

English 091.BC17 - Introduction to College Writing – Fall 2018 – Dave DeBaker

Tuesdays and Thursdays 1:00 PM to 2:23 PM – William Atkinson Hall Room 220 – 3 credits

Instructor: David DeBaker

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Office hours: Mon, Tue, Wed, Thur – 9am to 10:30am in office & 12:30 – 1pm after class in Atkinson Library. Mondays 5pm to 6pm in office

Textbook: Jackson College strives to make textbook purchases more affordable for students by offering digital options which we call Text Book Zero. This doesn't mean textbooks aren't needed. It means the textbook is available in a digital format (less expensive than a hard copy) and may be purchased in the bookstore. The choice is up to you.

We use the same Textbook in 091 as 131

Writing Today 4th Edition (loose leaf, hard copy of textbook plus REVEL Online Access Card) ISBN: 9780134995649

Writing Today 4th Edition - E-Text. ISBN: 9780134808048

Options for Purchase

Type	Purchase at	Price
E-Text – No physical copy	Through Pearson Website. Link to purchase on JetNet - need credit card	\$49.95
E-Text Access Card – No physical copy	Bookstore	\$59.75
E-Text & Loose paper copy	Bookstore	\$108.75

Suggested Materials: Notebook, pen or pencil, USB flash drive (2gb is enough) & a folder or binder for handouts

Grading

Your final grade for English 091 will be determined by totaling these grades:

Portfolio = (40%) - Classwork = (40%) - Participation = (20%)

Portfolio (40%)

The portfolio you turn in for English 091 will be the same portfolio you turn in for English 131. There will be no additional essays required. In English 131, your portfolio will be measured by the standards of the quality of writing expected in English 131. In English 091, your portfolio will be measured by the standards of the quality of writing expected in English 131. Failure to turn in a portfolio will result in a 0.0 for the course.

Graded Exercises (40%)

In class assignments, Minor Exercises, Quick lessons (The above 3 will be done and graded in class) Homework Assignments, Major Exercises, Showing improvements on drafts of your essays

Participation (20%)

Attendance, Sharing your opinions during class discussions, Working as a part of your group, Peer Review. Using your Writing Lab time effectively.

Things that hurt your participation grade

- Being late. I would much prefer you to be late than not attend. But, the first 10 minutes of class is typically the most important.
- Leaving class early. If you need to leave class early, you MUST inform me at the start of the class. If you leave early without informing me, no matter how early you leave, you will be given a full absence for the day.
- Absences – See chart below

Participation Grade & Absences

Absences affect your participation grade as follows:
3 to 4 = highest **Participation Grade** possible is 3.0
5 to 6 = highest **Participation Grade** possible is 2.5
7 or more = a potential **Participation Grade** of 0.0

Absences and your overall course grade

If you have more than 8 absences in a semester, you will receive a 0.0 for the course. Exceptions to this rule can be made if you keep in contact with me, and let me know what is going on. If something happens in your life to affect your attendance, just let me know and we can work something out.



Official Course Information

JC Course Catalog Description: This is an intensive course to give students a strong foundation for the work of English 131. Students explore genres in order to meet the expectations of audiences for a variety of purposes. A personal approach helps students enhance their writing abilities, resolve writing problems, and explore writing strategies. An end-of-semester portfolio is required. Pre-requisite: ENG 085; Co-requisite: ENG 131A

Course Objectives

- R - Review things done in ENG 131 with different approaches, lessons, and exercises
- E - Enhance the things done and things we will be doing in 131
- A - Apply what you've learned in ENG 131 & 091 into your 3 Portfolio Essays
- P - Preview lessons and essays coming up in ENG 131

Build a strong learning community through group work and build a strong relationship with your instructor.

Course Goals: This class runs as a writing workshop. The Writing Workshop Method of teaching might be a little different than you are used to.

- There are no “all rough drafts are due” days or “all final drafts are due” days
- It's **very important** that I see your work in stages, sections, or parts.
- **Never worrying about submitting something that isn't “just right” or “perfect.”** The more rough and unfinished your writing is, the easier it is for me to get an understanding of your writing process.
- We have Writing Lab days which are dedicated for you to work on your essay and to get one-on-one feedback with me.

Reading the assigned chapter readings, the other assigned writings are extremely important. Coming to class with the current stage of your essay, ready to work, ready to talk about it, and productively using your writing lab time will make you successful.

Performance Objectives: The following outcomes refer to the specific skills that learners are expected to develop as a result of the instructional process in English 131:

Critical Thinking, Reading, and Writing Processes	Rhetorical Knowledge and Conventions	Electronic Environment
<ul style="list-style-type: none"> • Practice active reading strategies • Identify and contextually evaluate assumptions, points of view, stylistic choices, and implications born of reasoning • Offer formative feedback on others writing in peer review sessions • Use genres to navigate complex rhetorical challenges • Distinguish one’s own ideas from those of others • Practice metacognitive reflection 	<ul style="list-style-type: none"> • Use genre specific strategies, voice, tone, and perspective to achieve rhetorical goals • Recognize conventions of writing distinctive to specific disciplines • Employ Modern Language Association (MLA) style in academic writing • Writing in Plain Style—simple and direct language 	<ul style="list-style-type: none"> • Use a word processing program to compose, revise, and save documents • Locate research material collected from electronic sources, including library databases and other electronic networks and internet sources • Use college learning management system

Grading Scale for Graded Assignments

GPA	Grade Range		GPA	Grade Range		GPA	Grade Range
4.0	94-100%		2.5	78-83%		1.0	60-65%
3.5	89-93%		2.0	72-77%		0.5	55-59%
3.0	84-88%		1.5	66-71%		0.0	0-54%

General Education Outcome 1: Write clearly, concisely and intelligibly

The Board of Trustees has determined that all JC graduates should develop or enhance certain essential skills while enrolled in college courses. For ENG 131, GEO #1 is the required outcome:

At a 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 & Documentation—demonstrating appropriate documentation
- Language—attempts and practices correct grammar and mechanics

Dropping or Withdrawing from the course

Drops: You will receive a 100 percent tuition refund for any class you drop on or before the last day of the ADD/DROP period for the semester or session. No refunds will be made after this date. Student service fees are not refundable.

