



Course Syllabus for English 101 Summer 2012

Greenville Technical College/Arts and Sciences Division
English Department

Section: W07	Instructor: Dev Bose, PhD.
Credit Hours: 3.0	Office: UT 357 (Aspire Learning Zone)
Course Title: English Composition I	Office Hours: MT 2-3PM
Class Location/Meeting Times: Online	Office Phone Number: N/A
E-mail address: boosedkb@my.gvltec.edu	

Things you need to know up front:

During the first week of class, three assignments are due: Module 1, a Discussions post and a Policy Quiz. You must do all of the assignments this week to be counted present. Since the first week of class is Drop-Add, those who do not do so risk being denied access to the course or withdrawn from the course entirely.

MS Word is a course requirement; no other word processing system will do. MS *Works* is not acceptable.

Prerequisite: Proper test placement or English 100 with a grade of C or higher.

Course Description: This is a college transfer course in which the following topics are presented: A study of composition in conjunction with appropriate reading selections with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Students must make a C or better in ENG 101 in order to take ENG 102, SPC 205, SPC 208, SPC 209, or JOU 101.

Purpose of Course: To enable the student to write clear, correct sentences; complete, coherent paragraphs; and logically organized essays exhibiting unified purpose and adequate content.

Required Text:

Hacker, Diana, and Nancy Sommers. *The Bedford Handbook*. 8th ed. Boston: Bedford/St.Martin's, 2009. Print.

Course Assignments: (900 pts. Total)

This I Believe Essay	100 Pts
A Truth about Greenville Essay	200 Pts
Research Analysis Page	100 Pts
A Truth about Greenville Researched Essay	200 pts.
5 Discussion Board Posts	100 pts.
4 Grammar Quizzes	100 pts.
Final	100 pts.

Grading Scale: According to this scale
810-900 A
720-809 B
630-719 C
540-629 D
Below 540—F Only final grades C or above will transfer to other colleges.

Important Dates

Summer Classes Begin (M)	May 14, 2012
Memorial Day Holiday (M)	May 28, 2012
Last Day to Withdraw from 1 st Half (W)	June 6, 2012
Last Class Day for 1 st Half Term (F)	June 15, 2012
EXAMS for 1 st Half Term (M-T)	June 18-19, 2012
Classes Begin for 2 nd Half Term (W)	June 20, 2012
Last Day to Withdraw from Full Term (F)	June 29, 2012
Independence Day Holidays (M-U)	July 2-8, 2012
Last Day to Withdraw from 2 nd Half (R)	July 19, 2012
Last Day of Class for Full Term and 2 nd Half (M)	July 30, 2012
EXAMS (T-R)	July 31, August 1-2, 2012

Objectives of Course: Students who successfully complete English 101 with 70% accuracy or better will have demonstrated the skills required to accomplish the following minimum objectives:

To communicate effectively, students will be able to apply the structures, principles and rules of grammar, mechanics, punctuation, and diction covered in the textbook and lecture

To construct well written essays and other types of writing by

- Expressing a purpose
- Analyzing the audience
- Collecting data and/or pertinent information including
 - Evaluating the data/information for relevance
 - Assessing the credibility of the source of the data
- Selecting relevant data/information from the collected data/information
- Composing a clear, concise thesis
- Organizing the data/information in a manner consistent with the established purpose of the essay
- Composing drafts
- Critiquing drafts for adherence to the principles of good writing

To research and document essays and other types of writing by

- Summarizing sources
- Paraphrasing sources
- Quoting sources
- Recognize plagiarism and copyright violations

- Applying MLA documentation standards correctly to sources in written essays
- Determining types of source
- Appraising/ critiquing/ evaluating the credibility of a source
- Integrating sources into written essays

To apply relevant technological skills and time management skills by

- Composing essays in class in a limited time period
- Composing essays using Microsoft Word using the basic features of Word

Note: These objectives outline minimum requirements; students will write a minimum of 2000 words in a minimum of three assignments. The instructor may require additional assignments. The number of in-class writing assignments written under time constraints will be determined by the instructor; however, **one essay (in addition to the final exam) must be an in-class essay.**

POLICY REGARDING STUDENT PAPERS

Students are responsible for keeping all returned papers (paragraphs, essays, etc.) for one year after the course has ended. During the course, students should refer to graded papers to use as a learning tool to improve their writing. If students wish to discuss their grades, either during or after the course, students will be responsible for providing graded papers as proof of grades earned.

MAKE-UP POLICY

CLASS ACTIVITIES: Due to their participatory nature, certain class activities (i.e. impromptu speeches, pop quizzes, group work, oral quizzes, in class writing, etc.) may not be made up.

