



2022 Spring Semester

Writing Experience I

ENG.131.81

Number of Credits: 3

Days Class Meets: Tuesday and Thursday

Meeting Times: 8:00 – 9:22 a.m.

Location/Venue: LeTarte Center, Room 16

Instructor: Adrian Rosa

Contact Phone: 517-524-7589 (call); 517-960-4951 (text)

Contact Email: rosaadrianw@jccmi.edu

Online Office Hours: by appointment

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.

Notice to Central Campus Students: Your classroom may not be equipped with a computer for you to use so it is highly advised that you bring your own lap-top type computer to every class for use in this course. 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 Text Book 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 091 or adequate score on placement test; ENG 091 may also be taken concurrently.

Course Goals

This course will focus on developing your communication skills through several types of writing. The primary business of this class is to improve your writing skills and to find and develop your writing voice. Writing can sometimes be frustrating, but it is a powerful tool that requires practice inside as well as outside the classroom. To accomplish our goal, the class time will include some brief lectures, but most of the time will be spent in a variety of interactive forums, such as class discussions, small

group work, peer evaluations, readings, question and answer periods. There will be some time to work on your writing during class as well as share your essays with your classmates for feedback. I will serve as facilitator, guide and consultant. Participation and mutual respect will be essential to your success in this course.

- Your success relies on the ability to plan, prepare, study, and engage phases of the writing process, to apply global and local essay strategies, critical thinking skills, research strategies, and peer response skills.
- You will create 4 essays that will be accompanied by a title page and, when sources are used, a Works Cited page. Specific page lengths will be defined in essay assignments. Developing ability to apply Modern Language Association (MLA) style and conventions to written assignments is expected. Standard English grammar and structures are requisite skills in this course.
- You will apply active reading strategies to assigned course materials from textbook and instructor handouts.
- You need to plan to spend at least nine [9] hours a week on the course, including assigned readings, collaborative discussions, and individualized writing.
- You will receive feedback during class time from the instructor at various stages of the writing process, have a scheduled consultation with the instructor, and engage in peer review for each of the essay assignments.

Course Objectives

English 131 course goals and objectives incorporate specific Associate Degree Outcomes (ADOs) 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.

ADOs

guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The ADOs addressed in this course include the following:

- ADO 1: Writing Clearly, Concisely, and Intelligibly (Developing)
- ADO 9: Working in Small Groups (Developing)

Performance Objectives: Correlating with and extending ADOs 1 & 9, these outcomes refer to the actions, feelings, and thoughts 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
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<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 	<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 	<ul style="list-style-type: none"> • 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
<p>writing in peer review sessions Use genres</p> <ul style="list-style-type: none"> ☐ to navigate complex rhetorical challenges Distinguish one’s own ☐ ideas from those of others Practice metacognitive ☐ reflection 	<p>(MLA) style in academic writing</p> <ul style="list-style-type: none"> ☐ ☐ 	<ul style="list-style-type: none"> ☐ Use college learning management system

“What is written without effort is in general read without pleasure.” -- Samuel Johnson

Textbook

Course Text: ***Writing Today*** in REVEL, Fourth Edition. *Authors: Johnson-Sheehan & Pain. Pearson Publishing. ISBN 13: 9780134307244.*

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.

Please review the cost of your required materials to determine the best option for you to purchase your materials.

Please note, your opt out selection is for your *entire* semester schedule. You cannot opt out/opt into individual courses. And you must opt out by the due date of your first class, which is the 3rd day after the start of your earliest course.

[Learn new textbook program at JC](#)

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

Extras – Course Materials

1. Notebook to take notes in class and do in class assignments

2. Spiral notebook for journaling
3. Three 2-pocket folders.
4. Access to a computer with word-processing capabilities and a printer outside of class as well as within it.
5. Flash drive. **(Please be sure to bring your flash drive to each class session. Save often and keep everything you do for this class until the end of the semester. Please note that you must bring an electronic copy of writing assignment to class EVERY class period. If you do not have access/ability to work on your papers while in class, you will be marked absent for that day.)**

Grading Procedure

- 40% Essays, in class work, Journaling
- 40% Portfolio
- 20% Attendance/Participation, Misc. papers, Quizzes, REVEL Quizzes, Oral Presentation

Total Possible points –1000

ESSAYS

There will be four essays assigned for this class.

