# ENGLISH 098 and 099 SYLLABUS

## COURSE INFORMATION

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## CATALOG DESCRIPTION

Instruction and intensive practice in the development of academic reading and writing Analysis of literary and non-fiction materials. Extensive practice in the writing process leading to the five paragraph essay. Study of advanced grammar. Some sections will be linked to other English courses. Some linked sections are designated "ESL" for non-native speakers of English. Credit will not be applied toward graduation. Prereq: "Pass" grade in ENGL 093 or ENGL 097 or placement.

## COURSE DESCRIPTION

Welcome to English 098/099! These are integrated reading and writing courses in the Developmental English and English as a Second Language Programs. During this semester, you will develop academic reading and writing skills through theme-based materials with instruction and intensive practice. You will learn to analyze non-fiction and literary materials and receive extensive practice in the writing process leading to a five-paragraph essay. Moreover, you will develop critical thinking skills through collaborative and independent learning, and to prepare you for English 101 and other college level content courses. When you complete the course, you should have the confidence to join the academic community.

## REQUIRED TEXTS AND MATERIALS

* *The Other Wes Moore: One Name, Two Fates* by Wes Moore (2010) Spiegel & Grau, Paperback.
* Standard College Dictionary (not pocket dictionaries) – American Heritage Dictionary recommended
* Standard 8 ½ x 11” white paper (with lines)
* Pen, pencils, erasers, highlighter, white out
* Jump drive/flash drive to save your work

## COURSE LEARNING OUTCOMES

ENGL 098 and 099 are linked courses. Writing and reading study – which includes grammar and vocabulary – are reciprocallyintegrated in these two courses. Research shows that when you improve your reading competency, you become a more competent writer, and vice versa.

### English 098 Fundamentals of Writing

Upon completion of this course, students will be able to:

* Write coherent and well-developed essays appropriate to the task, purpose, and audience, in expository and argumentative genres
* Organize writing with an effective introduction with a clear thesis statement; write well-developed body paragraphs with adequate supporting details; and an appropriate conclusion
* Demonstrate critical thinking skills
* Demonstrate the ability to combine, connect, and embed sentences with correct word order to achieve sentence variety
* Demonstrate the ability to use correct sentence end punctuation, capitalization, and commas most of the time
* Demonstrate the ability to use verb tense, subject-verb agreement, parallel structures correctly most of the time
* Use appropriate high-frequency general and academic words and words from reading

### English 099 Reading Improvement

Upon completion of this course, students will be able to:

* Answer comprehension questions eliciting both literal and implied meaning of the author
* Write a coherent summary with minimal grammatical errors
* Paraphrase ideas in reading texts without altering meaning
* Annotate a given text to summarize main ideas and supporting details and express their responses
* Discern word meaning via dictionary use, context clues and identification of word parts
* Demonstrate ability to use vocabulary from the readings in original sentences

## ATTENDANCE:

Attendance is expected for all classes. The College policy for attendance is as follows: a student may miss the equivalent of two weeks of classes without being administratively withdrawn from the course.

## PUNCTUALITY:

Three latenesses of less than 20 minutes each are equivalent to one absence. In consideration to your fellow classmates, please come to class on time. It is disruptive to others when you arrive late to class. Any student who arrives five minutes after the class’s scheduled start time will be marked as late.

## ASSIGNMENTS AND CLASSROOM PROCEDURES:

Be prepared to have reading and writing homework for every class the entire semester.

