

ENG 131 Writing Experience I

Syllabus (Fall 2017)—Section: ENG 131-01—Instructor: Rachel Karslake, M.A.

Class Information:

- **ENG 131.01:** Tuesday and Thursday, 1:00 P.M. – 2:23 P.M.
- William A. Atkinson Hall (WA) 217
- ENG 131 is a 3-credit course
- **JetNet Course Site Information:**
www.jccmi.edu>online courses>login with JCC user ID and password (your course should be on the left of the screen)
- **Office Hours:**
Tuesday (in the library): 11:30 A.M. – 12:30 P.M. or by appointment

Contact Information:

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. 3rd edition. 2016. ISBN: 9780134217307

***Text Book Zero!** This text is available in a digital format. You can rent or purchase in digital format through the JC Bookstore. You can even get a copy of our book in a digital format from several sources, including: amazon.com (Kindle) audible.com (Audiobook) barnesandnoble.com (NOOK Book).

- 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 as 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:

Participation and Attendance— 20%	102 pts.
(Your journals count as attendance points in this grade)	
Instructor drafts, peer review, homework, group work, in-class activities—40%	198 pts.
Essay 1, 2, and 3 worth 25 pts. each, in-class peer reviews (4) worth 5 pts. each, homework and in-class work worth 68 pts. total, Journal Project worth 20 pts., and TEAM time activities (10) worth 15 points total.	
Final Portfolio	200 pts.
Total Class Points	500 pts.

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.

Total Points Earned	G.P.A. Equivalent
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.

Total Portfolio Points Earned	G.P.A. Equivalent
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*.
- Tardiness is sometimes unavoidable. However, excessive tardiness is disruptive to the class. If you are late more than two times during the semester, then your attendance points will be docked. On the third tardy (over 5 minutes late) and after, you will lose half of your attendance points for the day. Also, if you are late to class, coming after our journal writing session, you will not be able to "make up" that journal entry.
- Cell phone, iPod (or MP3), and computer usage will not be allowed unless otherwise stated by me.
- I expect you to arrive to class on time and ready to work. This means that phone conversations (voice or text) should be halted when class begins. This also means that surfing social media sites must stop during our class session.
- 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 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.

Attendance

Missing class is, sometimes, unavoidable. I understand that. If you know ahead of time that you are going to miss a session, please let me know prior to that class period. I would also like you to contact me if you are missing class due to a legitimate illness.

Keep in mind, however, that students will not receive attendance points when they are not in class. Likewise, students will not receive journal points for the day, either. Journal entries and in-class work cannot be made up outside of our class session.

If you do miss a class, please refer to the class calendar to see what was missed. The class calendar is located on our JetNet page, and is available on the first day of class. If you do miss a class, you could also ask a friend what you missed. It is your responsibility to get notes and assignments from your peers when you miss a session. I will not review via email or in a face-to-face meeting what you missed when you were absent.

If you miss an excessive number of classes (three in a row or five or more non-consecutive classes), then I will drop you from our course. When a learner is removed from the course by the instructor, reinstatement is not possible.

Withdrawals and Incompletes

Students can withdraw or take an incomplete grade for the class, if necessary. The withdrawal dates for Winter 2017 are as follows:

- Refund given—counts as a “drop” not withdrawal (W): September 14, 2017
- Drop with a withdrawal counted (W): on September 15, 2017 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 11, 2017

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
- *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.

Other Class Information

Below, you will find information on some of our projects this semester. Not all are listed. If you do not see one of your assignments listed here, please look on our JetNet page for more information.

Essays

You are required to write three academic essays this semester: narrative, profile, and informative research. Each essay will have its own peer review session, instructor draft, and may be included in your final portfolio. Specific instructions for the essay assignment can be found on our JetNet page.

Your essays must go through the peer review process and be revised before it can be submitted to me. Also, to be considered for a passing grade on your essay, you must fully adhere (to the best of your ability) to the assignment instructions. Each of your essays must be formatted properly and submitted on time.

Student Portfolio

At the end of the semester, each student will compile a portfolio of their work in our class that is, at least, 10 pages long. The essays for the portfolio must come from our essay assignments (Essay 1, 2, and/or 3). All essays in the portfolio must have been written for our ENG 131 class, be complete according to each assignment's requirements (this means it meets the page requirements, formatting rules, etc.), and have gone through the instructor draft process (i.e., it has been seen by me and graded previously). Failure to submit a portfolio in our class will result in a failing grade for the course.

For more information about the end of the semester portfolio, please refer to the Portfolio materials on our JetNet course page.

Journals

In our class this semester, you will be expected to keep an in-class writing journal. Your journal will be designated for in-class writing entries, in-class work, and most of your homework assignments. This journal should be a separate notebook or composition book, and one that is devoted only to your journal entries and homework. You should also put your name somewhere on the cover of the journal (or on the inside flap). I will be collecting and grading your journal two times this semester.

