

**Syllabus**  
**English 100 Reading/Writing Connection**  
**Monday, Wednesday, Friday**

Instructor: Joyce Back  
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**Texts:** Faigley, *The Brief Penguin Handbook, Third Edition*  
Buscemi and Smith, *75 Readings, Tenth Edition*

**Course requirements:**

- Regular attendance. *Students who miss more than five classes will MOST LIKELY not be given a passing grade.* In the case of serious illness or other situation that makes it impossible for a student to attend class over a period of time, allowances will be made on a case-by-case basis. You will be given an ACTIVITY GRADE at the end of the semester. This grade is based on participation in assigned activities. Every time you miss an activity assigned in class, you will lose two points on this grade. Class activities, including quizzes, cannot be made up except in the case of serious illness requiring hospitalization.
- One short (2-3 pages) research paper (two drafts) and one longer (4-6 pages) research paper (one draft only). The papers must be word-processed; they cannot be passed in hand-written. The papers must be formatted in the MLA style. Sources cited from the Internet must be printed and handed in with the papers. LATE PAPERS WILL NOT BE ACCEPTED UNLESS THERE ARE SERIOUS EXTENUATING CIRCUMSTANCES. You must be prepared to use a computer with a printer and Internet access. This may mean working at school in a computer lab. Lack of a computer cannot be used as an excuse for not completing the course requirements.
- Successful completion of a final exam. You must receive at least a 74% on the final or I will not pass you, even if your other grades are good.
- Reading assignments and successful completion of a series of five quizzes on the readings. Quizzes cannot be made up. You can miss one quiz without your grade being affected; more than one will result in a grade of zero on each subsequent one that is missed.
- We will be doing worksheets in class. Although these will not be graded, you must make a good effort to complete them correctly. Lack of effort will affect your activity grade.

**Grading:**

The final grade will be based on the following:

Short paper:	20 percent
Long paper:	20 percent
Average of quizzes:	20 percent
Activity grade:	20 percent
Final exam:	20 percent

*Note: Feel free to contact me if you need to. Please let me know right away if you have any special problems or concerns.*

## **COURSE DESCRIPTION**

This course emphasizes the close relationship between reading, writing, and critical thinking. Compositions will be assigned in response to reading non-fiction prose. This course is preparation for ENG 101 and other college-level courses.

## **LEARNING OUTCOMES**

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

### **Read and think critically**

- understand the connections between the reading and writing processes
- recognize different genres of non-fiction, such as editorials, speeches, and essays
- recognize common organizational patterns in reading and writing
- comprehend and summarize college-level reading material to develop their own ideas
- identify and defend logical inferences based on textual evidence

### **Write critically and analytically**

- 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
- demonstrate in reading and writing an understanding of the rhetorical concepts of audience, invention, style, organization, and delivery
- apply various writing processes in composing unified, coherent and fully developed paragraphs and short essays
- use an effective thesis or assertion in order to develop more complex essays
- demonstrate an understanding of the positive and negative impact of word choice
- choose appropriate language for a given context

### **Demonstrate information literacy**

- evaluate sources for accuracy, validity, and academic relevance
- use information to support and develop their assertions through paraphrasing, quoting, and summarizing
- cite sources using MLA citation style
- learn and employ strategies to avoid plagiarism

### **Apply the foundations of strong academic skills**

- develop and use academic reading and speaking vocabularies
- use tools appropriately related to reading and writing, such as dictionaries, thesaurus, and writing handbooks
- use 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
- formulate appropriate questions and hypotheses