* If you are absent, it is your responsibility to find out either from your classmates or from me what you missed, complete the assignments, and come prepared for the next class. Absence from class is not a valid excuse for being unprepared for class or turning in assignments late.
* Also, you are expected to check regularly for electronic updates. This means checking your e-mail daily, and regularly logging into your English course home page on Canvas if you are taking a face-to-face (traditional) class. If you are enrolled in an online or hybrid course, check Canvas and your e-mail for class cancellations due to bad weather or emergencies.
* Your participation in discussion (both face-to-face and online) is an integral part of this course, so it is very important that you participate in these activities. Online discussions are graded. Your instructor will let you know the deadlines for posting and responding to comments.
* Make-up tests are not routinely given. With valid reasons and proper documentation, your instructor may give them depending on the circumstances. However, you need to schedule it in advance. If an emergency arises, and you can't inform the instructor in advance, you need to contact her within 24 hours of the test.
* All assignments must be submitted on the assigned date. Late work is not routinely accepted. If an emergency arises that prevents you from completing work on time, you must communicate with the instructor beforehand. With valid reasons and proper documentation, you may be permitted to turn work in late.
* If you have difficulty in opening assignments or any other problems with Canvas in hybrid/online courses, please notify your instructor immediately. For technical problems, hybrid/online students can contact the College Canvas help (Distance Education Department).
* From time to time, you will also review each other’s essays, and make comments and suggestions.

## REQUIREMENTS

* All of the required books must be purchased by the beginning of second week of classes. If you have not received your grant fund, please make arrangements to buy the books as you can be reimbursed once you get the fund.
* Bring all the necessary books and other materials to class.
* Turn your cell phones on silent or vibrate before you come to class. You will not be permitted to use them except for class work.
* No eating will be permitted in class.
* During class, follow basic rules of polite conversation. That is, when anyone is speaking to the whole class, you should not talk to each other.
* During tests, you may not speak to each other for any reason. Raise your hand and the instructor will help you when appropriate.

## GRADING

The following point system shows the relative weight of each assignment in the course.

### English 098

Essays: 100 points each

Grammar Quizzes: 50 points each

Mid-term and Final Exams: 100 points each

The Other Wes Moore Study Guide Questions: 50 points each

Online Discussions: 10 points each

Other assignments: 15-20 each

### English 099

Reading Tests/Exams: 100 points each

Summaries: 50 points each

Mid-term and Final Exams: 100 points each

Online Discussions: 10 points each

The Other Wes Moore Study Guide Questions: 50 points each

Other assignments: 15-20 points each

In English 098 and English 099, the points needed to pass must equal at least 70% of the total points. Since this is a reading/writing class, more weight will be given to your essays, summaries, mid-term and final exams. Therefore, you need to pass at least 4 essays, reading tests, mid-term and final exams in order to pass the course. Since this is an integrated course, you need to pass in both reading and writing to pass the class.

#### Essays:

You will write about five full-length essays (between 500-600 words). You will be required to edit and revise out-of-class assignments. You will receive a better grade if your revisions warrant a better grade.

#### Reading Examinations:

Reading examinations will be based on reading material that we have covered in class.

#### Midterm and Final Reading Examinations:

Midterm and Final reading exams may also be based on unfamiliar reading material.

#### The Final Writing Exam:

Will consist of an in-class essay with choice of topics based on material which will be reviewed before the exam.

#### Portfolio:

Keep all your **full-length essays and examinations,** and designate a folder to store all of your graded work for submission at the end of the term.

**To pass the course, you must complete all assignments satisfactorily and on time.**

At the end of the semester, you will receive a final grade for each course.

P = You have completed all the assignments, taken the final exams, and are ready for English 101.

MP = You completed all the assignments and final exams; you have shown some progress, but are not ready for the next level, and you must repeat the course.

F = You did not complete all your assignments, were very irregular in attendance and work. Your taking the final exams will not condone your lack of attendance and incomplete assignments. You must repeat the course.

### Evaluation of Writing

According to English Department criteria, to pass English 098, students must be able to write a multi-paragraph essay that demonstrates:

1. A clear sense of the form and function of a paragraph and of the interrelationships among paragraphs,
2. Clear and logical development of ideas,
3. A sense of audience and task,
4. Control\* of standard English usage (verb tense, subject-verb agreement, pronoun reference, punctuation, variety of sentence structures) \*The term control is understood to mean that student papers must be free of a consistent pattern of errors.

Greater emphasis will be placed on the last writing grades of the semester.

