

# ENG 131 Intro. To College Writing

Syllabus (Fall 2016)—Section: ENG 131 A 10—Instructor: Rachel Karslake, M.A.

## Class Information:

- Monday and Wednesday 9:00 – 10:30 a.m.
- William A. Atkinson Hall (WA) 116
- ENG 131 A is a 3 credit course
- **JetNet Course Site Information:** [www.jccmi.edu](http://www.jccmi.edu)>online courses>login with JCC user ID and password>ENG131A10

## Office Hours:

**Monday and Wednesday in the library**

- 8:30 – 9:00 a.m. and 12:45 – 1:15 p.m. (or by appointment)



## Contact Information:

[karslakrachela@jccmi.edu](mailto:karslakrachela@jccmi.edu)

I do not have an office phone number, so this is the best way to contact me. I will contact you within 24 hours of your email.

## Course Description

This is an intensive writing course. Narrative and descriptive modes are stressed. Basic research strategies are introduced. An end of the semester portfolio is required. Prerequisites: ENG 085 and ENG 090\*

\*You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options.

## Textbook and Supplies

*Writing Today* (with REVEL Access Card and loose pages) by Richard Johnson-Sheehan and Charles Paine. 3<sup>rd</sup> edition. 2016. ISBN: 9780134217307

- A single-subject notebook or composition book for your in-class journal
- Paper, pens/pencils, and a folder (or three-ring binder) to take notes and keep your materials together
- A separate folder to use for your writing portfolio
- USB or thumb drive for storing your essays and class projects (optional, but recommended)
- Access to a computer (with a word-processing program for typing your papers) and a printer (for printing your papers)

## Course Design

There are a number of methods that we will employ this semester to help you to build your confidence as a college-level writer, reader, and thinker. The general nature of our class will be varied and centered around reading assignments, journal writing, group work, class discussion, writing assignments, and occasional homework. You can expect to read at least one chapter per week from your textbook, as well

occasional outside essays, which I will give you in class. All of the assigned reading will be reinforced with discussion and small-scale group work. You will also be expected to keep a writing journal during the semester. Your journal entries are to be completed at the beginning of most class sessions. Sometimes, you will be given a general prompt; at other times, you will get the opportunity to write about any topic of your choice. Not only will you be writing in your journals, but you will also be expected to complete three major writing assignments, as well as a final portfolio, which includes an introductory reflection. There is a required in-class peer review session and a mandatory instructor draft for each of the major writing assignments. At the end of the semester, you will be asked to revise and edit the three major writing assignments and include them in your ENG 131 final portfolio.

### Performance Objectives

ENG 131 course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs addressed in this course are:

#### General Education Outcome 1: Write clearly, concisely, and intelligibly

At minimum, students must demonstrate proficiency in academic, professional, and personal writing through the knowledge and use of write to learn practices; rhetorical strategies; research methodologies; and genre and writing conventions. In order to fulfill this outcome and prepare students for careers, the course will focus on the following skills:

- *Process*: using pre-writing, drafting, revising, editing
- *Purpose and Audience*: understanding how purpose and audience influence style and tone
- *Organization and Development*: using effective organizational structure, examples, and details to support ideas and content
- *Meaning/Understanding*: researching and writing for further understanding and knowledge
- *Use of Sources and Documentation*: demonstrating appropriate documentation
- *Language*: attempts and practices correct grammar and mechanics

### Grading Procedures

We will be working with a points system this semester for grades. However, your final grade will be entered into the system on a grade-point-average scale. The breakdown of the weight of each graded component of our class is listed below. You can find the general expectations for each major writing assignment on the individual assignment sheets. A separate grading rubric will be given to you later in the semester that explains the expectations for the final portfolio.

#### Total Points Chart

Here is the general breakdown of the **total points** that you can earn in our class this semester:

<b>Participation and Attendance—20%</b>	<b>100 pts.</b>
(Your journals count as attendance points in this grade)	
<b>Instructor drafts, peer review, homework, group work, in-class activities—40%</b>	<b>200 pts.</b>
Essay 1, 2, and 3 worth 35 pts. each, in-class peer reviews (4) worth 10 pts. each, homework and in-class work worth 55 pts. total, and TEAM time activities (10) worth 3 points each.	
<b>Final Portfolio</b>	<b>200 pts.</b>
<b>Total Class Points</b>	<b>500 pts.</b>

### Total Points to G.P.A. Equivalency Chart

Once you have calculated your total class points, you can use this chart to see your G.P.A. grade equivalent. You must earn at least a 2.0 G.P.A. in the class to receive competency in the course. Remember: Your final grade will be uploaded into Jackson College's system as a G.P.A. grade.

<b>Total Points Earned</b>	<b>G.P.A. Equivalent</b>
473-500	4.0 (95-100%)
443-472	3.5 (89-94%)
418-442	3.0 (84-88%)
388-417	2.5 (78-83%)
358-387	2.0 (72-77%)
328-357	1.5 (66-71%)
298-327	1.0 (60-65%)
273-297	0.5 (55-59%)
0-272	0.0 (0-54%)

### Portfolio Grading Chart

Your **portfolio is required** and will also be graded and given a G.P.A. equivalent. I will write both the points total and the G.P.A. equivalent in your portfolio feedback. Here is the conversion chart to help you understand your grade.

