Important Information

Instructor:	Rhonda Gilliam
BC Email:	rgilliam@bellevuecollege.edu
BC Phone Number:	(425) 564-2123 *(leave message)*
Office Location:	B 200-F
Office Hour:	*by appointment only*

Introductory Remarks *for* Students

English 101 is a completely online class. Therefore, you must check into the class website DAILY in order to successfully fulfill the course requirements. FURTHERMORE, this class CANNOT be taken on a cellphone. You MUST have a computer with a large enough screen to be able to navigate the course properly. Past students have reported having problem with iPads and similar devices in trying to take this course. YOU are responsible for the hardware from which you take the course, so be sure you set yourself up for success by using a computer and a compatible word-processing software (Word or a Word-compatible program is required).

This course will require you to have some particular attributes and skills:

- college level reading and comprehension skills,
- good self-motivation,
- good problem solving skills,
- the ability to communicate clearly in writing,
- the ability to learn well in a totally visual medium,
- the ability to follow written directions, and
- the ability to use your computer to complete various tasks, including (but not limited to) uploading and downloading files as well as attaching files to e-mail messages and in the assignment dropbox as required, and
- the ability to ask questions as needed.

Your primary task in this class is to learn to write academic, college papers. Writing academic papers for college classes is a skill, developed with practice in reading texts, analyzing/reflecting on texts and finally, writing about texts. I have designed assignments to give you the opportunity to learn these skills. You cannot write well if you do not read well, and you cannot write well if you do not take the time to think about what you are writing. Reading, thinking and writing take time and energy. Give yourself the gifts of time and effort to learn these skills. They will pay huge dividends throughout the remainder of your college career.

Whatever your abilities at this time, I ask you to approach the class work with compassion and tolerance for yourself and for each other.

If you signed up for this online course thinking that it would have less work than a classroom course, you were mistaken. Any online course has morewriting work than a classroom course because all of our online communication must be written. Please be advised that the workload may be very difficult for you if work and/or family demands do not permit you *10 to 15 hours each week* to work on the assignments for this class alone. I have tried to focus and space assignments to facilitate as many learning styles as possible, but

depending on your own personal skill levels, you may need to schedule extra time, especially around paper writing/editing time.

Online Student Responsibilities

Because of the special method of course delivery, several requirements must be met.

1. First and probably most important, the student enrolled in this course MUST have a computer and required software and services, including a word processor (Office 97 or better minimum), an Internet Service Provider (avoid AOL and Chrome), and a browser service (Mozilla Firefox works best, but Internet Explorer is also supported). Perhaps more importantly, the student must be familiar with the use of the above-mentioned items. I *do not* teach computer skills; I teach English. I will help if I can, but I am no expert in computer systems.
2. *Always* inform me immediately if you have problems with the website or the technology. I may not be able to fix the issues, but I need to know if you are having problems. The burden of communicating is YOUR responsibility. Ultimately, your computer and Internet services are also your responsibility. Please note that if you have problems with your computer and software at home, you may use the computer labs on the BC campus if you have an emergency and they are open. However, I expect that you bring some expertise with you to help in solving problems that arise.

Course Outcomes for English 101

According to the English department at Bellevue College, after completing this course, students will be able to:

Think and read critically: *carefully read, analyze, interpret and evaluate claims, beliefs, texts and/or issues.*

- frame questions, define problems, and position arguments.
- consider multiple points of view and differentiate between assumptions, beliefs, facts, opinions, and biases.
- read and respond to various texts critically for purposes of interpretation, analysis, synthesis, evaluation, and judgment.
- demonstrate an understanding of a text's main point/thesis and its relevant supporting details.

Compose and revise in context: *shape written responses for different audiences and purposes.*

- consider flexible strategies for prewriting, drafting, revising and editing.
- develop and support thesis statements that are appropriately complex and significant.
- construct unified paragraphs with topic sentences and supporting details that advance the thesis.
- apply various methods of development such as illustration, comparison and contrast, and/or analysis.
- balance their individual voices with those from other texts.
- employ style, tone, and mechanical conventions appropriate to the demands of a particular audience or purpose.

Reflect and evaluate:*recognize and incorporate newly acquired skills.*

- develop the ability to critique their own and others'€™ work.
- gain a clearer perspective of habits that may detract from the effectiveness of their own writing.
- respond to comments from their instructors and peers.

I have designed reading, writing, and discussion assignments that require you to practice the necessary skills to help you achieve these outcomes. Our paper assignments will depend on your use of these skills in order to

complete them successfully. Our opening lecture will define and discuss these skills in more depth. Please see the *Writing Resources Module* for more information.

