

English Composition 101

Three Rivers Community College

Fall 2014

Essential Details

Jonathan Ahlcrona

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Office Hours: By appointment only
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Room D122
Saturdays, 9:00AM to 11:45 AM

Course Description

College Composition engages students in critical observation, reading, and writing. This course prepares the student for the exposition, analysis, and argument required in college writing, and for meeting the conventions of college English. Writing assignments require that students develop their own points of view and demonstrate understanding of complex ideas and issues. Methods for research, including use of the library, appropriate documentation, and incorporation of sources in original papers will be taught during assigned readings.

Required Text

- Barrios, Barclay. *Emerging: Contemporary Reading for Writers*. 2nd ed. Boston: Bedford-St. Martin's, 2013. Print.

Learning Outcomes

Upon successful completion of these courses, students should be able to:

Respond to Rhetorical Situations

- Adapt writing as audience and purpose requires
- Develop and apply an independent writing process that includes generating, revising, editing, and proofreading
- Reflect on and explain writing choices regarding audience and purpose

Engage with and Use Authoritative Sources

- Use the reading process to differentiate between supporting points, evidence, and reasoning in complex texts (texts that engage with multiple perspectives and use a variety of rhetorical strategies and evidence)
- Employ effective annotation skills to the reading of complex texts
- Locate and evaluate sources appropriate to the rhetorical situation
- Interpret and analyze argument, evidence, and rhetorical strategies in complex texts
- Evaluate information in complex texts for accuracy, validity, and relevance, with particular attention to the type and purpose of source material
- Demonstrate critical and evaluative reading comprehension
- Write accurate summaries and paraphrases of complex texts and differentiate these from student's own writing
- Respond to an argument in a complex text and synthesize perspectives in multiple texts
- Integrate complex texts to fulfill the rhetorical purpose

Craft Logical Arguments

- Produce essays with clear thesis statements (or controlling ideas) and logical support for assertions
- Compose unified, coherent, and fully developed paragraphs with attention to transitions and signal phrasing for source material
- By the end of the semester, write at least one thesis-driven, text-based essay of 1500 words demonstrating competent argumentation using complex texts

Apply Language Conventions

- Apply Standard English language conventions (diction, tone, or level of formality) consistently, with particular attention to college-level writing situations
- Cite varied sources in MLA citation style

Approved CCET Steering Committee, July 31, 2013.

Assignments

All assignments are due at the beginning of class and will be turned in via Google Drive. Presentations and Oral report dates are final. Missed presentations must be made up in order to pass the course. If you know that you will not be able to attend class when an essay is due, please make arrangements to turn in the essay before class on the due date. **A third of a grade will be deducted for each day an assignment is late. (i.e. an “A” paper will become an A-, a C-paper will become a D).**

Informal Writing and Quizzes (10%):

Throughout the semester, there will be informal writing assignments in-class and outside of class. **“Informal” does not mean “not important”**; these assignments and quizzes build on the foundations of the critical thinking, reading, and discussing we will be doing throughout the semester. Any assignments not completed will lower your final grade. **Keep all responses, concept maps, and other informal assignments organized in a pocket folder.** They will be collected at the end of the semester.

Formal Papers, Drafts, Revisions and Research Paper (80%):

You will complete several essays and an annotated bibliography. The due dates are highlighted in the course calendar and all writing must follow the format outlined below. **Assignments that are not properly formatted may be returned without a grade and/or will have a grade reduction.**

All Formal Papers, Drafts, and Revisions will be turned in via Google Drive. The directions for turning papers in using Google Drive are attached.

Writing Sample

Essay One	10%
Essay Two	15%
Essay Three	20%
Annotated Bibliography	5%
Essay Four	25% (research)

Attendance: Class Activities, Writing Workshops, Class Participation/Presentations (10%):

Class activities are opportunities to collaboratively explore, discuss, and present material relevant to our class work. I am interested in seeing your ability to demonstrate the skills that we have worked on throughout the semester: citing appropriate sources, critical thinking, synthesis of information, and making connections. Missing classes, workshops, etc. will affect the final grade on individual papers and your overall class grade.

Additional Information

Attendance:

This is a writing intensive course that incorporates active class participation and activities and peer-workshops. Attendance *and participation* are important factors in your final grade. You are permitted two (2) absences.

