

Syllabus for English 098 Fundamentals of Writing

English098.weebly.com

Spring 2017

Instructor: Dr. Laura Mangini

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Section 098-016 8:00-9:00 and Section 009 (12:40-1:40) in Room BR-67

Office Hours: MWF 11:30-12:30 (walk-ins) & 1:50-2:50 (by appointment)

Office: BR-53

"Start writing, no matter what. The water does not flow until the faucet is turned on." — Louis L'Amour

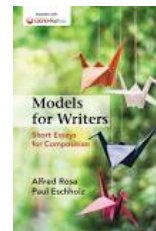
Course Description for English 098

This course will provide instruction and intensive practice in the development of academic writing. Students will analyze a variety of texts and receive extensive practice in the writing process, leading to the multi-paragraph essay. The course includes the study of grammar. Some sections will be linked to other English courses. 3 credit hours; credit will not be applied toward graduation.

Prerequisite: "Pass" grade in ENGL 093 or ENGL 097 or placement.

What do I need for class?

- ✓ *Models for Writers*, 12th edition ISBN13: 978-1457667848
- ✓ Regular access to the course web site/Internet Access
- ✓ A notebook for notes
- ✓ A separate notebook just to be used as a journal/writer's notebook
- ✓ A folder for handouts
- ✓ A Google account to use Google docs



Student Learning Outcomes for 098

Upon completion of the course, students will be able to:

- Demonstrate accurate comprehension of a written assignment.
- Complete various stages of the writing process, such as prewriting, drafting, and revising.
- Produce multi-page essays incorporating or analyzing text.
- Produce thesis-driven essays with paragraphs, including an introduction, body and conclusion.
- Compose essays with no pattern of verb errors or sentence-boundary issues.
- Analyze their own thinking, reading, and writing processes. Evaluate effectiveness of their own writing via feedback from professor, peers and self

Where can I find you or contact you?

- My office is in BR-53
- Office hours are from 11:30-12:30 MWF or by appointment
- Please stop by to ask questions—or just to say hello.

- I'd be happy to talk with you via email as well, and you can expect that I will respond to you (in email or in class) within 48 hours Monday through Friday, although usually more often.
- So that we can use e-mail and the Internet to extend course conversations in a variety of ways, please check your CCP e-mail account regularly.

Attendance

- Any student who misses 6 or more classes will automatically fail the class upon the sixth absence.
- There are no "excused" absences, so use these five wisely. A hangover, a broken down car, the flu, a faulty alarm clock and a funeral both count into the five absences.
- Being late three times (anything after the start of class is considered late) or leaving early three times (or any combination of late arrivals and early departures) is the same as missing a class.
- If you are more than 15-minutes late, you are absent for that class period.
- You must sign the attendance notebook at the beginning of each class to be considered present.
- A missed mandatory one-on-one conference counts as an absence.

Plan to arrive on time, out of consideration to others and so you won't miss what we are doing. If you must arrive late, take the closest seat to the door and catch up quietly. Do NOT expect me to stop class to update you on what you have missed.

Please note: I cannot possibly go back and repeat what I've said in time you missed by being late or absent, nor can I catch you up by repeating a lecture in my office. Much of our class time is interactive, so plan on getting any missed class notes from a class mate.

What if I am absent?

- The first thing you should always do if you know you cannot make it to class is to check the course page tabs "Today in class" and "Homework"
- Make sure you come to class next time caught up and ready to participate
- If you know you are going to be absent when something is due, to receive full credit for this assignment, you must make approved arrangements with me ahead of time.
- You can always email me if you need clarification about what is due or what you missed, but always check the course page first, as that should answer most of your questions.

How do I make up missed work if I am absent?

To succeed in college, you must accept the responsibility for everything that occurs in class, even if you are absent. If you must miss a class, come to the next class prepared to turn in or participate in all assigned work. It is your responsibility to find out what you have missed if you are absent and come in prepared to fully participate in the next class. Do not wait until the night before coming to a class after being absent to attempt to find out what you have missed. As soon as you know you will be absent, check the course page, email your professor or a designated classmate in order to stay on task. Absent students are much more likely to fail the course, so attendance is extremely important. *There are no quiz make-ups if you are absent. This is part of classwork and you are expected to complete and discuss these weekly in class. You can drop your lowest quiz score, so this allows you to miss one with no penalty.

How will I be graded for 098?

You will receive one of the following grades:

P: 70-100% PASSING

Student has completed and passed the course and is ready to move on to the next level (ENGL 101).

