

**COURSE SYLLABUS**  
**ENG K100- 30201: READING-WRITING CONNECTION**  
**3 Semester Hours**  
**Fall 2010**

Three Rivers Community College

Amy McKenna, Instructor

Email: [amckenna@trcc.commnet.edu](mailto:amckenna@trcc.commnet.edu)

Cell Phone: 860-235-9782

### **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 English 101 and other college level courses.

### **Learning Outcomes**

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

#### **Read and Think Critically**

- Understand the connections between the reading and writing processes
- Recognize the 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 prewriting 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 an 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 format
- 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

- Utilize word processing programs, including proofreading software, in the writing process
- Produce documents according to the 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 view 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

### Required Texts

Muller, Gilbert H. and Harvey S. Wiener. *To The Point: Reading and Writing Short Arguments*. 2<sup>nd</sup> Edition. New York: Pearson/Longman, 2009.

Faigley, Lester. *The Brief Penguin Handbook*. 3<sup>rd</sup> Edition. New York: Pearson/Longman, 2009.

Copeland, Linda. *The Pearson Lab Manual for Developing Writers*. Vol. C. New York: Pearson, 2010.

### Other Supplemental Materials

3 Ring Binder with loose leaf paper

College Dictionary

MyWritingLab.com (included with book purchase)

## EVALUATION

### Grading Procedure: Percentage Breakdown

20% Class Work/Participation

20% Writing Exercises, Lab Manual, Quizzes and Other Assignments

40% Essays

20% Exit Exam/Final Assessment

(failing the exit exam may result in course failure)

**You must earn a grade of “C” or higher to pass this course.**

### Letter Grades/ Numerical Components

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	82-80	D-	60-62
C+	77-79	F	0-59

## Explanation of Criteria for Evaluation

From the onset, students should know that

- Outside assignments must be completed before the class for which they are assigned. Effective class work is not possible unless the reading has been completed. Likewise, writing assignments are due on the due date.
- Any graded work will be accepted **up to one class after the original due date**. However, it will be marked down a **FULL LETTER** grade. This is VERY IMPORTANT.
- **If a student has a sufficient and/or pre-arranged reason**, formal writing assignments will be accepted up to one class after the original due date. However, the student will be marked down **one letter grade**.
- Students **must** complete all formal papers and tests to receive a passing grade. A zero for any assignment **CAN AND WILL HAVE A NEGATIVE IMPACT ON A STUDENT'S GRADE**.
- Homework assignments are given to aid the student in mastering important concepts. Smaller assignments, like quizzes or writing exercise assignments, may not be made up for credit.

## Class Participation

- Frequent, thoughtful participation is expected of all students. This includes contributing regularly to discussions, paying attention during lectures and presentations, and **ACTIVELY** participating in group work, writer's workshop, and partner work.
- In general, a student should plan to spend a minimum of one hour in preparation for each class hour, and to attend each class, so that participation is maximized. If absent, the student should return to class with all assignments complete, or the student should E-MAIL THE ASSIGNMENTS as **word attachments**. **PLEASE NOTE: YOU MUST SUBMIT THE PAPER COPY OF AN EMAILED SUBMISSION AT OUR NEXT CLASS MEETING TO RECEIVE CREDIT FOR AN ASSIGNMENT.** If you must be absent, it is a good idea to email me and request the agenda.
- There is no excuse for not knowing what occurred in the class.

## Notebook

- A 3-Ring binder will be maintained by each student for the purpose of recording in-class summaries, answers to questions proposed in class, and other assigned writing activities. The notebook will be brought to each class and to individual conferences.

## Absences

- Consistent attendance is crucial to your success in this course. Missing classes, arriving late, or leaving early will undermine your chances to succeed. Attending the full class meeting is equally important to completing all of your work. If a student misses classes, it will result in a lower final grade, regardless of when these absences occur and the reasons for which they occur. While I will be happy to send along the class agenda electronically if you are absent, I will not provide you with a detailed point by point description of how we spent each minute of class. I suggest that you quickly make a "buddy" to communicate with in the event of your absence.

## Communications

- At the college level, it is generally protocol for students to inform the instructor ahead of time when they will be absent. Obviously, emergencies do occur. However, if you know

you will be absent, email is the preferred way to notify me. Please inquire about the agenda, and I will send it along if there is a new one. Additionally, a good rule of thumb is if I do not reply to an email, I did not receive the transmission. If you do not hear from me within 24 hours, try again.

