

# ENGL131-59 – Writing Experience I

## Fall 2013 Syllabus

Number of Course Credits: 3  
Class Time: MW 11:00am – 12:49pm  
Room: WA 120  
Course Blog: Sanders131Fall2013.blogspot.com

Instructor: Joe Sanders  
Contact Email: sandersjosephf@jccmi.edu  
Office Hours: By Appointment

### Course Description:

ENG 131 is “an intensive writing course designed to help students improve, strengthen and refine writing skills. Research methods are introduced. An end of the semester portfolio of narrative and informative writing is required.” Writing to learn and writing as a process (which means revising) will be the underlying themes of this course. Although writing is sometimes considered a task, writing is also a powerful tool that requires constant practice both inside and outside the classroom. Writing can also be a frustrating experience, especially when you are introduced to new ideas and concepts and then expected to explore those concepts on paper. I hope that this course can build your confidence in using writing as a tool for learning and exploring your ideas in a reflective and innovative way.

### Associate Degree Outcomes.

The Board of Trustees has determined that all JCC graduates should develop or enhance certain essential skills while enrolled in the college. Several of these Associate Degree Outcomes are addressed in this class, including writing clearly, concisely, and intelligibly and working productively with others, recognizing individual contributions to group success.

#### ADO #1 Writing Skills that we will work on together include:

- 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

#### ADO #9 Team Work Skills that we will work on together include:

- Participating—contributing fully to group work
- Making Collective Decisions—establishing procedures for consensus
- Supporting Team Members—respecting individual contributions
- Evaluating—reflecting on group processes and outcomes

### Required Course Materials:

*Writing Today* by Richard Johnson-Sheehan and Charles Paine. Second edition. ISBN-13: 978-0-205-21008-4  
Notebook and pen/pencil  
Regular access to a computer with internet and a printer

## **Grading Procedures:**

### **The Essays**

Each of you will complete a series of four essays this semester, which will form a writing portfolio at the end of the class. Each essay has a different purpose and is designed to challenge you in different ways.

#### **Personal Narrative**

#### **Profile Essay**

#### **Proposal**

#### **Portfolio Reflection Essay**

#### **Extra Credit Form Assignment**

### **Final Portfolio**

At the end of the semester, you will submit a portfolio containing the final drafts of all of your essays with cover sheets, all of the rough and working drafts of your essays with notes from myself and your peers, and two peer review worksheets per long essay. The final drafts of your first 3 essays alone must total at least 10 full pages. All of the supplementary materials, and the Portfolio Reflection Essay do not count toward this page count.

### **A Note on Revision:**

Revision is crucial to becoming an effective writer. No one gets it right in the first draft, and all of the best pieces of writing throughout history are the product of a long revision process. You will be required to turn in at least one draft of each essay in order to receive notes from your peers and myself and revise your work before the final portfolio is due. I will make myself available to look at any drafts you complete beyond what's required for each essay. You don't have to do extra drafts, but those students who do extra revision tend to be the ones who get the best grades on the essays and in the class overall.

### **A Note on Censorship:**

For this class, I will not restrict what you want to write about for a given essay as long as it meets the requirements of the assignment. However, essays are a formal and professional genre, and therefore the use of profanity in your long essays will be considered inappropriate and could affect your grade. That being said, I do not consider your Personal Narrative to be a scholarly essay and therefore you may tell your story in any way you choose without worrying about censorship. In addition, the use of adult language and themes in your in-class writing exercises would be acceptable depending on the parameters of that assignment. I only ask that your language and imagery serve your overall purpose.

### **Participation**

Your participation grade will be based on how active you are in our class discussions. This can include participating in reading discussions, volunteering to read your in-class writing assignments, or offering suggestions on your peers' essay ideas.

### **Presentation**

Each of you will be required to give an oral presentation at the end of the semester about one of your projects. The presentation will be 10 minutes long and you will be required to use some sort of visual aid. You may NOT simply stand in front of the class and read your essay aloud.

### **In-Class Writings**

Over the course of the semester, each of you will be required to complete a series of writing assignments during class. These are intended to help you practice the various techniques we will be discussing this semester. I would like these short assignments typed and emailed to me after the class in which they're assigned. Each of these writings must consist of at least one decent sized paragraph (about 400 words). If you miss class, it is your responsibility to make up these writing assignments and get them in to me as soon as possible. I won't accept any in-class writings that are more than a week late.

