



**Course Name: Writing Experience II**

**Course number/section: ENG132.SI52**

**Winter 2021**

**Number of Credits: 3**

**Days Class Meets:** Mondays & Wednesdays

**Meeting Times:** TBA via JetNet

**Location/Venue:** Virtual Classroom (Online, Asynchronous)

**Instructor:** Marie Anderson

**Contact Phone:** N/A

**Contact Email:** andersomariae@jccmi.edu

**Online Office Hours:** TBA via JetNet (Zoom or Big Blue Button)

---

## **Course Description**

This is an intensive writing course. Analytical and persuasive modes are stressed. Advanced research writing strategies are used. Database and primary research methods are emphasized. An end of the semester portfolio is **required**.

For technical specifications, and the potential to use financial aid to purchase an appropriate device refer to <http://www.jccmi.edu/tbz> which is JC's TextBook Zero web site. The library also has computers available for check out. For more information on this option go to <http://libguides.jccmi.edu/c.php?g=665872&p=468203> 0#s-lg-box-14671267.

## **Prerequisite(s)**

ENG 131 - Must be completed prior to taking this course.

## **Course Goals**

The course goals 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 and course objectives addressed in this class include the following:

The Board of Trustees has determined that all JC graduates should develop or enhance certain essential skills while enrolled in college courses. 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. For ENG 132, GEO #1 is the required outcome:

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

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

## **Course Objectives**

The following outcomes refer to the specific skills that learners are expected to develop as a result of the instructional process in English 132:

### **Critical Thinking, Reading, and Writing Processes**

- Practice active reading strategies
- Identify and evaluate assumptions
- 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

•

### **Rhetorical Knowledge and Conventions**

- Use effective rhetorical strategies
- Recognize discipline-specific writing conventions
- Employ Modern Language Association (MLA) style in academic writing
- Writing in Plain Style—simple and direct language

## Electronic Environment

- Use Microsoft Word to compose, revise, and save documents
- Locate research material collected from electronic sources, including library databases and other electronic networks and internet sources
- Utilize various software and/or technology to facilitate learning

## Textbook Requirements

- **Writing 10 Core Concepts** 2<sup>nd</sup> Edition - ISBN: 978-1-305-95676-6; Author: Robert P. Yagelski
- **Cengage Guide to Research** 3<sup>rd</sup> Edition – ISBN: 978-1-305-64639-1; Authors: Susan K. Miller-Cochran & Rochelle L. Rodrigo
- **The Well-Crafted Argument** 6<sup>th</sup> Edition – ISBN: 978-1-305-63412-1; Authors: Fred D. White and Simone J. Billings

**Text Book Zero!** 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 are not needed. It means the textbook must be available in a digital format (less expensive than a hard copy) and may be purchased in the bookstore. This course requires students to use Cengage Unlimited.

The materials required for this class and any others using Cengage products are included in ONE Cengage Unlimited subscription. For \$119.99 you get access to ALL your Cengage online textbooks, and access codes, in one place. \$7.99 hardcopy textbook rentals are also available for select titles. Download the free Cengage Mobile App to get your Cengage Unlimited online textbooks and study tools on your phone. [Ask for Cengage Unlimited in the bookstore or visit cengage.com/unlimited.](#)

## Follett Access

- Please [review the cost of your required materials](#) to determine the best option for you to purchase your materials.
- For more information on the Follett ACCESS Program, you can view the [view the frequently asked questions](#).

If after reviewing the costs, you choose to opt out, you may do so here: [www.jccmi.edu/optout](http://www.jccmi.edu/optout).

Please note your opt out selection is for your entire semester schedule. You cannot opt out and opt in to individual courses. And you must opt out by the due date for your first class.

Class Starts On:	Opt Out Date:
January 11, 2021	January 14, 2021
February 15, 2021	February 18, 2021

<b>Class Starts On:</b>	<b>Opt Out Date:</b>
March 15, 2021	March 18, 2021
March 30, 2021	April 2, 2021

If you have questions about materials, please contact the Jackson College Follett bookstore at [jackson@bkstr.com](mailto:jackson@bkstr.com). For account billing questions, please contact the Jackson College Cashier at [jccashier@jccmi.edu](mailto:jccashier@jccmi.edu).

