

# ENGL 101: First Year Composition

## Winter 2015

MW 10:30am - 11:20am (in class, face-to-face)

TTh 10:30am - 11:20am (online)

**Instructor:** Fernando Pérez

**Office:** R23OD

**Office Hours:** Mondays and Wednesdays 12:00-2:00pm \*or by appointment

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### **Course Description:**

English 101, First-Year Composition, is a course that aims to increase students' ability to develop ideas, to express ideas effectively, and to engage with multiple literacies. A student learns to develop clear, effective writing skills and the beneficial emphasis of viewing writing as a process. Students practice writing in a variety of forms and modes.

This course is based on the ideas that writing is a social activity, that writing should emphasize process, and that writing for various discourse communities requires various rhetorical conventions. Please be aware that some course content may be considered sensitive; please be prepared to discuss all topics that arise with open-minded maturity.

### **Required Materials**

- **Text:** Faigely, Lester. *Writing: A Guide for College and Beyond*. 3rd Edition. ISBN: 9780205223312
- **Gmail account**
- **Notebook** for in-class activities, reflections, notes, etc.

### **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 & 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

### **Course Requirements**

Students must submit all **two** major assignments and the **Final Reflection** during the semester in order to pass the class (see brief descriptions below). **Students will also be required to complete in-class writing exercises, Canvas discussions, rough drafts (for the two major projects) as well as a final reflection.**

### **Brief Description of the Major Assignments:**

- **Paper One:** Field Observation with Visual Presentation

This assignment is a travel article. For this story, you will go to and write about a place and create a PowerPoint presentation or video about it, which you will deliver for us.

- **Paper Two:** Personal Narrative and Memoir

Memoir and personal narrative have two main goals: (1) to capture a moment, and (2) to convey something about its significance. The writing process will lead you to a clear sense of purpose and a significant point.

Both must be included in the work.

- **Paper Three:** Portfolio Analysis

Throughout the semester, save all homework; rough, final, and graded drafts for all writing projects; workshop worksheets; and writing reflections. In your portfolio analysis, you will carefully analyze all of your work, reflecting on your writing and thinking in terms of all of the

outcomes/objectives for first-year composition (see “Course Objectives/Outcomes” in syllabus).

### **Formatting**

All final drafts of all major writing projects must be submitted to the instructor and follow the style guidelines of the current MLA style guide, the specifics of which will be covered in class throughout the semester (and reviewed/revisited as needed). These assignments must be submitted online via Canvas.

### **Assignment Responsibility**

Students should save all work for this course to a disk, hard drive (if possible). Students are solely responsible for work that is destroyed, damaged or lost as a result of electronic/computer error—*always have a back-up copy of your drafts and final essays*. Also, students should be certain to save a copy of all workshop materials and in-class assignments in the event of a lost or misplaced essay or a grade appeal. Lack of access to printers is not a valid excuse for late work.

### **Policies**

You are responsible for becoming familiar with all Bellevue College Policies. You are also responsible for learning and following the Bellevue Student Code of Conduct at: <http://www.bellevuecollege.edu/policies/id-2050/>

### **Attendance**

Because writing classes involve intensive and critical class work, attendance and participation will impact your overall grade for the course. If you know you’re going to be absent for any reason, please contact me via e-mail or phone.

Since this is a Hybrid class, you are “allowed” a maximum of **FOUR** absences for illness or emergencies. A fifth absence (unless ALL absences have been accompanied by legitimate documentation) may result in a final course grade of “E.”

An absence means you: 1. Are not physically in class on a day we meet face to face. 2. Do not submit work on a day we are online. 3. Have not participated or have only partially participated in class or in a fully online course day. or 4. Are substantially late to class.

According to university policy, students who are registered but do not attend any of the first week of classes may be dropped.

## **Tardiness**

**Missing more than five minutes of a class meeting, if habitual, will result in an absence on the days you are tardy.** This includes arriving late to class, leaving class indeterminately, and leaving class early.

