

Basic info:

College: Bellevue College

Instructor: Lauren Shea

Quarter: Winter 2013

Format: Online

Credits: 5

Prerequisites: Placement by assessment or ENGL 092 or 093 with a C- or better

Course Information



Course Description: Develops clear, effective writing skills and emphasizes writing as a process. Students practice writing in a variety of forms and modes.

“Writing is a process of finding and structuring ideas.”
-John Gage, *Why Write?*



Contact Lauren Shea:

By Email:

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By Phone: 206-619-4143

Course Materials:

1. (E)-Dentity Reader
2. Ability to print online readings
3. An active BC email account which you check daily M-F
4. Access to a computer with internet to work online weekly (the course is 100% online)
5. Ability to print multiple drafts your essays for editing

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Course Learning Objectives:

After completing this class, students should be able to:

- Demonstrate various invention practices: brainstorming, free writing; outlining, journaling
- Demonstrate ability to write in various modes: personal narrative, expository, analytical, descriptive, argument
- Demonstrate the phases of writing: draft, revision, final copy
- Explore sources of writing: reading, thinking, analyzing, discussion
- Create a thesis statement that suggests the focus of the paper; does not point out the obvious, and is written as a sentence.
- Develop and include enough details and examples to support the identified thesis and reinforce focus
- Demonstrate various patterns of organization and use the organization pattern that suits your identified purpose & audience.
- Illustrate the concept of Audience in your writing.
- Artfully combine Audience, Purpose, and Tone in compositions written in and outside of class
- Write in a vocabulary appropriate to your subject and identified audience.
- Begin and conclude a paper effectively.
- Show effective control of mechanics: paragraphing, punctuation, spelling.
- Differentiate between key ideas and supporting details in reading
- Locate the thesis statement in reading assignments
- Practice good group skills: how to give useful feedback, and how to make use of feedback you receive
- Develop self-assessment skills

Tips for success:

1. Do all daily work. Each assignment is set up to help you achieve the skills to meet the course objectives.
2. Read carefully, and mark your text with your thoughts, questions, key words and definitions.
3. Email me with questions, and contribute your ideas.



Students who successfully pass 101 will be able to demonstrate competencies in course objectives.



Course topics: Technology and Society

Daily Discussion Posts:

You will have to post on the discussion board most days in this class. Each discussion will have a specific set of instructions that will be posted in the corresponding assignment folder. For each discussion post, you will be required to respond to a peer's post. Please be conscious of spelling, grammar, length and content when you post.

Reading Assignments:

For each reading assignment, you should use the "How To Mark a Text" document posted under course materials.

Long Term Projects:

Essays:

You will write a total of 4 essays for this class. Each of these essays will focus on a specific topic unit with readings. These essays will normally be between 4 -5 pages, double-spaced, and in Times New Roman font, with standard margins, in MLA format. If you want a free resource on MLA format, please visit the OWL at Purdue University at: <http://owl.english.purdue.edu/>. I will give you a prompt for each essay, and I will create my rubric directly from each prompt—so read the directions carefully. The due dates are listed on the quarterly schedule.

Drafts and Draft Review:

You'll write a draft of each essay and submit it on the discussion board. Next, you will use a peer review sheet to evaluate and respond to one peer's paper. Make sure to respond to a peer who has not yet been chosen on the discussion board, and respond to them in a timely manner so they have time to incorporate your feedback.

Quizzes:

In order to make sure you are reading and comprehending the course concepts you will occasionally have quizzes.

Disability: If you require any accommodation in the course due to a documented disability, please contact Services for Students with Disabilities at or by calling (425) 564-2498.