## Supplies

Flash-drive to save essays. Optional supplies: academic planner/calendar, password booklet, and composition notebook.

## Grading Procedure

Method employed for evaluating student performance. Testing format (essay, objective, portfolio, etc.) and the relative weight each evaluative tool has upon the final grade are helpful explanations for students.

<b>GRADING</b>	<b>GRADE RANGE</b>
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%
0.5	55-59%
0.0	0-54%

## Failure

The following will result in a failing grade: Any form of plagiarism (including omission of citations regardless if it was done inadvertently); student misconduct; poor academic performances; excessive, unexcused absences; and incomplete or missing portfolio. Each infraction will be dealt with on an individual basis and at the Instructor's discretion.

## 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.

JC has an academic honesty policy, which will be adhered to in this class. Students are encouraged to review JC's Academic Misconduct Policy on the JC website. Plagiarism, the submission of another's writing, whether directly copied or paraphrased, may result in a failing grade and can be grounds for removal from class.

Cases of plagiarism are dealt with by the instructor on an individual basis. All cases of plagiarism are reported to the Office of the Academic Dean. 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/>

## Plagiarism and Cheating

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

- Submitting other's work as your
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical 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/materials from an outside source without authorization. Cheating includes, but is not limited to the following:

- Plagiarizing in any form including patchwriting
- Using notes/books/electronic materials without authorization
- Copying/pasting someone else's work
- 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

## Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the [Jackson College accessibility web page](#).

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at [JCCSS@jccmi.edu](mailto:JCCSS@jccmi.edu) or visit the [Center for Student Success web page](#).

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

## Course Management

Special circumstances: withdrawal, and audit and incomplete grading procedures. Click on link <https://www.jccmi.edu/registration-records/grading-system/> for additional information.

## Makeup Policy

Late essay assignments will receive a -20 point deduction per day – not to exceed two days. Ex. If you score 70%, you would receive 50%. Any essay submitted more than two days late will automatically receive a zero grade. **There is no makeup for discussion forums, peer workshops, and/or attendance/participation.** Contact me immediately via email if you have any special circumstances that would prohibit you from attending the virtual class or completing your assignments by the due date.

## Help

Help with your writing is available through your instructor, the JC Writing Fellows, Smarthinking Online Tutor, and the Center for Student Success Writing Tutors.

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

- a copy of the assignment sheet
- your draft or work thus far
- specific areas with which you need help

## Academic Advising

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester. Please e-mail [JCCSS@jccmi.edu](mailto:JCCSS@jccmi.edu) or visit the [Accommodations for Students with Disabilities](#) web page.

## JC Technology

If you have trouble with your JC account, please contact the JC Solution Center at (517) 796-8539 or via email at [jcsolutioncenter@jccmi.ed](mailto:jcsolutioncenter@jccmi.ed). Please ask them for help on any concerns you may have including computer problems.

**Microsoft Suite Products:** All essays assignments will be typed via Word document.

Do you need access to the Microsoft suite of products? You have access with your JC email account.

- Navigate to Office365.com
- Click “for home”
- In the upper right, log in with your JC email
- Use your JC email to log in – the page will take you to a new link where you can type in your JC email password
- Click “sign in”

- Now, click “Word” or whichever program you need
- Install applications to your device

## Student Responsibilities

You must communicate with the instructor via email using your JC email address. You must have access to an internet connected computer. You are also expected to have “backup computer” plans; at a friend’s computer, a relative’s computer, JC campus, or at a library. Establish computer plans in case your usual computer access is disrupted during the semester. The course will continue to move along regardless of whether your computer works or not. I provide instructional support, not computer support. It is your responsibility to establish and maintain technical connections. You must complete all assignments by the deadline date regardless of absences. **If you miss a class, you are expected to view the recorded lecture.**

