

*The most precious gift we can offer others is our presence. When mindfulness embraces those we love,*

*they will bloom like flowers.*

– Thich Nhat Hnah



ENGL&101 – English Composition I 1100 Section R

WINTER 2015

## Syllabus

**Instructor:** T. ROSENBERG

**Course Title:** English Composition I

**E-mail** [tobi.rosenberg@bellevuecollege.edu](mailto:tobi.rosenberg@bellevuecollege.edu)

**Office Hours:** by appointment AND by email Monday 5:30 – 6:00 p.m.

**Class meets:** M/W 3:00 – 5:10 p.m. Room R201 **Dates:** January 5 – March 25

**Last Day of Instruction:** Wednesday, March 18

**Scheduled Final Exam:** Wednesday, March 25 3:30 – 5:20 p.m.

**No Classes:** Monday, January 19 and Monday, February 16

**Required Textbook:** The St. Martin's Guide to Writing by Axelrod and Cooper **9th Edition** Bedford/St. Martin's ISBN: 13: 978-0-312-53612-1

**Suggested Textbook:** A Writer's Reference by Diana Hacker (ISBN 13: 978-0-312-45025-0) or **any** similar (including used) writing handbook

**Required Materials:** A college dictionary, one 3-ring binder for class, one **1/2-inch** 3-ring binder for your portfolio, flash cards, dividers, a green pen, and a highlighter.

**Prerequisites:** Placement by assessment, or ENGL 092 or 093 with a C- or better.

### COURSE DESCRIPTION

This course is meant to develop clear, effective writing skills and emphasizes writing as a process. Students practice writing in a variety of forms and modes.

### LEARNING OUTCOMES

The English 101 course outcomes are established by the English Department at BC. These are the learning goals we share with the other 101 sections:

- Demonstrate various invention practices: brainstorming, free writing; outlining, journaling
- Demonstrate ability to write in various modes: personal narrative, expository, analytical, descriptive, argument
- Demonstrate the phases of writing: draft, revision, final copy
- Explore sources of writing: reading, thinking, analyzing, discussion
- Create a thesis statement that suggests the focus of the paper; does not point out the obvious, and is written as a sentence
- Develop and include enough details and examples to support the identified thesis and reinforce focus
- Demonstrate various patterns of organization and use the organization pattern that suits your identified purpose & audience
- Illustrate the concept of Audience in your writing
- Artfully combine Audience, Purpose, and Tone in compositions written in and outside of class
- Write in a vocabulary appropriate to your subject and identified audience
- Begin and conclude a paper effectively
- Show effective control of mechanics: paragraphing, punctuation, and spelling
- Differentiate between key ideas and supporting details in reading
- Locate the thesis statement in reading assignments
- Practice good group skills: how to give useful feedback, and how to make use of feedback you receive

- Develop self-assessment skills

## **TEACHING METHODOLOGIES**

These are the methods your instructor will be using during the quarter:

- Whole class discussion
- Small group discussion
- Student writing groups
- Audio-visual presentations
- Written assignments
- Rubric-based evaluation
- Peer and self evaluation
- Quizzes
- Use of texts as source material about the writing process and as source material for generating content of student writing
- Preparation of writing portfolios
- Instructor/student one-on-one conferencing

## **COURSE POLICIES AND EXPECTATIONS**

### **Participation**

This course is meant to improve communication skills. Writing, reading, speaking, and listening skills practice is integrated into learner-centered classroom activities. Good attendance with active and meaningful participation are therefore required to meet the course objectives and to succeed in this course. Active participation results when you are present in mind and body, contributing your voice and listening to others' voices. Meaningful participation results when you come to class prepared and contribute your thoughts while you consider others' thoughts.