<b>Total Portfolio Points Earned</b>	<b>G.P.A. Equivalent</b>
189-200	4.0 (95-100%)
177-188	3.5 (89-94%)
167-176	3.0 (84-88%)
155-166	2.5 (78-83%)
143-154	2.0 (72-77%)
131-142	1.5 (66-71%)
119-130	1.0 (60-65%)
109-118	0.5 (55-59%)
0-108	0.0 (0-54%)

### **Course Policies**

- It is very important for our classroom that we create a safe and friendly environment. Therefore, any type of bullying or disrespectful behavior will NOT be tolerated within my classroom. If you fail to respect your fellow students, or me, disciplinary action will be taken. This action will be a warning at first, but if it repeats, then I will ask you to leave the classroom. I will also report the second incident to the college.

- Be prepared to participate and share your writing in our classroom. There are a number of assignments that require you to share your findings, homework, or writing with the rest of the class. Don't worry: we will create a friendly and safe environment for your comfort!
- I do not accept late work. Please make sure that your assignments are turned in *on time*.
- Cell phone, iPod (or MP3), and computer usage will not be allowed unless otherwise stated by me.
- Please come prepared to class. Usually, this will mean that you need to bring your textbook and any homework that is due. If you have not completed your homework, please come to class anyway. Skipping class usually hurts your overall grade.
- Please contact me by email if you are ill or there is an emergency that prevents you from coming to class.
- Please feel free email me or make an appointment to meet me for office hours if you have any questions or concerns. I am here to help you. I usually respond to my emails within 24 hours.
- Keep backup copies of all of your writing assignments during the semester.
- Do not plagiarize or infringe on copyright. Plagiarism (intentional or not) can result in an "E" on the assignment or even in the course.

#### Withdrawals and Incompletes

Students are able to withdrawal or take an incomplete grade for the class, if necessary. The withdrawal dates for Fall 2016 are as follows:

- Refund given—counts as a “drop” not withdrawal (W): September 16, 2016
- Drop with a withdrawal counted (W): on September 17, 2016 and after  
(For specific information about refunds available for this type of withdrawal, please see the JC registrar's office.)
- Last day to withdrawal from the course (W): December 10, 2016

Here is the information about receiving an incomplete (I) grade:

In accordance with JCC policy, an Incomplete or “I” grade is only issued to *students who have demonstrated good standing in the class and hold a passing grade at the time of an extenuating circumstance that precludes completion of the class*. Documentation validating the circumstance may be required.

#### Academic Honesty

Honesty is expected of all students. Academic honesty is the ethical behavior that includes producing your own work and not representing others' ideas or work as your own, either by plagiarism, by cheating, or by helping others to do so. Honesty also includes taking responsibility for your actions. There is a zero-tolerance policy for plagiarism. If you plagiarize material, the penalty can be a failing grade on the assignment or in the course. The JC Academic Honesty Policy is posted on the home page.

#### **Resources**

There are a number of ways that you can receive extra help with your writing assignments. If you do need extra help, please remember to bring a copy of your writing assignment instructions and your draft (if available, and in any stage of the writing process) to the session.

- *Your Instructor*: You can come to me! I am happy to help you in any stage of the writing process. Just email me to make an appointment or stop by the library during my open hours.

- *Writing Fellows*: You can visit the Writing Fellows in WA 107. They accept walk-in and call ahead appointments, and are prepared to help students with classes in all disciplines. For more information, please email them at [writingfellows@jccmi.edu](mailto:writingfellows@jccmi.edu)
- *Writing Center*: You can also go to the Writing Center, which is staffed with professionals that are ready to assist you with your needs at any stage of the writing process. The Writing Center can be found in The Center for Student Success.

### Schedule of Major Due Dates

Here is a schedule of the major due dates for our class this semester. I have also included the holiday schedule in this list. For a complete list of assignments, please refer to our class calendar. **Remember:** Due dates may be subject to change based on the needs of our class. If we do need to change a due date, I will tell you ahead of time.

First day of class (our class)	Wednesday, September 7
Essay 1 (Literacy Autobiography) in-class peer review	Wednesday, September 21
Essay 1 (Literacy Autobiography) Instructor draft due	Monday, September 26
Journal due	Wednesday, September 28
In-Service Day (no classes JC)	Friday, October 7
Essay 2 (Profile) in-class peer review	Monday, October 24
Essay 2 (Profile) Instructor draft due	Wednesday, October 24
Journal due	Monday, October 31
Essay 3 (Research) in-class peer review	Wednesday, November 16
Essay 3 (Research) Instructor draft due	Monday, November 21
Thanksgiving Break (JC)	Wednesday, November 23 – Sunday, November 27
Portfolio in-class peer review and writing workshop	Monday, December 12
Portfolio due	Wednesday, December 14
Last class (or class)	Wednesday, December 21