

## COURSE SYLLABUS: ENGLISH 101

Instructor: Clay Cooper  
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Office Hours: MW1230-130pm  
(by appointment)

*Required Textbooks: From Sight to Insight - Rackham*  
*20Something Essays by 20Something Writers - Kellogg/Quint*

Required Materials: Composition style or spiral bound notebook, at least 50 pages, to be used exclusively for this class  
CDRW or flash drive (for those who don't have printers at home)

Recommended: College pocket dictionary( e.g. Webster's, American Heritage)  
*The Elements of Style - Strunk or The Writer's Reference - Hacker*

### Course Description

Welcome to English 101. This college-level composition course is designed to help you become a more skilled and confident writer. Working closely with the texts, we will approach writing as a process, and attempt to make writing essays less intimidating by breaking down this process into elements. These individual elements will be topics of reading assignments, classroom discussions and in-class exercises. The elements (or steps) are as follows:

- Critical reading/observation
- Understanding the assignment
- Prewriting and the stimulation of ideas
- Organization of ideas into a thesis or main point
- Outlining/Structure or Form
- Drafting (includes sentence and paragraph construction)
- Revising
- Proofreading

You can also expect to spend 2-3 hours a week on reading and perhaps twice that writing and revising essays during weeks leading up to deadlines.

Requirements: Students will be required to complete four graded essays in order to pass the course. At least two of the essays will be critiqued in small groups, and the remaining essay will be published on the class website. The object will not be to find

fault, but to learn by identifying and analyzing key components of exemplary or flawed drafts.

There will be several assignments from the Rackham text book, which must be typed and submitted on the due date to receive credit.

**Reading Journal** A separate portion of your grade will be allotted based on your compilation of a reading journal. You are expected to make two entries per week for each assignment from the red book (1 per essay). The journal must be kept in a 8 1/2 x 11 standard size notebook, composition book, or hardbound journal. Smaller formats or divided notebooks will not be accepted for evaluation. The entries should be in response to the reading assignments from 20something essays... They can be reflective in nature, critical evaluations, or even attempts to mimic the style of the writers you read. Your journal will be evaluated based on participation and the spirit with which you engage the reading.

**Grammar** There will be two grammar quizzes given in class based on material we cover in lectures and exercises. Additional sources for preparation are linked to the website. Quizzes cannot be made up without advance notice and instructor permission.

## **GRADING**

Attendance (see below for grading guidelines)	10%
Participation/Peer Review	10%
Quizzes	20%
Journal	10%
Rackham Assignments	5%
Essays	45%

- All essays will be assigned with grading rubrics that allow you to anticipate which traits of the paper will be evaluated and give you some guidance about what the standards are. Read these carefully and follow them closely.
- Attendance is crucial to successful completion of this class. We have limited class periods in which to accomplish our learning goals, and after loss time for holidays, etc. our time becomes even more valuable. Chronic tardiness will also count against your attendance grade. If you come to class after I have taken attendance, it is your responsibility to make your presence known. Leaving class early without checking with me beforehand will be considered an absence. Here are the guidelines for grading attendance, as outlined by the English department:  
0-1--A      2-3- B      4--C      5—D      6+F and you fail the class

**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>

#### 15. **Academic Honesty:**

The principle of academic honesty underlies all that we do and applies to all courses at Bellevue 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. Bellevue College 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 will also be notified of such conduct, and repetition of the behavior will 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 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. Individual instructors will clarify documentation requirements for specific assignments. If you have any doubts as to whether you are documenting properly, do not hesitate to consult your instructor.

#### 15. **Students With Special Needs:**

Students with disabilities who have accommodation needs are required to meet with the Disability Resource Center (DRC), room B132 (telephone 425.564.2498 or TTY 425.564.4110), to establish their eligibility for accommodation. The DRC office will provide each eligible student with an accommodation letter. Students who require

accommodation in class must review the DRC accommodation letter with each instructor during the first week of the quarter.

Students with mobility challenges who may need assistance in case of an emergency situation or evacuation should register with Disability Support Services, or review those needs with the instructor as well

**Writing Lab** It is your responsibility to print out the documents required for in-class use, such as peer review worksheets. If you don't have a printer at home, you may use the facilities at the large computer lab in the N building. The Reading/Writing Lab on the second floor of D building also has printers available for student use as long as classes aren't in session. Some of you may also want to take advantage of the tutoring services offered free of charge to students in the Writing Lab. They prefer you set up an appointment 24 hours in advance and bring your rough draft and a copy of the assignment with you. They do walk-in service as well, but you may have to wait, especially near the end of the quarter. <http://bellevuecollege.edu/writinglab/>

## **GROUND RULES**

Out of respect for everyone in the classroom, I ask that you follow these ground rules.

1. Turn off pagers and cell-phones
2. Do not talk or whisper while I am talking, or when another student is talking
3. Be constructive in your comments and respect the opinions of your classmates. Follow the guidelines for affirmation of inclusion.
4. Beverages will be permitted, but the consumption of food, candy, etc. is not allowed in the classroom. Beverage privilege may be suspended if refuse is not disposed of properly.

**A Final Note:** I am here to serve as your guide and then ultimately to evaluate your work. I am interested in helping you do as well as you want in this class. My schedule permitting, I'll assist you in any way I can. If you're having difficulty, speak to me about it, and I'll see what I can do to help. If life interferes with school, as it has a habit of doing, let me know. I am not judgmental, and if you show me that you're concerned with doing good work in this class, I'll do what I can to help you around the obstacles. Communication is the key here. Keep me informed of your circumstances as they occur, and you should do fine. Talk to me after missed assignments and classes, and there's nothing I can do.