



ENGL&101, Section OES, Item 1047 Summer 2013

Instructor Contact Information

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Office Location: D104C

Office Hours: Live and Virtual: Mondays, 10:00-11:00 AM; Virtual only: Sundays, 8:00-9:00 PM. Other meetings available by appointment. [Access the Virtual Meeting Space.](#)

Electronic and Phone Response Times: Within 24 hours for messages sent Sunday-Thursday. If I haven't responded to you within 24 hours, something has gone wrong. Check with me. Messages sent Friday afternoon through Sunday may not receive a response until Monday.

Required Materials:

1. *How to Write Anything: A Reference with Readings*, 2nd ed., by John Ruszkiewicz and Jay Dolmage. ISBN: 9780312674892 You may use either the paper or the ebook version. The ebook is available directly from Bedford/St. Martins, here: http://bcs.bedfordstmartins.com/howtowrite2e/#t_811636. The paper version is available from the [Bellevue College Bookstore](#).
2. Reliable access to the internet.

Course Outcomes:

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 and 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

Required Assignments

Assignment Category**Weight**

Three Essays

60%

Journals

20%

Homework, Quizzes, Peer Review and all other assignments

20%

Grading Scale and Its Meaning

A: 94-100	B+: 87-89	C+: 77-79	D+:67-69	F: 59 and below
A-: 90-93	B: 84-86	C: 74-76	D: 60-66	
	B-: 80-83	C-: 70-73		

A	Answers all major aspects of the assignment in a beautiful way. Grammatical and mechanical errors are nearly non-existent. May cause the brain to fire in unexpected ways.
B	Completely answers all major aspects of the assignment. Grammatical and mechanical errors are few. Some aspect of the paper (complexity of ideas, structure, expression, grammar and mechanics, etc.) is outstanding.
C	Completely answers all aspects of the assignment. There may be some grammatical or mechanical errors. In general, the paper works, hangs together, is complete.
D	Fails to answer at least one major aspect of the assignment. Grammatical or mechanical errors are common. The paper may feel sloppy or rushed.
F	Fails to answer more than one major aspect of the assignment. Grammatical or mechanical errors serve as a significant barrier to clear communication. The paper lacks coherence and/or control.
U	Grammar, mechanics and composition errors serve as a significant barrier to communication. If you earn a grade of "U" on an assignment, you have one week from the date the assignment is returned to make all necessary corrections and resubmit it. Grade impacts: <ul style="list-style-type: none"> • An initial grade of "U" on an assignment will result in a 10-point deduction from the grade of the resubmission. • A second assessment of "U" on a resubmitted assignment will result in a grade of 59. • Failure to meet the resubmission deadline will result in a grade of 59.

Participation and Time Requirements

You are expected to actively participate in all class activities, including discussions and peer editing. I understand that this sort of participation can be difficult for some people. Please do try. Don't expect to get full marks in this area unless you actually contribute to the class on a regular basis. For others, this sort of participation is easy. Please try to be sensitive to the needs of others who also need the opportunity to participate.

You should also plan to log in to the course at least once per weekday. The amount of work in this class is equivalent to a live course. You should expect to spend about fifteen hours per week of reading, homework, and online time. This expectation is approximate: your mileage may vary.

Timely Submission and Return of Work

All assignments have a due date and time. Your grade will be lowered by 10% of the value of the assignment for every calendar day the work is late; the first late day begins one minute after the assigned deadline. You will have 48 hours after the due date to submit your assignment. After 48 hours, your assignment will not be accepted.

*****The exception to the 48-hour rule is Journals. Journals open and close on Tuesdays at 9:00 AM. You cannot make late postings to Journals.*****

Graded work will be returned to you no later than two weeks after submission. In most cases it will be much sooner than that, but there may be occasions on which I will need as long as two weeks.

Mutual Respect

We're all here for the same reason, to learn. Yes, me too. Therefore, we will all respect each other in this class. If you choose not to respect your fellow learners, then you choose not to be in this class. Repeated acts of gross disrespect will result in removal from the class. It's okay not to agree with others, but you must be civil about it. If you have any questions, please ask me or refer to the college's "Affirmation of Inclusion" posted online at <http://www.bellevuecollege.edu/about/goals/inclusion.asp>

Academic Honesty

I expect you to behave both honorably and with integrity. Cheating, lying and stealing will not be tolerated.

Please do not use a single paper or project to fulfill requirements for this course as well as another. Every assignment should be written expressly for this class.

Plagiarism is the theft of the ideas, words or work of others. Plagiarism is not only taking someone else's paper and trying to pass it off as your own, but also involves failure to cite quotations, paraphrases or ideas from a source. A good rule of thumb: if the idea isn't yours, cite it. I understand that sometimes it can get confusing, knowing when to cite and when not to. That's why I'm here. If you have a question, ask me. As far as the other type of plagiarism is concerned--the kind where you baldly steal someone else's work and call it your own--don't do it. It's a waste of your time and money. You will receive a "0" for the assignment, and, depending on the magnitude of the infraction, may well fail the class.

The college currently uses turnitin.com for checking the originality of work. Assignments submitted through Canvas will automatically be screened for originality.

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.

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.

Adding and Dropping

You will not automatically be dropped from this course if you just stop coming. It is your responsibility to fill out the appropriate paperwork at the Student Services Center.

Disabilities

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. Please visit the DRC if you have any questions about classroom accommodations.

If you are a student who has a disability or a 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 the DRC staff as soon as possible.

The DRC office is located in B132 or you can call their reception desk at 425-564-2498. Deaf students can reach the DRC by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit the DRC website for program application information and other helpful links at <http://www.bellevuecollege.edu/drc>

Six Rules for Success in This Class

- Pay attention to the schedule
- Do the work
- Be honest
- Be nice to other people
- Recognize that your best may change from day to day
- Do your best