

TLC English
ENG K5002, Spring 2015

A Traditional Learning Community Course
Three Rivers Community College

Instructor: Mark McGuire-Schwartz Room C225
Email: Mschwartz@threerivers.edu Wednesday, 5:30 – 9:30 PM
Office Hours: Can be arranged

A few notes from the instructor:

Writing well is of great importance for success in college and beyond.

We are all here to work hard and to learn to be better writers.

Let's work together, respect each other, and let's enjoy our class!

Required Text:

Writing for Life, Sentences and Paragraphs, by D. J. Henry

Course Description:

The *TLC English* course will focus on leading students from the sentence to the paragraph. Writing is taught as a means of thinking critically and as a vehicle for developing, organizing, supporting and refining ideas. Within this context, word, sentence and paragraph skills are stressed. Attention is given to spelling, punctuation, capitalization, grammar, word choice, organization and development of ideas. The primary goal of the English course will be to prepare students for placement into ENG096.

Learning Outcomes:

Transitional Learning Community English courses will prepare students to take ENG096.

Upon successful completion of TLC 5002, each student should be able to do the following tasks:

Read and think critically and write critically and analytically

- understand the connection between the reading and writing processes
- recognize different genres of non-fiction, such as editorials, speeches, and essays
- comprehend and summarize college-level reading material to develop her or his own ideas

- demonstrate an understanding of the organizational skills required for academic writing, such as pre-writing activities, outlining, paragraph development, revising, and the ability to thoroughly edit
- develop an awareness of her or his role as an author in the process of writing
- write responses both in paragraph and short essay format based on ideas developed from assigned academic readings and in-class discussions
- develop proficiency in expressing ideas in correct, complete sentences and in unified, coherent paragraphs
- recognize and fix common grammatical and sentence-level errors
- develop and use academic reading and speaking vocabularies

Demonstrate information literacy

- understand how and why outside sources are utilized in academic writing
- develop an understanding that information should be evaluated for accuracy and validity
- learn and employ strategies for avoiding plagiarism

Apply the foundations of strong academic skills

- understand the importance of asking questions that reveal her or his engagement and
- use clarity and variety in word choice, word order, and sentence structure
- use tools appropriately related to reading and writing, such as dictionaries, thesaurus, and writing handbooks
- utilize word processing programs, including proofreading software, in the writing process
- produce documents according to MLA formatting conventions
- employ strategies for effective editing, including attention to grammar, mechanics, usage, and the conventions of standard American English
- collaborate with others in developing points of views and analyzing writing
- employ effective annotation skills
- use writing and reading for inquiry, learning, thinking, and communicating in a college setting
- utilize strategies for writing with time constraints

Class Work:

You will have something to read for every class.

You will have something to write for every class.

In this class, we will learn and make progress together. Class work and assignments will be based on the learning needs of individual students and the group. Therefore, assignments details will be worked out as we go along. Details on specific assignments will be given out in each class.

ALWAYS SAVE ALL COPIES OF WRITTEN MATERIAL!

Portfolio

Your Portfolio will include all your written work done for this class.

The portfolio will be handed in at Mid-Term and again at the end of the class.

Class Schedule:

- 2/11 First Class.
Welcome. Introductions. Go over syllabus.
Brief writing exercises. Brief Reading exercises.
- 2/18 Reading Assignment #1 Due
Writing Assignment #1 Due
- 2/25 Reading Assignment #2 Due
Writing Assignment #2 Due
- 3/11 Reading Assignment #3 Due
Writing Assignment #3 Due
- 3/18 Spring Break – No Class
- 3/25 Midterm Exam
Midterm Portfolio Due
Reading Assignment #4 Due
Writing Assignment #4 Due
- 4/1 Reading Assignment #5 Due
Writing Assignment #5 Due
- 4/8 Reading Assignment #6 Due
Writing Assignment #6 Due
- 4/15 Reading Assignment #7 Due
Writing Assignment #7 Due
- 4/22 Reading Assignment #8 Due
Writing Assignment #8 Due
- 4/29 Portfolio due
Reading Assignment #9 Due
Writing Assignment #9 Due
- 5/6 Last Normally Scheduled Class
Reading Assignment #9 Due
Writing Assignment #9 Due
Class Evaluations
Final Exam

How to do well in this class and (coincidentally) get a good grade:

- Come to class prepared.
- Participate in large group and small group discussions.
- Submit work on time.
- Help your peers.
- Read carefully and critically.
- Write well-organized papers.
- Learn as we go along.
- Improve your writing.

Grading Policy:

Final grade for this class will be Pass or Fail.

Grades are based on the following elements of your work:

Class Participation – 40%

- completing written assignments on time
- attending all classes and participating in class discussions
- participating in small and large group work
- coming to class prepared by reading all assigned work and doing assignments

Writing Assignments – 25%

- This may be broken further later, to show how much different writing assignments are worth.

Midterm Exam – 5%

Final Exam – 10%

Final Portfolio – 20%

IMPORTANT NOTE: You must save all written work throughout the term to include in your portfolio. Any missing work may result in a lower grade.

Grades:

Written assignments will be given a Check, Check Plus, or Check Minus. They will be given a Zero if not completed.

Late work will lose credit and be given a lower grade for each week late.

Attendance:

- ✓ Students are expected to attend all classes. If a student misses classes it may reflect in a lower final grade, regardless of when these absences occur and the reason(s) for which they occur, including illness.
- ✓ Class begins promptly, so don't be late or leave early, as it can affect your grade.

Late Work:

Work is due on the dates stated in the course outline or by instructor.

Late work (anytime after the end of class) will receive a grade penalty.

- ✓ If a student misses a class, it is the student's responsibility to find out any missed assignment(s), do the class work and be prepared for the next class.
- ✓ Make up Tests must be arranged with instructor, within one week of original test date

Course Expectations & Extra Help:

In addition to attending class, you are expected to do considerable outside work. Visit the Writing Center/ TASC if you need tutoring help. If you are having difficulty let your instructor know.

The Writing Center/TASC:

Room: C117 (next to the Library).

Phone: 860-215-9082

Email: TRWritingcenter@trcc.comnet.edu.

Online tutoring: <http://www.etutoring.org/>

Computer Labs:

Room E112

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.

Library has computers for student use during library hours.

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 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.

Policy on Disability Services:

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) 215-9265	<ul style="list-style-type: none"> • Physical Disabilities • Sensory Disabilities • Medical Disabilities • Mental Health Disabilities
Chris Scarborough (860) 215-9289	<ul style="list-style-type: none"> • Learning Disabilities • ADD/ADHD • Autism Spectrum

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

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!

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" grade for the course.

N Grade Policy:

The N grade is assigned when there is no basis for a grade. This applies to students who never came to class or didn't attend long enough to be graded. The N grade is used to distinguish between failures (F), withdrawals (W), and students who stop attending without a basis for a grade, i.e., students who stop attending before the 60% point. Like withdrawals, the N grade is not included in a GPA, but counts as a non-completed course

Weather Cancellations:

Call 860-215-9000, press 1 for College Closing Announcement. Or go online to: www.trcc.commnet.edu or 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

THIS COURSE DOES NOT COUNT TOWARDS
THE CREDIT REQUIREMENTS FOR GRADUATION