



Writing Experience I

ENG 131.I55

Summer 2021

Number of Credits: 3

Days Class Meets: Distance Learning

Meeting Times: Distance Learning

Location/Venue: Online

Instructor: Mrs. Nina Knight

Contact Phone: Remind App

Contact Email: knightninam@jccmi.edu

Online Office Hours: Tuesday/Wednesday

Course Description

This is an intensive writing course. Narrative and descriptive modes are stressed. Basic research strategies are introduced. An end of semester portfolio is required.

*This course involves honest and open discussions about equity, race, and white privilege. This is not a political discussion but will focus on rhetorical devices and how we interact with the written word.

Failure to submit an Expository Essay or Final Portfolio will result in an automatic failure of the course.

Prerequisite(s)

ENG 086 and ENG 091

Course Goals

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 131, GEO #1 is the required outcome:

General Education Outcome 1: Write clearly, concisely and intelligibly

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

Course Objectives

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

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

Textbook (chose appropriate options below)

- Writing Today 4th Edition by Johnson-Sheehan

Textbook Zero

- **Text Book Zero.** This text is available in a digital format. Please see the links posted on our class Jet Net site. This text is available to rent or purchase in digital format through the JC Bookstore.

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. 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
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. For account billing questions, please contact the Jackson College Cashier at jccashier@jccmi.edu.

Extras

- Computer (Laptop or Desktop) IPADS and Chromebooks do not work well with Microsoft Word.
- Remind App
- Stable internet access
- Access to Office 365

Grading Procedure

Jackson College final grades are based on a 4.0 scale, with 4.0 being Masterful. You must earn a 2.0 in this class to earn credit for the class. Less than a 2.0 is considered failing. This means you will need to retake the class and pass it before it meets pre-requisite requirements for other courses or for transfer to other colleges and universities. The final grade is based on the following criteria: Attendance= 20%, Quizzes/Homework/Assignments=40%, Final Exam=40% **Failure to submit an Expository Essay or Final Portfolio will result in an automatic failure of the course.**

Grading Scale

GPA	GRADE RANGE
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

Failure to turn in the 4 major essays or the final portfolio will result in failure of the course. Failure to submit an Expository Essay or Final Portfolio will result in an automatic failure of the course.

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

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

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

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 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

In accordance with the JC policy for incomplete grades, incompletes are only granted to student who have demonstrated good standing in the class and who have a passing grade at the time of an extenuating circumstance that precludes completion of the course. Documentation validating the circumstance will be required. Incomplete grades are not intended as a free pass out of class.

Makeup Policy

Assignments can be turned in 1-week after the deadline for ½ credit and will lose points daily. If you missed a deadline, please contact me to discuss the ability to make it up. Quizzes, Tests, and group projects cannot be made up.

Help

Available learning services or opportunities for students seeking help with their course work.

Tutors: [JC Tutor Center](#)

Writing Fellows:

Writing Fellows provide free writing support to JC students in all disciplines or programs of study from astronomy to zoology. We can help you no matter where you are in the writing process – from collecting material at the beginning to properly citing sources at the end of the process. We offer online/e-mail tutoring services for online students. We can help with: Essay writing, research writing, APA, MLA, Chicago style, notetaking, reviewing assignment instructions and more! To schedule an appointment: [Writing Fellows](#)

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 or visit the [Accommodations for Students with Disabilities](#) web page

Student Responsibilities

Participation in discussion boards is mandatory and is an expectation built into this course. Every student will be expected to keep up with the reading and homework assignments. Be sure to complete all assigned homework on time. Your JC email and Remind will be the primary way I will communicate with you outside of class; however, I can be reached via Zoom and BBB. I suggest you check your JC email daily! If you don't use JC as your primary email, please have your JC email forwarded to your primary account so that you can get any class announcements. All assignments need to be posted to JetNet in the format specified or they will be given a zero. Late papers will be accepted one week after the due date for a deduction in points. You are still expected to post your work on time. (Email me right away if extenuating circumstances prevent this from happening).

Attendance- Participation Policy

For online sections

Students must access the course and complete the weekly attendance assignment by Wednesday at midnight of every week. Failure to do so will result in an absence for the week and will be deducted from your course participation points. If you miss two weeks of class, you will be dropped from the course.

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.

Caveat

I retain the right to modify this syllabus and any of its terms as appropriate throughout the semester. This right, however, is limited to practical necessities (schedule, assignments, etc.) and legal or institutional requirements that supersede this syllabus as a contract. Student feedback will also be taken into consideration. Students will be notified of any change to the syllabus.

Calendar

WEEK #	DATE	TOPIC	HOMEWORK
1	July 6-11	MEMOIR ESSAY	MEMOIR ESSAY
2	July 12-18	PROFILE ESSAY	PROFILE ESSAY
3	July 19-25	EXPOSITORY ESSAY	EXPOSITORY ESSAY
4	JULY 4-AUG. 1	ESSAY REVISIONS	REVISIONS
5	AUGUST 2-8	FINAL EXAM	FINAL EXAM

Important Dates:

DATE	EVENT
JULY 6, 2021	CLASS BEGINS
AUGUST 9, 2021	CLASS ENDS

Mrs. Knight's Specific Course Policies

Land Acknowledgement:

- We collectively acknowledge that Jackson College occupies the ancestral, traditional, and contemporary Lands of the Anishinaabeg – Three Fires Confederacy of Ojibwe, Odawa, and Potawatomi peoples. We recognize, support, and advocate for the sovereignty of Michigan's twelve federally recognized Indian nations, for historic Indigenous communities in Michigan, for Indigenous individuals and communities who live here now, and for those who were forcibly removed from their Homelands. By offering this Land Acknowledgement, we affirm Indigenous sovereignty and will work to hold Jackson College accountable to the needs of American Indian and Indigenous peoples.

Preferred Name:

- If you have a preferred first name and/or specific gender pronouns you would like me to use (whether the traditional pronouns of she/her/hers or he/him/his, or alternative, non-binary pronouns such as they/them/theirs, ey/em/eirs, or zie/zim/zirs), please let me know.

Student/Instructor Correspondence:

- Casually drafted e-mails will be deleted without a response! (Example: hey nina did we do anything today.) As a professional in an academic field, students will conduct themselves accordingly. This will also help you practice your formal writing skills.

Technology Policies

The use of technology is a requirement for this course. Please keep in mind that technical failures are not an excuse for late or missing work. Please use the following tips below to help avoid issues with technology.

- Do not procrastinate! You are given ample time to complete homework, and projects. Start early to avoid problems with technology.
- Save everything to a memory stick or to a cloud-based server such as Google Drive, Dropbox or iCloud.

- Use a program that campus computers can open; use the “Save As” option and save your document in multiple versions – such as “Word Document” or “Rich Text Format” or Word 2007. You can save all work as the earlier version (Word 97-2003) or as .rtf (some formatting may be lost)
- E-mail a copy of your work to your JCC account or another internet-based e-mail service – either as an attachment or in the body of the e-mail, or both. Some formatting may be lost in the body of the e-mail, but it’s better than nothing. This way, you can get a copy of the work wherever you can access the Internet.

Free Stuff from Jackson College:

- **Online Class Help:** [Online Class Help](#)
- **Emergency Request:** If you need help with food, need a computer for this class, or need help paying for a bill or car repair, use this form: [Emergency Funds](#)
- **Health Clinic:** [Health Clinic](#)
- **Free Counseling:** Students and JC employees in need of assistance provided by our Oasis Center can call 517.787.7920. Simply state that you need to speak to the staff at the Oasis Center. You will then be transferred to one of the Oasis navigators who will screen for your particular needs.