

ENGL& 101: English Composition I - Business Focus

Winter 2015

Section K: Item # 1088

Paula D. Sebastian, ABD

Office Hours Online: M-W 11:00-12:00 pm

Campus Office Location: R230

Contact Information: Please contact me via CANVAS email. If Canvas is down, use my college email: psebasti@bellevuecollege.edu

Course Information:

Course Description:

- English 101: Business Focus examines essays more closely related to the business model than the literary model. Business focused topics and issues provide the larger context of the reading and writing assignments of this class. Students will develop effective writing and analytical skills through the process of planning, organizing, drafting and revising. Business focused writing shares many of the same concerns of other kinds of writing, such as attention to Purpose, Readability, and most significantly, Audience. It is characterized by:
 - a practical, no-nonsense approach to the Writing Process
 - the forms through which it is conveyed (e.g. memoranda, instructions, proposals, informal and formal reports)
 - its arrangement and division for selective reading
 - its use of typographical page design elements (or document design)
 - its use of graphics to convey information visually

Course Outcomes:

After completing this course, students will be able to...

Think Critically and Read Analytically: *carefully 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/or 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.*

- shape written responses to suit different rhetorical situations and audiences
- develop 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
- use 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 & 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 instructor and peers

Requirements and Grading Policy:

To receive full credit for this course, you are expected to:

- check Canvas daily for announcements
- read all assigned readings
- participate in all online class discussions and collaboration projects
- Complete and submit all assignments
- All assignments must adhere to the following format:
 - Times New Roman font
 - 12 point font
 - 1.5 spacing
 - 1 inch margins

NOTE: Any assignment uploaded on Canvas must be submitted in a format which my computer can read (Microsoft Word doc/PDF). If I cannot read your work, then it will count as late and will not be awarded points. Note that Google doc and zip files CANNOT be read in the Canvas grader.

NO LATE ASSIGNMENTS ARE ACCEPTED; NO EXTRA CREDIT ASSIGNMENTS ARE AVAILABLE

Assignments: All assignments are due on the day and time listed on the course calendar on the Canvas class website. Consult your schedule for these due dates and times.

Reading: Let's be clear: You need to purchase the book (or e-version) and you need to read if you want to complete the assignments and pass this class. Please have all assigned reading completed on the dates noted on the schedule. To ensure that you are reading the assigned chapters/materials, there will reading quizzes. If you've done your reading, you should be able to pass the quiz. There will be no trick questions.

Collaboration: You will be expected to work in groups on small and larger group activities. As professionals, you will be frequently working in collaboration with your peers/colleagues. Remember, group work is vital not only for your grade, but to your peers as well.

Plagiarism: Just don't do it. If you have any questions about correct citation methods, or how to safely cite from various sources, it is imperative you ask me for help. Don't cheat, plagiarize, or perform any other misconduct or serious consequences may follow, including receiving a "0/F" for the assignment or an "F" final grade. Also, there may be a report of the incident filed in the Dean of Students' Office.

Respect: any comments, jokes, or remarks that belittle the worth of an individual's (or group's) physical attributes, race, creed, sexual preference, religion, gender, and/or ethnicity are inappropriate and will not be tolerated. If our behavior inhibits the class's learning and education, you will be asked to leave, and may be directed/reported to the Associate Dean of students and/or Campus Security.

Office Hours – If you have questions or concerns about your assignments, readings, or grade in the class, please contact me during online office hours or by sending me an email through the Canvas website. I will also have office hours on campus M-W 11:00-12:00pm in R230K

Important Links:

Disability Resource Center (DRC): B132, (425) 564-2498 or TTY (425) 564-4110

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. 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 (Links to an external site.)

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.

Library Media Center D building

Reading/Writing Lab D204-D

GRADING SYSTEM:

| A | A- | B+ | B | B- | C+ | C | C- | D+ | D | F |
|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------------|
| 100-95% | 94-90% | 89-87% | 86-85% | 84-80% | 79-77% | 76-75% | 74-70% | 69-67% | 66-60% | 59% or fewer |

Points are equated to 100% and are noted for each assignment on the Canvas website.

