

COURSE SYLLABUS
ENGLISH 271 / 272 : EXPOSITORY WRITING I / II
Fall Quarter 2012
DAILY, M-F
9:30 a.m. - 10:20 a.m.

“Seven Deadly Sins and the Journey of Ideas”

Instructor: Danielle Newton

Contact Information

Email: danielle.newton@bellevuecollege.edu

(NOTE: If you email me on a Saturday or Sunday, I will respond first thing Monday)

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Website: www.daniellenewton.com

Office Hours

By appointment

Office: R230

Course Outcomes: ENGLISH 271/272 EXPOSITORY WRITING I & II

After completing this class, students should be able to:

- Identify implicitly and/or explicitly one’s intentions as a writer.
- Define implicitly and/or explicitly the audience for a particular piece of writing.
- Apply appropriate style, tone and format to the writer’s purpose and audience.
- Use rhetorical formats conventional to expository writing.
- Demonstrate objectivity toward one’s own writing.
- Demonstrate practical uses/applications for expository writing beyond the college classroom.

How Outcomes will be met

Concentrating on the revision process, students work on a series of writing projects, including short essays, informational papers, reviews, profiles, or other writing and presentation assignments. Students will also master elements of the writing process that include abstract development, cover letter development, and professional biography development. Core to this course is the completion of a 15-20 page major paper (whose theme must center on one or more of the seven deadly sins: wrath, greed, sloth, pride, lust, envy, gluttony) for which the student will *identify* an appropriate publishing venue as part of his/her final in December 2012.

“Writing and rewriting are a constant search for what it is one is saying.” – John Updike

Grading

I want you to know what I hope you will achieve in your writing; therefore, I provide grading rubrics for all essay assignments while you are in the writing process, as well as a rubric for your *New Yorker*, *New Yorker* presentation. These rubrics will be posted on the MyBC course page. No grade-change (adjustment) request is entertained unless you detect clerical error. Any questions you have about your grades or how I have graded your work must be brought to me as soon as you have a concern. Let's talk. If necessary, I may ask you to submit a written petition together with your work in question for re-evaluation. Your final score will be calculated and your final letter grade will be given based on the following formula:

A 93-100%	B+ 88-89.9	C+ 78-79.9	D+ 67-69.9
A- 90-92.9	B 83-87.9	C 73-77.9	D 63-66.9
	B- 80-82.9	C- 70-72.9	D- 60-62.9
			F below 59.9

As found in the course weekly schedule, SPECIFIC ASSIGNMENT GRADES total points possible:

1. 50-100 professional biography (5 points)
2. In-class writing activities/In-class participation/Reading Life (30 points)
3. Major Paper Outline Draft (5 points)
4. First Draft: Major Paper Abstract (5 points)
5. Second Draft: Major Paper Abstract (5 points)
6. Draft: First 5 pages of Major Paper (10 points)
7. First Draft: 3-page Best Essays Memo (15 points)
8. First 10 pages of Major Paper (20 points)
9. Final Draft: 3-page Best Essays Memo (15 points)
10. Peer Editing (15 points X2) (30 points)
11. First Draft: Cover Letter (5 points)
12. Second Draft: Cover Letter (5 points)
13. Final Draft: Cover Letter (10 points)
14. Major Paper Abstract Rewrite (5 points)
15. Submission Venue (5 points)
16. 15-20 page Major Paper (50 points)
17. Hard Copy Portfolio (25 points)
18. 3-page self-assessment essay (20 points)

TOTAL POINTS POSSIBLE: 265

Books and Materials Required

REQUIRED TEXTBOOKS/CLASS MATERIALS:

The Best American Essays of the Century (Editors: Joyce Carol Oates and Robert Atwan)

The Elements of Style (William Strunk Jr.)

Reading Life material: book or passage (daily assignment)

Please bring textbooks (and favorite writing) to each class and be prepared to use each. These texts are available at the Bellevue College bookstore and via online sites such as [Amazon.com](https://www.amazon.com). Additional readings

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will be posted on the MyBC course page throughout the quarter. Please also bring **paper and pen** to each class. You will also need a folder at the end of the quarter for the hard-copy portfolio you will put together and turn in to me during your scheduled final exam.

