

## English 201 – Fall 2012

<b>Office hours:</b> by e-mail, phone, or before or after one of my regularly scheduled classes in R230	<b>Textbook:</b> <i>The St. Martin's Guide to Writing</i> (Ninth Edition)  Authors: Axelrod and Cooper  ISBN 0-312-53612-1
<b>Preferred class e-mail:</b> CANVAS e-mail  <b>Campus e-mail:</b> kpeterso@bellevuecollege.edu	<b>Campus telephone:</b> (425) 564-2244

### Course Outcomes & How They Will Be Met

By the end of this quarter, you should be able to write a humanities-style research paper that includes as part of its composition or process:

1. An objective summary of college-level material which identifies primary and supporting assertions
2. An evaluation of different types of evidence (i.e., tone/diction, logical reasoning)
3. A synthesis of source material with your own writing
4. An original and clearly supported thesis
5. Proper in-text citations and works-cited page
6. A breadth of varied primary sources which demonstrates a familiarity with library research skills

### Grading

Grades will be based upon the writing assignments, group participation, and your peer editing. The break down on points follows.

1. Peer Editing assignments (smooth drafts of your assignments and returning a critiqued draft to your partner in a timely manner):

I can, at my discretion, deduct 20 points if you do not post a draft to your peer editing group.

2. Written Assignments:

- Library Assignment - 25
- Finding Common Ground – 100

- Personal Argument – 100
- Annotated Bibliography - 50
- Causation - 100
- Solution - 100
- PowerPoint - 25

Please note that these written assignments are linked. The Common Ground essay helps you write the Argument paper. The Causation essay helps you write the Solution essay. So, in essence, the goal is for you to produce 2 longer and very well written essays that take you 3 weeks to write. The writing is taken in steps, with the first step being worth fewer points, but helping you prepare to write the two larger essays.

500 total grade points possible. I reserve the right to change point designations and/or totals any time during the quarter, for any reason.

GRADES: A = 500-460; A- = 459-450; B+ = 449-435; B = 434-410; B- = 409-385; C+ = 384-362; C = 361-339; C- = 338-316; D+ = 315-293; D = 292-235; D- = 269-247; F = 247- and below

### **My Grading Habits**

I do not grade on a pre-determined curve. A review of my grading would show that grades in the B range (B+, B, B-) predominate. I therefore expect most of my students in this course will have grades above the C range. Some students will probably have grades in the A range. However, others may have grades in the C range. Do not feel discouraged. I consider C and C+ writing as entirely respectable for college students. We grow in our writing ability as we meet the challenges of reading and writing in a wide variety of college level courses.

### **Late Work & Missing Work**

I retain the option of failing any student who does not turn in a major (50 points or higher) written assignment, at my discretion, even if you have enough points to pass the class. It is important that you complete all the written assignments for the quarter, as they each are directly related to the outcomes for the class listed above, in one way or another.

Late written work is accepted up to two (2) calendar (not class) days after a due deadline. There is one full grade penalty for work turned in within the two day grace period. Punctuality is important in our class and in the business world.

If you have problems meeting deadlines outside the grace period for any reason, communicate with me at once by e-mail or phone me at (425) 564-2244.

After the grace period, I will not accept late work, unless you have a compelling and good reason why the work is late, and you communicate your situation with me and we reach an agreement on when the late work will be turned in.

Failure to communicate with me in advance that you will be unable to meet the due deadlines of the class may result in a failing grade for the course, at my discretion, and based upon my judgment that you could have responsibly notified me of your conflict and situation. In other words, if you communicate responsibly, I will be much more amenable to helping you resolve your conflict by using the grade options available to us or by allowing you to make up missed work.

Part of college is learning to be a responsible and competent employee, and therefore responsible interaction with me is an “un-graded” but important part of this course. I expect all my students to treat the course as both an opportunity for learning and an obligation for performance and, therefore, act professionally. Failure to meet the obligations for your learning is a choice you are always free to make, as adults, but making this choice will result in a lower grade than you might have otherwise had and, thereby, wasted time and money on your part.

### **How to Turn in Assignments**

You are required to use [Turnitin.com](https://www.turnitin.com) to submit all major written assignments. You may have up to 15% on the "originality" report. If you exceed 15% on the originality checker, then you must contact me via e-mail to discuss why this occurred OR you should revise your essay until your writing drops below 15% on the originality marker.

### **Class Attendance Requirements**

This is an online class. I will check to see how often each of my students is online and working on Canvas (particularly if a paper grade is not above a B level). Canvas allows me to do this.

The bottom line is: Regular "attendance" by signing onto Canvas multiple times a week to check and the careful reading of important posted information (e.g. posted lectures or answers to other student questions) is usually correlated to better student learning.

