

COURSE SYLLABUS
ENGLISH 101: English Composition
Fall Quarter 2012
Monday/Wednesday
3:00 p.m. - 5:10 p.m.

Instructor: Danielle Newton

Contact Information

Email: danielle.newton@bellevuecollege.edu

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

Twitter: @DanielleJNewton

Skype: danielle.newton2

Website: www.daniellenewton.com

Office Hours

By appointment and by my request to you

Office: R230

Course Outcomes

- 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

How Outcomes will be met

"I simply kept my goal in mind and persisted. Persistence is a large part of writing." – N. Scott Momaday

Basic Composition teaches students writing skills necessary for college success, with a primary focus on grammar and composition. Among the many other writing-centered activities we'll engage in, this class requires students to practice brainstorming, free-writing, sentence construction (in the context of short writing assignments), paragraph construction, the organization of ideas, and the several types of, purposes of, and audiences for general essays. Students will build on these basic skills by planning, writing, and revising essays, and experiencing writing and reading as a multi-step process. As an added bonus, students will also learn the process and value of peer-to-peer editing. **Prerequisite:** Placement by assessment or ENGL 092 or 093 with a C- or better.

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 article presentation. These 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:

100 word biography: 5 points

50 word biography: 5 points

In-class activities (first and section combined): 5 points per class X 13 = 65 points

Essays:

All first drafts: 15 points X 3 = 45 points

All final drafts: 25 points X 3 = 75 points

In-class 2-3 page short essay

10 points

Grammar Smart Quiz

Quiz 1: 5 points

Quiz 2: 10 points

Collaborative Chapter Memo

First draft: 15 points

Final draft: 15 points

New Yorker, New Yorker Presentation

25 points

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Participation

25 points

Hard Copy Portfolio

25 points

3-page Final Assessment Essay

25 points

TOTAL POINTS POSSIBLE: 350 points**Books and Materials Required****REQUIRED TEXTBOOKS:***Rereading America, Eighth Edition (Gary Colombo, Robert Cullen, Bonnie Lisle)**Grammar Smart (Princeton Review)*

Reading Life material: book or passage (daily assignment)

Please bring textbooks to each class and be prepared to use them. These texts are available at the Bellevue College bookstore and via online sites such as Amazon.com. Additional readings 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 final exam.

Classroom Learning Atmosphere**Instructor's Expectation**

IMPORTANT: The course will use a **sequential building method and your final grade will be based, in part, on the construction of a portfolio of individual student work, an artifact you will generate and track with each week's work.** By December 2012, your student portfolio ought to demonstrate that you can analyze your own writing on a sentence-by-sentence level, then on the paragraph level, and finally, in the context of the college essay and shorter written assignments. Throughout the course of the term I will assign some writing topics; other assignments will allow for student choice in subject matter. Your portfolio will include **3-page self-assessment essay, which will be written during 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 is your commitment to reading. You will be expected to read from, engage with, and discuss in-class assigned essays from our *Rereading America* text as well as other assigned reading. You will work with your Presentation Group twice: 1) to submit a Collaborative Chapter Memo and 2) for our *New Yorker, New Yorker* series, for which presentation groups will be assigned an out-of-textbook article. Groups will lead a 10 minute class discussion on their assigned article at the end of the quarter. Additionally, via our Reading

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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.

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 and Quickfire Challenge are included in your participation grade.

SUBMITTING WORK

For purposes of grading, you **will not** turn in hard copies of your work to me. 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:

- 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.

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, class days, and assignment type. Example:

Subject: (Last name), (First name), Eng 101 MW, Personal Essay

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:** each of your essays, including your Collaborative Chapter Memo, will be submitted by me to www.turnitin.com in order to check for plagiarism errors.

ATTENDANCE AND ABSENCES

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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 **two (2) absences** from the class without penalty, the equivalent of one week's attendance. **After two (2) 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 third class, you will earn no greater than a B in the course. Your fourth absence also results in a letter grade drop, the 5th, 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 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 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.

NOTE: Should you choose to, you will have the opportunity at the end of the quarter to rewrite one of your essays for the chance at a higher grade. We will discuss this opportunity as a class closer to the end of the quarter.

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>

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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 writing or other tutoring? Visit the **Academic Success Center**. <http://bellevuecollege.edu/asc/>

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)

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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/>

Final Exam Schedule

This Monday/Wednesday class will have its final on **Wednesday, December 5, 2012, 1:30 p.m.-3:20 p.m.**

Academic Calendar

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.

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