After two absences, a doctor's note or other documentation may be required as I deem appropriate and we will conference to determine if you will realistically be able to pass the course.

If you do not come prepared for class with notes, assignments, or other required work, you will be marked absent.

I understand that things happen and if you know ahead of time that you will miss class or have an emergency of some kind, please contact me as soon as possible. You are, of course, responsible for the work due on the days you are absent. If an assignment is due on the day of your absence, you are still responsible for getting the work in on time. In addition, **coming into class late is disruptive. Please be on time to class and turn off any electronic devices not associated with the class.**

Class Participation:

Physical presence is not enough; you must come to participate. Participation means openness to the idea of discussing your own writing and the writing of your classmates. Your participation in group discussions, large and small, is vital to the success of the class and will be reflected in your final grade.

This class is a discussion class, and it is vital that we share our ideas and talents with each other. Writing and speaking are very closely related forms of communication, and working on one inevitably helps the other. Never be afraid to ask a question, offer a comment, take a stand on an issue, or disagree with us or anyone else. We will refine our views mostly through free and lively exchange. Several guidelines can help govern this exchange:

- Entering this class intending to learn a great deal.
- Remembering the importance of a sense of humor.
- Demonstrating an interest in people of other times and places.
- Being willing to offer your own ideas.
- Commenting respectfully on the ideas of others.

Academic Integrity:

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the

course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor.

Save Your Work:

It is always a good idea to *save your work* to disk or to make a copy of any paper that you turn in for a grade. Save a hard copy of your work to avoid missing assignments due to computer disasters. I would also recommend emailing a copy of your work to *yourself* as a precaution. There are also online options to save your work through services such as *Dropbox* or *Sugarsync*.

Plagiarism:

Plagiarism is using someone else's words or thoughts without crediting them properly. Plagiarism includes paraphrasing another person without properly identifying that person. Plagiarism includes copying, buying, borrowing, stealing or otherwise obtaining and using another person's work as if it was your own.

Plagiarism is not properly documenting the source of information that you use in your work.

Special considerations

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.

TRCC Disabilities Service Providers Counseling & Advising Office Room A-119	
Matt Liscum (860) 383-5240	<ul style="list-style-type: none"> · Physical Disabilities · Sensory Disabilities · Medical Disabilities · Mental Health Disabilities
Chris Scarborough (860) 892-5751	<ul style="list-style-type: none"> · Learning Disabilities · ADD/ADHD · Autism Spectrum

Please note that an instructor cannot provide disability accommodations until a student provides the necessary paperwork from the college's Office of Disability Services to the instructor. Also, accommodations take effect when the instructor receives the paperwork from a student- accommodations cannot be provided retroactively

More Additional Information

Formatting your Papers:

ALL PAPERS MUST BE TYPED

- All papers should be on white paper, printed, spell-checked for typos and other errors.
- Use 12-point Times New Roman font, and left-justified with one-inch margins.
- On the first page of the paper, in the upper left-hand corner, place your name, course title, my name, assignment name, due date (all in double space).
- The body of your essay is double-spaced.
- Your title should then appear two spaces down, centered on the page. Please note that the assignment name is not the title of your essay.
- Number pages beginning on page one in the upper right corner.
- Staple the essay pages together in the upper left corner.
Unstapled essays will not be accepted.
- Save paper. A cover or title page is not necessary.
- Use MLA citation to document sources.

Drafts: *You may only receive draft credit if you are in class with copies printed before class on the days that drafts are due.* Drafts of papers must be printed (usually 2 copies) and brought to class on draft days. **A third of a grade will be deducted from the final essay grade (i.e. an “A” paper will become an A-, a C- paper will become a D) if you do not come to class prepared with a draft.**

Page requirements: Assignments that are shorter than the minimum length requirement will suffer significantly in grade (if they pass). “Five pages” means five **full** pages.

Revisions: You may revise and resubmit Paper #2 and #3 for improved grades if you originally submitted them on time. Revisions must be submitted within two weeks after essays are returned.