Books Required

Marius, Richard. *A Writer's Companion.* Custom Ed. 2012. (ISBN: 1121780849) *(See **Text Note below)*
Richardson, Kat. *Greywalker.* ROC (ISBN: 0451461320)

(**Text Note: The Marius text can be purchased used in the 4th edition (red and black cover) with the following ISBN: 0-07-304015-0. The best place to look for this book is on used book sites. Since the 4th edition is out-of-print now, the English department has had the Bellevue College Bookstore custom order it from the publisher. Our special order looks different (larger format and white/green cover), but technically, it is the same book as the out-of-print 4th edition.)

OTHER REQUIRED WORKS:

Happy. Dir. Roko Belic. Wadi Rum Films, 2011. Film. [You can stream this movie on Netflix, or rent and stream the movie on Amazon.com*]

Fed-Up. Dir. Stephanie Soechtig. Atlas Films. 2014. Film. [You can rent and stream the movie on Amazon.com.*]

^You are not required to purchase these films, though you may want to watch them multiple times in order to write a good paper. I am not sure what Amazon's rental policy is, so be sure to check that out before you rent.

Assignments and Grading

Total Points for the Course: 680 points. *This number is subject to change if I determine the necessity for additional assignments.* These points will be earned through the following specified assignments.

Marius Homework/Discussion: You will have complete (4) Marius homework assignments this quarter. Each assignment is worth 20 points.

Total Points for Marius Homework: 80 points

Literature Discussions: You will have THREE (3) discussion assignments this quarter: one on each of the documentaries and the other on the novel. Specific instructions and requirements for participating in discussions are posted in the module for our first paper as well as under the Resources and Tools icon. Find the Discussion Requirements page for specific information on discussions. (*Hint*** It is located in the Paper 1 module. See that link on the homepage.)

Total Points for Literature Discussions: 60 points

Formal Papers: You will write THREE (3) original, formal papers (750-1200 words) in this class. Your final *required* FOURTH (4th) formal paper will be a Rewrite of your choice of either Formal Paper 1 or Formal Paper 2.

Please note that all assignments are due at 8 AM (morning). I have selected this time to give you more time (overnight) to work on your assignments rather than having them due the night before. Since I am not going to grade assignments at midnight, you may as well have the extra hours.

<u>*Total Points for Formal Papers*</u>: 400 points

<u>Self-Assessment</u>: You will write a self-assessment of your Rewrite Paper (RWP), according to guidelines posted on the class website.

<u>*Total Points for Self-Assessment*</u>: 50 points

<u>*Peer Review Assignments*</u>: Much of what you will learn about writing in this course will come from participating in a peer review of others' papers. To do these reviews, you will be required to read selections from the Marius text and use an assigned peer review tool to apply the lessons from the Marius reading to critique the work of other students.

Grading for Peer Review consists of two elements:

1. <u>Posting Your Paper to Review</u>: You must post your paper to the Peer Review forum on the website no later than the time listed on the course calendar. Failure to post your paper on time *may* cause you to get fewer, if any, reviews. Failure to post your paper to peer review at all will cost you the help you would have received from your classmates.
2. <u>Preparing and Posting Peer Reviews</u>: You must prepare and post TWO (2) Peer Reviews in each module. Peer Reviews must be posted a minimum of 36 hours BEFORE the due date for the paper to earn credit. LATE PEER REVIEWS WILL NOT BE ACCEPTED...PERIOD. Each Peer Review is worth 15 points.
3. <u>Total Peer Review points per paper module</u>: 30 points. Peer reviews are required for Paper 1, 2, and 3 only.

<u>*Total Points for Peer Review*</u>: 90 points

TOTAL Possible Points for CLASS: 680 points

The College Grading Policy is located on page 10 of the Course Catalog and also on the web at: http://www.bellevuecollege.edu/policies/id-3000/.

Instructor's Expectations

As you know, every teacher has expectations. Since this class requires that you participate solely online, please read the "How to be a Successful Online Learner" to learn more about general expecatations for working in this modality. These are my expectations specifically for this class.

- I expect that you will complete the work I have created to teach you the skills outlined in the Course Outcomes above.
- I ALSO expect that you have come to this class with a working usage of modern English grammar as English 101 does not *officially* teach grammar. All papers with major grammatical errors lose points in this class. Because many students struggle with this requirement, I have set aside a segment of our website to provide a *Grammar Handbook*, complete with exercises and keys so that you can check your own work; I have also created a *Writing Workshop* and set aside one week out of our quarter, to help you improve not only your academic writing skills but also your grammar skills. Last, on the issue of grammar, I encourage you to utilize the tutors in the Writing lab on campus (D204--located in the Academic Success Center) for help with grammar problems, or if you wish, schedule an appointment with me in my office.See the *Campus Resources* page under the Resources link to make an appointment with a Writing Lab tutor.
- I expect that you will participate in ALL class activities WHEN they are assigned. Every quarter someone who has failed to participate fully asks me for an incomplete or for an extra credit assignment. Here are my policies in these areas: (1) <u>Incomplete (I) grades</u>: I give an incomplete with two conditions. First, the student has completed 80% of the coursework <u>and</u> the student has a verifiable medical or family emergency that prevents him/her *from completing the coursework on time. In both cases, it is the*