### Outside Writing Assignments/Essays

- Outside writing assignments are due in class on their assigned due date. If you do not have a typed, paper copy, your assignment is late. If you are absent and need to send an electronic submission, it is due at the class start time to be considered on time.
- ALL outside writing assignments must be word processed and must adhere to the MLA format: 1 inch margins, standard type size (12 point), double-spaced text and plain font. If you are unfamiliar with the MLA format, PLEASE REFER TO THE PENGUIN TEXT. Please know that I will NOT ACCEPT AN OUTSIDE WRITING ASSIGNMENT THAT IS HANDWRITTEN.
- If you are absent or are submitting late, all e-mailed work **MUST BE SENT AS ATTACHMENTS IN Word Documents**. If I cannot open the assignment, IT IS NOT A SUBMISSION. This does NOT serve as excuse for not submitting the work. ASSIGNMENTS CANNOT BE SUBMITTED IN AN EMAIL TEXT. **PLEASE NOTE: YOU MUST SUBMIT THE PAPER COPY OF AN EMAILED SUBMISSION AT OUR NEXT CLASS MEETING TO RECEIVE CREDIT FOR AN ASSIGNMENT.** Additionally, please be sure your assignment is a .doc. If I cannot open it, it will not be accepted.

### Class Discussion/Classroom Environment

- Sitting in class is one thing. Being an active participant in discussion is quite another thing altogether. Holding an academic dialogue can be informative, insightful, and even mind opening. I encourage all students to speak up and participate. Likewise, I encourage all students to stick to the topics at hand and be mindful of the fact that everyone thinks differently. While we may dialogue and debate, we should not condemn or criticize people who do not think exactly like we do. If the learning environment becomes one of contention, then a few dominant voices will take over, leaving others discouraged and silent. That is not academic discourse. Please be respectful.
- Courtesy is a given in a college course. This means that one knows and abides by the ground rules of the course; one respects his/her fellow classmates; one arrives on time and does not leave early; and one takes responsibility for one's own learning. Normally, disruptions to the learning environment are non-existent on the college level. In the rare insistent one should emerge, the disruption will be immediately addressed and stopped.
- Being courteous also means being present (not just physically). If you are texting or playing with your phone, you are not really present in class. You are disrespecting me, your classmates, and most importantly, yourself. These courses are not free for anyone... if you are texting, you are throwing your money away and wasting your time coming to class.

### Academic Dishonesty

- Academic Dishonesty shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own, (d) stealing or having unauthorized access to examination or course materials, (e)

falsifying records of laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

### **Cell Phones**

- While in class, students should turn off phones/pagers or keep them in a silent mode. I will extend the same courtesy to you. Under no circumstances are phones/pagers to be answered in class. If an extenuating circumstance occurs, speak with me prior to class so that we may arrive at an agreement. **TAKE NOTE: IF I SEE YOU TEXTING IN CLASS, I WILL MAKE DEDUCTIONS TO YOUR CLASS PARTICIPATION GRADE.**

### **Schedule of Assignments**

- The schedule of assignments is attached. However, you will receive a more detailed agenda for each class, and please know that while agenda parallels the schedule of assignments, sometimes we may depart from the schedule due to a cancelled class or some other unexpected thing.
- The schedule is a good way to track long term planning; however, refer to the class agenda as the most accurate measure of what we accomplish in class and also, what is assigned in class.

### **College Withdrawal Policy**

- A student who finds it necessary to discontinue a course once class has met must provide written notice to the Registrar. Withdrawal forms are available at the Registrars on all campuses. Nonpunitive “W” grades are assigned to any withdrawal requested before the various unrestricted withdrawal deadlines listed in the calendars published in front of each session’s course listings. Withdrawal requests after these deadlines must bear instructor signatures. 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.

### **Disabilities**

- If you have a question regarding a disability that might affect your progress in this course, please contact one of the college’s Disability Service Providers as soon as possible. Chris Scarborough (892-5751) generally works with students who have learning disabilities or ADD. Kathleen Grey (885-2328) generally works with students have physical, visual, hearing, medical, mobility, and psychiatric disabilities. Matt Liscum (383-5240) also works with students who have disabilities.

### **Class Phone Tree**

- If I have an emergency and must unexpectedly miss class, I will start the class phone tree. Because we are a morning class, I would typically start the tree at 8 am. This phone tree is not for college cancellations due to weather. See the college website for weather cancellation information.