Important Course Dates and Withdrawal From Class:

Aug 25	Last Day to Drop Classes for Full Tuition Refund
Aug 26	Classes Begin
Sept 8	Last Day of Add/Drop and Partial Tuition Refund for 15 Week Session
Sept 23	Last Day to Select Audit Option for 15 Week Session
Nov 5	Last Day to Select Pass/Fail Option
Dec 8	Last Day to Withdraw from Classes with instructor’s signature

Up to May 12, students may officially withdraw from the class at the Registrar’s Office (A-115). *Any student who does not officially withdraw and does not attend classes will receive an “F” for the course.*

Even More Additional Information

“My computer crashed”. “My printer is ran out of ink”. “I left the assignment on my desk”. “I could not access Blackboard”.

Technical problems online: While these do occur either at home or from an on-campus connection, they are usually **not** valid reasons for failing to fulfill the requirements for attendance on that day. Students are responsible for allocating enough time to complete online assignments, and they should include the possibility of technical "glitches." Thus, students need to allow enough time to try again later or to travel to a campus computer lab or alternative place to complete the assignment and therefore avoid an absence for the day. Exceptions may be made by the instructor in the event of widespread computer viruses or some other large-scale event affecting TRCC's computer network, but exceptions will not be made for routine computer problems. PLAN AHEAD.

Save Your Work (Yes, this is in here twice):

It is always a good idea to *save your work* to disk or to make a copy of any assignment that you turn in for a grade. Save a hard copy of your work to avoid missing assignments due to computer disasters. I would also recommend emailing a copy of your work to yourself as a precaution. There are also online options to save and sync your work through services such as *Dropbox*, *Sugarsync* or *Google Drive*. PLAN AHEAD.

Printers:

Assignments are due in class on the dates indicated. Do not wait until just before class to print your work. Running out of ink or printer problems in the library are not valid excuses for late work. PLAN AHEAD.

Email Policy and Communication:

I encourage you to communicate with me via email (preferred method) or by sending me a message through Blackboard Learn; however, please be mindful that any written communication with me should be professional and regarded as a formal communication that follow standard written English conventions.

Your Blackboard Learn courses are automatically connected to your college-provided email account. For more information about this email account, visit the college home page and click the "New student email button." This email account is the only official electronic means that the college will communicate course and non-emergency information to you. Make sure that you check it often. Another option is to set up to forward your email from the college address to your preferred address.

Even More Additional Information Continued

Email policy and questions about assignments:

E-mail: I check my e-mail frequently. You can typically expect a reply from me within 24 hours.

Planning ahead and allowing time for revision is so important to good writing. Therefore, I will answer questions regarding the requirements for assignments up to **24 hours** before an assignment is due. This means you must have read the assignment and started writing before that time in case you have questions. Emailing me a question the evening before an assignment is due shows a lack of planning and preparation.

Digication Learning Portfolio Requirements

As a student you will maintain an online learning portfolio using a college-designed template in Digication. Through this electronic tool you will have the opportunity to monitor your own growth in college-wide learning. It may even help you determine a major that is best suited to you. You will be able to keep and maintain your learning portfolio after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. If your work is selected and reviewed for assessment purposes, it will remain anonymous and private. Digication provides a “place” where you will connect your learning from the classroom, college, and life in general. Sometimes when you review all of the work you have done and think about it, you end up learning something different and perhaps unexpected. Please review your course outlines to determine what assignments to upload into the TRCC Digication template and please post your own choices, as well. Have fun in learning!

Using Google Drive to turn work in:

My Google Address: jonathan.ahlcrona@gmail.com

If you use Google Drive to write your paper:

Open the document and click on the blue share button in the upper right corner of the screen. A window will pop up — enter my email address, leave the “can edit” option selected, and unclick the box that says “Notify people via email.” Click the green “Share & Save” button.

If you use Microsoft Word or another word processing application to write and save your assignment:

Log into your Google Drive. On the left-hand side of your window, you should see two buttons “Create” and one with a picture of an arrow. Click on the arrow — this is the upload button, and select to upload “files.” A window will open, asking you to choose your file to upload. Find your paper on your hard drive, and select it. An upload window will pop up and your document should appear on the list. Click on “settings” at the top of the window and select “Convert uploaded files to Google Docs format.” Then follow the sharing instructions above to share your newly uploaded assignment with me