Classroom Learning Atmosphere

Instructor's Expectation

IMPORTANT: The course will rely heavily on revision, persistence, and patience, and your final grade will be based, in part, on the construction of a portfolio of individual student work of all drafts of your work, an artifact you will generate and track with each week's written work. In addition to your major 15-20 page paper, throughout the course of the term I will assign some writing topics for shorter written work; other assignments will allow for student choice in subject matter. Your portfolio will include **3-page self-assessment essay, which will be due the day of your final exam.** This final assignment will give you the opportunity to reflect on your writing progress and to identify writing goals and challenges for the future.

READING LIFE: To be a strong writer you must be a strong reader.

Critical to your success in this class – and paramount to your success as a writer – is your commitment to reading. You will be expected to read from, engage with, and discuss in-class assigned essays from our *Best American Essays of the Century (BAE)* text as well as other assigned reading. You will also work with your Presentation Group twice: 1) to submit, as a collaborative group, a *Best American Essays* Memo and 2) the *New Yorker*, *New Yorker* series, for which presentation groups will be assigned an out-of-textbook article to examine. Presentation groups will lead an 8-10 minute class discussion on their assigned article at the end of the quarter. Additionally, via our Reading Life series, you will be asked throughout the term to share some of your favorite readings by some of your favorite writers with the class. This requires students to bring a piece of writing (a favorite author or simply a favorite passage you have copied to notebook paper) to **class each class period.**

PARTICIPATION

I want you to be here, I want you to succeed, and I presume all students are adequately prepared for class participation and ready to engage fully and enthusiastically and I grade participation accordingly. Students are expected to contribute actively to a positive classroom environment. Absences, late arrivals and early departures, inappropriate use of cell phones or laptops, lack of preparation, inattentiveness, or unwillingness to discuss readings will affect your ability to contribute to a positive classroom environment. Additionally, the Reading Life series in-class activity is included in your participation grade.

SUBMITTING WORK

For purposes of grading, you **will not** turn in hard copies of your written work to me, with the exception of what you write while in class. You will email me your written assignments. For purposes of peer-to-peer feedback, you **will** give hard copies to your peers so we can workshop those essays in class. To avoid issues of lost work:

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- Save local copies, or printouts, of required readings (including the syllabus) so that you can do your work even if the internet is down.
- Save all work, including all drafts, to a flash drive.
- Get in the habit of e-mailing drafts to yourself, so that you can retrieve them from your archives if your computer crashes or you lose your flash drive.

Unless you have a laptop, your in-class written work will be achieved using paper and pen, so please bring both to each class.

All of your out of class written assignments must be turned in to me, **no later than 11:55pm on the specified due date**, via my email address: danielle.newton@bellevuecollege.edu. The subject line of your email(s) must include your name, course number, and assignment type. Example:

Subject: (Last name), (First name), Eng 271, Major Paper first draft

I will not read, grade, or provide feedback on assignments that do not adhere to this submission rule. Your work will be considered late and will be penalized accordingly (see LATE WORK policy). **I will return your graded work to you via your email address.**

PLAGIARISM

Plagiarism is the use of someone else's words, ideas, or information as your own or allowing someone else to use your words, ideas, or information as their own. Please document your sources carefully. According to Bellevue Community College policy, for plagiarism or cheating, you may be given an "F" grade for an individual assignment or the entire course. In addition, the incident will be reported to the Dean of Student Success. *****Please note:** your written assignments, including your Best Essay Memo, will be submitted by me to www.turnitin.com in order to check for plagiarism errors.

ATTENDANCE AND ABSENCES

I will promptly take roll at the beginning of each class period and I also understand that life happens. Students are expected to attend every class, complete the required assignments before every session, bring the assigned texts and materials to class, and participate in class discussion. You are allowed **three (3) absences** from the class without penalty. **After three (3) absences, I will drop your final grade by one letter grade and so on for each subsequent absence.** For instance, if you are earning an A in the course and you miss a fourth class, you will earn no greater than a B in the course. Your fifth absence also results in a letter grade drop, the 6th absence, etc. Keep in mind that with planned Bellevue College campus work days, holidays, and my absences for conferences in November you will have ample outside of class time to take a deep breath. Use your time well – come to class!