## Class Expectations

1. You are a college student and are expected to present yourself as one
2. Be prepared for class discussions on selected readings
3. Have all materials and be prepared to write essays in class
4. Complete assignments by the deadline date
5. Be willing to work with other classmates on essays or projects
6. Respect other students point of views or perspectives
7. Use the email etiquette when corresponding with Instructor and peers.
8. Allow you classmates to speak freely and without judgment
9. Refrain from using offensive or derogatory language
10. Participate in online discussions, workshops, and activities

## Dual-Enrolled High School Students

Please note the following:

- The attendance policy stated above applies to you too
- Going on vacation during high school breaks are not “excused” absences
- High school closings do not excuse students from attending scheduled JC classes
- Missing college classes for high school activities are not “excused” absences

The only excused absence is for medical reasons with medical documentation, and the policies in this syllabus determine what credit can and cannot be made-up. If you are dropped, you won’t be able to pass the class. I cannot officially drop you if you are dual-enrolled, but if your navigator is informed you have been dropped, you will receive a 0.0 for the final grade.

## Portfolio

It is mandatory that you submit a completed portfolio by the end of the semester in order to receive a passing grade. In addition, any indication of plagiarism of any kind, and any portion or part of the portfolio will result in a zero grade for the entire course.

## Attendance- Participation Policy

### For online sections

Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations.

It is imperative that you log in to the course and actively participate within the first couple of days of the term to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

#### **Important Message about Attendance in an Online Course:**

Constant participation in an online course is crucial to your success. You are required to log into JetNet/Moodle at least three times a week (preferably once a day). I will monitor your interaction each week to ensure that you are participating. Any student that shows no interaction for 3 consecutive days will be marked absent and/or withdrawn from the course due to inactivity. Even if you have only 5-10 minutes, please make sure to access the course on a regular basis to prevent missing deadline dates, groups discussions, and any changes in the assignments.

### **Caveat**

“This syllabus is representative of materials that will be covered in this class. It is subject to change without notice. Some revisions to this syllabus may be necessary during the course and are the sole discretion of the instructor. I will post all changes via JetNet and/or JC email. If you have any problems related to this course, please feel free to discuss them with me as soon as possible.”

## Calendar

\*Assignments and due dates are subject to change. Check JetNet for chapter readings, updates, conferences, and assignment due dates.

WEEK #	DATE	TOPIC
Week 1	1/11	<b>Introductions &amp; Course Syllabus</b> <ul style="list-style-type: none"> <li>• Cengage Unlimited (Code)</li> <li>• Discussion Forum: Introductions</li> <li>• Review Lectures/Videos</li> </ul>
Week 2	1/18	<b>Essay #1: Rhetorical Analysis</b> <ul style="list-style-type: none"> <li>• Review Lectures/Videos</li> <li>• Quiz: Course Syllabus</li> <li>• Discussion Forums: Chapter Readings</li> <li>• Group Peer Review Workshops</li> </ul>
Week 3	1/25	<b>Essay #2: Proposals</b> <ul style="list-style-type: none"> <li>• Review Lectures/Videos</li> <li>• Discussion Forum: Chapter Readings</li> <li>• Group Peer Review Workshops</li> <li>• Video Conferencing – TBA in JetNet</li> </ul>
Week 4	2/1	<b>Essay #3: Argumentative/Persuasive</b> <ul style="list-style-type: none"> <li>• Review Lectures/Videos</li> <li>• Discussion Forum: Chapter Readings</li> <li>• Group Peer Review Workshops</li> </ul>
Week 5	2/8	Essay #3: Argumentative/Persuasive Continues... <ul style="list-style-type: none"> <li>• Discussion Forum: Chapter Readings</li> <li>• Group Peer Review Workshops</li> <li>• Video Conferencing – TBA in JetNet</li> </ul>
Week 6	2/15	<b>Portfolio Assignment Sheet / Reflective Essay</b> <ul style="list-style-type: none"> <li>• Reflection Essay</li> <li>• Revisions (All Essays)</li> <li>• Discussion Forums: Revision Process</li> <li>• Video Conferencing – TBA in JetNet</li> </ul>
Week 7	2/22	<b>Portfolio Due</b> <ul style="list-style-type: none"> <li>• Check JetNet for date/time Portfolio is due</li> <li>• <b>Late portfolios will not be accepted!</b></li> </ul>