Syllabus for English 098

Fundamentals of Writing

**English098.weebly.com**

# **Instructor: Dr. Laura Mangini**

Spring 2016
Section 11 (MWF 8:00-9:00) & Section 10 (MWF 9:10-10:10)

**Email:** Lmangini@CCP.edu **Office:** BR-53

**Office Hours:** MWF 10:15-11:15, 1:50-2:50 & by appointment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*“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](http://www.ccp.edu/college-catalog/course-offerings/english-courses#engl093) or ENGL 097 or placement.

## Required Materials for 098

* Use and familiarity with online grammar handbook, [*Grammarly*](http://www.grammarly.com/handbook/)(http://www.grammarly.com/handbook/)
* A small college level dictionary (recommended: *Webster’s New Pocket Dictionary*, $1.99)
* A notebook for notes
* A folder for handouts
* A two pocket portfolio folder to submit your midterm and final portfolio
* Weekly access to your own blog via http://students.weebly.com/

## Student Learning Outcomes for 098

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

1. Demonstrate accurate comprehension of a written assignment.
2. Complete various stages of the writing process, such as prewriting, drafting, and revising.
3. Produce multi-page essays incorporating or analyzing text.
4. Produce thesis-driven essays with paragraphs, including an introduction, body and conclusion.
5. Compose essays with no pattern of verb errors or sentence-boundary issues.
6. Analyze their own thinking, reading, and writing processes.

## Office Hours and E-Mail

Office hours (listed above) provide a great chance to talk one-on-one. Please stop by to ask questions—or just to say hello. You may drop in during these times or make an appointment with me to talk about any questions or comments you have about your progress in the course. 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. Failure to read your CCP or Canvas messages regularly will result in failure to receive important class notifications.

## Attendance

## Any student who misses 6 or more classes will automatically fail the class. Being late three times or leaving early three times (or any combination of late arrival and early departure) 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.

## Making up Missed Work

## 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, and a designated classmate in order to stay on task. Absent students are much more likely to fail the course, so attendance is extremely important.

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.

\*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.

## Grading 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.

## Late Work

Late work is not accepted unless you have spoken to me and made approved arrangements ahead of time. If you experience or anticipate problems meeting deadlines, please discuss them in advance (an email the morning of faulting your printer does not count). Please anticipate printer problems and do not wait until the last minute to prepare your work.

**E-mailed or online submissions of papers that are to be printed out and turned in will NOT be accepted.** If you are absent, you will not receive full credit for work turned in late. Late work will affect your midterm and final portfolio grades.

## Grading Criteria for English 098

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

10%: Blog & Homework assignments

10%: Midterm exam

20%: Midterm Portfolio

40%: Final Portfolio

10%: Final Exam

## 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)

Here are the value-added behaviors—the ones the 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
* pretending to be listening while texting or cruising online
* speaking without being recognized
* making fun or otherwise berating something said by another person.

Here’s how your participation is graded: I regularly write notes about who’s doing what. Every day after class (or during) you should write down what you contributed—the question you asked, the answer you gave, the comment you made, etc. At mid term I’ll ask you to send me an email that lists the dates and the contributions you made. I’ll compare your record with mine and send you an email indicating your grade if your current level of participation continues. I’ll also make some suggestions for improvement. At the end of the course, I’ll ask you to send me a second note which summarizes your contributions across the course. Be welcome to say what grade you think these contributions merit. I’ll respond to your note with the grade and my feedback.

Computers & Technology-Driven Course Instruction
Access to a computer, a word processing program (such as Microsoft Word), and the internet are required for this class. All assignments will be typed. Students are responsible for checking their e-mail regularly. Not having access to these is not a valid excuse for not completing your work. If you do not have access to these 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).

**NOTE:** Also, please note that we use technology a lot in this section of English 098. This is not for everyone. If you feel that you would perform better in a writing classroom that is focused less on technological ability, you may consider another section. If you enjoy being online, learning online, and writing online, this is the class for you!

You MUST have and maintain access to your CCP email account. This is the only email address I will use to contact you and it is your responsibility as a college student to check it, remember your password, and change it regularly as required by the college for security purposes.

Also, you MUST sign up with REMIND to receive instant notifications from me either via text or to your email (the choice is yours). Instructions will be given in class.

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.

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 at the Main Campus or Regional Centers. The Learning Lab tutoring centers are located in B1-28 (liberal arts and English), B2-36 (math and business), and W3-26 (allied health and science) 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.

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Schedule of Work/Classes

*This is a tentative schedule of major deadlines; daily reading and writing assignments will be made on a weekly basis and updated on the course website.*

## WEEK ONE

Wednesday 1/20: Introductions, go over syllabus

Friday 1/22: Diagnostic essay

## WEEK TWO

Monday 1/25: College 101. We will discuss important skills today that will help you in English 098. Topics covered, but not limited to: reading and understanding your syllabus, using Microsoft Word, getting on Canvas, checking CCP email, emailing your professor, signing up for REMIND, and more.

Wednesday 1/27: Quiz on the syllabus and course procedures. Set up your Weebly accounts.

Friday 1/29: First in-class writing response to reading & discussion

-learning to comment on one another’s blogs

## WEEK THREE

Monday 2/1: Grammarly skill and reading of the week: The comma ([http://www.grammarly.com/handbook/punctuation/comma/)](http://www.grammarly.com/handbook/punctuation/comma/%29)

IN CLASS BLOG #2 & discussion

Wednesday 2/3: IN CLASS BLOG #3 & discussion

Friday 2/5: Comma quiz

Choose one of your first three blogs or a combination of the three to develop into your first essay.