Evaluation:

- ✓ Daily Discussion Posts 3 pts. each
- ✓ Essay drafts 5 pts. each
- ✓ Essay 1 30 pts.
- ✓ Essay 2 40 pts.
- ✓ Essay 3 50 pts.
- ✓ Essay 4 60 pts.
- ✓ Draft Review 5 pts. each
- ✓ Quizzes points will vary



Extra Credit Opportunities:

I have a list of extra credit assignment options that go with each unit in this class. Please email me about doing extra credit and I will give you a specific assignment to complete. Each extra credit assignment is worth up to 5 points, and you can complete a total of three during the quarter. All extra credit must be turned in during the unit that corresponds with the assignment. The last day to turn in extra credit for each unit is:

Unit 1: 1/11

Unit 2: 2/1

Unit 3: 2/20

Unit 4: 3/11

Grading Scale:

%	Value	%	Value	%	Value
95-100	4.0	83	2.8	71	1.6
94	3.9	82	2.7	70	1.5
93	3.8	81	2.6	69	1.4
92	3.7	80	2.5	68	1.3
91	3.6	79	2.4	67	1.2
90	3.5	78	2.3	66	1.1
89	3.4	77	2.2	65	1.0
88	3.3	76	2.1	64	0.9
87	3.2	75	2.0	63	0.8
86	3.1	74	1.9	62	0.7
85	3.0	73	1.8	61	0
84	2.9	72	1.7	Below	0

Visit this link to see how the grade values convert into letter grades:

http://bellevuecollege.edu/policies/3/3000_Grading.asp

Wondering when you'll get that essay back?



Assignments Returned:

I will grade daily work on Tuesday, Thursday and Saturday. It may take up to one week for essays. When I have multiple assignments to return, I will prioritize them based on which feedback will help the class most with current assignment. If an essay is given an extension, it may not be returned with the group of on-time essays. I will do my best to get it back to you as soon as possible, but the exact time depends on my scheduling.



Technology Help for Students:

<https://bellevuecollege.edu/STSC/>

Need a computer?

There is a computer lab in N250. Hours: 7:00 a.m.-9:30 p.m. M-TH. 7:00 a.m.-7:00 p.m. F. Sat/Sun: 9:00 a.m.-6:00 p.m.

Online Course and Technology Info:

Canvas posts: This is an online class. You will need to check the course site everyday, and post a response assignment on blackboard. Make sure you are able to log in to Canvas. **User name** is your *BC Student Network Username*

Username only--**without** the @student.bellevuecollege.edu extension.

Password is your *BC Student Network Password*.

BC Student Network Account

Your BC Student *Network Username* and *Password* are different than your SID and PIN, used in registration, and are established when you create your BC Student Network Account. You **MUST** create this account as the information is used to create your Canvas site and populate it with your classes. If you do not have the Student Network Account, start the process at <http://mybcc.net/createAccount.asp>. It can take 24 hours to complete the process.

Call: the Distance-Ed Office at 425-564-2438

(Toll free at 1-877-641-2712) **OR**

E-mail: [Distance-Ed Office](#)

Website: bellevuecollege.edu/distance/

Each assignment is listed on the schedule, and more details will follow in blackboard under “Assignment Directions” in the “Assignments tab. Please read the full directions carefully.

Online Submission Format: Use .doc, .docx, or .rtf. Unless otherwise stated in the assignment, essays submitted in electronic form on blackboard need to be in **.doc, .docx** or **.rtf** file formats only. Otherwise, group members cannot open them and so the submission will not be considered turned in. Instructions for converting to these formats if you are using another word processing program (like Apple’s “Pages” or Microsoft’s “Works”) are provided on the course blackboard.

Student Email: Your Canvas email will be the email I will contact you at during this class. Please make sure to check this through Canvas, daily.

My Email Policy/Etiquette: I will check my Canvas email from 10:00 a.m.-2:00 p.m. on Tuesday, Thursday, and Saturday. If you email me after these hours, or at the Bellevue college address, the response time may be longer. When you email, please include a greeting, the reason for your email, and the best email to reach you at. Please also sign your name at the end of the email. Emails about events that connect to the class and great books/documentaries on issues connected to class, are welcome. Extra credit assignments are sometimes based on an event or article a student shared.