### **Rewritten Work**

You may choose to rewrite one individually written assignment that received a C- or lower grade. You MUST submit the revision within one week of receiving the graded assignment back. The assignment must have been submitted on time and not in the two day grace period. The scores will be averaged.

I may ask the entire class to revise a paper, at my discretion. If I do this, that revision does not count against this policy.

The link to the College Grading Policy is located on page 10 of the Course Catalog and also on the web at: [http://bellevuecollege.edu/policies/3/3000\\_grading.asp](http://bellevuecollege.edu/policies/3/3000_grading.asp).

### **Books and Materials Required**

*St. Martin's Guide to Writing*, 9th edition, will be the required text; it is available through the BC Bookstore. You will be asked to read, either carefully or quickly, many of the chapters in this textbook. Some chapters will not be assigned.

You may purchase or rent your textbook online, if you have not already done so. Go to the BC bookstore home page, <http://bookstore.BC.ctc.edu/>. From there, click <Textbooks> on the boxes near the top of the homepage. Follow the directions given for the integrated online book ordering and registration system. You may also personally buy your books at the bookstore. You can find store information and hours of operation at <http://bookstore.BC.ctc.edu/>.

Access to a computer. If you lack one at home, there is the open computer lab in the N Building. All students have access to this lab on a first come, first serve basis.

## ***Classroom Learning Atmosphere***

### **Instructor's Expectations**

#### **Reading Standards**

In general, devote as much time as you can to reading, and pay close attention to the good instructions you get from time to time in your textbook. Remember that close reading requires concentration and reflection. You will be accountable, with respect to grades, for producing writing that conform to the standards and techniques set out in the readings. You should also read all supplemental material provided by me carefully and follow the instructions exactly.

#### **Retaining Student Work**

All work will be returned electronically via the Assignment Tool. I do not retain student work in my personal files.

#### **Student Responsibility**

It is the your responsibility to verify that all assignments are actually received by me.

It is your responsibility to initiate communication about your grade progress or concerns with the course. I am under no obligation to inform you that work is overdue, to nag you to complete assignments, or to call you if you fail to attend class. Similarly, you need to keep yourself informed about syllabus changes that may have been made in our electronic classroom.

#### **Values Conflicts**

Essential to a liberal arts education is an open-minded tolerance for ideas and modes of expression which 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. Consult the Syllabus and discuss such issues with me.

### **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

### Academic Honesty for Arts and Humanities Students

The principle of academic honesty underlies all that we do and applies to all courses at Bellevue Community College. One kind of academic dishonesty is plagiarism, which may take many forms, including, but not limited to, using a paper written by someone else, using printed sources word-for-word without proper documentation, and paraphrasing or summarizing the ideas of others without acknowledging the source. Plagiarism can also occur when non-written ideas are taken without documentation--using someone else's design or performance idea, for example. In short, plagiarism is passing off someone else's ideas, words, or images as your own; it amounts to intellectual theft--whether or not it was your intention to steal. BCC instructors have access to commercial plagiarism detection software, so please be advised that any work you submit may be tested for plagiarism.

Participating in academic dishonesty in any way, including writing a paper or taking a test for someone else, may result in severe penalties. Dishonestly produced papers automatically receive a grade of "F" without the possibility of make-up. The Dean of Student Services may also be notified of such conduct, and repetition of the behavior may result in progressively more serious disciplinary action (for example, an instructor may recommend that the student fail the course for a second offense or even that a student be expelled for a serious offense, such as stealing an exam).

Grades lowered for plagiarism or other forms of dishonesty may be appealed through the regular channels, and any further disciplinary action taken by the Dean may also be appealed through existing processes.

Students in English 201 or 235 should note that documentation is a major objective of these courses, so failure to scrupulously document supporting material in your papers may result in a failing grade for that entire course. Students in all courses requiring research papers should also note that matters of documentation form go beyond editing; they are closely related to the content of the paper. Improper form in research papers is grounds for failing the paper

Information about Bellevue College's copyright guidelines can be found at:

<http://bellevuecollege.edu/lmc/links/copyright.html>

A good resource for Plagiarism is the Writing Lab: <http://bellevuecollege.edu/writinglab/Plagiarism.html>

## 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](http://bellevuecollege.edu/policies/2/2050_Student_Code.asp)

I will use a plagiarism checking source at my discretion.

## Important Links

## Bellevue College E-mail and access to MyBC

Instructor: Karrin Peterson

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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 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](http://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/>

### Final Exam Schedule

Final exams are held the last week of the quarter for all credit classes. The following link will take you to the webpage where you will find the schedule for final exams: <http://bellevuecollege.edu/classes/exams>

Hybrid classes have final exams on final exam days.

### Academic Calendar(s)

The Bellevue College Academic Calendar is separated into two calendars. They 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.

The class calendar is located on MYBC or on Canvas for my online and hybrid classes.