1. Memoir (minimum length 3 pages)
2. Profile (minimum length 4 pages)
3. Process (minimum length 4 pages)
4. Informative (minimum length 6-8 pages, plus Annotated Bibliography)

- **To receive full credit**, you must hand in each essay unit in a two-pocket folder. This folder must contain the prewriting, rough draft, peer review, and final draft for the essay.
- Essays (all drafts) must be typed, double-space, 12 point Times New Roman with one inch margins.
 - On peer conference days, it is essential that you come to class ready to review your fellow classmates' work.

You cannot make up peer conferences missed and students who don't come prepared to adequately participate in conferences (this means a full rough draft) will not receive credit for the peer assignment. This will also affect the grade for your final draft. Additionally, you should be aware that a final draft of any essay that is less than the stated minimum for that assignment will result in an automatic reduction of 25 points before the quality of the paper is evaluated.

- **Please note:** In order to submit an essay folder, you must have previously submitted and I must have approved a rough draft of that essay and you must have completed the peer review process.

More information will be given on the individual assignments as we approach them.

JOURNALING

You are expected to make a weekly journal entry in your spiral notebook. This will help provide topics and materials for your essays by helping you reflect on what is going on around you and will help you gain confidence in your voice and ideas. This is a free-writing activity and is not meant to be structured as an essay. I MAY give you a topic each week to write about. You might write about Who? What? When? Where? Why? or give a brief physical description of something, someone, someplace. The major part of your writing should be about such things as: your impressions, feelings/reaction to what's happening, a conclusion you came to, an inference about what's going on, a connection to something else, a further question about the situation, a character statement, a prediction about what might happen next, etc.

The minimum assignment each week is two handwritten pages beginning on the top line of each page and writing to the end of the line. Always date your entry. Journals will be collected periodically on a Tuesday, so you should always have your journal with you ready to be handed in.

MISCELLANEOUS ASSIGNMENTS and QUIZZES

Throughout the course of the semester, students will be assigned various smaller writing, grammar, and punctuation assignments. These will reinforce the learning points from the textbook and class discussions, as well as provide more writing practice. Additionally, there may be pop quizzes given over textbook readings and class discussions, so it's in your best interest to always do the reading assignments. Also, be sure to do the REVEL online textbook assignments.

PORTFOLIO:

Your portfolio will be due near the end of the semester. Your portfolio will contain 10 – 12 pages of your best writing from this class. Everything in the portfolio must be reviewed by me, complete the peer review process, and be revised accordingly. A separate informational sheet about the portfolios will be given to you.

(See additional handout)

Portfolios will not be accepted past their due date. There are no exceptions to this.

ORAL PRESENTATION:

Near the end of the semester each student will give a presentation related to one of his/her essays.

Your class grade reflects your participation, performance, and growth in the class as evidenced by the strengthening and extension of writing and communication skills, preparation and timeliness regarding assignments and activities, and a marked level of responsibility and concern for positive personal and collective learning experiences. I grade on a 4.0 scale with 4.0 being superior work. You must achieve a 2.0 in this class to pass. Less than a 2.0 will not transfer for credit or serve as a prerequisite.

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 a portfolio that has not completed the required process will result in a 0.0 for the course.

Missing 4 classes in a row will result in a student being dropped from the course.

A student who accumulates 6 or more absences in the course will receive a 0.0 for the course.

Any circumstances under which a student could be dismissed from or failed in the course that is covered in other college publications.

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. Any type of plagiarism or cheating may result in a failing grade or removal from the course.

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.

Makeup Policy

See Attendance-Participation Policy below.

Help

Writing Help: Instructor Appointment, Writing Tutors, and Writing Fellows

If you are struggling with your writing, you may always ask for my help or use the resources below.

I also encourage you to contact the Center for Student Success (CSS) or the Writing Fellows for help with your writing. If you use these resources, you will need to have available:

- 1) a copy of the assignment
- 2) your draft or work thus far

Whenever seeking help, know why you need help. For instance, if you are having trouble writing an effective thesis, ask for help with your thesis. If you are having trouble with specific aspects of organization, you can ask for help with organization.