student's responsibility to contact me and ask for the incomplete, providing me with reasoning or documentation as required. (2) Extra credit: I will not allow extra credit for any reason unless I decide to offer it. I usually don't. I have one important rule about offering extra credit: *I do not permit extra credit if you have not submitted ALL of the regular work in the class.*

- I (and the English department) expect that the average of your formal papers (including the rewrite paper) will be a C-(70) or better in order to move forward. You must score 70% or higher in order to move to English 201, 270, 271 or 272. That means, that discussions and peer reviews cannot make up for poor performance on your formal papers. PLUS, *you must submit ALL formal papers,* including the Rewrite Paper.
- I expect that you will back up your papers and other assignments and/or store them on your hard drive AND a portable drive. It is your responsibility to keep track of this material--not mine.
- LATE WORK POLICY: I expect each final draft will be attached in the *Assignments* Tool link. You can either use the link provided in each module or go directly to the *Assignments* Tool in the left toolbar. To earn full credit, these submissions must be made by the date and time shown on the monthly class calendar that is linked from the homepage. Papers submitted after that date and time will lose 5 points per 24 hour period that they are late. To avoid losing points for late work, do not wait until the last minute to submit your work. Start early. Sometimes the technology takes longer than you think. I do not accept papers submitted more than 72 hours (3 class days) late without my prior approved permission; therefore, given my policy (about submitting ALL papers), you will need to drop the class or fail if you miss even a single deadline.

That said, if a family emergency or medical situation arises, please contact me if you even suspect that you may not get your paper submitted on time. We can negotiate a later due date and save you the heartache of having to drop or fail the class. I am not without compassion here. However, don't expect me to make last minute special arrangements for you or to re-arrange my work schedule because you failed to take responsibility for your work. You are in college, not high school. Be responsible here; it is your money and your GPA.

Please note that I cannot accept the Rewrite paper more than 24 hours after the due date posted on the class calendar due to grading deadlines.

- Personal conferences on your paper can be held in my office if you can/want to come to the campus and we can work out a mutually convenient time; otherwise, e-mail or local phone conferences can be held. Please contact me first to set up an appointment BEFORE coming to the campus.

Plagiarism & Student Code

I expect honesty. I expect that you will neither do work for others nor use work done by others. Cheating and/or plagiarizing will not be tolerated. Plagiarizing is cheating, as is copying answers on a test, glancing at nearby test papers, swapping papers, buying papers, using ideas from other sources without proper documentation, writing papers for others, or having them written for you.

When you submit your formal papers on the class website, they will automatically be submitted to turnitin.com (a plagiarism detection service). Do not get caught using other people's ideas or words without proper documentation. If you cheat or plagiarize, the following actions will be taken:

- You will receive a grade of "0" on the work (period).
- A report of the incident will be filed in the Dean of Students Office. This report may become part of your permanent record or the Dean may choose to pursue further disciplinary action at his discretion.
- If you are unclear about what constitutes plagiarism, please check out the follow from the Writing Lab:https://www.bellevuecollege.edu/asc/writing/essays-guides/documents/plagiarism.pdf

BC's policy on student conduct can be found in the Student Handbook. Below is the relevant portion for this class:

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 Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at http://www.bellevuecollege.edu/policies/id-2050/

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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.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contactasn@bellevuecollege.edu or 425.564.2764. ASN is located in the Library Media Center in D125. www.bellevuecollege.edu/autismspectrumnavigators/

The DRC office is located in B132 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

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 colleghttp://www.bellevuecollege.edu/policies/id-4000/e, 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://www.bellevuecollege.edu/policies/id-4000/

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: www.bellevuecollege.edu/netid.

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 Technology Help Desk.

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Public Safety (FYI for those of you taking other classes on campus)

Public Safety and Emergencies
Public Safety is located in the K building and can be reached at 425-564-2400 (easy to remember because it's the only office on campus open 24 hours a day @ 2400). Among other things, Public Safety serves as our

Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at http://www.bellevuecollege.edu/alerts/?ref=footer

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these two rules:
1) Take directions from those in charge of the response -We all need to be working together.
2) Do not get in your car and leave campus (unless directed to) - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time.

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Final Exam Schedule

No final exam is required for English 101.

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