities:**

- ❖ If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a DSP.

<b>TRCC Disabilities Service Providers</b> Counseling & Advising Office Room A-119	
<b>Matt Liscum</b> (860) 215-9265	<ul style="list-style-type: none"><li>• Physical Disabilities</li><li>• Sensory Disabilities</li><li>• Medical Disabilities</li><li>• Mental Health Disabilities</li></ul>
<b>Chris Scarborough</b> (860) 215-9289	<ul style="list-style-type: none"><li>• Learning Disabilities</li><li>• ADD/ADHD</li><li>• Autism Spectrum</li></ul>

**Technology:**

During class, turn off your cell phone or other electronic equipment.

**Weather Cancellations:**

Call 860-215-9000, press 1 for College Closing Announcement. Or go online to: [www.trcc.commnet.edu](http://www.trcc.commnet.edu) or [www.threerivers.edu](http://www.threerivers.edu) (Announcement posted on main page).

**Sign up for MyCommNet Alert!** MyCommNet Alert is a system that sends text messages & emails to anyone signed up in the event of a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather.

All students are encouraged to sign up for MyCommNet Alert. A tutorial is available on the Educational Technology & Distance Learning Students page of the web site: [http://www.trcc.commnet.edu/div\\_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html](http://www.trcc.commnet.edu/div_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html)

**Computer Labs**

Room E112

Open: M-R 9:00 am – 9:00 p.m.

F – 9:00 am -- 6:00 p.m.

Sat – 9:00 am – 2:00 p.m.

The library has computers for student use during library hours.

### **Computer Logon - Net ID**

For students logging onto computers for the first time at the college:

- Net ID = student ID without the “@” followed by @student.comnet.edu
- Password = First 3 letters of birth month + & + last 4 digits of SSN (Oct&6789)
- Log onto = STARS

If student has been locked out, there is a 15 minute wait before their account is unlocked. The seven student stations located in the hallway on the first floor of the A wing have shortcuts to reset passwords.

### **College Withdrawal Policy:**

A student who finds it necessary to discontinue a course once class has met must provide notice to the Registrar. Withdrawal forms are available at the Registrar’s office, both on campus and at the Sub-base. Non punitive “W” grades are assigned to withdrawal requests. An instructor’s signature is required after the deadline has passed. No withdrawals are permitted after the last class preceding the final exam. Students who do not obtain an official withdrawal, but simply stop attending classes, run the risk of receiving an “F” or an “N” grade for the course.

### **“N” Grade Policy:**

The N Grade is assigned to students when there is no basis for a grade. This would apply to students who never came to class as well as to those who didn’t attend or participate long enough to be graded. The N grade is used to distinguish between earned failures (F), official withdrawals (W), and students who stop attending or participating before there is a basis for a grade. In most cases there would be no basis for a grade for students who stop attending or participating before the 60% point. Like a withdrawal, the N grade does not get included in a student’s GPA but does count as a non-completed course.

### **Note on Reading and Writing:**

Reading and writing are important means of communication. Just as there are different skill levels in any sport, reading and writing have different skill levels and achievement as well. This course will help you to understand different kinds of text and writing and help you to appreciate the importance of improving these communication skills. When you read and think critically you will write better. This course will connect critical reading and writing skills to help you produce interesting, thoughtful and well-constructed papers. By working together, we can accomplish our goals.

### **Our Classroom**

Think of this class as a reading/writing workshop: A place where we meet to read/write, to talk about reading/writing, and to read one another’s writing. I urge you to help me create a kind and encouraging environment, so that we may share ideas and learn from one another. We will be reading and discussing controversial topics, and I propose that we avoid debating issues and, instead, try to enter into points of view in order to understand them. “Debate” too frequently consolidates one in a previously held point-of-view, rather than opening up a receptiveness to new ideas and perspectives. Moreover, complex ideas generally have so many sides that an antagonistic approach to discussing them merely simplifies them out of their richness. This does not mean that we will always agree with one another, but we should try to disagree in ways that do not assume fixed and absolute positions. In addition, we shouldn’t forget that thoughtful questions are as valuable as conclusive statements.

## Papers and Exams

Note: All papers must be submitted typed and in proper MLA formatting, including a heading, title and page numbers. Pre-writing is required in the folder with all final drafts and all research must be submitted and fully annotated.