### Evaluation of Reading

Your progress in reading will be evaluated with the critical question in mind: How successfully have you made the transition from pre-college to college-level reading performance?

## LEARNING LAB

In special programs, such as the Developmental English Program, English 098 and 099 classes are supplemented by Learning Lab instruction. Through tutoring and workshops, Learning Lab instructors support what the English instructor does in his or her class.

There are many possible ways that the Learning Lab faculty members help students with their class work. Some examples include the following:

* clarifying essay assignments
* helping students understand how to structure paragraphs and essays
* helping students brainstorm topics and outline essays
* reviewing specific grammar rules
* giving students editing exercises to review grammar rules
* helping students to comprehend difficult passages
* teaching students basic computer literacy and word-processing.

## A FACT SHEET ON THE MP GRADE

### Which students are eligible for the MP?

MP is a grade available for students in all developmental courses, all English 101 courses, and all ESL courses on the main campus, at the Regional Centers, and in the Community Services Division.

### What does MP mean?

MP stands for Making Progress.

Students who receive this grade must have completed the course requirements regarding assignments, attendance, punctuality, and class participation as explained in the course syllabus.

Students should be truly making progress by showing improvement and demonstrating the ability to pass the course if given more time to do so. The MP grade signifies that the student is correctly placed and should benefit from what is taught in the course.

### Why does this grade exist?

Some students need more time than others to practice reading and writing skills. We want students to be able to take up to three semesters at one level without being dropped for poor scholarship.

### Why is this grade better than an F or a W?

Whether a student continues at the college depends on grade point average; to graduate, a student needs a 2.0 average. An F lowers the grade point average significantly. An MP grade is not calculated into the student’s grade point average at all. An MP grade allows the student to remain in the class without risking an F. The MP allows the student to register for the course for up to two additional terms before a letter grade must be given.

An MP is better than a W grade because a W (withdraw) on your transcript means non-completion of a course. The W can negatively impact your academic and financial aid status.

## STUDENT ACADEMIC COMPUTING CENTER

All written assignments in this class must be word processed. You can use the College’s computing centers in the Bonnell and CBI Buildings (main campus) or computer centers at regional centers to type and print out essays and other class assignments.

## HYBRID AND ONLINE STUDENTS: SUBMITTING YOUR WORK ONLINE

If you are enrolled in an online or hybrid section, you are expected to submit all your assignments in the Canvas platform not via e-mail to the instructor. You are also expected to submit your assignment in the appropriate assignment, which will be labeled in each session (week) of the Timeline.

If you submit your work via e-mail or in the wrong place, the instructor cannot guarantee that you will receive credit for the work. A case in point: A link in Week 2 is labeled “Essay 1,” but you submit your Essay 1 under another assignment labeled Summary. Doing this jeopardizes your grades since the instructor will have to manually move your assignment to the proper place in order to record your grade. Only in rare cases will you be asked to submit your work in hard copy, in a F2F session.

Written format: When you submit your work online, you can do it in one of two ways. You may paste the text into the window of the assignment, or you can attach a file containing the assignment. If you attach a file, make sure that you have saved your work as an MS Word document or in RTF (rich text format).

## PLAGARISM

You are expected to maintain the highest standards of integrity in all your academic work. It is further expected that any written assignment presented by you in fulfillment of course requirements will reflect your own work unless credit is properly given to others. Therefore, students must identify any part of an assignment which used the words or materials of other people and give credit for the source. Failure to do so is a form of stealing known as plagiarism and is a very serious offense.

Plagiarism is defined as the act of appropriating all or part of a literary composition of another person or the ideas or language of another person and passing them off as one’s own. It may consist of quoting from a source without using quotation marks, transcribing published material, using someone else’s ideas without appropriate references, or submitting work which has been reproduced or bought from another person.

The English Department has a strict policy about plagiarism. If you plagiarize on one assignment, you can get an ‘F’ for that assignment. Do it twice, and you risk getting an ‘F’ for the course. In all cases, your name and a record of your plagiarism will be kept on file in the English Department. Repeated offenses may result in your expulsion from the College.

