

Writing Experience: English 131.14

Semester: Fall 2017

Tuesday and Thursday, WA 217, 3:30pm – 4:53pm

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Office Hours and Location: Mondays through Thursdays 12pm to 12:55pm, 238 BW (Faculty work area/Sandbox located in the Dean and Faculty Offices)

General Education Outcome (GEO) Addressed in this Course:

GEO 1: Writing clearly, concisely and intelligibly at the proficient level

Text: *Writing Today 3rd Edition (loose pages with REVEL access card). Authors: Johnson-Sheehan & Pain. Pearson Publishing. ISBN: 9780134217307*

Textbook Zero: This textbook is available in a digital format from Pearson.com or the JC bookstore.

REVEL for Writing Today, 3/e is the digital text you'll be using to access assignments throughout the semester. To access your materials, follow the link address (unique to this course) below.

Go to: <https://console.pearson.com/enrollment/wct5ym>

Sign in or create a Pearson Account.

Click View access options to redeem your access code or buy instant access. (Temporary access option for financial aid available.)

Remind: To sign up for assignment reminders and important announcements for the class, please text @f6k8ch to the number 81010 or visit <https://www.remind.com/join/f6k8ch> .

Necessary Materials: Notebook or binder with loose-leaf paper (for journaling, notes, quizzes, etc.), access to a computer and the internet (JC computer labs are available for your use)

Official 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.

Continued Description: Learners engage the writing process, study the impact of the rhetorical situation on communication choices, and are introduced to academic research strategies while completing units of memoir, profile, and report genre study. The course requires participation in discussions, course activities, and guided peer review. Developing ability to apply Modern Language Association (MLA) style and conventions to written assignments is expected. Standard English grammar and structures are requisite skills in this course.

Instructor Role: My role as your instructor is to assist you in the learning process, provide information and guidance, evaluate your progress through a variety of assessments, and give you feedback on your writing. Additionally, I am also responsible for adapting the course to fit the needs of the class, so I will also learn from your assessments how effective my teaching has been and I will seek ways to improve my instructional methods.

Learner Role: Independent and Collaborative

- Learner success relies on the ability to plan, prepare, study, and engage phases of the writing process, to apply global and local essay strategies, critical thinking skills, research strategies, and peer response skills.
- Learners will create three essays. Essays will be accompanied by a title page and, when sources are used, a Works Cited page. Specific page lengths will be defined in essay assignments.
- Learners will apply active reading strategies to assigned course materials and can expect to completed weekly reading and REVEL assignments.
- Learners need to plan to spend at least nine [9] hours a week on the course, including assigned readings, collaborative discussions, and individualized writing.
- Learners will be required to attend conferences as needed based on the learner's progress

Grading Procedure:

This course will be broken down into the following categories:

- Attendance, Participation, Class Activities, Peer Reviews – 20%
- Proposals, Bibliographies, Drafts, Dropbox Quizzes, and REVEL – 40%
- Portfolio – 40%

The final portfolio and the paper drafts will be graded using the department Writing Portfolio Grading Rubric (see online). The drafts will be graded using a weighted version of this rubric that will take into account the writing and grammar skills that we have learned during that unit. The final portfolio is graded holistically and is worth 40% of your entire grade.

Grading Scale:

4.0 = 92% - 100%

3.5 = 86% - 91%

3.0 = 82% - 85%

2.5 = 76% - 81%

2.0 = 72% - 75%

1.5 = 66% - 71%

1.0 = 62% - 65%

0.0 = 0% - 61%

Attendance Policy and Course Rules: If you miss a class, you are responsible for letting me know immediately what is going on so we can figure out a plan to get you back on track. If you have a medical emergency or something that will require you to go over your allowed number of days you can miss, notify me immediately so that we can discuss your options. Official documentation verifying the emergency may be required. Don't wait until the end of the semester to try to make up work. You only have one emergency day so be sure to save it for a true emergency. **If you miss more than four classes, you will automatically fail the course with a 0.0 or be dropped from the course.** After your one free day, your final grade for the course will be dropped by 0.3 for each additional day you miss. Once you have missed five days, you cannot pass this class.

- **Withdraw:** After the add/drop period, a student may withdraw from a course in accordance with the dates published in e-services.
- **Incomplete Policy:** 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.

Late Work and Makeup Policies: Many assignments (group work, quizzes, etc.) happen within the classroom and cannot be recreated and thus cannot be made up. You are required to get class notes from a classmate when you return. Any work that can be done at home, such as homework, quizzes, paper assignments, etc. will still be expected to be submitted on time. Email me right away if you cannot do this so we can discuss your options.