## **SPRING 2009 SCHOOL CALENDAR**

**Jan. 19** Martin Luther King Day - **College Closed**

**Jan. 20** New Student Orientation

Last Day for Full Tuition Refund

**Jan. 21** **Classes Begin**/Late Registration Begins

Add/Drop Period Begins

First 7-Week Modules Begin

**Jan. 27** Instructor Signature Required to Add Classes

**Feb. 3** Last Day of Add/Drop and Partial Tuition Refund

**Feb. 9** Lincoln's Birthday Observed - **Classes In Session**

**Feb. 16** Washington's Birthday Observed - **College Closed**

**Feb. 17** Last Day to Select Audit Option

**Mar. 11** First 7-Week Modules End

**Mar. 12** Second 7-Week Modules Begin

**Mar. 15-22** Spring Break - **Classes Not in Session**

**Apr. 1** Last Day to Select Pass/Fail Option

Last Day to Submit Incomplete Work from Fall '08 Semester

**Apr. 8 – 9** Make-up/Reading Days

**Apr. 10 – 12** **Spring Recess – College Closed**

**Apr. 15** Last Day to apply for Summer (August '09) Graduation

**Apr. 24** Faculty System Professional Day – **Classes In Session**

**May 11** Last Day to Withdraw from Classes

**May 13** Second 7-Week Modules End

**May 18** Last Day of Classes

**May 19-20** Class/lab, makeup/supplemental sessions or final exam week

**May 25** Memorial Day - **College Closed**

**May 28** Final grades available on Web

**May 31** **Commencement**

**June 15** Last day to apply for Fall Graduation (December '09)

## Basic Week Schedule:

Mondays – Lecture and Worksheet

Wednesdays – Quiz and/or group discussion

Fridays – Sentence of the week; educational puzzles

## Day to Day Schedule

### January 21 through February 20 – THESIS REVIEW

<u>Class date</u>	<u>WED, January 21</u>
Assignments due on this day	None.
Activities planned for this day	Discuss the syllabus, this schedule, and the two textbooks; group activities.
Homework	In the Penguin Handbook, read Section 1, Chapter 1 (pp 1-6).
<u>Class date</u>	<u>FRI, January 23</u>
Assignments due on this day	In the Penguin Handbook, read Section 1, Chapter 1 (pp 1-6).
Activities planned for this day	Analyze the sentence of the week; do a word puzzle.
Homework	In the Penguin Handbook, read Section 1, Chapter 2, pp 6-12.
<u>Class date</u>	<u>MON, January 26</u>
Assignments due on this day	In the Penguin Handbook, read Section 1, Chapter 2, pp 6-12.
Activities planned for this day	Review the thesis type essay. Read sample essays and identify the parts.
Homework	In the Penguin Handbook, read Section 1, Chapter 2, pp 12-21.
<u>Class date</u>	<u>WED, January 28</u>
Assignments due on this day	In the Penguin Handbook, read Section 1, Chapter 2, pp 12-21.
Activities planned for this day	Working with your group, read an essay and find the introduction, thesis statement, body, and conclusion. Discuss some current events and make a list of five current issues that would be good subjects for a research paper.
Homework	In the Penguin Handbook, read Section 1, Chapter 3, pp 21-30.
<u>Class date</u>	<u>FRI, January 30</u>
Assignments due on this day	In the Penguin Handbook, read Section 1, Chapter 3, pp 21-30.
Activities planned for this day	Analyze the sentence of the week; do a word puzzle.
Homework	In the Penguin Handbook, read Section 1, Chapter 3, pp 31-37.
<u>Class date</u>	<u>MON, February 2</u>
Assignments due on this day	In the Penguin Handbook, read Section 1, Chapter 3, pp 31-37.
Activities planned for this day	Do a worksheet on writing thesis statements and write one for your first research paper.
Homework	Get started on your first research paper. <b>DUE MONDAY, FEB. 9. REMEMBER, SOURCES FROM THE INTERNET MUST BE PRINTED AND HANDED IN WITH THE PAPER. OPEN BOOK QUIZ WEDNESDAY ON PENGUIN CHAPTERS 1, 2, 3.</b>
<u>Class date</u>	<u>WED, February 4</u>
Assignments due on this day	None.
Activities planned for this day	Open-book quiz on Penguin Chapters 1, 2, and 3.
Homework	Work on your first research paper. <b>DUE MONDAY, FEB. 9.</b>
<u>Class date</u>	<u>FRI, February 6</u>
Assignments due on this day	None.
Activities planned for this day	Analyze the sentence of the week; do a word puzzle.
Homework	In the Penguin Handbook, read Section 6, MLA Tab, pp 258-260 and 272-280.
<u>Class date</u>	<u>MON, February 9</u>
Assignments due on this day	<b>DRAFT 1 OF YOUR FIRST RESEARCH PAPER.</b> Also, you should have read the Penguin Handbook, Section 6, MLA Tab, pp 258-260 and 272-280.
Activities planned for this day	Discussion of the MLA format. Instructor will pass out a quick guide and we will review it together. Discussion and practice regarding writing in the 3 <sup>rd</sup> person.
Homework	In the Penguin Handbook, read Section 6, MLA Tab, pp 282-296.

Class date WED, February 11  
Assignments due on this day In the Penguin Handbook, read Section 6, MLA Tab, pp 282-296.  
Activities planned for this day Working with your group, make a list of all the aspects of an essay that are included in the word 'format;' for example, 'font.'  
Homework None.