## CHEATING

Unless directed to do the contrary, you are expected to present your original work in all assignments for English 098/099. In some instances, you might be allowed to use texts, books, notes, and/or magazines during a timed writing assignment or test-taking and are expected to identify or give credit to your sources. Cheating is understood to consist of your actions including, but not limited to, the following: posing as another student (or having another student pose as oneself); copying from extraneous materials such as notebooks, textbooks, or other kinds of written materials (including the work of other students) using audio tapes of lectures or related recorded materials; borrowing non-print materials, such as drawings or other visual aids, in the context of an in-class writing assignment or test-taking and identifying these materials as one’s own original work. Any actions such as these would be construed as "cheating" and would open you to disciplinary action. Anyone who assists another in such in-class cheating will be held equally responsible.

## ELECTRONIC CHEATING

Please be aware that it is very simple to detect “electronic cheating,” or using the electronically available writing of others and representing it as your own work.

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner and terms of publication and distribution. Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Students, faculty and staff who use the computer have the right to privacy and security of their computer programs and data. Computer users should not tamper with files or information that belongs to other users or to the operating system. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secrets and copyright violations, may be grounds for sanctions against individuals who violate these understandings.

## SPECIAL REQUESTS

* If you require a special accommodation due to any kind of disability, please inform me in the first week of class so that I can make arrangements to accommodate your needs.
* I may need to call you at home, so if you don’t wish to be called at a particular number, please inform me and give me an alternate number. Let me know if you have a change of address or telephone number.

## SNOW CANCELLATIONS

* You can find out if main campus classes are canceled due to snow, by listening to KYW or checking www. Kyw1060.com. The day class number is 238 and the evening class number is 2238. You can also access this information via Canvas.
* You will need to routinely check your CCP e-mail in case of school closings or class cancellations. Check your e-mail at least once daily.
* You will also need to form study groups during the semester, so I will ask you to get the phone number/e-mail address of several students. This contact information will prove useful should weather conditions require you to contact classmates.

# English 098 099 Fall 2014 Schedule

NOTE: The readings and topics outlined below are the intended class schedule. This timeline may be changed as circumstances arise. Students will be notified of any changes.

## WEEK ONE

* Diagnostic Writing test: Letter to teacher
* Diagnostic Reading test: It Takes a Village
* View and discuss a video about The Other Wes Moore (TOWM)
* Read Chapter 1, pp. 5-25, TOWM.
* Introduction to Academic Word List (AWL)
* Practice with Canvas, the College’s new online learning system
* All students need to buy the books!
* Online discussion

## WEEK TWO

* Read and discuss Chapter 1.
* Turn in completed Study Guide for Chapter 1, TOWM. Study Guides are graded and will be collected in class on each due date.
* Summary writing and Annotation
* Reading and summary: “An Unlikely Second Mom”
* Review essay organization, rubric and checklist
* Begin **Essay 1**
* Write outline and thesis for **Essay 1**
* Top 20 Grammar practice
* AWL study and practice: Chapter 1 TOWM
* Online graded discussion

## WEEK THREE

* Read and discuss Chapter 2
* Write **Essay 1** first draft.
* Readings: “Southwest Philadelphia” and “How Boys Become Men.”
* Summary: “Southwest Philadelphia”
* Grammar practice
* AWL study and practice: Chapter 2 TOWM
* Write **Essay 1** second draft
* Online graded discussion

## WEEK FOUR

* Begin **Essay 2**.
* Turn in completed Study Guide for Chapter 2, TOWM
* Reading: Excerpt from Swagger.
* Summary: Swagger
* Read and discuss Chapter 2, TOWM
* Grammar practice and exam – Topics TBA
* AWL study and practice: Chapter 3 TOWM
* Write **Essay 1** second draft (for grade).
* Write **Essay 2** first draft.