We will devote approximately ten minutes of most class sessions for journal writing. Most of the time, you will be able to write about a topic of your choice. Sometimes, however, I will give you a topic or prompt to help you get started. You will only be allowed to write your journal entries during our class time. Outside entries are not allowed without special permission (I do verify your entries with the class attendance records).

Your entries should follow the criteria listed below:

- Place the date at the top right corner of each entry.
- The title for each entry should be the given topic. Please write the title at the top of the page.
- All writing should be legible.
- Entries should be written as naturally as possible. There is no need for formality in your journal entries. These are not edited, finished pieces; they are to be an expression of your thoughts and opinions.
- Journal entries are private (between the writer and the instructor); however, your journal is NOT a diary. I have an obligation to report all illegal activities to the authorities (drugs, alcohol, suicidal thoughts or expressions, etc.). Please keep this in mind when you are writing.
- You may include a note to me after your entry, if necessary.
- Journal entries are graded on honest, class-writing participation.
- All of your journal entries must be non-fiction (true happenings) unless otherwise stated by me. Your journal is not a place to write fiction or fiction story ideas. You may write in whatever genre you feel is necessary to express the topic at hand unless otherwise stated by me (i.e., creative non-fiction, essay, reflection, memoir, personal essay, lyrical essay, or poetry).

In-class Work

You will also be asked to write most of your homework assignments and class work in your journals. This will help to keep all of your assignments in one place. I will grade your homework when I collect your journals. Please follow the instructions below when completing your homework:

- Please place the date in the upper right-hand corner.
- Make sure that you write the assignment title at the top of the page.
- All of your answers should be neatly written and in full sentences.

- Answer the question the best that you can.

I expect you to work on your classwork during our session. Non-participation during in-class work time will result in a failing grade for that assignment. If your homework is not in the journal when I collect it, then you will not get credit. I do not accept late homework or journal submissions.

In-Class Peer Review and Writer's Workshops

We will have four peer review sessions this semester. Students are required to attend each peer review session to receive peer review points. When you do come, you should be ready to work and have a double-spaced copy of your draft with you. If you do not bring a copy of your draft, then you will be put to work as an editor, receiving partial participation points for the day.

There will be other days when we have a writer's workshop. A writer's workshop is a class period devoted to working on your current draft. These are very helpful sessions because they allow you to have access to your instructor and fellow classmates for help on your draft.

Please keep in mind that peer review and writer's workshops are mandatory. They are not an option. Take advantage of your classmates' help and come to class on these days. Not only will your paper be better for it, but you will be able to help your fellow students' papers improve too.

Journal Project

At the end of the semester you will be asked to revise one of your journal entries into a finished piece. You have a little freedom with this assignment. You will be able to revise your entry into any form of non-fiction that you like, which includes a standard essay, lyrical essay, a poem, or a song. However, there are stipulations: your piece must be at least 300 words in length, a revised and edited version on one of your journal entries, and polished. You also must present your finished piece to the rest of the class at the end of the semester. There will be two days devoted to reading (or performing) your journal project.

You *must* attend both days to receive full points. If you do not present, you will receive a zero (0) for the assignment. If you present, but do not attend the second presentation day, you will lose half of the assignment points.

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)	Tuesday, September 5th
Essay 1 (Literacy Autobiography) in-class peer review	Tuesday, September 19th
Essay 1 (Literacy Autobiography) Instructor draft due	Thursday, September 21st
Journal due	Thursday, October 12th
Essay 2 (Profile) in-class peer review	Tuesday, October 17th
Essay 2 (Profile) Instructor draft due	Thursday, October 19th
Point summaries due	Thursday, November 9th
Essay 3 (Research) outlining workshop	Thursday, November 9th
Essay 3 (Research) in-class peer review	Thursday, November 19th
Essay 3 (Research) Instructor draft due	Tuesday, November 21st
Thanksgiving Break	Wednesday, November 22 nd – Sunday, November 26th

Portfolio in-class peer review and writing workshop	Thursday, December 7th
Portfolio due	Tuesday, December 12th
Journals due	Tuesday, December 12th
Journal Projects due and presentations	Thursday, December 14 th and Tuesday, December 19th
Last day of class and class party (portfolios returned)	Thursday, December 21st

Points Tracker

Use this handy chart to help keep track of your points this semester.

Attendance – 30 points	/30
Journal Entries – 72 points	
1 st Collection (October 12 th)	/40
2 nd Collection (December 12 th)	/32
Homework and In-class Work – 48 points	
1 st Collection (October 12 th)	/27
2 nd Collection (December 12 th)	/21
Point Summaries (4 at 5 points each)	/20
Essays (instructor drafts) – 75 points (25 points each)	
Essay 1: Literacy Narrative	/25
Essay 2: Profile	/25
Essay 3: Informative Synthesis	/25
Peer Review – 20 points (5 points each)	
Essay 1: September 19th	/5
Essay 2: October 17th	/5
Essay 3: November 16th	/5
Portfolio: December 7th	/5
Team Time – 15 points (10 sheets total)	/15
Journal Project	/20
Portfolio	/200
Total Class Points	/500