**English 098: Fundamentals of Writing (CRN: 12192 SEC: 157)**

**English 099: Reading Improvement (CRN: 12193 SEC 157)**

**Spring 2020 Online**

Instructor: Elizabeth Catanese

(Elizabeth, Prof. C, Ms. Cat or Professor Catanese)

**Pronunciation Key:**

 +uh +

**Email:** ecatanese@ccp.edu **Classrooms: Online**

**Phone:** 215-751-8405 **Office:** B1-9N

**The best way to contact me is ALWAYS by email.**

**Office Hours:** **Monday:** 9:30 a.m.-1:30 p.m.

 **Tuesday:** 1 p.m.-2:00 p.m.

 **Wednesday:** NO OFFICE HOURS

 **Thursday:** 8:30 a.m.-9:30 a.m.

 **Friday:** NO OFFICE HOURS

**Course Descriptions**

*taken directly from ccp.edu*

**ENGL 098 Fundamentals of Writing**

**3-0-3**

This course will provide instruction and intensive practice in the development of academic writing. Students will analyze a variety of texts and receive extensive practice in the writing process, leading to the multi-paragraph essay. The course includes the study of grammar. Some sections will be linked to other English courses. Credit will not be applied toward graduation.

**ENGL 099 Reading Improvement**

**3-0-3**

This course will provide instruction and practice in developing strategies for college reading in a variety of academic disciplines. Credit will not be applied toward graduation.

**Student Learning Outcomes**

**English 098**

1. Demonstrate accurate comprehension of a written assignment.

2. Complete various stages of the writing process, such as prewriting, drafting, and revising.

3. Produce multi-page essays incorporating or analyzing text.

4. Produce thesis-driven essays with paragraphs, including an introduction, body and conclusion.

5. Compose essays with no pattern of verb errors or sentence-boundary issues.

6. Analyze their own thinking, reading, and writing processes.

**English 099**

1. Draw conclusions about the meaning(s) of a text.

2. Discuss interpretative issues.

3. Employ active reading strategies to demonstrate understanding of a variety of texts, including differentiating between main ideas and supporting details.

4. Discern word meaning, using vocabulary development strategies, to increase understanding of a text.

5. Paraphrase a short passage to develop and demonstrate comprehension.

6. Summarize a variety of texts to develop and demonstrate comprehension.

**Texts:**

**Note: The texts are free of charge and yours to keep. Please write your name and contact info on them & mark them up a lot with notes as the semester goes on!**

*English Book*

* + This is a packet of materials that you will need for the course. Each student will get one copy for free. It is available in Word Document Format as well as PDF format.

*The College Mindfulness Workbook*

* This book contains activities to help you with your academic persistence and success. Each student will get one copy for free. It is available in Word Document Format as well as PDF format.

**Supplies**

* Microsoft Word software & a computer at home. **This is optional**, but it will make your life much easier for years, especially if you plan to take online classes. I’m hoping that you will be able to spend some of the savings from not having to buy books on these items.
* A strong at home internet connection or commitment to come into school regularly for your online classes.
* Headphones (for watching course instruction videos in public spaces like computer labs)
* A pack of post-it notes
	+ 3 highlighters with different colors (ex: yellow, pink, blue)
	+ A pack of markers (**optional**, but highly recommended)
* pens and pencils (at least two different colored pens or one pen and one pencil).
* a USB drive that will contain all of the word processed materials for English 098/099. While this is **optional**, it will dramatically reduce the chances of losing material in the course and give you a backup for computer crashes.

**Expectations**

The online classroom space should be a place of learning and mutual respect, a place where you develop skills for independent learning and thinking. The development of individual and group goals is crucial and we will talk about these goals openly and frequently. We will focus on skills and metacognition. In other words, these courses are not just about “what” we will be learning but “how” learning can best take place at the individual level and within our classroom community.

**How to Access Online Assignments**

Log onto canvas, click **modules**, find the unit of study and click on the relevant document. Please email a classmate or your teacher if you are having trouble accessing documents. Modules is your friend. If you try to access assignments by way of the assignment checklist or any other fashion, you are likely to be confused. **Always click modules!**

**How to Submit Work**

**Work is due by 11:59 p.m. on its due date. If your work is late, you haven’t negotiated an extension and I choose to accept it, you cannot receive a grade higher than an MP.**

**Grades**

At the end of the semester, you will receive **two** grades: one for ENGL 098 and the other for ENGL 099. You will get one of the following grades for the course:

P= You may move on to English 101/108.

MP= You are making progress but are not ready to move on to English 101/108.

F= You did not meet the course requirements. **Missing class and not turning in work is the most common reason for failure.**

**Grade Disputes**

I am required by the CCP guidelines to give you grades. During the course of this class, you may feel that your grade is unfair. The most common reason students give for this is: “The amount of time and effort that I put into this should have earned me a higher grade.” You might also turn in strong work after the deadline. If your work is late and you have not negotiated an extension in advance, you cannot receive a grade higher than an MP.

I rarely change a grade on an individual assignment but I am willing to help you with a revision and the next assignment. There are many resources to help you improve your grades. You may see me during my office hours, consult your classmates, and seek free assistance at the Learning Lab. I would very much like to see you succeed and hope to give you the tools you will need to do that.

**Absences**

You must log onto Canvas and complete your work and all discussions by their due dates. You may have extensions if you negotiate them with me first over email.