In terms of the actual letter or number grade, your work deserves the following grades:

- **A** when an employer would be impressed with the professionalism and clear understanding of purpose, audience, content, expression, organization, style, and mechanics.
- **B** when a document is geared toward an audience and is well organized but content could be more specific or when there are stylistic problems.
- **C** when there is a deficiency in content, arrangement, concept of audience, mechanics, and style, and the employer has to take time out of his or her schedule to correct the work and send it back for revision.
- **D** when the work is poor and the employer will be looking for someone to replace the employee
- **Participation Rubric**

| | OUTSTANDING “A” level | STRONG “B” level | ADEQUATE “C” level | POOR “D” & “F” level |
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| PREPARATION FOR CLASS | You bring all your materials. You're ready to work once the class starts. | You usually bring all materials. You are ready to work once class starts. | You frequently “forget” to bring required materials to class; haven't bought the book; often not ready to begin when class starts. | You frequently ask to borrow materials from classmates. You are rarely ready to start when class starts. Maybe you walk in late? |
| FREQUENCY OF PARTICIPATION | Your hand is almost always raised during class discussions. | Your hand is often raises during class discussions. | Your hand is seldom raised. | You do not volunteer to contribute to class discussions. |
| QUALITY OF PARTICIPATION | Students who fall into this category offer thoughtful and critical commentary and analysis. You raise questions, explore difficult concepts, theories, and refer back to the text . <i>You also do not pose as a disruption/distraction to the class (unnecessary, inappropriate comments)</i> | Students who fall into this category participate but as a whole, responses tend to be general, may go off topic, and may not engage/connect/refer back to or with the text. <i>Your comments may be unnecessary, inappropriate.</i> | Students who fall into this category tend to come to class and pay attention, but they rarely participate. When you do, it is more likely than not to simply echo someone else's opinion and/or “easy” questions. <i>Your comments are unnecessary, inappropriate.</i> | Students who fall into this category either don't come to class, don't contribute at all to the discussion, fall asleep, are caught texting, tweeting, and/or completing assignments for other classes. You also appear unengaged in class discussion. <i>Your comments are inappropriate and may be asked to leave the class.</i> |
| GROUP WORK | You are always on task and a leading and/or equal partner during pair and group activities. Your peers would likely describe you as enthusiastic, helpful, critical, and an actively engaged team member. | You complete group activities and pair activities. You are an equal partner for the most part but are less helpful and/or actively engaged than someone in the “Outstanding” category. | You sometimes need to be reminded to stay on task during group or pair activities OR you carelessly rush through activities. | You give very little effort during pair and group activities and are often off task. You appear disinterested, disengaged and you bring down the morale of your group. (Sitting like a lump) |
| LISTENING | You actively listen when the instructor and your fellow students speak during class. | You listen when the instructor and your fellow students speak in class but you may appear distracted at times. | You sometimes listen when the instructor and your fellow students speak in class. At times, you may be seen texting, tweeting, completing | You “tune” out and sit like a lump when the instructor and fellow students begin speaking in class. Rather than listen, you are openly disengaged and can almost always be found texting, |

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| | | | assignments for other courses, talking to your friends during class discussions. | sleeping, completing homework for other classes, etc. |
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Books and Materials

Required Textbook: Writing That Works OR e-book version, by Walter Oliu et.al., 11th edition, 2013 Bedford/St Martin's

Any other writing handbook (recommended – on reserve in the library)

- Access to CANVAS/Internet & printer
- Course Reserves in the library
- Dictionary – optional, but strongly recommended
- USB flash drive (anything to save your work)
- Folder to save your work and downloaded documents
- BC student email address
- The Purdue Online Writing Lab. Available at: <http://owl.english.purdue.edu/> (Links to an external site.)

NOTE: All required texts are available at a competitive price from the Bellevue College Bookstore.