Syllabus: ENGL& 101 – English Composition I

Winter Quarter 2015

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A syllabus is a contract between us. It lays out the expectations, goals and kinds of assignments for our course. A Syllabus is a lot to take in at one sitting. It’s a good idea to read it three times: Scan, read carefully, then review what you have read, jotting down questions that you have.

Let me know right away if you have questions, and I will get back to you as soon as I can.

**\*When you have finished reading and digesting your Syllabus, email on our course site me to tell me that you**

1. Have read the Syllabus, and that
2. You understand and accept the responsibilities as a learner in our course

# How to communicate with me

1. **Our course is conducted entirely on-line. That means I am not available on campus.** I check into our course daily, and I will always try back to you within twenty-four hours.
2. I am available by phone. If you wish me to call you, send me your phone number and a good time to call.
3. My workweek runs from Sunday evening through Friday evening. If you send me an email late on Friday, you may need to wait until Sunday night for a response.
4. It is best to communicate with me on our course email site. If CANVAS goes down, you can always contact me at my college email address.

# If you are new to CANVAS and/or on-line learning,

Take one of the seminars offered to new on-line learners. I have also included information about Canvas and on-line Learning on your Homepage.

## Required Materials:

1. **A Writer's Companion** (Fourth Edition) by Richard Marius (ISBN 0-07-304015-0), paper
2. Hacker**: A writer’s Reference**. It is small, filled with useful, well-organized information, and fits easily into your backpack.
3. **Download and watch 2 films:** Happy and Fed-UP. Both available on Amazon.com
4. **Download, print off and keep in your Course Notebook**: **Syllabus, Assignment Calendar,** Instructions for **Writing Essays,** **Discussion and Discussion Papers** and **Peer Review Guidelines.** These are included in the **Basic Course Information Module** on the Homepage.
5. **Download and print off hand**-**outs used for our discussion and writing assignments.**

**You will also need**

1. **A *Course Notebook*** in which you can keep copies of course materials and assignments.
2. A functioning **computer**, a high-speed **Internet** connection, and reliable computer **back up plan.**
3. Access to a **printer**
4. A Disc or thumb-drive to back-up your work.

**\*You must use a desktop or a laptop for our course**. You will not be able to access the full CANVAS site on a cell phone.

## Course Outcomes

An ‘outcome" is something you must be able to do at a C - or better by the end of the quarter.

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

* Be able to read and respond respectfully to differing points of view.
* Understand the difference between inference, speculation, assumptions, beliefs, facts, opinions, biases and ‘cultural filters’.
* Read and respond appropriately for the purposes of interpretation, analysis, synthesis, evaluation, and/or judgment.
* Demonstrate an understanding of a main point supported by specific, relevant details.

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

* Follow a workable process for prewriting, drafting, revising, and editing.
* Develop and support thesis statements that are mature, complex and significant.
* Construct unified paragraphs with topic sentences and supporting details that advance the main idea of the writing.
* Use different kinds of writing modes including Description, Explanation, Argument, Summary, Compare/contrast, and/or analysis.
* Use style, tone, and patterns of order which are directed to an identified audience or purpose

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

* Be able to objectively critique your own and others’ work.
* Appreciate the qualities of effective writing.
* Use comments from your instructor and peers to help you to revise and strengthen a piece of writing.

# Time Commitment

1. 5-10 hours per week ‘homework’ time for a five-credit course.
2. Expect to be on-line, sometimes only briefly, four or five days a week.
3. You will participate in discussions most weeks.
4. You will need to complete assignments by their due date and time but you won’t have to be on-line at a specific hour.

# Assignments

**Your Summary Calendar shows the major assignments and the dates when they are due**.

**These are the assignments you'll do in our course:**

1. Quizzes on chapters you will read in Marius (1-2 pts each).
2. Discussion papers (5 Pts each)
3. Essay drafts (5 points each)
4. Revised Essay Packets (10 points each)
5. Portfolio (includes Essay 3) (30 points)

\*Be sure to back up all of your discussion papers and essays on a disk or flash drive. You'll need them in portable form in case your computer breaks down or if you lose your connection to the Internet.