## **If I Am Absent**

If I need to cancel class because of illness or emergency, I will email you before class, if I am able to do so. I will also make every effort to get someone to post a sign outside our classroom. However, in the case that you come to class and I am not there by the time 15 minutes has elapsed from when class is to start, please assume that class is cancelled.

## **Time Commitment, Time Management**

You must come to each class prepared. To achieve the goals and outcomes intended for this course, you must work steadily both in class and on your own. Time management is an important element in writing and thus an important concern for you in this course. You should plan to spend 2 to 3 hours outside of class for every hour in class.

## **The Public Nature of Class Writing and Discussions**

All class writing and discussions take place in either the public forum of the classroom or on Canvas, so when you voice opinions, adopt positions, or provide feedback, please do so responsibly and respectfully, considering the possible effect on others.

## **Academic Integrity**

At Bellevue College academic honesty is sacred. Cheating, stealing, and plagiarizing (using the ideas or words of another as one's own without crediting the source) will not be tolerated. **A failing grade will be assigned to any work that is not a student's own. Also, I will refer any violation of the Student Code of Conduct to the Dean of Students 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](http://bellevuecollege.edu/policies/2/2050_Student_Code.asp)

A good resource for Plagiarism is the Writing

Lab: <http://bellevuecollege.edu/writinglab/Plagiarism.html>

## **Original Work**

All writing for this class must be written for this class. Re-using a paper you wrote for another class or purpose (e.g., high school, college, job) constitutes

academic dishonesty.

### **Classroom Expectations and Behavior**

Since this is a college class, behavior should be in accordance with a collegial university environment. Please treat your classmates, the instructor, and the learning environment with respect. Inappropriate and/or disrespectful behaviors, as well the consequences for said behaviors, vary per instructor, but can range from loss of participation points to mandatory conferencing with the instructor and/or her/his supervisor, at which time consequences will be determined.

### **Participation**

A student's participation grade is determined by an assessment of his or her attendance, completion of homework, and engagement with tasks and activities during class. Participation points are given for noteworthy listening skills, enthusiastic contribution to class discussions, and insightful written responses.

**Students who do not have a draft on the day of peer review will lose a full letter grade on their final draft grade, may not participate in peer review, and will be marked absent for lack of preparedness.**

**All in-class and homework assignments must be completed during or for class on the date they are assigned or due. Small homework assignments and peer reviews cannot be made-up or turned in late.**

### **Grading (Corresponds to Canvas Grade Center)**

Grading for writing projects are based on content, organization, expression, and mechanics. To compute project and course grades, the following values are assigned to the standard letter grades of A through E.

A+	A	A-	B+	B	B-	C+	C	C- *	D	E **
97- 100%	94- 96%	90- 93%	87- 89%	84- 86%	80- 83%	76- 79%	73- 75%	70- 72%	60- 69%	0- 59%
4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.3	1.0	0

\*C- is not available as a letter grade in Canvas and is not used for final course grades on Bellevue transcripts.

\*\* No paper = E/0%. However, *you must submit ALL major assignments to be able to pass this course.*

## **Incompletes**

University, departmental, and program policies on incompletes will be followed. Only in the case of a documented, verified emergency or illness will an incomplete be given at the very end of a course.

## **ASSIGNMENTS AND GRADING WEIGHT**

Daily Participation and Workshops = 20%

Paper One = 20%

Paper Two = 20%

Final Portfolio = 20%

Homeowork = 20%

**To compute final course grades, the following values are assigned to the standard letter grades:**

**970-1000 = A+**

**800-839 = B-**

**940-969 = A**

**770-799 = C+**

**900-939 = A-**

**700-769 = C**

**870-899 = B+**

**600-699 = D**

**840-869 = B**

**000-599 = E**

## **Technological Distractions**

Please refrain from any unauthorized usages of technology during our class sessions. In this usage, 'unauthorized' means unrelated to the tangible learning activity or activities taking place during the class period. Please put all hand-held electronic devices away. I will expect computers and laptops to be used for classroom activities only. Failure to abide by these guidelines may have a negative impact on a student's participation grade. Repeat offenders may be seen as disruptive and asked to leave class.