You must have fewer than 6 absences.

MP: 60-69% MAKING PROGRESS

Student has made progress toward passing this course, but will need to take it over again, with no negative impact on the student's GPA. You must have fewer than 6 absences.

F: 59% and lower FAILING

Student has not passed the course.

Portfolio Approach

You will not receive a grade on individual papers, but you will always receive comments on your papers to give you a sense of what you need to improve, polish, and revise for your midterm and final portfolios. You will receive an "in-progress" midterm grade and commentary to let you know where you stand. You are always welcome to talk to me about your progress in the class. Success in this class depends on meeting the requirements, the quality of your written work, your grasp of the student learning outcomes, and your willingness to try new perspectives, to revise and rethink, to take risks in your writing. Your portfolio will consist of all formal writing submitted in this course, including rough drafts, reflections, and four formal short essays.

Grading Criteria for English 098

10%: Participation, attendance, in-class group work & quizzes

10%: Homework assignments and your writing journal

20%: Short writing assignments

20%: Midterm Portfolio with first two major writing assignments revised

40%: Final Portfolio with your best paper from the first half of the semester, both papers from the second half, as well as your favorite short writing assignment

What do you mean by participation?

Here are the behaviors that count:

- asking questions
- answering questions
- making comments (extra points for comments that relate to material in the text, and for sharing relevant experiences)
- Helping others
- Being a good group member when working in teams

Here are the value-added behaviors—the ones that put your contributions over the top:

- responding to something another student says (including answering a question asked by a student)

- constructively disagreeing with something in the text or said in class by me or another student

And there are behaviors to avoid:

- not listening
- not joining in on group work (“just sitting there”)
- coming in late
- taking calls during class
- Snapchatting during class/selfies
- leaving for prolonged periods of time during class
- sleeping
- pretending to be listening while texting
- speaking without being recognized
- making fun or otherwise berating something said by another person.

What is different about technology-driven course instruction?

- Access to a computer, Google docs, and the internet are required for this class.
- Regular access to the course page will keep you on task; this is also where you will access all assignment sheets, homework assignments, additional linked readings, and the “today in class” section in the event of an absence.
- All assignments will be typed and submitted via Google Docs.
- Students are responsible for checking their CCP e-mail regularly.
- Not having access to Google docs is not a valid excuse for not completing your work.
- If you do not have access to a computer or the internet at home, you can use the on-campus computer labs. The Student Academic Computer Centers for Main Campus are located in B2-33 (Bonnell) and C3-17 (Center for Business and Industry). There are also computers available in the library (Mint Building).
- You must also enroll in Remind, as this is the technology I will use to send you last minute notifications. Text the code @98108 to the number 81010 to get last minute announcements sent directly to your cell phone, or send a blank email to 98108@mail.remind.com to receive your last minute announcements via email.

What if I have a disability?

Statement on Disability

Students who have special needs that require testing and/or classroom accommodations should contact the Center on Disability at 215-751-8050, or stop by Room BG-39 to make an appointment to speak with a counselor. In order to receive testing/and or classroom accommodations, students with disabilities must be registered with the Center On Disability and must provide their instructors with accommodation forms that have been prepared by the counselor in the Center.

Where is the Learning Lab?

If you need extra help with assignments, please plan to meet with me during office hours. You can also seek additional tutoring at CCP’s Learning Lab. A scheduled tutoring appointment is the best way to make sure you receive personal attention, but you may also stop by to request a drop-in appointment. To schedule a tutoring session, visit the Learning Lab in B1-28 (liberal arts and English) on the Main Campus. You will need your college ID.

Plagiarism and Academic Honesty

Plagiarism is cheating. It is using someone else's words or ideas and claiming them as your own. Plagiarism and other forms of academic dishonesty are serious offenses, and at all times, students will behave in a scholarly manner. Failure to comply with standards of academic honesty will be dealt with accordingly. The college must take plagiarism very seriously, and **any that is found - even if it is only for one portion of a piece of work - will result in my having to report you to the English Department.**

Plagiarism—intended or not—is a serious violation of academic honesty and U.S. Copyright laws protecting intellectual property rights. Proper In-Text Citations and Works Cited documentation of all course and outside sources that you quote, paraphrase, and summarize in your writing are required whenever you borrow the words, facts, and/or ideas of others.

NOTE WELL that even putting others' ideas into your own words still means you are borrowing and that you need to give credit where credit is due.

Plagiarism in any writing assignment is grounds for an "F" on that assignment.