Students must submit all four complete drafts before the dropboxes close in order to pass the course. Failure to turn in all four complete drafts before the draft dropboxes close will result in a 0.0 for the course. Once a dropbox closes, it cannot be reopened. Dropboxes will close five days after the draft due date, and drafts submitted after the due date will receive a 20% grade penalty for each day they are late. Be sure to post your assignment early just in case you face a last minute computer problem and need to get to the computer lab. You are responsible for verifying that your assignment is in the right format (PDF ONLY) and has posted correctly. Technology failure is not an excuse for not turning something in; you are responsible for getting to a different computer, seeking a working internet connection, getting assistance with how to save your work in the right format, etc. Worst-case scenario, you need to email me your assignment with a note telling me what is going on. I will verify that I got your assignment and you will be required to repost it into the correct dropbox.

There is no such thing as a late portfolio. You either turn in your portfolio or you don't. Students who fail to turn in a portfolio will not pass the course. *All papers must be peer reviewed prior to being put into the portfolio.* If you miss a peer review day, you must visit the Writing Fellows twice within 10 days of having missed a peer review. Proof of your visit will be required. If you miss the final paper peer review, you have until the portfolio is due to visit the Writing Center or Writing Fellows.

Academic Honesty Policy: JC has an academic honesty policy, which will be adhered to in this class. In essence, the policy requires that *all work must be done by the student whose name it bears.* The full policy can be accessed at <http://www.jccmi.edu/policies/Academics/>

Failure: JC Academic Honesty Policy:

Academic Honesty: Is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism: Is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, quotations, or paraphrases from other sources without adequate documentation
- Self-plagiarism – is the reuse of significant, identical or nearly identical portions of one's own work without acknowledging that one is doing so or without citing this original work

Cheating: Is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical

Plagiarism/Cheating Policy for This Class:

Because this is a writing course and part of our curriculum involves learning proper citation and how to avoid plagiarism, plagiarism will be handled on a case-by-case basis. Overt and intentional plagiarism or cheating will result in failing the assignment or the entire course depending on the seriousness of the infractions. Students who fail an assignment/quiz/paper or the entire course will be reported to the Office of Academic Deans as mandated by the JC policy. Papers submitted with plagiarism, intentional or unintentional, will receive a zero.

Course Organization: This course is designed to be writing intensive, with most of the focus being on the five papers and the final portfolio. All additional assignments, readings, lessons, quizzes, group work, etc. are designed to assist students in learning the skills necessary to master the ADO outcomes as listed above.

Writing Help:

When opting for help with your writing, bring the following:

- a copy of the assignment
- your draft or work thus far
- specific areas with which you need help
- Instructor Support: I am more than happy to assist you. Please see my office hours at the top of this syllabus. The best way to get a hold of me is by email.
- Writing Fellows: Located in the Atkinson Building, breakout room 107, Writing Fellows can help you on all stages of the writing process including prewriting, drafting, revising, editing, and citing sources—no matter what JC class you are enrolled in. You may drop in during their working hours or set up an appointment in advance. Students may also submit a draft for review online via the Writing Fellow link in the Student Union on JetNet. Bring or submit a copy of the assignment requirements, work completed on the assignment so far, and writing related questions.
- Center for Student Success (CSS) Writing Tutors: located at BW first floor. For more information about the CSS go to <http://www.iccm.edu/success/>.

Caveat: This course schedule and syllabus are subject to change should there be a cancelled class, the need for more or less time on a unit, etc. Students will be emailed before our class period if class is cancelled due to instructor illness. Class may be canceled due to bad weather or other unforeseen circumstances, so students are responsible for checking the JC website to see if the college is still open.

Students are required to check their JC email before class and at least three times a week.

ALL STUDENTS MUST COMPLETE ALL FOUR PAPER ASSIGNMENTS AND PEER REVIEWS TO PASS THIS CLASS. PAPERS THAT HAVE NOT UNDERGONE PEER REVIEW CANNOT BE IN THE FINAL PORTFOLIO.

Course Schedule

All Assignments Are Due Before the Start of Class on the Date Listed
and Must Be Turned In Online (PDF files ONLY)

Tuesday 9/5	Introduction to Course, Grammar/Writing Diagnostic, Chapter 1
Thursday 9/7	Read Chapters 2 and 3, Register with REVEL, Complete REVEL Assignments
Tuesday 9/12	Read Chapters 4 and 15, Complete REVEL Assignments and Dropbox Quiz 1
Thursday 9/14	Read Chapter 5, Complete REVEL Assignments and Dropbox Quiz 2
Tuesday 9/19	Faculty In-Service Day – NO CLASS
Thursday 9/21	Read Chapters 33 and 20, Complete REVEL Assignments and Dropbox Quiz 3
Tuesday 9/26	Read Chapter 16, Complete REVEL Assignments
Thursday 9/28	Memoir Paper DUE , Bring 4 Print Copies, Peer Review in Class (<u>Mandatory</u>)
Tuesday 10/3	Read Chapter 6, Complete REVEL Assignments, Schedule Interview
Thursday 10/5	Conferences (<u>Mandatory</u>)