Class date FRI, February 13  
Assignments due on this day None.  
Activities planned for this day Word puzzle. Draft 1 of the research paper will be returned, and each student will confer individually with the instructor. If we run out of time, we'll continue next Wednesday.  
Homework Work on draft 2 of your research paper, DUE MONDAY, FEB. 23. REMEMBER, BESIDES EDITING AND REVISING, YOU MUST PUT YOUR DRAFT IN THE MLA FORMAT IF YOU HAVEN'T ALREADY DONE SO.

Class date MON, February 16  
HOLIDAY, NO CLASS

Class date WED, February 18  
Assignments due on this day None.  
Activities planned for this day Finish conferences if necessary. Working with your group, develop a spelling test of ten words, using words from Chapters 1, 2, and 3 of the Penguin Handbook.  
Homework Work on your short research paper.

Class date FRI, February 20  
Assignments due on this day None.  
Activities planned for this day Give the spelling tests created in Wednesday's group exercise.  
Homework Finish draft 2 of your short research paper.

### **February 23 through April 3 – READING AND RESPONDING**

Class date MON, February 23  
Assignments due on this day DRAFT 2 OF THE FIRST RESEARCH PAPER DUE TODAY.  
Activities planned for this day Develop a thesis statement for your next research paper, DUE MARCH 13, ONE DRAFT ONLY, MLA FORMAT.  
Homework In *75 Readings*, read 'Lifeboat Ethics: The Case Against Helping the Poor,' pp 303-310. Start your next research paper.

Class date WED, February 25  
Assignments due on this day In *75 Readings*, read 'Lifeboat Ethics: The Case Against Helping the Poor,' pp 303-310.  
Activities planned for this day Working with your group, identify the thesis presented in 'Lifeboat Ethics.' Poll the group to see who agrees and who doesn't. Write a list of statements identifying the group members' reactions to the essay.  
Homework None.

Class date FRI, February 27  
Assignments due on this day None.  
Activities planned for this day Sentence of the week; word puzzle.  
Homework In *75 Readings*, read 'The Details of Life,' pp 310-318.

Class date MON, March 2  
Assignments due on this day In *75 Readings*, read 'The Details of Life,' pp 310-318.  
Activities planned for this day Discussion of 'Lifeboat Ethics' and 'The Details of Life.' QUIZ WEDNESDAY.  
Homework Continue working on your long essay.

Class date WED, March 4  
Assignments due on this day None.  
Activities planned for this day Quiz on 'Lifeboat Ethics' and 'The Details of Life.'  
Homework Work on your long essay.

<u>Class date</u>	<u>FRI, March 6</u>
Assignments due on this day	None.
Activities planned for this day	Sentence of the week; word puzzle.
Homework	In <i>75 Readings</i> , read 'Grandmother's Victory,' pp 11-16.
<u>Class date</u>	<u>MON, March 9</u>
Assignments due on this day	In <i>75 Readings</i> , read 'Grandmother's Victory,' pp 11-16.
Activities planned for this day	Discussion of Narration type essays.
Homework	In <i>75 Readings</i> , read '37 Who Saw Murder Didn't Call the Police,' pp 24-28. QUIZ WED. ON 'GRANDMOTHER'S VICTORY' AND '37 WHO SAW MURDER.'
<u>Class date</u>	<u>WED, March 11</u>
Assignments due on this day	In <i>75 Readings</i> , read '37 Who Saw Murder Didn't Call the Police,' pp 24-28.
Activities planned for this day	Quiz.
Homework	FINISH LONG RESEARCH PAPER, DUE FRIDAY.
<u>Class date</u>	<u>FRI, March 13</u>
Assignments due on this day	RESEARCH PAPER DUE TODAY.
Activities planned for this day	Sentence of the week; word puzzle.
Homework	None.
<u>Class date</u>	<u>March 15-22</u>
<u>SPRING BREAK, NO CLASSES, COLLEGE OPEN</u>	
<u>Class date</u>	<u>MON, March 23</u>
Assignments due on this day	None.
Activities planned for this day	Discussion of Description and Process Analysis types of essay.
Homework	In <i>75 Readings</i> , read 'A Partial Remembrance of a Puerto Rican Childhood,' pp 42-47.
<u>Class date</u>	<u>WED, March 25</u>
Assignments due on this day	In <i>75 Readings</i> , read 'A Partial Remembrance of a Puerto Rican Childhood,' pp 42-47.
Activities planned for this day	Working with your group, identify the details in the essay that make it fit the category of Description. How is it different from the Narration essays we read?
Homework	In <i>75 Readings</i> , read 'Why Leaves Turn Color in the Fall,' pp 59-62.
<u>Class date</u>	<u>FRI, March 27</u>
Assignments due on this day	In <i>75 Readings</i> , read 'Why Leaves Turn Color in the Fall,' pp 59-62.
Activities planned for this day	Write a Process Analysis essay explaining the process of doing a crossword puzzle.
Homework	Write a one-page Narration type essay concerning some aspect of your childhood. Be prepared to read your essay aloud to the rest of the class.
<u>Class date</u>	<u>MON, March 30</u>
Assignments due on this day	Childhood Narration essay.
Activities planned for this day	Read the essays aloud.
Homework	In <i>75 Readings</i> , read 'What Is Poverty?,' pp 94-98.
<u>Class date</u>	<u>WED, April 1</u>
Assignments due on this day	In <i>75 Readings</i> , read 'What Is Poverty?,' pp 94-98.
Activities planned for this day	Short lecture on the Definition type essay. Working with your group, discuss the essay 'What Is Poverty?.' Develop a list of suggestions that might help the family in the essay improve their lives.
Homework	None.
<u>Class date</u>	<u>FRI, April 3</u>
Assignments due on this day	None.
Activities planned for this day	Sentence of the week; word puzzle.
Homework	In the Penguin Handbook, read Section 8, Chapter 32, pp 393-399 (stop at subsection 32C).

