CCBC, Essex School of Liberal Arts

ENGL 052 EXH CRN: 92507

**Instructor: Robert Miller Classroom: MASH 210**

**Phone: 443-840-1960 Class Hours: MWF: 11:15-12:10**

**email: RMiller2@ccbcmd.edu**

**Office: AHUM: 332**

**Instructor Office Hours: Wed: 3:00 – 5:00**

 **Wed: 12:30 -1:30**

 **TTH: 1 – 2**

 **TH: 9 – 9:30**

**Basic Course Information**

**Fall, 2013**

**Instructor’s name: Robert Miller**

**Instructor’s office room number: AHUM-332**

**Instructor’s phone number(s) and e-mail address: 443-840-1960; rmiller2@ccbcmd.edu**

**Instructor’s office hours: See Above**

**Prerequisites**: (English placement of LVE I or completion of ENGL 051) and (Reading placement of LVR I or completion of RDNG 052). Students may take ENGL 052 and RDNG 052 concurrently.

Emergency Closings: For school cancellations, call 443-840-4567 or listen to local radio and television stations like WBAL.

**Course-related concerns**: Students should first attempt to take concerns to the faculty member. If students are unable to resolve course-related concerns with the instructor they should contact Associate Professor Brooke Bognanni, Coordinator of English for CCBC-Essex. The CCBC Student Concerns Policy can be found in the CCBC College Catalog at www.ccbcmd.edu/catalog12/senatepolices/Student Concerns Policy.html.

**INTRODUCTION**: Welcome to the Accelerated Learning Program. You have been afforded the opportunity to finish ENGL 52 AND ENGL 101 at the same time. At the completion of this semester, you will (hopefully) be able to enter ENGL 102. There will be many bumps in the road as we embark on this journey together, but with your input I am sure that we will be able to make this a positive learning experience that accelerates your learning and completion of the English requirements at CCBC. PLEASE, at any time during the semester, feel free to give me your input and perspectives on the class. Also, be aware that this syllabus is VERY likely to change during the semester because I hope to tailor the class to your needs!

**Course Goals**

**Course Description:**

ENGL 052 provides intensive instruction and practice in writing coherent paragraphs and essays for specific audiences; the course includes the drafting, revision, and editing processes as well as instruction in grammar, mechanics, and usage.

**Overall Course Objectives:**

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

* 1. write for academic audiences;
	2. employ a recursive writing process that includes inventing, planning, drafting, revising, editing, and proofreading;
	3. write a clear thesis statement for each essay;
	4. develop and organize appropriate evidence;
	5. write topic sentences for individual paragraphs;
	6. write introductory and concluding paragraphs;
	7. write unified, coherent, well-developed paragraphs;
	8. write unified, coherent, well-developed essays that use appropriately referenced, valid sources to support arguments;
	9. work collaboratively with peers in the development and revision of essays;
	10. use a variety of sentence structures; and
	11. identify and correct sentence errors (especially sentence fragments, comma-splices and run-on sentences, subject-verb-disagreement, and incorrect verb tense and form, punctuation, pronoun reference and agreement, and capitalization) in their own writing.

C. **Major Topics**

1. Writing as process: inventing, planning, drafting, revising, editing, and proofreading
2. Grammar, punctuation, and usage
3. Audience
4. Sentence variety
5. Paragraph development
6. Essay development and organization
7. Documentation and citation of sources
8. Impact of technology on writing

D. **Rationale** (Instructor’s statement relating course content to student’s personal and academic growth)

**Evaluation**

Requirements: ENGL 052 students will move from planning and constructing a variety of introductory, support, and concluding paragraphs to planning and constructing short essays. Students will read and discuss selected paragraphs and essays, some of which will serve as models for their own writing. Individual writing assignments will be determined by the instructor and will be described in the syllabus for each section. However, all students will:

Submit a diagnostic writing sample during the first week of the semester.

Write and revise at least four essays, some of which will be written in class; at least one of the multi-paragraph essays will be written without the assistance of the teacher or tutors as a means of assessing students’ end-of-semester competency; for at least one of the essays, students will use and reference a source.

Students will maintain a portfolio of all drafts of all assignments.

 **Grading Policy**:

**Requirements**

Quizzes 5% Quizzes may be announced or unannounced.

Short Writes 65%

Midterm – In-Class Essay 10% .

Homework 10%

Attendance 10%

Attendance: Miss 0 or 1 day = full credit

 Miss 2 or 3 days= 80% credit

 Miss 3 or 4 days = 50% credit

 Miss 5 or 6 days = 25% credit

 Miss 7 or more = 0% credit

Instructor’s grading policy: Any late assignment (homework or essay) will be graded down 1 grade per class unless specifically noted on the assignment.

