

SPRING 2015 WRITING AND INQUIRY (ENG 111-119 & 120) SYLLABUS

Instructor: Ms. Laura Knudson

Instructor's e-mail: Laura.knudson@cpcc.edu

Class times: -119: M/W 6:00 PM – 8:32 PM

Start date: 03/16/15

-120: T/TH 6:00 PM – 8:32 PM

End date: 05/12/15

Campus: Merencas

Office Hours: By appointment only

Note: The course instructor reserves the right to make adjustments, changes, or corrections to this document throughout the semester as he or she deems necessary and will be responsible for communicating such information.

Description: This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. (3 Credit Hours)

Class Meetings: We meet face-to-face at the times noted above. I do not cancel class unless the school closes.

ENG 111-119 (We meet M/W 6:00 PM – 8:32 PM)

10% Census Date for this Class: 03/18/15

Last Withdrawal Date for this Class: 04/06/15

Final Exam Date/Time/Location: 6-8:30, Wednesday, May 6, 2015 in our regular classroom

ENG 111-120 (We meet T/TH 6:00 PM – 8:32 PM)

10% Census Date for this Class: 03/19/15

Last Withdrawal Date for this Class: 04/06/15

Final Exam Date/Time/Location: 6-8:30, Tuesday, May 12, 2015 in our regular classroom

Pre-Requisites: If required by placement test score(s), ENG 095 with a grade of "C" or higher; or ENG 090 and/or RED 090 with a grade of "C" or higher; or DRE 098 with a grade of "pass"; or consent of Division Director.

Required Materials:

- Rosa, Alfred and Paul Eschholz. *Models for Writers*, 11th ed. Boston: Bedford, 2012.

I strongly suggest that you consult [this](#) link prior to purchasing any textbooks.

System Requirements

- Microsoft Word is not free, but at <http://cpcc.onthehub.com/> you can get it for free. You must submit your work in Word.
- There are several other free programs out there: [Open Office](#), [Libre Office](#). [Neo Office](#) is free for Mac users.
- Internet access
- Blackboard (internet based program)

Learning Outcomes: ENG 111 utilizes reading and the writing process to teach students effective communication and critical thinking. Those students who successfully exit ENG 111 should:

1. Demonstrate writing as a recursive process;
2. Demonstrate writing and inquiry in context using different rhetorical strategies to reflect, analyze, explain, and persuade in a variety of genres and formats;
3. Reflect upon and explain their writing strategies;

4. Demonstrate the critical use and examination of printed, digital, and visual materials;
5. Locate, evaluate, and incorporate relevant sources with proper documentation;
6. Compose texts incorporating rhetorically effective and conventional use of language;
7. Collaborate actively in a writing community;
8. Have composed at least four multi-paragraph writing assignments culminating in a minimum of twenty evaluated pages, which may include drafts and revisions, for at least 80% of their course grade;
9. Have completed a required core competency research assignment (must be at least 25% but is not to exceed 30% of the 80% graded composition category) that demonstrates the ability to integrate their thoughts with summarized, paraphrased, quoted and MLA-style credited sources—at least one of which must come from the library databases—resulting in a minimum of four pages, including Works Cited;
10. Have engaged with curriculum concepts through HW/CW to earn the remaining 20% or less of course grade;
11. Have completed the required plagiarism prevention quiz (must be at least 1% but is not to exceed 5% of the 20% or less HW/CW category) to better recognize the various forms of plagiarism and to apply prevention principles;
12. Obtain tutoring assistance (if needed or recommended), from the Academic Learning Center; and
13. Earn a grade of "C" to receive credit for ENG 111 and advance to the next level of college-level ENG courses.

Core Competencies: As a Learning College, CPCC has identified four core competencies critical to the success of graduates, either in the workplace or as they continue their education: communication, critical thinking, personal growth & responsibility, and information technology & quantitative literacy. All graduates are expected to demonstrate proficiency in each of the competencies that goes beyond simple content mastery. This course will address Information Technology & Quantitative Literacy through the required core competency research assignment.

