



**21 Fall Semester**

## **Writing Experience I**

### **ENG 131.I50**

**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:** Wednesday 8-5

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## **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.

## **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 GEOs and course objectives addressed in this class include the following: 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

- Writing Today 4<sup>th</sup> Edition by Johnson-Sheehan

☒ **Digital Format:** This text is available in a digital format to rent or purchase through the JC Bookstore. Please see the links posted on your class JetNet site.

[Learn new textbook program at JC](#)

For account billing questions, please contact the Jackson College Cashier at [jccashier@jccmi.edu](mailto:jccashier@jccmi.edu)

## Extras

Computer (iPad and Chrome Books are not recommended)

Reliable Internet Access

## 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%

## 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 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](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

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

- Due to the rapid nature of this course, you may turn in work 3 days past the due date for ½ credit on weeks 1-5 only! No late work will be accepted in weeks 6 and 7.
- Attendance posts 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](mailto:JCCSS@jccmi.edu) or visit the [Accommodations for Students with Disabilities](#) web page

## Student Responsibilities

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.

## **Attendance- Participation Policy**

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.

**\*\*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 an attendance post, and I do not hear from you, you will be dropped from the course. Attendance posts cannot be made up.**

## **Caveat**

Please note: The format and timing of this course may need to change due to unforeseen circumstances. In particular: school closings, instructor illness, weather, or other situations that may arise.

If you are taking an in -person class, you will be required to complete a Reintegration Video Training course in JetNet prior to being admitted to campus.

All COVID safety protocols in place are based on current guidelines and will be enforced while students are on campus.

## **Calendar**

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.

WEEK #	DATE	TOPIC	HOMEWORK
1	August 30-September 5	Course policies	This is me essay
2	September 6-September 12	Memoir	Memoir essay
3	September 13-September 19	Citations	Citation assignments
4	September 20-September 26	Profile	Profile essay
5	September 27-October 3	Expository	Expository essay
6	October 4-October 10	Expository	Expository essay
7	October 11- October 17	Final exam	Final exam

### Important Dates:

MONDAY 09/06/2021	LABOR DAY HOLIDAY-NO CLASSES
WEDNESDAY 11/24- SUNDAY 11/28/2021	THANKSGIVING HOLIDAY-NO CLASSES
SATURDAY 12/18/2021	END OF FALL SEMESTER

### 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.