**Withdrawals from Class**

You may need to withdraw from my classes. You can certainly consult me about this should the need arise, but my policy is to refer you to the Office of Student Records and Registration to help you through the process of withdrawing from the class. Withdrawals can be tied to your financial aid, course schedule, graduation requirements etc. and the Office of Student Records and Registration can help you better than I am able.

The last date to withdraw from your courses is 04/06/2020 . Though you won’t earn an F if you withdraw, before you decide to withdraw from this course or any other course, think about the following information:

1. The W will be reflected on your transcript permanently.
2. Ws on transcripts may have a negative impact on acceptance into select programs.
3. Transfer institutions may view Ws negatively, and it may go against your application.
4. Your financial aid may be impacted.

Please discuss your options with an advisor/counselor before you decide to withdraw from a course.

**Grade Breakdown**

On Canvas…

Grades of P will be entered as 100%

Grades of MP will be entered as 75%

Grades of F will be entered as 50%

Assignments that are not turned in will get a score of 0%. If I have noted significant progress on an assignment which does not get turned in, I will occasionally give a student up to 20% for that assignment.

If a more specific percentage grade is recorded on canvas (rather than P, MP or F), that is the grade you have received.

Please read the following about final grade calculation carefully. **In order to pass the courses, you need to have an average of at least 80% in each class. A score from 60%-79% will be considered an MP. Any grade lower than a 60% will be considered an F.**

Grades are updated on canvas approximately every two weeks (often sooner). If you are curious about your grade at any point or having trouble calculating it, please send me an email. I am more than happy to tell you where you stand in the course. Please note that looking on canvas for assignments with a grade of 0% or sometimes 20% will let you know what you are missing. See also lateness policy.

**English 098**

*General Classwork*: Group work and classwork will be worth up to 25 points. **Point values are always indicated on canvas.**

*Grammar Quizzes (and occasional quizzes on other writing topics):* Each quiz is worth up to 50 points.

*Thoughtful Participation:* You should participate in class in the way that you feel comfortable with *and* that stretches your comfort level. Participation happens on online discussion forums.

*SLO Reviews:* The unit review questions are worth up to 25 points.

*Essays:* Essay-writing is about process. Please do not worry if your earlier essays are not as strong as later essays. This is what we’re hoping for! Each essay and essay draft counts for up to 100 points.

*Exam Essay:* This essay counts for up to 200 points.

**English 099**

*Annotations and general homework*: These assignments are worth up to 25 points. **You will be required to post the answers to the questions for one article per unit**. This will be clear in the modules on canvas.

*Graded discussions:* These will be in online forums. They will include mindfulness discussions.

*Quizzes:* Quizzes range from 5 to 50 points.

*SLO Reviews:* The unit review questions are worth up to 25 points.

*Final Exam:* Your final exam counts for up to 200 points.

**Learning Lab/ Writing Center**

The learning lab (B1-28) is staffed with peer tutors, faculty members and specialists who are there to help you with your reading and writing. I would encourage you to visit the learning lab as much as you can to make use of this free service. Individualized attention is correlated with academic success! Make sure you visit to learn more specific information about learning lab services and how to schedule appointments.

**Starfish Connect**

Starfish Connect is a communication tool for students and faculty. Through Starfish instructors can provide feedback to you about your progress in their courses. Throughout the term, you may receive progress emails regarding your academic performance. The emails are designed to be helpful and increase your success in courses. Be sure to check your MyCCP email account regularly and open any emails you receive and follow the recommendations. Instructors may also recommend that you contact a specific campus resource, such as the Learning Lab or Counseling Center. If an instructor makes a referral, you may also be contacted directly by this campus service as a follow-up. To access Starfish Connect, simply log into MyCCP and click on Starfish Connect on your Launchpad. You can even set up a student profile. If you need assistance with Starfish Connect, you can email questions to starfishconnect@ccp.edu

**Disabilities Statement**

Students who believe they may need an accommodation based on the impact of a disability should contact their instructors privately to discuss their accommodation letter and specific needs as soon as possible (preferably within the first week of class). If you need to request accommodations, but do not have an accommodation letter, please contact the Center on Disability (BG-39) at 215-751-8050.

**Assignment Lateness Policy**

If an assignment is late, you cannot get a grade higher than an MP on the assignment. If you need an extension on an assignment, please email me before the assignment is due. I cannot grant verbal extensions, but will almost always grant extensions before the due date by email. I will often not accept an assignment later than one week past the due date if you have not been granted an extension. **If you are granted an extension, you *can* receive a grade higher than an MP. An extension grants you the right to turn in your work at the mutually decided-upon time with no penalty for lateness.**

**Plagiarism**

All students must do their own work. Plagiarism will not be tolerated. Any work, with any level of plagiarism (even one plagiarized sentence) will receive an automatic F. Further penalties may be assigned and further disciplinary action may be taken if you plagiarize. Copying and pasting from the internet should never be done.

**Schedule**

Our schedule/requirements and grade percentages will occasionally be adjusted to fit the needs of our learning community. Please be flexible with these changes. It is imperative that you check your email at least twice a day in case I need to communicate with you that way.

**Note**

If you are having difficultly with any aspect of the course, please see me. The course will be challenging. I am here to help you. If you have any suggestions about what would help your learning or activities you would like to do in class, please tell me. Some of the most fun and useful activities I have done have been suggested by students! Advocate for your needs and take charge of your learning!

**All assignments and deadlines are within modules.**