Grading Policies:

Essays, in class work, and projects make up the final grade. Some assignments may be read, but not graded.

Evaluation/Assessment:

80% = Major Writing/Composition Assignments & Projects: Essay 1 (Narrative Essay), Essay 2 (Exemplification Essay), Essay 3 (Discovery Essay)

20% = Minor assignments, quizzes, attendance, professionalism, etc. (5% = Required Plagiarism Prevention Quiz)

Grading Scale:

- **A+ to A- (100-90) = EXEMPLARY.** Weaknesses are missing or minor. There are far more strengths than weaknesses.
- **B+ to B- (89-80) = ABOVE AVERAGE.** Distinctive but minor weaknesses are present. There are more strengths than weaknesses.
- **C+ to C- (79-70) = AVERAGE.** Distinctive and major weaknesses are present. There are as many weaknesses as strengths.
- **D+ to D- (69-60) = BELOW AVERAGE.** Distinctive and major weaknesses are present. There are more weaknesses than strengths.
- **F+ to F- (59-0) = UNACCEPTABLE.** Distinctive and major weaknesses are present. There are far more weaknesses than strengths.

Division Attendance Policy: Consistent and timely attendance is essential to success in English courses, which orchestrate a great deal of the writing process during class meetings; therefore, the division does not permit a student to pass nor continue to earn grades in a class where he or she misses 20% of its meetings. The only exceptions are for documented medical reasons, documented government responsibilities, and/or absences due to religious observances and/or military temporary duty/development that are properly communicated according to the College policies found at <http://www.cpcc.edu/administration/policies-and-procedures/5-11-attendance-regulation>. **We have 16 class meetings; therefore, after 3 unexcused absences, I am forced to fail you.**

College Attendance Policies: Regular class attendance is required to remain entitled to financial aid and veterans' benefits. Faculty are required to report those students who stop attending class, which may result in the loss of benefits.

Course Entry: The College prohibits a registered student from entering class for the first time after the 10% census date.

Plagiarism and Academic Integrity: Any student who violates the CPCC Code of Academic Integrity, which includes but is not limited to these infractions, is subject to disciplinary action with penalties ranging from warnings to course failure:

- Theft: submitting one or more parties' whole or partial work as your own assignment with or without compensation and/or the other parties' knowledge and/or consent
- Self-Stealing: submitting your own whole or partial, unrevised or partially revised work that has been previously submitted at this or other institutions without instructor permission for an assignment

Special Services Certification: Per College policy, students who have a documented disability or who think they may have a learning challenge may contact the office of Services for Students with Disabilities at 704-330-6556. Instructors will provide the necessary accommodations upon the advice of the Office of Services for Students with Disabilities.

Withdrawals & Incompletes: Withdrawing from a course is sometimes necessary; however, it is advisable to discuss this with the instructor before doing so. Those experiencing difficulty should seek help from the Academic Learning Center. Before withdrawing, consider whether this course is a prerequisite for another course; whether the course will be offered again in the future; whether withdrawing will delay plans to transfer graduation; or whether withdrawing will affect eligibility for honors designation, health insurance benefits, or other financial arrangements. When a student determines he or she will be unable to complete courses in which currently enrolled, it is the student's responsibility to initiate procedures leading to a formal withdrawal ("W") by deadline to avoid a failing ("F") grade per College policy.

Course Policies/Procedures:

Students are expected to adhere to the [Student Code of Conduct](#). Please do not use any tobacco products in the classroom (no dipping, no spitting, no smoking, no vaping). The only acceptable nicotine delivery system for classroom use is Nicorette gum or a patch.

Each assignment will be submitted electronically through Blackboard. **Do not attempt to submit anything by emailing it to me. It will not be read or graded.**

*Failure to submit the final draft for any assignment by the due date will result in an automatic grade deduction. 10 points are lost on **each** day that a paper is late. **This includes weekends. It is not possible to pass this class without turning in all of the major assignments.**

You cannot pass this class if all the major assignments are not submitted.