## **Late Writing Projects**

All assignments, including the three major essays and their corresponding drafts, must be submitted at the beginning of class on the date they are due.

**Late work will not be accepted.** Accommodations will only be made at the instructor's discretion if notified of special circumstances prior to an assignment's due date.

## **Canvas and Gmail**

Participation on Canvas and access to a Gmail account are requirements of this course and therefore of central importance. In the event of an absence (the instructor's), class materials will be made available on Canvas or

distributed via email, which students will be expected to check weekly (regardless of absences). Frequently, students will be asked to submit assignments electronically, and the instructor will routinely correspond with the class via e-mail or through Canvas announcements, the latter of which is viewable from the main course page on Canvas.

Specific Expectations:

- Students must check their email as well as Canvas announcements several times a week—before and after each class, once over the weekend.
- Five Small Assignments will be posted on the Canvas Discussion Board.

### **Revision**

Rough drafts from each essay will be work-shopped by a group of peers in the semester. Rough drafts will then be revised toward a final draft by employing the suggestions you received from both your peers and the instructor. Therefore, revision of final drafts (after a grade has been awarded) will not be allowed unless there are extenuating circumstances and the instructor deems it appropriate and necessary in order for the student to pass the class.

### **Disability Resources for Students**

***Disability Accommodations.*** Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to me at the beginning of the semester either during office hours or by appointment. ***NOTE: Prior to receiving disability accommodations, verification of eligibility from the Disability Resource Center (DRC) is required. Disability information is confidential.***

***Establishing Eligibility for Disability Accommodations.*** Students who feel they will need disability accommodations in this class but have not registered with the Disability Resource Center (DRC) should contact DRC immediately. **Office Location:** B132; **Voice:** (425) 564-2498; **Fax:** (425) 564-4138;

**Video Phone:** (425) 440-2025; **TTY:** (425) 564-4110

Their hours are 8 to 5, M-F. Eligibility and documentation policies can be viewed at <http://www.bellevuecollege.edu/drc/>

**Writing Center** <http://www.bellevuecollege.edu/asc/assets/asc-location-map.asp>

The Writing Center is located in [Building D, Room 204](#). Their services are

FREE and will definitely help you boost your skills—and grade—in this class. For scheduled one-on-one appointments to discuss your writing at any point in your writing process, drop by or call (425) 564-2200.

<http://www.bellevuecollege.edu/asc/writing/>

### **Conferences and The Writing Center**

Although visiting the writing center is not a requirement, students are strongly encouraged to use this resource throughout the semester. Meeting with a more experienced peer, tutor, or the instructor, is probably the single most effective way to greatly improve one's performance on major writing projects. If you visit the WC, please note this when turning in major writing projects (and provide proof of your visit in the form of a WC employee's name *and* signature, etc). **Students who make use of the WC will receive an extra half-step up on their grade for that project (so if you were going to receive a B, you now have a B+, and so on).** In the event that you receive an A+ before this “extra credit” is applied to your paper, this credit will be applied to one of the other major writing projects.

### **Other Important Campus Services**

Student Advocacy: <http://www.bellevuecollege.edu/resources/services/>

- The goal of Student Advocacy is to empower and connect students with the appropriate university resources and community agencies necessary to successfully address personal and/or academic concerns.

Student Counseling: <http://www.bellevuecollege.edu/counseling/>

- (425) 564-2212
- 2nd floor of the Student Services building (B-Building)

Appointments Monday through Friday from 8:00 am to 5:00 pm. If you have an immediate health-related emergency, please call **9-1-1**, campus safety at **425-564-2400** or the 24-hour crisis line at **206-461-3222**.