ASSIGNMENTS AND EXAMS: Students must make arrangements with the instructor ahead of time if they expect to be late with an assignment or miss an exam. Penalties of up to one letter grade per day late may be assessed on late assignments. Students who miss an assignment or exam due to documentable circumstances (i.e. death in the family, accident, hospitalization, etc.) must notify the instructor (personally or through official school channels) before the next class period. Only two major assignments or exams may be made up during the term. Work must be made up in a timely manner as agreed upon by the instructor and student—generally within one week. Assignments which require class time to make up (i.e. speeches, oral reports, group presentations, etc.) pose special problems which must be handled at the discretion of the instructor. These assignments may be made up provided class time permits make-up of these assignments.

LOST ASSIGNMENT POLICY

English instructors make every effort to ensure that graded assignments (papers, tests, quizzes) are carefully secured. However, if an instructor misplaces or loses graded work, the instructor and student will arrange to have the work made up. If ungraded work is lost, a grade cannot simply be given to the student nor can the student exempt the work; the instructor and student will decide how the work will be made up with supervision from the head of the English Department. As insurance, students should always keep a copy of required assignments before submitting them to their instructors. Also, unless otherwise instructed, students turning in late work should always submit the work directly to their instructor.

READING/MEDIA ASSIGNMENTS DISCLAIMER

English instructors carefully choose all class content including readings and media selections for their classes. Given the subject matter of some of the scheduled essays, stories, films, etc., some students may find portions of assigned materials and/or classroom discussions offensive. Instructors should be notified of concerns and will try to alleviate such issues in a courteous and professional manner.

Planning your time: This is a demanding course, and it's going to require a commitment of time. If you already have health issues, vacations or trips planned during the term, or obligations at work—and know you will miss a week or two of class, this is probably not the course or term for you. It might be better to wait until you have more time to devote to class.

There will be reading to do—both in your text and online. Some of your assignments will require MLA documentation. While individual instructors' assignments may vary, you will be well served to be prepared for approximately this amount of work over the course of the term:

- 5 graded discussion posts,
- 2000 words or more of writing (this could mean multiple paragraphs and three to four essays, or up to five essays total, some of which require research and documentation),
- several quizzes,

- and a final exam

—all in 15 weeks for the fall session.

Because this is a college-level course, your instructor is going to assume that you are spending at least *nine hours* a week on class work—three hours "going to class online," and six hours studying the modules and textbooks and doing homework. Make sure you have that much time planned for school in your regular schedule. Some students wonder why they are not successful—it often boils down to the fact that they don't have time or focus to devote to this course. Students who spend 2-3 hours online in this class per week are more likely to succeed than those who log in once or twice per week for ten minutes. Consider your other obligations as you plan your semester. This class generally rewards those who put in the time and follow directions on assignments!

English Department Online Attendance Policy

Initial Contact in Online Courses:

At the beginning of the term, online students are expected to contact their online instructors by logging into their courses and following the instructions they find there. These instructions may include

- submitting an assignment,
- e-mailing the instructor, and/or
- posting to the Discussion link.

Students who have not completed the first week's assignments will be denied access to the course and be marked "NIC" (never in class) on the roster. This designation can affect a student's financial aid status.

If a student has added the class during Drop-Add but cannot yet log into the class, then he or she must contact the instructor via telephone or Gmail no later than 24 hours after Drop-Add in order to avoid being denied access and designated NIC (never in class) on the roster.

Attendance during the term:

Success in an online course requires active participation from students and faculty alike. Attendance in online classes is kept as students meet the course deadlines and make

contact with the instructor. To that end, a student's **attendance is defined as active participation in class**. In order to be counted present, a student must do one or another of these things at least once each week throughout the term (Individual courses and instructors will define specific requirements or assignments):

- submit assignments,
- send an e-mail to the instructor, and/or
- post to the Discussion link.

Students who are passively visiting the course, who simply log into a course during the week *without* making their presence known, who

- *don't submit* assignments
- *don't send* an email to the instructor, and/or
- *don't post* to the Discussion link,

are not attending and will be counted absent.

A student with an excessive number of absences in an online class will lose access to the course. "Excessive number" is defined as TWO weeks in fall courses. An excessive number of days of not logging in at all or attending only passively will result in a student being denied access to the course, unless prior arrangements are made with the instructor. Being denied access can affect a student's financial aid status.

Note: Being denied access is not the same as being withdrawn. Students who are denied access and wish to remain in class must contact the instructor outside the Blackboard class to request to receive access; however, there is no guarantee that access will be granted. Students who are denied access and who are not reinstated are responsible for withdrawing themselves from the course.

Students wishing to withdraw from a course must follow the college's current policy on withdrawals and refunds. A student who stops attending class cannot assume the instructor will process withdrawal paperwork on his or her behalf.

DB posts and quizzes may not be made up. Essays will receive a ten point deduction for every day late.

Welcome!

Now that you are familiar with some of the assignments and policies of the course, welcome to ENG 101! This is a course that will give you the opportunity to stretch yourself, to experiment, to learn to write for specific audiences and situations. If you think about it, you don't talk the same way to adults as you do to children; nor do you speak with your peers at school the same way you might speak to your boss. We all adjust what we say and how we say it to who's going to hear it, our audience. This course will help you think about and learn to direct your writing to the particular audience it's intended for, as well as teach you how to get your message across effectively.