## WEEK FIVE

* Read and discuss Chapter 3, TOWM
* Turn in completed Study Guide questions for Chapter 3, TOWM
* Plagiarism and paraphrasing
* Review reading strategies.
* Quiz 1: TOWM, Part I and selected readings discussed in class
* Grammar practice
* Online graded discussion

## WEEK SIX

* Read and discuss Chapter 4, TOWM
* Turn in completed Study Guide questions for Chapter 4, TOWM
* Write **Essay 2** second draft.
* AWL vocabulary review and exam: Chapters 1-3
* Grammar practice
* Online graded discussion
* IMPORTANT NOTE: All graded assignments for Weeks 1-6 must be turned in by midterm (Week 7). They will not be accepted after Week 7.

## WEEK SEVEN – Mid-term Reading/Writing Examination

* View Wes Moore blog ([wesmoore blog](http://www.wesmoore.com)) in preparation for exam.
* Read a long reading before exam.
* AWL study and practice: Chapter 4 TOWM

## WEEK EIGHT

* Read and discuss Chapter 5, TOWM
* Turn in completed Study Guide questions for Chapter 5, TOWM
* View and discuss video on juveniles in prison.
* Read and answer questions on “Juvenile Confinement in Context” by Richard A. Mendel.
* Expository paragraph practice
* Begin **Essay 3** – Expository Report Essay.
* **Essay 3** – Topic brainstorming
* Grammar practice
* AWL study and practice: Chapter 5 TOWM
* Online graded discussion

## WEEK NINE

* Read and discuss Chapter 6, TOWM
* Turn in completed Study Guide questions for Chapter 6, TOWM
* Group Library Research Project: Groups gather articles on juvenile confinement, individually write **Essay 3**, and prepare and deliver group presentation.
* Write **Essay 3** first draft (Sources: “Juvenile Confinement…” plus 2 articles found)
* Online graded discussion
* AWL study and practice: Chapter 6TOWM
* Grammar practice and exam – Topics TBA

## WEEK TEN

* Read and discuss Chapter 7, TOWM
* Turn in completed Study Guide questions for Chapter 7, TOWM
* Reading: “Dear Dads: Save Your Sons” by Christopher N. Bacorn
* Begin **Essay 4** – Compare/contrast essay.
* Complete online Venn diagram ([venn diagram](http://www.readwritethink.org/)) and outline for Essay 4.
* Grammar study and practice: Comparison/contrast structures
* Transitions of comparison/contrast
* AWL study and practice: Chapter 7 TOWM
* Write **Essay 3** second draft.
* Online graded discussion

## WEEK ELEVEN

* Read and discuss Chapter 8, TOWM
* Read and discuss “Just Walk on By” by Brent Staples.
* View video on the Staples article.
* **Essay 4** first draft (Sources: “Dear Dads…” plus relevant articles)
* Review of study/reading skills: Outlining, vocabulary study
* Grammar practice
* AWL study and practice: Chapter 8 TOWM
* Argument essay format
* Online graded discussion: “Labeled” by Lisa Hudson, The Cypher

## WEEK TWELVE

* Turn in completed Study Guide questions for Chapter 8, TOWM
* Read and discuss excerpt from psychology textbook on “Individuals in Groups”
* Write second draft of **Essay 4**
* Grammar practice
* Argument essay format
* AWL review and exam: Chapters 4-6
* Online graded discussion

## WEEK THIRTEEN

* Possible field trip to Valley Forge Military Academy
* Read and discuss Epilogue, TOWM
* Turn in completed Study Guide questions for Epilogue, TOWM
* Read and discuss “A Brother’s Murder” by Brent Staples.
* Quiz 2: TOWM, Part II and selected readings discussed in class
* Write **Essay 5**: In-class Practice Final
* Hand out long reading for Reading Final
* Grammar review and practice
* Online discussion

## WEEK FOURTEEN

* **Essay 5** analysis/revision for no change of grade
* Grammar and AWL reviews
* Reading Final
* IMPORTANT NOTE: All graded assignments for Weeks 8-14 must be turned in by Week 14. They will not be accepted after Week 14.

## WEEK FIFTEEN

* Writing Final
* Final Portfolio Conferences