Course Policies



Classroom Conduct:

Join me in creating a great learning environment by treating each other with courtesy, listening respectfully to each other, reflecting thoughtfully on each other's ideas, expressing your views in a straightforward but diplomatic way, and offering each other constructive feedback. This applies to verbal and written discussion in class, and, perhaps more importantly, to online contexts.

Do:

- Respect the work and property of others
- Promote the free expression of views without degrading or harming others
- Respect differing points of view
- Engage in courteous discourse - verbal and non-verbal, electronic and written
- Exhibit the values of

academic and professional integrity: honesty, trust, fairness, respect and responsibility

- Encourage others to abide by the tenets of civility

The above **civility ideals** serve as a guide for appropriate behavior in the classroom and all other campus locations.

Questions or concerns?

Please contact me by email.

Common Questions:

Where do I find assignments?

You can find your assignments under the **Home page tab**. Each assignment will be placed in a folder labeled **Module**. Everything you need for your assignment will be located in the Module folder. This includes: discussion boards, assignment drop boxes, scanned readings, and assignment instructions.

How often are assignments due?

There will be an assignment due **Monday, Wednesday, Friday**. I will post the assignments for the following week on Friday.

Can I see all my assignments for the quarter at once?

You will only be able to access assignments for one week at a time. You may work ahead during the week if you wish to do so. However, you may see the assignments for the entire quarter by looking at the quarterly schedule. I will post this under the

Assignments Tab in a folder titled: **Quarterly Schedule**.

Will I be penalized for technological issues?

Because this is an online space, there may be moments when the server goes down or there is a problem. I will be understanding of technological issues—just let me know what the problem is and we will work it out as soon as possible.

Where do I go for citation questions?

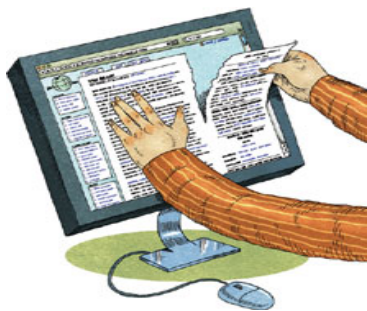
You will be expected to cite all sources. One of these links is the OWL- Online Writing Lab at Purdue University. Once you go to this site you can find answers to most MLA citation questions.

<http://owl.english.purdue.edu>
/

How do I check my grades?

You can check your grade by going to the **Grades** tab. I will respond to your essays in about one week. I will respond to daily work as soon as possible.

More important policies and resources:



Plagiarism Policy:

Take pride in your work. New writing situations can often be intimidating; however, **it is never okay to claim someone else's work as your own.** It is mandatory that you cite all sources, and give other writer's credit for their ideas. If you plagiarize you will fail the course. This class will focus on how to use sources in conjunction with your own work, but please do not hesitate to ask if you feel confused about where to draw the line.

Plagiarism is defined as:

“Directly or indirectly using someone else's words or ideas as if they were your own—in other words, not explicitly identifying the outside source or not using quotation marks and/or parenthetical documentation to let your audience know that you are drawing on another source. In addition to using someone else's exact wording, plagiarism can also include summarizing or paraphrasing someone else's work without acknowledging the source. When in doubt, document and ask your instructor.

Plagiarism accounts to stealing someone else's ideas and does a disservice to that person, your audience and yourself. Aside from its negative effect on your learning process, plagiarism is grounds for failing a course.”



Late work policy:

No late work will be accepted.

Please see the policy for extensions.

Need Writing Help?

Writing Center: The Writing Center is a great student resource. They can help you with any assignment for this class. Stop by and check it out. It is located in Building D Room 204.
<http://bellevuecollege.edu>

Extensions:

Extensions may be granted on major assignments if the following standards are met:

- You must ask by email you request at least 24 hours in advance of the deadline. If your essay is due at 10:30 a.m. then you must request an extension by 10:30 p.m. the following evening.
- You have not abused the policy by asking for extensions repeatedly.

Note: This syllabus and schedule are subject to change with notification. Course policies are non-negotiable.