It's an online course, and that fact in itself will help your writing: All the communications will be online and in writing. This is a fantastic opportunity to practice the very techniques involved in writing well. In your course communications, the teacher and your classmates are your audience, and you are theirs. This course can be a great opportunity to investigate the aspects of what makes writing effective and practice what you learn.

An Important Notice about Tests:

English Department Policy – Late Submission of Tests in Blackboard

Normally, online tests can be programmed to stop accepting any answers that are submitted after the allotted time for the test has expired. However, Blackboard will continue to accept answers after the time allowed for the test has expired.

To insure test integrity, online tests that are submitted late will be penalized as follows:

- Tests will lose 1 point per minute that the test is submitted late. Thus, tests submitted 0-1 minute late will lose 1 point; tests submitted 1-2 minutes late will lose 2 points, etc.
- Tests submitted 10 minutes late or later will not be accepted and will receive a grade of 0.

It is critical that you click on the SAVE AND SUBMIT button to submit your test; if you do not click on that button, your test will not be graded.

If you forget to click on the SAVE AND SUBMIT button, you may make up one test on make-up day. However, if you forget to click on the SAVE AND SUBMIT button several times in the term, you will be permitted to make up **only one test** and will receive a grade of 0 for the other tests that were not submitted.

Course Calendar & Site Map

In general, the Calendar link in Blackboard serves as the course calendar and provides access to most assignments. Here is an indispensable guide to navigating this course:

- Home Page—takes you to the top of the course; return here if you get lost!
- Instructor Information—want to know more about me? ;-)
- Announcements—the hub of all communication between me and the class.
 - Expert Tip >> Generally, Blackboard likes to keep only the most recent announcements, but I will usually keep all announcements visible throughout the term. Click View All Announcements to make sure you don't miss anything!
- Send Gmail—the easiest way to reach me. Please start all your emails by addressing me by name (Dear Dr. Bose), and finish all your messages with your name and section number (that little number after ENG 101-_____). It's old-fashioned but maintains professional integrity!
- Syllabus—not only that, but grade forms and information about the required textbook are here too.
- Calendar—lists all deadlines and in most cases, assignments, including quizzes, discussion boards and papers
 - Expert Tip >> Click View Year on the top right of the page to view the semester at a glance!
- Course Content—includes access to the Course Library.
- Learning Modules—includes access to other required readings.
- Discussions—a major component to your grade for this course.
- Assignments—need I say more?
- Tests—again, pretty self-explanatory. The policy and grammar quiz are here.
- Tools—click to access Smartthinking, a free virtual tutor and source for extra credit (see below).
- My Grades—will be updated during the middle and end of the semester.
- User Guide Student—most technical questions can be answered here.

THE WRITING CENTER and SMARTTHINKING

- The Writing Center, located in the Learning Center on the first floor of building 104, is an excellent resource for getting help with your writing assignments. Appointments are not necessary, but encouraged (it can get very busy and there's no guarantee you'll be seen otherwise). Writing Centers are available on every Greenville Tech campus.
- Smarthinking is a free, online tutoring service whereby students submit a draft essay for assistance from an online tutor who will respond via email with comments and suggestions for improvement, typically within 24 hours.
- **Five percentage points extra credit** will be given for attending the Writing Center or using SmartThinking for help with any writing assignment (before the assignment is due) and scanning & emailing proof of your visit (the pink slip), or attaching your feedback from Smarthinking with your assignment upload.

10 ½ TIPS FOR GETTING THROUGH THIS CLASS SUCCESSFULLY:

1. ***Report to class.***
2. ***Do the assigned readings for the day they are due*** (and bring your textbook with you—class discussion will be of little help otherwise).
3. ***Pay attention and take notes during class discussions and lectures*** (get something out of your time in class).
4. ***Read the assignment instructions carefully and follow them closely.*** This will help you steer clear of colossal, yet easily avoided, mistakes.
5. ***Don't procrastinate on the readings or the assignments*** (they always take more time than you think they will...)
6. ***Get help.*** Don't suffer in silence when you're struggling with the material or an assignment. There are places to get valuable help outside of class if you have the wherewithal to seek it out. Take control over your own education: nobody else is going to!
7. ***Read and make use of feedback.*** The definition of insanity is doing the same thing over and over again and expecting different results. No one expects you to be perfect right out of the box, but it is expected that you use the advice and feedback you're given to help you improve over the course of the semester.
8. ***Do the assignments.*** Yes, all of them, and on time.

9. ***Do not be tempted to take short cuts.*** This includes using online study guides, summaries, and essays in place of actually reading or coming up with your own ideas. Using these will lead to poor results.
10. ***Don't cheat.*** There is a zero tolerance policy for plagiarism in the English Department.

10 ½. ***Take pride in your work.*** Everything worth doing is worth doing well.