W – Withdraw: After the add/drop period, a student may withdraw from a course in accordance with the following dates published.

* The dates were not available to me when I made this syllabus. I will let you know when I get them.

Procedure: Discuss your situation with your instructors and a student success navigator. You may have options that are more favorable than withdrawing from courses. Students receiving federal aid who withdraw completely should contact the Financial Aid office for details of the Return of Funds policy that is in place for all recipients of federal financial aid. Call 517.796.8410 for assistance.

Incomplete: The only way for a student to be granted an incomplete is if the student complete above 50% of the work in the course, did not have a significant number of absences, and has my approval.

Intermediate Grading:

To comply with college policy and federal regulations, we will assign a grade to you after approximately two weeks, five weeks, and eight weeks. The grades assigned are letters with the following meanings:

V: Verifies that you are participating and your work so far has been acceptable.

H: Means that you are participating, but your work shows that you may require Help in order to complete the class successfully. If you receive an H grade, you will be contacted by the center for student success and offered tutoring services.

Q: means that you have effectively quit attending the course. If you receive a Q grade, you will be automatically withdrawn from the course.

Important Dates: Fall 2018

Date	Event
Sept. 4, 2018	Day and evening classes begin
Sept. 4 – Dec. 20, 2018	Semester Dates
Sept. 18, 2018	In-Service Day. No classes
Oct. 5, 2018	Pathway Showcases Day. No classes
Nov. 21 – 25, 2018	Thanksgiving Break. No classes
Dec. 20, 2018	End of Fall Semester
Dec. 22, 2018	Grades Due

Student Appeals Process

In the event of a dispute, both students and faculty should follow the Conflict Resolution Policy. This policy is represented in Student Rights and Responsibilities (student handbook) and the Master Agreement.

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, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

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/electronic material 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
- Allowing your work to be submitted by others



Help with writing - Help with school and life

Center for Student Success – Located in Bert Walker Hall, Room 138, the Center provides tutoring and other services. Please call (796-8415) or visit for more information. The staff are there to help you succeed in your studies, so please do not hesitate to make use of this free resource for any of your classes.

Writing Fellows - Located in Bert Walker Hall, Room 148, the Writing Fellows provide tutoring and assistance with writing assignments are stationed in BW 148 and are ready for walk-in conferences as well as appointments. More information is available here: <https://www.jccmi.edu/english/writing-fellows/>

Students with Disabilities – Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the office of Learning Support Services at 787-0800, extension 8270/8553 as soon as possible to ensure that such accommodations are implemented in a timely fashion. You must have written authorization to receive accommodations.

The Oasis Center Located in Whiting Hall, the Oasis Center provides counseling and a variety of mental health and substance abuse resources. Call 517.990.1300 or After-Hours: 517.787.7920. More information is available here: <https://www.jccmi.edu/the-oasis-center/>

Free Word Processing Options

Office 365 – This program is available **free** through Jackson College. Log into your email and look for the Office 365 logo, download and install. Or look for the link on the front page of JetNet.

Google Docs – Create or use your existing Google account and access Google Docs by a drop-down menu or by searching for it. You can create and store your documents for use online.

Apache Open Office – This is a free program that is available to download at openoffice.org.

Late Work Policy

Due dates are very flexible. If you forgot an assignment was due you can always turn it in later on. There will be certain assignments where I will only accept on the due date. It will be noted at the top of the assignment if that is the case. The one thing you can't do is save all the assignments and turn them in at the end of the semester.

Class Expectations

Creating a healthy classroom community is the key to a successful semester. This happens when we all work together, support each other, and maintain a positive atmosphere. I am always available to talk about anything that is affecting your schoolwork and life.



General Schedule of assignments

Week	
1	Class introduction - Reading Reflection. Practicing descriptive writing
2	Continuing with descriptive Writing - Preview of Memoir Essay
3	What revising actually is. Painting a picture for the reader. Combining and Expanding Sentences
4	Writing lab time for Memoir Essay
5	Editing and Revising. Ways to approach both and things to try.
6	Writing lab time for Memoir Essay
7	Conferences about Memoir Essay and progress in class
8	Starting the Research Essay - practicing research, Putting things into your own words
9	Exploring your topic and working on narrowing your topic. Summarizing practice
10	Becoming a mini-expert on your topic. Avoiding patch writing
11	Practicing framing direct quotations, MLA citations, Works Cited page
12	Finishing up Research Essay - Introduction of Review Essay - Structuring a review
13	Writing lab time for Review Essay
14	Meetings on your Research Essay and what you need to focus on for the Portfolio.
15	Writing lab time for Review Essay and to revise for the Portfolio
16	Writing lab time for Review Essay and to revise for the Portfolio - Portfolio Due on last day of class

This is a rough schedule. It is **HIGHLY** subject to change. Detailed schedules will be given out every 4 to 5 weeks with specific assignments and due dates.