### **Absences and Tardiness**

According to Arts & Humanities policy, students must attend a minimum of 80% of class meetings to pass the course. If you miss **more than four classes, you will not pass this course.**

Class is held from 3:00 – 5:10 p.m. on Monday and Wednesday. Entering class late and leaving early is disruptive and results in non-participation; persistent tardiness or early departure (more than 2 times) will be treated as absenteeism. **In other words, if you miss part of class more than 2 times, you will be marked as absent for the entire class.**

### **Preparation**

All homework is due **at the following class meeting** and in **hard copy** unless otherwise stated. Having the homework complete prior to class will prepare you to be an active participant during class. If you are not adequately prepared, you will not be an effective participant.

It is your responsibility to find out what work was covered and/or assigned during an absence. An absence **does not** excuse you from the work covered or assigned on that day. **Even if are absent, you should come to the next class prepared.** Assignments are posted on the course **CANVAS site**. Exchanging e-mail addresses with a classmate or two, who might share updated class assignments and notes in the event you are absent, is highly recommended.

### **Communicating with Your Instructor**

Please feel welcome to speak to me before or after class. Email is the best way to communicate with me outside of class and/or to arrange for an appointment; however, please **do not email any homework or assignments** unless you are asked specifically to do so. If you are absent, bring your assignments to class when you return.

## Classroom Behavior/Student Code

This course is designed to promote learning as a community. You should be prepared to explore and share views that may be different from your own with respect and good manners. Please contribute politely and encourage others to do the same.

### You will be asked to leave class and receive an absence for the day if:

1. you are using **any** electronic device without permission, including an iPod, phone, or laptop.
2. you are sleeping.
3. you are disruptive; that is, if your behavior inhibits class learning.
4. you make any comments, jokes, or remarks that demean the worth of an individual's physical attributes, race/ethnicity, sexual orientation, or religion.

In addition to being asked to leave class, you may also be asked to contact the Dean of Students or Campus Security before being permitted to return to class.

## Student Code of Conduct and Academic Integrity

Cheating, stealing, and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: <http://www.bellevuecollege.edu/policies/id-2050/>

A good resource for Plagiarism is the Writing Lab:

<http://bellevuecollege.edu/writinglab/Plagiarism.html>

## HOW TO GET SUPPORT

### Disability Resource Center (DRC)

If you have, or suspect you have, a disability and are in need of an accommodation, please contact (see below). Services and accommodations through DRC are **not retroactive**, so make this appointment as soon as possible. If you have a letter of accommodation and/or if you require assistance in case of an emergency situation, such as a fire, earthquake, etc., please meet with me as soon as possible. Contact information:

**Office:** B132

**Reception Desk, Voice:** (425) 564-2498

**Video Phone:** (425) 440-2025

**Email :** <http://bellevuecollege.edu/drc>

**Fax:** (425) 564-4138

**TTY:** (425) 564-4110

### Counseling Services: Academic, Career, and Personal Counseling are available.

Every registered student is eligible to receive 6 sessions per academic year. Counseling is confidential, professional, and free. Good health includes good mental health. If you have a personal problem or stress that is affecting your schoolwork, and you would like to talk with someone, please don't hesitate to contact the Counseling Office:

**Office:** B234 Monday through Friday 8:00 a.m. to 5:00 p.m. **Reception:** (425) 564-2212

**Email :** <http://bellevuecollege.edu/counseling/services/>

## Academic Help

All students are encouraged to use available campus resources such as

- Your **Instructor**
- The campus **Library** in the D Building
- The **Computer Lab** in the N Building
- Your **Classmates**: I encourage you to participate in a **study group**. Please let me know if you would like help finding others in the class who want to form a study group. Group study is effective, and more fun!
- **Canvas**: Our Course Canvas Site provides useful information such as weekly homework assignments, readings, grades, and study guides.
- The **Student Success Center Writing Lab D204**

The Writing Lab is a place where you can work on developing college-level writing skills. As a student, you can receive personalized feedback on your writing for class, college applications, or short personal correspondence. Tutors can listen to your ideas and help you develop strategies to see and avoid significant errors.

Students can drop in any time the Writing Lab is open as well as make an appointment. We recommend visiting the lab at least two days before a paper is due. A tutoring session is a 35-minute, face-to-face conversation to discuss your writing. The tutor will not fix your paper but will work with you to identify areas to revise independently. For more information go to

<http://bellevuecollege.edu/asc/writing>.