Tuesday 10/10	Read Chapters 26 and 27, Complete REVEL Assignments and Dropbox Quiz 4
Thursday 10/12	Read Chapter 19, Complete REVEL Assignments and Dropbox Quiz 6
Tuesday 10/17	Profile Paper DUE , Bring 4 Print Copies, Peer Review in Class (<u>Mandatory</u>)
Thursday 10/19	Read Chapter 9, Complete REVEL Assignments and Dropbox Quiz 7
Tuesday 10/24	Rhetorical Analysis Proposal DUE , Reading TBA
Thursday 10/26	Read Chapter 37, Complete REVEL Assignments and Dropbox Quiz 8
Tuesday 10/31	Conferences (<u>Mandatory</u>)
Thursday 11/2	Read Chapters 24 and 25, Complete REVEL Assignments and Dropbox Quiz 9
Tuesday 11/7	Rhetorical Analysis Bibliography DUE
Thursday 11/9	Rhetorical Analysis Paper DUE , Bring 4 Print Copies, Peer Review in Class (<u>Mandatory</u>)
Tuesday 11/14	Read Chapter 14, Complete REVEL Assignments and Dropbox Quiz 10
Thursday 11/16	Research Paper Proposal DUE and Dropbox Quiz 11
Tuesday 11/21	Read Chapter 42, Complete REVEL Assignments and Dropbox Quiz 12
Thursday 11/23	THANKSGIVING – NO CLASS
Tuesday 11/28	Research Bibliography DUE
Thursday 11/30	Research Paper DUE , Bring 4 Print Copies, Peer Review in Class (<u>Mandatory</u>)
Tuesday 12/5	Open Work Day: Bring in Writing Materials
Thursday 12/7	Conferences (<u>Mandatory</u>)
Tuesday 12/12	Final Portfolio Peer Review – Bring 4 copies of final portfolio
Thursday 12/14	Final Portfolio DUE by 11:55pm
Tuesday 12/19	Portfolio Cover Pages (To Be Written in Class – <u>Mandatory</u>)
Thursday 12/21	Reflection Essay (To Be Written in Class – <u>Mandatory</u>)

Technology Requirements

This class is paperless, which means that all homework, most class work, and all papers must be submitted digitally. This means that students are expected to have access to computers and the internet several hours a week outside of class. If you do not have access to both at home, then you will need to schedule time to be on campus to use one of the JC computers to do your homework.

JetNet

All grades, assignments, handouts, and dropboxes will be posted on JetNet. It is your responsibility to check there regularly for comments, course updates, and assignments. Students are required to call the Solution Center if they have difficulty logging into JetNet. Information on how to use JetNet is available on the JC site. All formal assignments, such as proposals and drafts, must be submitted on JetNet. No paper submissions will be accepted.

To unlock a paper dropbox on JetNet, students must complete the three assigned dropbox quizzes at proficiency level. These quizzes contain remedial grammar and lexicon questions. It is assumed that all students placed in this course are at or near proficiency when it comes to writing, so these quizzes are designed to refresh previously learned writing skills rather than test students on content for a grade. Students may retake each of the quizzes as many times as they want. Brief grammar reviews are imbedded in the course curriculum and the quizzes correspond with these lectures and activities. Additionally, resources will be provided for students who need additional assistance. Students may work in groups or with a partner on these dropbox quizzes, but all assigned quizzes need to be taken and passed with proficiency in order for a dropbox to be unlocked. Students may work ahead if desired.

Writing Today with Pearson REVEL

Students are required to purchase access to our textbook online. This online component, called REVEL, is bundled with the loose-leaf copy of the Writing Today third edition at the JC bookstore. If you don't plan on purchasing the textbook bundle through the JC Bookstore, you may purchase an e-copy of the text with access to REVEL through the Pearson site. If you are waiting for funding to go through, you may sign up for a two week free trial of the e-text and REVEL on the Pearson site, but you must upgrade your account to a fully paid student account no later than January 30, 2017. *You are not allowed to create more than one Pearson account for this course.*

Student Instructions

This course uses a Pearson digital product which contains important assignments and resources used throughout the semester. The required link below is unique to this course. Here is how to register:

1. Visit this link: <https://console.pearson.com/enrollment/wybah7>
2. Sign in with your Pearson Account. You can either: sign in with an existing Pearson username and password OR create a new Pearson account if this is your first Pearson digital product.
3. Choose your course under 'My Courses' and choose an access option: redeem an access code that you got from your school's bookstore or purchase access online. There is a free trial if you are waiting for financial aid.

Pearson recommends using the latest version of Chrome, Firefox, or Safari with this digital product.

Be sure to bookmark the site and write down your login and password.