## Our course is organized in Four Learning Modules, which are on the Homepage.

1. Each Module contains the instructions and materials for our course assignments.
2. Each Module builds on material that has been covered in the previous Module.
3. You must complete the assignments in each Module before you can move onto the next one.

## Quizzes

Quizzes on **A Writer's Companion** are short—four to six questions each, 10-12 minutes in length. The questions are literal and Multiple Choice. The purpose of the quizzes is to make sure that you understand the material in *Marius.* All quizzes are open-book, however the quizzes are timed. Be sure to read the chapter at least twice before the Quiz, marking the main ideas in each chapter.

## ****The writing for our course is broken down into workable parts, so that you over the course of the quarter you will learn how to****

1. Use Brainstorming techniques: Journal, Notes, Free-write, Mind-map to generate material for a writing;
2. Formulate a clear, worthwhile main point and focus on it throughout a writing;
3. Support your ideas with accurate, relevant facts, examples, illustrations, explanations,
4. And identify the sources of the information fully and accurately;
5. Use different patterns of organization, which are appropriate for your subject: Narration, Explanation, Analysis, Definition, Cause and Effect, and/or Comparison/contrast;
6. Adapt your vocabulary and tone of voice so that you can reach your intended readers;
7. Edit to make sure that your sentences are clear, tight and written in the Active Voice, and free from errors in grammar, punctuation, and spelling.

## You will complete two kinds of writing in our course: Essays and Discussion papers.

## Essays

Caution: 5 paragraph essays are a good way to learn the basics of Expository writing High School, but they are not appropriate for college level essays.

For each essay assignment, you will write a **plan, a working draft, and a revision.** Write your essays in *Standard College Format.* The instructions for Standard College Format are in the Module, Basic Course Information on the Homepage This is the standard format for all typed college essays unless your instructor tells you otherwise. I will not read a Draft Set or Portfolio that is not written in Standard College Format because it does not allow room for comments and assessment.

You will post your Plan and Working Draft for each essay in Discussion and help each other revise your writing.

You will turn in Revised Essay Packet. The Revised Essay Packet will include a revised plan, revised essay, self-assessment of your writing, and a copy of a Critique, which you completed for another student. The instructions for Draft Sets are in the Week 3. You will not turn in a Draft Set for Essay 3. You will include that essay as part of your Portfolio.

I will use a Rubric to evaluate your Revised Essay Packet. I will comment directly on your writing at this and offer recommendations for further revision for your Portfolio.

# Discussion/Peer Reviews

Instructions for Discussion*s and Discussion papers* and *Peer Review Guidelines* are in Basic Course Information on the Homepage. Please download and print them off and keep them in your course notebooks.

# Portfolio

At the end of the course, you'll revise and polish two essays, including Essay 3, write a final self-evaluation, and put all of them together into a virtual portfolio. Your portfolio is your final exam. It will show how well you've achieved the stated outcomes for English 101. You will find detailed instructions for your Portfolio in Module 4.

# Grammar

Each Module includes Grammar Review.

What you say and how you say it are equally important.

A sloppy presentation undermines your credibility. Mistakes in grammar and spelling make it hard for your reader to follow and understand what you are saying.

You will find resources in each learning Module, in Marius, Chapter 7, and your handbook. Tutors in the Writing Lab and the Student Success Center on campus are available to help you. I will also send the class notification of presentations on study skills, test taking, and writing and grammar presented in the Writing Lab and Student Success Center. I encourage you to attend if you can.

# Due Dates

**The *Assignment Calendar* shows assignment due dates.**

**Print off this *Calendar*. This is NOT the same as the Calendar in CANVAS.**  Consult it regularly so you know when assignments are due.

When you see an assignment on the calendar, it means you should finish that assignment by the date and time it is due. For example, a Quiz on Monday means that you need to have read the assigned material before you take the Quiz.

Essay drafts and discussion papers are due by midnight on Tuesday.

Revised Essay Packets are due no later than Sunday at Midnight.

Dates for Quizzes. You will generally have a week to complete a quiz.