Late Writing Projects: In the interest of fairness, you will be allowed to turn in one final draft of a paper once, one class period late (not including the last paper) with no penalty, at your discretion. You MUST inform me, in person, the class before the paper’s due date that you will be taking your “late paper option”.

In-class assignments, peer review sessions, drafts, and conferences: These cannot be “made up” under any circumstances, since these activities are only effective when conducted “in person

All assignments are due at the beginning of class for which they have been assigned. It is not acceptable to come in and print your paper after class has started.

Paper and Assignment Format: All final work will be turned in as hard copies (on paper). All assignments, including homework, drafts, and source materials must be typed. Use standard weight, white 8 ½” by 11” paper. All work is to be double spaced.

Put your name, my name and the date in the upper-left hand corner of the first page. Staple all sheets together. All papers must be handed in together with the “packet”: early drafts, peer reviews, copies of articles (if assigned), and possibly other materials. I will not accept Writing Projects and Essays unless all earlier versions are turned in at the same time as the final version.

Grading

Grading for Writing Projects will follow English Department standards, which are based on content, organization, expression, and mechanics.

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 65 - 69

F = 60- 64

No paper = 0

**Instructor’s attendance policy:** Because writing classes are performance courses that depend upon student attendance for both the class and the student’s success, this policy is non-negotiable. All absences count equally, irrespective of the cause and students who exceed 4 absences this semester will almost certainly fail. There are no excused absences.

**Note:** Students who participate in college-sanctioned activities and/or who will be unable to meet the attendance requirements for this class should move to another section where their activity schedules will not interfere with their classroom obligations (students can freely switch sections during the first week of the semester). To accommodate students who participate in college-sanctioned activities, sections of this course are offered at various times of the day and week. If you think that this course may conflict with a personal or school activity in which you are involved, please see me immediately.

Also, if you must miss a class, you are still responsible for the material that is presented and/or that is due on that day. Use the lines below to write the names and phone numbers/e-mail address o2class members. You should contact one or more of them in case you need something turned in or to get information about the class you missed.

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**Tardiness**: Tardiness is not acceptable. Three lates (10 minutes or more) will equal 1 absence.

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**If I am absent**: If I need to cancel class because my car broke down or if I am ill, I will try to get someone to post a sign. I also will try to email you all, before class. However, if you come to class and I am not here by the time 15 minutes has elapsed (from when class is to start), please assume that class is cancelled.

**Please also note**: During the semester we will cancel classes so we can hold conferences. If you miss a conference, you will be counted absent for the same number of classes that were canceled in order to hold conferences. For instance, if we cancel class for three days to hold conferences and you miss your conference, that "counts" as three absences. Also, I strongly encourage you to visit me at my office and/or the writing lab for additional help.

**Religious Holidays Policy**: Students not attending class because they are observing major religious holidays will be given the opportunity, whenever possible, to make up, within a reasonable amount of time, any academic work or tests they miss. Students must make arrangements with the professor in advance of the religious holiday.

**Student Out of Class School Work Expectations Policy:.**

**For Face-to-Face Courses**: This is a credit/billable hour course. For each credit/billable hour, the student is expected to complete at least two hours of work per week outside of the class, including reading, class preparation, homework, studying, etc. Example: If this is a three credit course, the student is expected to complete at least six hours of work per week outside of the class including reading, class preparation, homework, studying, etc.

**Departmental Plagiarism Policy:**

**SYLLABUS STATEMENTS REGARDING PLAGAIRISM**

(College Plagiarism Policy is included on the “My CCBC Syllabus Tab” on the student portal.)

**Academic Integrity:** For the College to make its maximum contribution as an institution of higher learning, we must uphold high standards of integrity, honesty, and ethical behavior. In seeking the truth, learning to think critically, and in preparing for a life of constructive service, honesty is imperative. To these ends, the following actions are expected of students:

 complete all work without unauthorized assistance;

 follow the professor’s instructions when completing all class assignments;

 as for clarification when instructions are not clear;

 provide proper credit when quoting, paraphrasing, or summarizing;

 and submit only one’s own work.

Part of each student’s education requires learning how to use information correctly. **Using other people’s words or ideas without giving proper credit to the source is plagiarism and is a serious offense.** Students who plagiarize unknowingly should be shown their error and instructed in the proper use and attribution of information. Students who plagiarize will experience sanctions, including a written reprimand, **failure of the assignment, failure of the course, and/or dismissal from the program. For repeat and extreme offenses, the college reserves the right to suspend or expel students.** Suspension and expulsion are actions taken only by the chief student development officer on campus or a designee.