CSS faculty and Writing Fellows are NOT PEER EDITORS and will not read and give you commentary on a draft you hand over to them. Their first question will be 'What is the assignment?' Their second question will be "What do you need help with?" If you are unable to specify your needs, it will not be as easy receive help.

Click the links below for more information and support with technology or study.

[Center for Student Success](#) offers free counseling, tutoring, and writing support

[Writing Fellows](#) offer trained writing tutors and peer-review support

[Distance Learning](#) offers JetNet technical and other types of support

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

Students are accountable for the various policies posted in this syllabus.

Attendance- Participation Policy

Regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. ***My goal is for you to be successful in this class.*** Since this is a workshop atmosphere, participation in class discussions, writing workshops, peer/group editing and teacher conferences are vital for the success of this class. As your instructor, I need your help, your experience, and your voice to make this experience the best it can be for us all. This makes attendance mandatory. I understand that emergencies and occasional conflicts arise, but you need to keep in mind that if you do miss a class, you must still follow the schedule and deadlines. ***It is your responsibility to find out what you missed and how you can make the work up before the next class period. It's o.k. to email me and ask me what you missed in class, but I will not be able to reteach the class. So it would be wise to get the phone number and/or email of a couple of your classmates in order to get notes and details about assignments.***

Please be aware that quizzes and in-class assignments cannot be made up (points are awarded so you won't want to miss them).

I do not keep track of whether an absence is excused or unexcused and no points will be deducted for the ***first two absences*** (it is best not to use them early or unwisely). ***Subsequent absences will each receive a .5 point deduction from your final grade.*** Additionally, if you have not engaged in any academic activity over a two-week timeframe, I will submit your last date of attendance. This has the effect of dropping you from the course and you will not be able to reenroll.

It is also essential that you be in class on time since you receive credit for class participation and attendance. You will not receive full participation credit if you arrive late or leave early. If there is a serious emergency, please talk with me about it and be prepared to provide documentation. Please keep in mind that prescheduled appointments, vacations, family reunions, transportation problems, etc. do not constitute emergencies.

Late Work Policy:

All work is due at the beginning of the class period. This includes having all printing jobs completed when class begins. Plan to print all homework and paper assignments at home or school long before they are due. Do not expect to come to class and print them during class time; all work is due the moment class begins. Remember that computers will not always cooperate, so it is important for you

to save often, and bring all work to class in a hard copy form. Computer problems are not an excuse for late work – plan ahead to allow plenty of time for the unexpected.

Late work will not be accepted unless you and I have discussed the situation before class. Sorry—no exceptions. To make steady progress and receive good grades, you must have work done on time and be in class so that you can fully engage in class discussions and other activities.

If you must miss a class, only partial credit will be given for your work for that class since you would not have been present to participate in the class discussion; you are expected to be caught up with all assignments when you return to class.

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. **Not attending and actively participating in class may result in you being withdrawn from the course as described above.** 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.**

Course Management

Please note that points will be deducted from a student's daily participation or final grade for any of these issues:

1. Inappropriate use of cell phones at all times that is not specifically directed by the instructor
2. Having computers on at times other than those set aside for coursework or doing other computer activity that is not this class's work.
3. Habitual lateness or leaving early.
4. Any other disruptions or disrespectful behavior.

Ethical House Rules...

Show courtesy to others and respect for their perspectives.

Turn off pagers, cell phones and other potentially disruptive devices while class is in session.

Be considerate, arrive on time, and stay until class is over.

Be an active learner – challenge yourself, think, write, participate and have fun!

REMEMBER, I WANT YOU TO SUCCEED! LET ME KNOW HOW WE CAN WORK TOGETHER TOWARD YOUR SUCCESS

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

Below is a rough approximation of how this course is structured. Specific dates and assignments will be clarified in class and on JetNet.

Week 1 – 3	Memoir
Week 4 – 6	Profile
Week 7 – 9	Process
Week 10 – 13	Report
Week 14	Portfolio due
Week 15	Final Assessment

Important Dates:

MONDAY, MARCH 7 – SUNDAY, MARCH 13	SPRING BREAK - NO CLASSES
SATURDAY 4/30/2022	END OF SPRING SEMESTER