### Explanation of “Grade Caps”

Papers are due within the first 5 minutes of class, and a late paper results in the loss of a letter grade (by means of a “grade cap”) for every class in which the paper is late. The loss of a letter grade serves as a “grade cap,” and is not necessarily punitive. For example, if a student hands a paper in two classes late, then they receive a “grade cap” of a C, which means that they cannot earn higher than a C on that essay. This does not mean that two letter grades are subtracted from the student’s final paper grade. So, if a student earns a C on a paper, that is two classes late, the student does not lose two letter grades off of the C. Instead, the student would earn the C, because that is the “grade cap” for that paper. In this scenario, if a student earned an A on the late paper, they could still not receive a grade higher than a C, due to the lateness of submitting the essay.

### Paper Rewrite Policy

Revising is an important part of writing and this workshop course allows space for writers to compose and rework their essays over an extended timeframe. Although due dates are important in college, this course also allows the flexibility for students to revisit their graded essays to further work with the drafts to refine their craft. The rewrite policy is as follows: Papers 1-3 are eligible for rewriting, as long as the Final Drafts of these essays are handed in on time and with all of the required materials (i.e. prewrites, outlines, and annotated sources). To clarify, any Final Drafts that are submitted late are NOT entitled to be submitted for a rewrite.

After the student receives his or her grade on the Final Draft, the student has one week to submit a revised version of the draft. The student must work with a TRCC tutor, and must hand in the original Final Draft folder, with the rewrite on top and labeled. **The rewrite must be highlighted to showcase all of the changes that the student made from the Final Draft to the rewrite draft.** The maximum grade increase for a rewrite is one letter grade higher than what was earned on the Final Draft. If plagiarism is present in the rewrite, the draft will not be accepted. Any student, meeting these guidelines, can rewrite all three of the first papers in the course. **NOTE: Students must revise the entire essay in order to submit a rewrite, and the revisions should be extensive. If a student submits a rewrite that is not extensively edited AND highlighted with the changes, it will be returned, and the student will not be able to rewrite the draft again until the Final Portfolio.**

### Reader’s Journals

Your Reader’s Journal is an academic journal in which you respond to a series of readings, from your textbook, in both short answer and essay format. Journal entries are assigned weekly, and are due for homework at the next class meeting. Your instructor will check off that your homework is completed, and this will factor into your class participation grade. Then, you have until the Midterm to type and revise your journal entries for your Midterm Exam. In the weeks following the Midterm, you will be assigned additional journal entries. All of your journals, from the entire semester, must be typed and handed in with your Final Portfolio. Please note: It is important that you schedule time to work with a tutor on your Reader’s Journals throughout the semester. You are expected to have typed, polished entries for submission for your Midterm and your Final Portfolio. Class time will not be used for drafting Reader’s Journals, so please manage your time appropriately, to allow for revising and editing these assignments.

### **Paper 1: Autobiographical Narrative**

Students will write a 3-5 page autobiographical narrative about a climactic event in which they learned a life lesson. The focus of this essay will be to develop a strong theme using the conventions of narrative writing: character, plot, setting, etc. The story should be based on an autobiographical event and should be limited in time to a single incident. Students may employ strategies like “flash back” or “flash forward,” but will have to be mindful to craft appropriate transitions for their audience. This paper will include extensive prewriting and multiple drafts and a Works Cited page is not required. The maximum page length for this essay is 8 pages.

### **Paper 2: Synthesis**

Students will write a 2-3 page essay synthesizing two articles and developing a new perspective on a prompt. The final draft must be at least 2 pages long.

### **Paper 3: Annotated Bibliography**

During week 3 of the semester, students will be asked to brainstorm possible topics for their final persuasive essay. This essay must be written on a current socio-political issue in America, and the students will spend the duration of the course moving from a novice on the subject to a critical thinker on the issue. By the close of the course, students will be asked to take a stance on the topic and to write a thesis-driven persuasive essay that is more complex than the standard 5-paragraph genre. By week 4 of the semester, students will have attended a Library Lesson, in which they learn strategies for finding academic sources for their essays. From weeks 5-10 students will research their socio-political topics and collect artifacts for their persuasive essays. Please note that we will consider “research” in a comprehensive sense, and will include attention to interviewing, integrating media and also finding peer-reviewed scholarly articles. During these 6 weeks, students will find a total of 6 valid sources, and will print, staple and annotate each article fully. Then, they will draft paper 3, an Annotated Bibliography which will include MLA citations, and academic paragraphs comprised of summary, analysis and commentary. At the end of each entry, students will type a statement of how each source may or may not assist them in drafting Paper 4.