## Late work:

Because this is a skill-building course – each assignment builds on skills learned in the one before – you will need to complete the assignments in each Module in sequence.

**I do not accept late work, unless you've requested and received permission prior to the date the assignment is due.**

That said, I know that the best-laid plans can go away; accidents and illness occur, although I hope they do not happen to you. If you have an emergency, contact me or have someone contact me right away, within 24 hours. (Right away does not mean weeks later).

## There is no Extra Credit for our course.

## Grades

Your final grade is based on a percentage scale which is based on your accumulated points. Here's the grade scale I'll use:

|  |  |
| --- | --- |
| A = 95-100  A- = 91-94  B+ = 88-90  B = 84-87  B- = 81-83 | C+ = 78-80  C = 74-77  C- = 70-73  D+ = 67-69  D = 60-66  F = Below 60 |

You must earn a C- or higher to move up to the next highest course (Engl 201, 235, or 271). You won't have to wait for the end of the course to register for next quarter; you'll automatically receive the higher placement in time to register. However, if you don’t make a C- or better in our course, your placement will be erased, and the computer will drop you automatically from your next highest English class. Of course I hope this won’t happen, and I will do all I can to help you so that you can succeed in our course and move on to the next level.

**Course Responsibilities**

**You are responsible for**

1. Familiarizing yourself with CANVAS and our Course Site. (I have included instructions on CANVAS in that Module on our Homepage.)
2. Reading and following instructions and asking questions as they come up and always BEFORE an assignment is due.
3. Visiting the on-line classroom daily to read and reply to mail messages and participate in the discussion.
4. Posting your assignments on time, including Peer Reviews and Discussion threads.
5. Treating me and each other with respect
6. Keeping track of your grades/points
7. Obtaining and maintaining access to the Internet
8. Printing off required materials
9. Coping with technology problems that involve your own computer or software
10. Having a reliable back-up plan in case your computer or Internet fails

**I am responsible for**

1. Maintaining our on-line classroom
2. Monitoring my mail and the discussion at least once a day Monday through Friday
3. Responding to your questions and concerns within two working days
4. Responding to your work in a timely manner
5. Keeping accurate records

# Decorum

I expect all participants in our class to treat everyone, including me, with respect. Please read and follow the Bellevue Community College Student Code. **The Student Code** is available on-line (<http://bellevuecollege.edu/stupro/handbook/policies/programs19.html>).

# Ethics

Your essays must present your own ideas in your own words. If you copy someone’s exact words, you must put them in quotation marks. If you summarize or quote someone else’s ideas, facts, or words, you must say where they came from. Saying where words and ideas came from is called “citing your sources.” I’ll teach you the basic conventions for citing your sources now, and you’ll learn more about these conventions as you take higher level courses.

I won’t accept an essay you’ve downloaded from the Internet or copied from someone else, an essay you wrote for an earlier class, or an essay in which you present someone else’s words or ideas as your own.

Essays that don't present your own ideas in your own words or essays in which you don't cite your sources are called "plagiarisms." If you plagiarize, I'll give you a zero for the assignment or assignment sequence. If you plagiarize a second time, you'll flunk the course.

For a more detailed explanation of plagiarism, read the section on "Academic Honesty" in the official policy of the Division of Arts and Humanities: "Student Procedures and Expectations" (http://bellevuecollege.edu/artshum/policy.html).

# Special Needs

If you have emergency medical information to share, or need special arrangements because of a disability, please let me know right away. If you're not already acquainted with our Disability Resource Center (DRC), I can refer you there, or you may contact the DRC directly by going to B132 or by calling (425) 564-2498 or TTY (425) 564-4110. Information is also available on their website at http://bellevuecollege.edu/drc/

A list of resources is on the left hand side of your Homepage, including the library, and Student Success Center. Reading and Writing Labs are available on campus and the tutors are very helpful. Take advantage of the support. It’s there to help you achieve your educational goals.

Confused? Overwhelmed?

Take heart, you aren't alone. Don't be afraid to ask questions, express distress, or request help. I will do my best to help you or refer you to someone who can.

I look forward to meeting you on line and working with you this quarter.

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