ENGLISH 101: Composition I (DISTANCE)

Fall 2016, Section, CRN

# GENERAL INFORMATION

Class times:

Room:

Instructor:Kate Sanchez

E-mail: [ksanchez@ccp.edu](mailto:ksanchez@ccp.edu)

Office:Bonnell Building B2-06

Office phone:(215) 751- 8387

Office hours: Monday 3-5:30, Tuesday 4:30-5:30 & Wednesday 3-5:30

Please feel free to drop by during my office hours or contact me if you need help with coursework or have a question. If these times don’t work for you, contact me to set up a meeting in person or via Skype.

# REQUIRED MATERIALS

You will need to purchase one textbook for the class; however you will also need to access the following websites throughout the semester for handouts and resources:

* *Subject & Strategy*, 12th edition by Eschholz & Rosa
* CCP’s *Canvas* site for our course
* CCP’s Library Databases and Catalog
* *Purdue OWL*: https://owl.english.purdue.edu

# COURSE DESCRIPTION

This course is the first of a two-part sequence in English composition, in which students learn to read critically, synthesize ideas from a variety of texts, and write essays that develop significant ideas in support of a thesis.  Students will write academic essays in various rhetorical modes, while improving their basic writing skills in preparation for English 102 and other higher-level courses.

# STUDENT LEARNING OUTCOMES

Upon completion of the course, students will be able to

#1- Annotate and summarize a multi-page nonfiction text, as well as paraphrase excerpts from that text.   
#2-Engage in a process of writing that includes brainstorming, drafting, incorporating feedback, editing, and proofreading.   
#3-Produce multi-page essays in response to a single text, using analysis, comparison/contrast, interpretation and/or argument.

#4- Produce multi-page essays that synthesize ideas from two or more related texts and integrate source material, including quotations.   
#5- Write using complex sentence structure, without a pattern of errors.

# GRADING

You will receive one of the following grades:

**A:** 90-100%

**B:** 80-89%

**C:** 70-79%

**D:** 60-69%

**F:** 59% and lower

(To calculate your grade at any time in the semester, divide the total points you’ve earned by the total points possible at that time in the semester.)

**Assignment Points Possible**

Diagnostic Assignment 5

Annotation Assignment 10

Summary & Paraphrase Assignment 25

Essays (4) 400

Final Exam Essay 100

Brainstorming & Outlines (4) 40

Drafts (4) 40

Quizzes (3) 75

Discussion Forum Posts 140

**Total points possible: 835**

# EXPECTATIONS

## Attendance:

* Prompt attendance is required when we meet in person, and you are responsible for logging onto the Canvas course each week as well to complete all assignments. More than four absences and/or excessive lateness/leaving early will result in failing the class. If you are absent for five classes, you will receive an F in the course, or you have the choice to drop. Three lates equal one absence. In the case of extenuating circumstances, contact me as soon as possible to discuss your attendance. The last date to drop classes is April 6, 2016.
* In the case of an absence, late arrival, or early departure, students are responsible for getting caught up on missed classwork, handouts, and assignments and completing assignments due for the next class period.

## Late Work:

* All assignments are due on the date assigned, at the start of class.
* Late work is only accepted for one week after the due date and must be submitted in person: before/after class, during office hours, or by appointment. If you have extenuating circumstances and cannot make it to campus, please email your work to me, and bring a printed copy to the next class. I will deduct 5% from your grade for each calendar day it is late.

## Classroom Environment:

* Electronic devices (phones, iPods, etc.) should not be used during class and should not disturb the class in any way. If you need to use a device for an academic reason or in the case of extenuating circumstances, please speak to the instructor in advance.
* Students are responsible for their actions and are expected to maintain the highest standard of conduct at all times. Please read the Student Code of Conduct, as you will be responsible for complying with it in all your classes.
* Class discussions create an environment for individuals with different perspectives to discuss and debate ideas. This is an important part of the learning process. However, keep in mind we will be debating the merits of an idea, not the merits of the individual who expresses the idea. I will not tolerate disrespectful or immature behavior in this regard.

## Academic Honesty:

In accordance with college policy, neither plagiarism nor cheating in any form will be tolerated. In general, this means that you should do your own work and not use the words, ideas, or work of others without giving them proper credit. If you use the words and/or ideas of another person without giving them proper credit or if you cheat, I will report the incident to the college. If the college finds you responsible, you will receive a zero on the assignment. If you do so a second time, you may fail the class and be subject to disciplinary actions from the college.

## Technology Policy:

Because this is a computer-based course, you will be required to adhere to certain technology requirements.

* Students should have reliable and consistent access to a computer and internet connection. Students WITHOUT a home computer and/or internet access should make sure that they have access to a computer which can be used at specific times and in an uninterrupted and quiet place.
* All written assignments must be submitted in Microsoft Word only. Word Perfect, Word Pad, MS Works, Pages, Google docs and other like programs are NOT acceptable programs for document submission.
* Students should backup ALL work submitted for the course. This means keeping a version of your work saved onto flash drive, as well as your personal computer.