### **Paper 4: Persuasion**

The goal of argument as process, is truth seeking. Truth seeking makes you an informed and judicious employee and citizen who delays decisions until a full range of evidence and alternative views are aired and examined. The goal of argument as a product, is persuasion. Persuasion gives you the power to influence the world around you. Whenever an organization needs to make a major decision, those who can think flexibly and write persuasively can wield great influence. An effective way to appreciate argument as both truth seeking and persuasion is to address a social or political issue of interest you, and to write on the topic to see how your views evolve. Your initial position will probably reflect your personal ideology - that is, a network of basic values, beliefs and assumptions that tend to guide your view of the world. As noted above, for this Persuasive Essay, you will begin researching a current socio-political issue for your Annotated Bibliography and move from a novice thinker on the topic to a critical thinker on the complexity of the issue. Then, you will integrate these sources into your final essay by paraphrasing and directly quoting the source material. This thesis-driven, text-based essay must be at least 900-1,200 words and be submitted by the due date in MLA style. In this essay, you must integrate multiple types of source material and include in-text citations, a works cited page, and an academic formal outline must accompany the final draft.

### **Midterm Exam**

The Midterm Exam will consist of two parts: Part A is the take-home portion of the exam and will include your Reader’s Journals, to date, which will consist of 50% of your Midterm grade. For

each journal entry, you will also include a typed response to a set of reflection questions. Part B is the in-class, timed Reading Comprehension Exam, which will count as 50% of your Midterm grade. The Midterm Exam date is listed on the syllabus, below, and is strictly enforced. If you miss the exam, you must schedule a make-up exam (by contacting your instructor), as soon as you return to class from your absence. All make-up Midterm Exams must be completed within 3 weeks of the date listed on the syllabus, otherwise students earn a zero on the exam.

### **Final Portfolio**

**Note: All of your course material must be retained and organized, throughout the term, to submit in the Final Portfolio. Please stay organized and keep track of your pre-writing.**

The Final Portfolio will include a binder with 6 tabbed sections: Tab 1 will include a cover letter, Tab 2 will include a self-evaluation, Tab 3 will include a Draft Assessment Sheet, Tab 4 will include all of your pre-writing and drafts of your first three essays, Tab 5 will include a folder with all of the prewriting and drafts for Paper 4, and Tab 6 will include the final, typed drafts of your Reader's Journals for the entire term. Every part of the Final Portfolio must be included, in order to submit the binder. In addition, all of the components of the Final Portfolio must be typed, except for the pre-writing from your papers and some of your early drafts.

Note: You will receive a separate letter grade for Paper 4, which will count as 10% of your final grade. Paper 4 does not count towards the letter grade for your Final Portfolio, but you cannot submit the portfolio without submitting Paper 4. You should revise Papers 1-3 for your Final Portfolio, and you can earn additional credit for your portfolio if these essays are improved upon. This is separate additional credit for Papers 1-3 than for the Rewrite Policy listed above. At a maximum, students can earn a grade higher on each of Papers 1-3 via the rewrite policy, AND additional credit for revising for the Final Portfolio. Students who were not eligible to submit rewrites are still allowed to revise Papers 1-3 for the Final Portfolio. A direction sheet and the grading criteria for the Final Portfolio will be provided to students towards the end of the term.

### **Digication Statement:**

All students are required to maintain an online learning portfolio in Digication that uses the college template. Through this electronic tool students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

**[Tips for Students: How to Let Your Instructor Know You're Struggling](#)** If you're struggling and looking for some extra help in your courses, don't overlook the resource (sometimes literally) right in front of you. Your instructors are your best resource if you require extra help in the classroom. Utilize these tips, adapted from Dave Ellis' [Becoming a Master Student, 14th Edition](#), to help you express your struggles to your instructors. Once you let them know you're having difficulty, they will be able to help you get back on the path toward success in their course.