**Examples** **of plagiarism include:**

* Submitting written work taken from another source as one’s own. Examples of other sources are material from a published author or from the Internet;
* Including in original work undocumented quotations or passages from another writer;
* Including someone else’s original ideas, opinions, or research ideas without giving him/her credit;
* Paraphrasing without documentation.

**Services for Students with Disabilities:**

CCBC is committed to providing equal access educational opportunities for all students with disabilities. A student with a disability may contact the appropriate campus office for an appointment to discuss reasonable accommodations. An appointment must be scheduled within a time period that allows staff adequate time to respond to the special needs of the student. The student must provide the appropriate office with the proper documentation supporting the need for reasonable accommodations. Students are responsible for giving the documentation to the professor during the first week of class.

**Writing Center:**

Students may get assistance with their writing skills at the campus writing center or with the OWL (on-line writing center). Staffed by CCBC professors, the Writing Center helps students with many facets of composition. Some examples include organizing materials, documenting sources, and understanding professors’ comments. The Writing Consultants do not proofread papers, write any part of the students’ papers, or comment on grades.

**Course Procedures**

1. **Materials** (texts, equipment and supplies)

**Required Text***: The Little Seagull Handbook,* Bullock and Weinberg, W. W. Norton & Company. 2011. Print

**Strongly Recommended:** A recently published collegiate dictionary

A recently published Thesaurus

**Other Materials, Requirements, and Expenses**:

Photocopying

Computing Supplies and Printing

Computer Access

1. **Special procedures** (Includes policies regarding classroom behavior, style of written assignments, retention of papers, compiling of portfolios, availability of support services, etc.)
	1. **Behavior:**

It pains me to have to include such a section, but recent semesters have presented unfortunate situations where a lack of classroom etiquette resulted in the disruption of the learning of others. Therefore, the following behaviors will result in an immediate absence for the day: excessive talking, text messaging, taking phone calls, playing electronic games, instant messaging, viewing non-academic websites, completing work for other classes, and sleeping. In addition, I kindly ask that you remove sunglasses and tip hats up, so your eyes are not covered. If, after a verbal warning, your behavior continues to disrupt others, I will ask you to leave the class. You will be welcome to return to class after we meet in my office, during office hours, for a conference.

* 1. **The public nature of class writing and discussions:** Please consider every piece of writing you do for this class to be "public property." Part of becoming a good writer is learning to appreciate the ideas and criticisms of others, and in this course our purpose is to come together as a writing community. Remember that you will often be expected to share your writing with others, so avoid writing about things that you may not be prepared to subject to public scrutiny, or things you feel so strongly about that you are unwilling to listen to perspectives other than your own. This does not mean that you are not entitled to an opinion, but that you adopt positions responsibly, contemplating the possible effect on others.
	2. **Classroom Protocol:** We will spend most of our class time in large and small group discussions and activities. Some time will also be spent on traditional lecture. Regardless of the class format, you will be expected to be prepared, to listen and to participate appropriately. Failure to do so is distracting to other students and will not be tolerated. I may require you to leave (which will constitute an absence), or if your problem persists, withdraw you from the class.
	3. Please keep ALL graded assignments until the end of the semester.
	4. **Inclement Weather/Emergency Closing Policy:** In the event that the college (or a specific campus) opens late due to weather-related or other emergency conditions, classes will commence at the announced opening time and resume the normal schedule thereafter for the remainder of the day. Faculty, students, and classified staff should report to wherever they would normally have been at the announced opening time. When class is cancelled due to weather, the schedule will shift down a day, and we will pick up with the missed day when we meet again (for example, if Monday's class is cancelled, we will do the assignments from Monday on Wednesday).
	5. **Policy concerning advancement to the next English course:** To advance from ENGL 101 to ENGL 102 or ENGL 239, students must earn a “C” or better in ENGL 101.
	6. **Student Withdrawal Policy:** After the first ten weeks of a regular semester or the first two-thirds of a winter, summer, or late-start class, students can withdraw only under extraordinary circumstances with the permission of the Dean of the School of Liberal Arts.
1. **Support Services:** CCBC has a wide availability of support services available to you. Always feel free to come to me to help direct you to someone who can help!
2. **Incompletes:** Please see college policy.