Technology

Please be sure to TURN ON your cell phone when class begins and be sure it is readily available. Phones can be valuable classroom tools if used in the right way; if you want to look something up to add to our class discussion, share a relevant video via our class Blackboard page, or even take a selfie and Tweet it for the class to see, please feel free to use your cell phone. You may also use your phone for note taking, live Tweeting of questions and relevant information during class, posting, sharing, etc. If you need to take a call, just step outside and return when you can. Please be aware of the students around you; if you are disrupting another student, you may be asked to put away your device.

Attendance

I will take attendance at the start of class. If you miss the attendance sheet for class on Monday, for instance, and remember on Wednesday, it is too late to sign in for Monday. Your time to sign in and be counted as attending class is during that class. I submit attendance to the school every week, and am held accountable for its accuracy. You are expected to keep up with the number of classes you miss.

Expectations

1. Attend classes, participate and respond to any discussions or assignments, online or otherwise.
2. Read and understand this syllabus. Comply with all policies outlined in this document.
3. Be proactive! Ask questions if you are unclear about an assignment or course policy.

4. Come prepared to each class. Read and complete all assignments prior to class.
5. Be respectful of each other's writing. No inappropriate criticism will be tolerated.
6. Turn in all work on time and complete all assignments thoughtfully and to the best of your ability.
7. Check your e-mail and discussion boards on Blackboard regularly!
8. Own all required textbooks for ENG 111 by the second week of class.

Expectations for Communication

- I understand that there will be times you will be frustrated with an assignment or a grade on the assignment. However, at no time are you allowed to resort to disrespectful communication with me (typing in all capital letters, using curse words, threats, name-calling or any other communication that is otherwise considered disrespectful by the instructor). If you write me an e-mail that I deem to be disrespectful, you will receive a failing grade for this course.
- E-mails will be answered within one business day. So, if you e-mail me on a Friday afternoon, you will not receive a response until the next business day. This policy holds true for holidays as well. By the way, if you have read this far, you rock. This is an Easter egg that, if you are the first person to bring it to my attention, you will get a free absence from class. Once someone has found this Easter egg, though, it is not redeemable. If you find this in class, yell bingo; if you find it outside class, shoot me an email. Now back to your regularly scheduled programming. If you e-mail me during a holiday, I will respond the first business day we return from that holiday. Do not expect an immediate response from me. You will receive an answer to your question or comment as soon as possible, but definitely within one business day. If you have not heard from me within one business day, I have not received your e-mail or you have not included your identifying information in the email and I thus have no idea who you are. If you have not included your identifying information in the email, you will not receive a response.
- It is crucial that you check your CPCC e-mail regularly. You are responsible for all content in any e-mail sent to your CPCC e-mail address.
- *Always include your class information in your email to me, otherwise, I will not respond to your email. You may put it anywhere – in the subject line, in the signature, in the body, but somewhere in your email, you must identify yourself as well as the class in which you are enrolled.*

Please be aware of how to access assignments and how to upload assignments before any deadlines. There will be no exceptions for technical issues, uploading incomplete assignments or not knowing how to perform the actions needed to be successful in this course. You must upload all documents in Word format, otherwise, you will receive a zero and your work will be considered late.

If you are having technical difficulties using your home computer, there are several computer labs on every CPCC campus available to students. Check out this link for locations and hours of operation: www.cpcc.edu/its/students/computer-support/stc-locations-hours. Your local library also has computers for public use.

A Final Note...

We will be sharing our work with each other and at times working in groups. While it is okay to disagree, it is NEVER okay to be DISAGREEABLE. You are expected to maintain a polite and respectful manner at all times. Constructive criticism should be just that, constructive. As the instructor for this course, I reserve the right to dismiss any student (without written or verbal warning) who intimidates, threatens or otherwise disrupts the classroom environment.