## Discussion Forum Guidelines:

* Required number of weekly posts: One original response to the weekly forum prompt; at least two responses to classmate posts.
* Post Lengths: Original responses must be a minimum of 100 words and end with a question for your classmates to answer
* Classmate responses must be a minimum of 50 words each.
* Posting Days: Original responses MUST BE posted between Monday and Thursday of each week. Classmate responses MUST BE posted between Thursday and Sunday of each week. Failure to post during the required period will result in a deduction of forum points for that week.
* The discussion forum is the portion of our course that most closely mirrors the communication that goes on in a traditional face-to-face classroom. For this reason, it is extremely important that you give your classmates and instructor the same respect that you would give them in person.
* Make sure you use academic grammar, spelling, and punctuation in your responses.

# RESOURCES

## Learning Lab:

If you need extra help with assignments, please plan to meet with me. However, you can seek additional tutoring at CCP’s Learning Lab. A scheduled tutoring appointment is the best way to make sure you receive personal attention. However, whenever the Learning Lab is open, you may also stop by to request a drop-in appointment. To schedule a tutoring session, visit the Learning Lab at the Main Campus or Regional Centers. The Learning Lab tutoring centers are located in B1-28 (liberal arts and English), B2-36 (math and business), and W3-26 (allied health and science) on the Main Campus. You will need your college ID.

## Computers:

Access to a computer, a word processing program, the internet, and a printer are required for this class. All assignments must be typed (unless otherwise noted). Students are responsible for checking their CCP e-mail and *Canvas* regularly. Not having access to these is not a valid excuse for not completing your work. If you do not have access to these at home, you can use the on-campus computer labs. The Student Academic Computer Centers for Main Campus are located in B2-33 (Bonnell) and C3-17 (Center for Business and Industry). There are also computers available in the library (Mint Building).

## Class Cancellations/School Closing:

If classes are cancelled due to weather conditions, you can call (215) 751-8000 or (215) 751-8010 or listen for media announcements on KYW Radio or NBC, CBS, or FOX. Our radio closing number is 238 for day classes.

## Statement on Disability:

Students who have special needs that require testing and/or classroom accommodations should contact the Center on Disability at 215-751-8050, or stop by Room BG-39 to make an appointment to speak with a counselor.  In order to receive testing/and or classroom accommodations, students with disabilities must be registered with the Center On Disability and must provide their instructors with accommodation forms that have been prepared by the counselor in the Center.

# SCHEDULE

(This is a tentative schedule. The instructor may make changes as necessary.)

| Week | Topics | Work Due |
| --- | --- | --- |
| 1 | Syllabus  Introductions  Diagnostic  Reading Process  Summary & Paraphrase | **Diagnostic Assign.**  **Discussion Board Posts** |
| 2 | Annotation  Summary & Paraphrase  Parts of an Essay  Writing Process | **Annotation Assign.**  **Summary & Paraphrase Assign.**  **Discussion Board Posts** |
| 3 | Analysis  Essay 1  Sentence Structure & Variety  Brainstorming & Outlining | **Essay 1 Brainstorming & Outline**  **Discussion Board Posts** |
| 4 | Drafting  Sentence Structure & Variety | **Essay 1 Draft**  **Discussion Board Posts** |
| 5 | Revision & Editing  Sentence Structure & Variety | **Essay 1 Final Draft**  **Sentence Structure Quiz**  **Discussion Board Posts** |
| 6 | Comparison & Contrast  Essay 2  Brainstorming & Outline Essay 2  Mid-semester Reflection | **Essay 2 Brainstorming & Outline**  **Discussion Board Posts** |
| 7 | Drafting Essay 2  Concision | **Essay 2 Draft**  **Discussion Board Posts** |
| **March 7-12**  **No Classes for Spring Break** | | |
| 8 | Essay 2 Revising & Editing  Concision Practice | **Essay 2 Final Draft**  **Discussion Board Posts** |
| 9 | Argument  Essay 3  Essay 3 Brainstorming & Outline  Concision Practice | **Essay 3 Brainstorming & Outline**  **Concision Quiz**  **Discussion Board Posts** |
| 10 | Drafting Essay 3  Using Strong Verbs | **Essay 3 Draft**  **Discussion Board Posts** |
| 11 | Strong Verb Practice  Revising & Editing Essay 3 | **Essay 3 Final Draft**  **Discussion Board Posts** |
| 12 | Definition  Essay 4  Writing With Sources  Strong Verb Practice  Brainstorming & Outlining Essay 4 | **Essay 4 Brainstorming & Outline**  **Verb Quiz**  **Discussion Board Posts** |
| 13 | Drafting Essay 4  Incorporating & Citing Sources | **Essay 4 Draft**  **Discussion Board Posts** |
| 14 | Revising & Editing Essay 4  Semester Reflection | **Essay 4 Final Draft**  **Discussion Board Posts** |
| 15 | 5/2-5/5 | **Final Essay (exact date and time to be determined)** |