## **April 6 through April 24 – EDITING PRACTICE**

<u>Class date</u>	<u>MON, April 6</u>
Assignments due on this day	In the Penguin Handbook, read Section 8, Chapter 32, pp 393-399 (stop at subsection 32C).
Activities planned for this day	Go through the homework pages, reading aloud and discussing the material.
Homework	In the Penguin Handbook, read Section 8, Chapter 32, pp 399-404. QUIZ WEDNESDAY ON PENGUIN SECTION 8, CHAPTER 32.

<u>Class date</u>	<u>WED, April 8</u>
Assignments due on this day	Make sure you have studied Penguin Chapter 32.
Activities planned for this day	Quiz.
Homework	None.

<u>Class date</u>	<u>FRI, April 10</u>
<u>HOLIDAY</u>	

<u>Class date</u>	<u>MON, April 13</u>
Assignments due on this day	None.
Activities planned for this day	Review comma usage and do worksheets.
Homework	In the Penguin Handbook, read Section 8, Chapter 33, pp 404-410 (stop at subsection 33C).

<u>Class date</u>	<u>WED, April 15</u>
Assignments due on this day	In the Penguin Handbook, read Section 8, Chapter 33, pp 404-410 (stop at subsection 33C).
Activities planned for this day	Working with your group, identify the kinds of mistake you make when you're writing (for example, run-on sentences). Make a list of all the types named by the group.
Homework	None

<u>Class date</u>	<u>FRI, April 17</u>
Assignments due on this day	None.
Activities planned for this day	Sentence of the week; word puzzle.
Homework	In the Penguin Handbook, read Section 8, Chapter 33, pp 410-413.

<u>Class date</u>	<u>MON, April 20</u>
Assignments due on this day	In the Penguin Handbook, read Section 8, Chapter 33, pp 410-413.
Activities planned for this day	Discussion of Penguin Handbook Section 8, Chapter 33. Worksheets.
Homework	Review Penguin Handbook Section 8, Chapter 33. QUIZ WEDNESDAY.

<u>Class date</u>	<u>WED, April 22</u>
Assignments due on this day	Review Penguin Handbook Section 8, Chapter 33.
Activities planned for this day	Quiz.
Homework	None.

<u>Class date</u>	<u>FRI, April 24</u>
Assignments due on this day	None.
Activities planned for this day	Sentence of the week; word puzzle.
Homework	None.

## **April 27 through May 8 – SKILL REVIEW**

We will read aloud Penguin Chapter 38 and discuss. We will do worksheets on grammar, punctuation, and writing techniques. We will review thesis and other types of essays. We will practice the skills necessary to successfully complete the final exam.

### **May 11 – FINAL EXAM**

### **May 13 – FINAL EXAMS RETURNED**

### **May 15 – INDIVIDUAL GRADE CONFERENCES**