Note: I do not need to hear from you if you will miss class and it **will not be possible** to arrange make-up assignments for due dates or in-class activities/required participation/presentations that you miss.

LATE WORK

Deadlines are essential to any workplace – and, for that matter, any writer – and this course seeks to model professional practices. Late, incomplete, or missing assignments (i.e. essays, shorter written assignments, presentations, etc.) will not be given credit. It is the responsibility of the student to keep records of their assignments, including the submission time and date. It is your responsibility to ensure that I receive your assignment on time. In addition, "My computer is broken" or "I don't have the

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Internet at home” and similar phrases are NOT valid reasons for failure to complete any work. If you’re having technology problems, plan ahead: Internet access is available on campus and at public libraries.

With the exception of in-class presentations, which you cannot make up, I give you ONE ‘pass’ on my ‘no-exceptions to late written work’ policy, with the grade lowered by one grade, with a one-day window. For instance, if you have an essay due on September 25 you may turn your essay in to me on September 26, but you also agree that your final grade for that essay will be lowered one letter grade. For example, let’s say you turned in an essay that I believe has earned an A grade. Because it is late you will receive no higher than a B. You will have also used your one free pass for late written work.

PERSONAL TECHNOLOGY

Using your laptops to take notes is fine, so long as you are taking notes. There will be class discussions during which I ask you to go ‘tops down’ and my expectation is that you’ll kindly follow through and stay off your laptops. It’s **never fine** to have a cell phone ring during class time; never fine to be on the phone during class time. Turn off all cell phones and iPods, etc.

Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

<http://bellevuecollege.edu/about/goals/inclusion.asp>

Division Statements

- **Arts & Humanities Division Policy Regarding Values Conflicts** Essential to a liberal arts education is an open-minded tolerance for ideas and modes of expression that might conflict with one’s personal values. By being exposed to such ideas or expressions, students are not expected to endorse or adopt them but rather to understand that they are part of the free flow of information upon which higher education depends. To this end, you may find that class requirements may include engaging certain materials, such as books, films, and art work, which may, in whole or in part, offend you. These materials are equivalent to required texts and are essential to the course content. If you decline to engage the required material by not reading, viewing, or performing material you consider offensive, you will still be required to meet class requirements in order to earn credit. This may require responding to the content of the material, and you may not be able to fully participate in required class discussions, exams, or assignments.
- Information about Bellevue College's copyright guidelines can be found at: <http://bellevuecollege.edu/lmc/links/copyright.html>
- Want to avoid plagiarism? Improve your writing? A good resource is the **Writing Lab**: <http://bellevuecollege.edu/writinglab/Plagiarism.html>
- Need help with your writing or tutoring for other subjects? Go to the **Academic Success Center**. <http://bellevuecollege.edu/asc/>

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Student Code

“Cheating, stealing and plagiarizing (using the ideas or words of another as one’s own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services.” The Student Code, Policy 2050, in its entirety is located at:

http://bellevuecollege.edu/policies/2/2050_Student_Code.asp

Important Links

Bellevue College E-mail and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: <https://bellevuecollege.edu/sam>. BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Computing Services website](#).

Disability Resource Center (DRC)

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible. If you are a student with a documented autism spectrum disorder, there is a program of support available to you. If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

The DRC office is located in B 132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc

Public Safety

The Bellevue College (BC) Public Safety Department’s well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency. Public Safety is located in K100 and on the web at: <http://bellevuecollege.edu/publicsafety/>

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Final Exam Schedule

This M-F daily class will have its final on **Friday, December 7, 9:30am-12:30pm**

Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars. These calendars provide information about holidays, closures and important enrollment dates such as the finals schedule.

- Enrollment Calendar - <http://bellevuecollege.edu/enrollment/calendar/deadlines/>. On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- College Calendar - <http://bellevuecollege.edu/enrollment/calendar/holidays/0910.asp>. This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.