WEEK FOUR

Monday 2/8: Grammarly skill and reading of the week: Comma splices and run-on sentences in particular
(http://www.grammarly.com/handbook/punctuation/comma/7/comma-splice/)
([http://www.grammarly.com/handbook/punctuation/comma/15/run-on-sentences/)](http://www.grammarly.com/handbook/punctuation/comma/15/run-on-sentences/%29)

Rough draft of essay #1 due for peer review

Wednesday 2/10: classes canceled for one-on-one conferences with Dr. Mangini in BR-53.

Friday 2/12: Quiz on Comma splices & run-ons.

In-class Blog post #4 & discussion

## WEEK FIVE

Monday 2/15: Grammarly skill and reading of the week: Basics of Writing & all subtopics within (Planning, Writing a Draft, Revising and Editing the Draft, Writing Paragraphs, & Document Design Issues)
([http://www.grammarly.com/handbook/basics-of-writing/)](http://www.grammarly.com/handbook/basics-of-writing/%29)

Final process packet due for essay #1; time permitting, share with the class.

Wednesday 2/17: In-class Blog post #5 & discussion

Friday 2/19: Quiz on basics of writing

In-class Blog post #6 & discussion; choose from previous 3 blog posts to develop into your next academic essay

## WEEK SIX

Monday 2/22: Grammarly skill and reading of the week: Capitalization AND Organizing and Developing your ideas (http://www.grammarly.com/handbook/organization-and-development/organizing-and-developing-your-ideas/) & (http://www.grammarly.com/handbook/mechanics/capitalization/)

Wednesday 2/24: classes canceled for one-on-one conferences with Dr. Mangini in BR-53.

Friday 2/26: Quiz on capitalization & organizing your ideas (pay special attention to the thesis)

## WEEK SEVEN

Monday 2/29: Grammar skill of the week: Semi-colon & End-of-sentence punctuation
(http://www.grammarly.com/handbook/punctuation/semicolon/) & ([http://www.grammarly.com/handbook/punctuation/end-sentence-punctuation/)](http://www.grammarly.com/handbook/punctuation/end-sentence-punctuation/%29)

Time to work on midterm reflection for portfolio

Wednesday 3/2: Midterm portfolio due: essays 1, 2, & midterm reflection

Friday, 3/4: Mid-term exam: in-class writing using the grammar and writing skills learned thus far.

WEEK EIGHTMonday, 3/7—Saturday, 3/12: Spring Break: COLLEGE CLOSED

## WEEK NINE

Monday 3/14: Grammar skill of the week: Apostrophes AND spelling
(http://www.grammarly.com/handbook/punctuation/apostrophe/) (http://www.grammarly.com/handbook/mechanics/spelling/)

Blog post #7 & discussion

Wednesday 3/16: Blog post #8 & discussion

Friday 3/18: Quiz on apostrophes

Blog post #9 & discussion

## WEEK TEN

Monday 3/21: Registration begins for continuing students for Summer/Fall 2016

Grammarly skill and reading of the week: Grammar chapter in general- be able to identify the parts of speech
(http://www.grammarly.com/handbook/grammar/)

Choose from previous 3 blog posts to develop into your next academic essay #3.

Wednesday 3/23: Rough draft of Essay 3 due in class.

Friday 3/25: Quiz on “grammar” including adjectives, adverbs, articles, prepositions, verbs, pronouns, conjunctions, and nouns.

## WEEK ELEVEN

Monday 3/28: Grammar skill of the week: Parallelism

In-class blog post #10 & discussion

Wednesday 3/30: classes canceled for one-on-one conferences with Dr. Mangini in BR-53.

Friday 4/1: Happy April Fool’s Day
Quiz on parallelism

In-class blog post #11 & discussion

## WEEK TWELVE

Monday 4/4: Grammar skill of the week: Sentence style

Essay 3 due today

In-class blog post #11 & discussion

Wednesday 4/6: Choose from previous 3 blog posts to develop into your next academic essay #4.

Friday, 4/8: Quiz in style: variety, emphasis, and wordiness

## WEEK THIRTEEN

Monday 4/11: Rough draft due of Essay 4.

Wednesday 4/13: Dr. Mangini’s birthday ☺; continue to use class time to work on Essay 4; peer review today

Friday 4/15: Assign and begin final reflection; complete study guide for final exam.

## WEEK FOURTEEN

Monday 4/18: Final workshop day to review final portfolios and catch up on peer review if necessary for essay 4.

Wednesday 4/20: Final exam Part One

Friday 4/22: Final exam Part Two

## WEEKFIFTEEN

4/25: Final day of classes: final portfolio and reflections due

## WEEK SIXTEEN

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| April 29-30, Friday-Saturday: Final examinations, Spring 2016 semesterYour final exam will be a 2-part exam. The first hour will be a short one-class writing exercise in which I expect for you to be able to integrate the grammar and writing skills acquired throughout the semester. The second part is skills based and will ask questions that respond to the Grammerly readings and exercises we have completed throughout the semester.\*\* I reserve the option of holding the final exam either during the last week of classes or during finals week.During your final exam time, I will be meeting with you one-on-one to discuss your final portfolio.  |  |