**Class Schedule**

*The following is not intended to be all-inclusive; but rather a brief outline of the due dates and activities that will occur during the semester. It may (and probably will) be changed, at which time I will hand out a revised calendar. This semester you can count on changes to the syllabus as we share the ALP experience, and we try to do whatever will best help you to pass this class AND be successful in your Eng 101 course.*

***\* It is not unusual for readings and grammar exercises to be added. Please listen carefully, and check with a classmate if you are absent.***

**GRAMMAR AND READINGS TO BE ASSIGNED AND ON BLACKBOARD!!**

**Week 1**

8/26

**In-class today:** introductions; syllabus;

8/28

**Assignments due today:**

**In-class today**: Ice Breaker. Discuss 101 Reading; Discuss Journal; Assign Short Write 1

MSWord-Blackboard; Buster

8/30

**Assignments due today:** Reading 1;

**In-class today**: Organization; Grammar;

**Week 2**

9/2

**Labor Day – No class**

9/4

**Assignments due today:** 101 reading;

**In-class today:** Work on Essay; Getting Started;

9/6

**Assignments due today:** Reading; Short Write 1

**In-class today:** Work on MLA; citing; support

**Week 3**

9/9

**Assignments due today:** Reading;

**In-class today:** Work on MLA; citing; support: Assign Short Write 2

9/11

**Assignments due today:**

**In-class today**: Audience Awareness; Grammar; Works Cited

9/13

**Assignments due today:**

**In-class today:** Discuss 101 Reading; Work on Essay 1

**Week 4**

9/16

**Assignments due today:** Essay 1 – 1st draft

 **In-class today**: Student/Teacher Conferences

9/18

**Assignments due today:** Essay 1 1st Drafts

**In-class today:** Student/Teacher Conferences

9/20

**Assignments due today:** Essay 1 2nd drafts

**In-class today:** Peer Review

**Week 5**

9/23

**Assignments due today:** Short Write 2;Reading

**In-class today:** Assign Short Write 3

9/25

**Assignments due today:**

**In-class today:** Discuss Essay 2

9/27

**Assignments due today**:

**In-class today**: Work on Library Homework; Group Projects

**Week 6**

9/30

**Assignments due today**:

**In-class today**: discuss readings 101/ Work on Essay 2

10/2

**Assignments due today:**

**In-class today:** summary and paraphrase

10/4

**Assignments due today:** ;

**In-class today:** summary and paraphrase quiz

**Week 7**

10/7

**Assignments due today:**

**In-class today:** mid-term

10/9

**Assignments due today:**

**In-class today**: midterm-redo

10/11

**Assignments due today**:

**In-class today:** Work on Essay 2

Week 8

10/14

**Assignments due today**: Short Write 3

**In-class today:** Assign Short Write 4; Work on 101 Essay 2

10/16

**Assignments due today**:

**In-class today:** Peer Review

10/18

**Assignments due today**: HW Write 1 paragraph reaction to readings

**In-class today:** peer review

Week 9

10/21

**Assignments due today**:

**In-class today:** Discuss 3rd Essay

10/23

**Assignments due today**: Brainstorming for Essay 3

**In-class today:**

10/25

**Assignments due today**:

**In-class today:** Summary/Paraphrase

**Week 10**

10/28

**Assignments due today**: Intro for Essay 3

**In-class today:** summary/paraphrase; Discuss next 101 Reading

10/30

**Assignments due today**: Bring in 5 questions from 101 Reading

**In-class today:** Talk about 101 reading

11/1

**Assignments due today**: Short Write 4

**In-class today:** Assign Short Write 5

**Week 11**

11/4

**Assignments due today**: Write 3 sentence summary of 101 reading

**In-class today:** 101 review

11/6

**Assignments due today**: Write paraphrase of Assigned Material

**In-class today:** Work on Essay 3.

11/8

**Assignments due today**:

**In-class today:** Diction/revision practice/Continue Research

**Week 12**

11/11

**Assignments due today**: HW Summary Practice

**In-class today:** Go over summaries and research found in 101: Works Cited HW for 101

11/13

**Assignments due today**: Intros (3) for Essay 3

**In-class today:** Discuss Intros for Essay 3

11/15

**Assignments due today**: Essay 3 (101)

**In-class today:** Peer Review of Essay 3 101

**Week 13**

11/18

**Assignments due today**: Short Write 5

**In-class today:** to be announced

11/20

**Assignments due today**: Assign Short Write 6

**In-class today:** Essay 3 101 – peer review

11/22

**Assignments due today**:

**In-class today:** Discuss Final Retrospective; Oral Project; in-class writing

Week 14

11/25

**Assignments due today**:

**In-class today:** Work on Projects

11/27

**No Classes**

11/29

**No Classes**

Week 15

12/2

**Assignments due today**

**In-class today:** Work on Oral Projects; Work on revised Essay

12/4

**Assignments due today**: Short Write 6

**In-class today:** Work on Oral Project;

12/6

**Assignments due today**:

**In-class today:** Last Day