#### **ASSESSMENT: How You Will Be Graded.**

Homework Assignments, Quizzes, and Participation	= 25%
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Writing Portfolio	= 75 %
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\* *Please be aware that a **grade of C-** is required to continue into English 201.*

For more information about grades on campus: <http://www.bellevuecollege.edu/policies/id-3000/>

#### **The Portfolio**

You will document your work and monitor your own progress in a writing portfolio.

At the end of the quarter, you will present a collection of your most valued work in this portfolio, including samples of the use of the writing process, personal journals, reading responses, and study guides. Please see the **portfolio checklist** for details.

**Quizzes** FREQUENT, short quizzes on reading assignments, vocabulary, grammar, and stylistics will be given. THERE WILL BE NO MAKE-UP QUIZZES, but you will be allowed to drop your lowest quiz grade **or** one missed quiz.

**Homework** will include a variety of assignments such as reading responses and writing exercises. All homework is due **at the next class** meeting unless otherwise stated. All homework will be graded. A check (√) indicates full credit. Homework that is graded as weak or unacceptable (√ - or X) may be redone and resubmitted at the **next** class meeting for full-credit.

**Late Homework:** Persistent late work (more than 2 assignments) will result in a lowering by 50% of the homework grade.

**Logs:** Vocabulary, Grammar, Writing

You will keep 3 separate logs or glossaries of the vocabulary and terms you are learning to use as study guides. See "Logs: How To" under "Files" on the Canvas Site for more details.

**Journals:** You will be asked to write informally in class on a variety of topics.

#### **Essay Assignments and Grades**

The process of development for each major writing assignment will usually include the following stages:

#### Invention/Prewriting Activities

Rough Draft submitted to peers (bring two copies to class and your green pen)

Peer Evaluations of the rough draft

First draft submitted to the instructor

Final draft submitted to the instructor

Self Evaluation: Final Reflection on Assignment

The final assignment grade for each essay **will be the average of the first & final drafts. The rough and first drafts should always be revised.** Grades are assigned, in part, based on the progress made from one draft to the next. It is possible to receive a **lower grade** on a later draft if adequate improvement has not been made.

*Be aware that your writing will be read by your peers as well as your instructor. Please present only what you can feel comfortable sharing with others.*

#### Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

<http://www.bellevuecollege.edu/policies/id-4000/>

#### Division Statements

Essential to a liberal arts education is an open-minded tolerance for ideas and modes of expression that might conflict with one's personal values. By being exposed to such ideas or expressions, students are not expected to endorse or adopt them but rather to understand that they are part of the free flow of information upon which higher education depends.

To this end, you may find that class requirements may include engaging certain materials, such as books, films, and art work, which may, in whole or in part, offend you. These materials are equivalent to required texts and are essential to the course content. If you decline to engage the required material by not reading, viewing, or performing material you consider offensive, you will still be required to meet class requirements in order to earn credit. This may require responding to the content of the material, and you may not be able to fully participate in required class discussions, exams, or assignments.

#### Important Links

##### Bellevue College E-mail and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: <https://www.bellevuecollege.edu/netid/>.

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs at <http://depts.bellevuecollege.edu/helpdesk/students/>.

## Public Safety and Emergencies

Public Safety is located in the K building and can be reached at 425-564-2400 (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at <http://www.bellevuecollege.edu/alerts/>.

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these two rules:

- 1) Take directions from those in charge of the response - We all need to be working together.
- 2) Do not get in your car and leave campus (unless directed to) - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.

Please do not hesitate to call Public Safety if you feel safety questions or concerns at any time.

### Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- Enrollment Calendar - <http://www.bellevuecollege.edu/enrollment/deadlines/>.
- On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- College Calendar - <http://www.bellevuecollege.edu/enrollment/holidays/>. This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.
- Final Exam Schedule <http://www.bellevuecollege.edu/courses/exams/>

I have read the Engl&101 #1100R syllabus for Winter 2015, and I understand and accept the responsibilities and rules therein.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_