- **Start by Building a Relationship with your Professor** – At the beginning of the term, be sure to introduce yourself to your instructor. Speaking with your instructor can help you learn his or her teaching style and preferred method of communication, which will be useful if you need additional help in the course. Additionally, maintain the relationships that you've built with instructors, as they can be a great help throughout college and beyond.
- **Don't Wait Until it's Too Late** – If you recognize that you need additional help in a class, it's better to seek help from your instructor before it's too late. Your struggles will only increase as additional class work is assigned and the topics in the class become more in-depth, so get ahead of the situation.
- **Visit During Office Hours** – Instructors set aside this time for a reason, so put it to good use! Show up with questions or knowing what you need help with. For example, if you're struggling with exams, bring an old exam and discuss it with your professor, or if you're having trouble with writing papers, bring an outline or rough draft to review.
- **Ask Questions** – Ask questions during office hours or during class discussion. Instructors will be able to improve your understanding of course content if they know where you're getting confused. Additionally, asking questions shows interest in class discussions.
- **Show Interest in Class** – Show the instructor that you're trying. If you're struggling in class, the worst things you can do are to miss class or appear disinterested while you're there. Respond to questions, participate in class discussions, and appear interested. Your instructor will be more willing to provide you with extra help if they think you're putting in maximum effort. (pp. 21-22)

### **The Message**

As a student, you have a basic responsibility for your success. Our responsibility is to assist you in meeting your educational goals. The message below will help you take responsibility for your own academic success.

#### **Set goals and evaluate them.**

Ask, "Why am I here? What do I want to do? Where do I see myself in two years? What are my long-term goals?" Have a clear understanding of where you are. Have a reasonable plan involving realistic goals and a realistic time frame.

#### **Know what it takes to be successful.**

This is what it takes to be successful. Do them consistently!

- Attend class regularly.
- Complete all assignments by the due date.
- Participate fully in class.
- Schedule regular outside study time.
- Use college survival skills information.
- Participate in college life outside class.
- Request help when needed.

#### **Know where to find help.**

- Your instructor
- Your advisor
- Counseling office
- A peer advisor & Class study groups (*What Works* by Hunter Boylan)

### **English 096 Fall 2014: Tentative Student Course Outline**

Subject to change by instructor

<b>Monday</b>	<b>Wednesday</b>
1/26- Course introduction/Diagnostic Essay	1/28 – Syllabus review/course overview
2/2– Brainstorm topics for Paper 1/Lecture: Reading/Writing	2/4- Lecture: Reading/Writing
2/9- Introduce Paper 1/Brainstorm topics for Papers 3 & 4	2/11 - Lecture: Reading/Writing <b>MRR chapter 2 quiz</b>
2/16 – No class – President’s Day	2/18 - <b>Library Lesson/Paper 3 Research</b>
2/23 - Paper 1 Drafting <b>MRR chapter 5 quiz</b>	2/25- <b>Paper 1: Editing Workshop and Peer Review</b> <b>Introduce Paper 2: Synthesis</b>
3/2 - <b>Paper 1 Final Draft Due</b> / Lecture: Reading/Writing <b>MRR chapter 8 quiz</b>	3/4 – Paper 2 Drafting
3/9 – Lecture: Reading/Writing <b>MRR chapter 1 quiz</b>	3/11– <b>Paper 2: Peer Editing Draft and Peer Review</b>
3/16 – No class (Spring Break)	3/18- No class (Spring Break)
3/23 - <b>Midterm</b>	3/25 - <b>Paper 2 Final Draft Due/Lecture: Persuasive Appeals</b>
3/30 - Research Workshop/Midterm Conferences	4/1 - Ideology Profiles/Introduce Paper 3
4/6 - No class (Conference)	4/8 – Paper 3 Drafting/MLA Format <b>MRR chapter 3 quiz</b>
4/13 – Lecture: Reading/Writing <b>MRR chapter 4 quiz</b>	4/15 – - <b>Paper 3: Editing and Peer Review/Introduce Paper 4</b>
4/20 – 11/24 – Lecture: Reading/Writing <b>MRR chapter 6 quiz</b>	4/22 - <b>Paper 3 Final Draft Due/Final Portfolio Overview</b>
4/27 - Paper 4 Drafting	4/29 - Paper 4 Drafting
5/4 – <b>Peer Review: Journals</b>	5/6 – <b>Paper 4: Editing Workshop and Peer Review</b>
5/11 - Review: Reading/Writing portion of Exit Exam/ <b>Portfolio Peer Review</b>	5/13- <b>Final Portfolios Due (including Paper 4 Final Draft)/Exit Exam</b>
5/18 – Exit Conferences	<b>The Writing Center</b> information is listed in the beginning of the customized <i>Brief Penguin Handbook</i> along with “ <b>Finding Full-Text Articles</b> ” for research and in this booklet.

**This syllabus and course outline is subject to change by the instructor.**

“Practice, practice, practice writing. Writing is a craft that requires both talent and acquired skills. You learn by doing, by making mistakes and then seeing where you went wrong.”

*By Jeffrey A. Carver*