### **Peer Review**

The first draft of each of your essays will be read by two random classmates as well as myself. When you review someone else's paper, you are expected to be thorough with your notes. Be specific in terms of what is working in the paper, as well as what needs work. Don't be afraid to give or receive criticism; it's a vitally important part of the writing process. You will be completing a worksheet for every peer review, which will end up in that person's final portfolio.

### Assignment Due Dates

Personal Narrative 1 <sup>st</sup> Draft	Monday, September 30
Profile 1 <sup>st</sup> Draft	Monday, October 21
Profile 2 <sup>nd</sup> Draft	Monday, November 4
Proposal 1 <sup>st</sup> Draft	Monday, November 18
Proposal 2 <sup>nd</sup> Draft	Monday, December 2
Extra Credit Form Assignment	Monday, December 2
Presentations	Monday, December 9 & Wednesday, December 11
Final Portfolio	Wednesday, December 11

### Grading Scale:

4.0	94-100%	470-500 Points
3.5	89-93%	445-465 Points
3.0	84-88%	420-440 Points
2.5	78-83%	390-415 Points
2.0	70-77%	<u>350-385 Points</u>
1.5	66-71%	330-345 Points
1.0	60-65%	300-325 Points
0.5	55-59%	275-295 Points
0.0	0-54%	0-270 Points

### Assignment Grades

Personal Narrative First Draft	25 Points
Profile Essay First Draft	25 Points
Profile Essay Second Draft	25 Points
Proposal First Draft	25 Points
Proposal Second Draft	25 Points
Final Portfolio	200 Points
In-Class Writing Assignments	100 Points
Participation	50 Points
Oral Presentation	25 Points

### Assignment Grades (Percentage of Class)

Personal Narrative First Draft	5%
Profile Essay First Draft	5%
Profile Essay Second Draft	5%
Proposal First Draft	5%
Proposal Second Draft	5%
Final Portfolio	40%
In-Class Writing Assignments	20%
Participation	10%
Oral Presentation	5%

## **Academic Honesty Policy**

You are responsible for making yourself aware of and understanding the policies and procedures in the Undergraduate Catalog that pertains to Academic Honesty. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with me if you are uncertain about an issue of academic honesty prior to the submission of an assignment.

**Plagiarism** is defined as intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without proper acknowledgement of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc. are considered common knowledge – you do NOT need to cite Dictionaries. Anytime you present information from an outside source, you MUST cite where you got it.

## **Late Work Policy**

Assignments are due at the beginning of class on the date specified. I do **NOT** accept late work. If you cannot be in class on a due date, you may email me your paper to prove that it has been completed, but will have to turn in a hard copy the next time you're in class. If you miss a peer review, it's up to you to find two classmates that will read your draft and give you notes on your own time.

**Students with disabilities** who believe they may need accommodations in this class are encouraged to contact the office of Learning Support Services at 787-0800x ext. 8270/8553 as soon as possible to ensure that such accommodations are implemented in a timely fashion.

## **Course Rules:**

Each student has the right to his or her opinion on any subject and this classroom will be a safe place to explore these opinions. Rudeness will NOT be tolerated in any form. Each student is expected to treat all others with respect. Students exhibiting rudeness or other disruptive behaviors may be asked to leave.

Any student caught on Facebook or texting during class will have their participation grade lowered.

## **Attendance Policy**

As active participants in the process of writing and revision, you must attend every class period. You are allowed a maximum of 3 absences before grade penalties are assessed. For every absence after the third, your final grade will be reduced by a half point. A student with 5 absences whose overall grade at the end of the term is a 3.5 will end up with a 2.5. If you have a doctor's note, or other documentation explaining why you were absent, I will take that into consideration when figuring out your final attendance grade, but my official policy is that there are no excused absences. The best advice I can give is to not skip class. Save your absences for when an emergency comes up.

**Tardiness:** If you are more than ten minutes late to class, you will receive a partial absence. Also, if you have to leave early, you will receive a partial absence. 3 incidents of being tardy will equal one complete absence.