

SALEM COMMUNITY COLLEGE
ENG 101-20 (Online): ENGLISH COMPOSITION I

Instructor:	Jennifer Martin, Associate Professor of English
Course Location & Times:	Online through Canvas
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Phone:	(856) 351-2660
Office Location:	Donaghay Hall, room 210B
Office Hours:	Tuesdays, Wednesdays, Thursdays 11:30-12:30 and by appointment
Course website:	Canvas: http://www.salemcc.edu/online-services/canvas

A. COURSE DESCRIPTION:

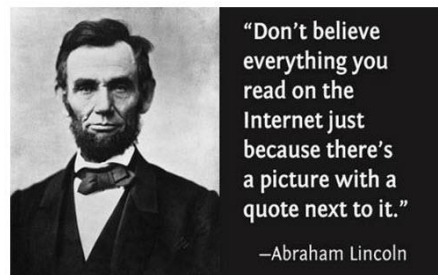
English Composition I is the first part of the first-year college-level English program in writing. The goals of the course are to develop the student's ability to write unified, well-developed, and coherent expository essays that employ Standard English usage and mechanics and to expose the student to literary works that sharpen the student's critical thinking and analytical skills necessary for college writing. **English Composition I is required for all students pursuing a certificate or degree and for any student who wishes to achieve competence in written communication.**

Prerequisites: Accuplacer placement into this course *or* successful completion of ENG 098, if required.

B. COURSE PERFORMANCE OBJECTIVES:

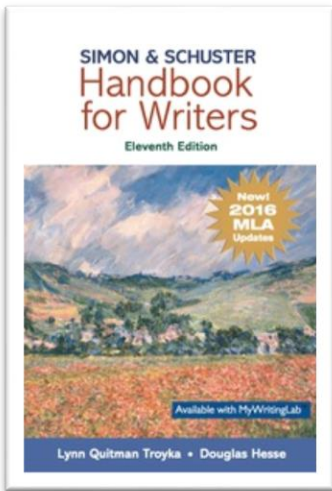
In this course, students will:

1. Use active reading strategies and critical thinking skills to comprehend and critically analyze a variety of informational and persuasive texts.
2. Apply the writing process: invent, draft, revise and edit using the conventions of academic writing to produce a minimum of five essays of at least 500 words and five-paragraphs each in final draft form.
3. Evaluate and integrate sources using proper documentation in the Modern Language Association (MLA) format.
4. Compose unified and coherent essays, according to the instructions presented in the course handbook and lectures, which contain thesis statements free from faulty/weak controlling ideas, topic sentences that support the thesis, and sufficient content providing relevant information.
5. Write sentences, paragraphs, and essays free from structure and logic errors, and recognize errors and correct them according to the guidelines for Standard American English and academic writing as presented in the course handbooks and lectures.



For a full description of the outcomes associated with each learning objective, see the ENG101 master syllabus at https://salemcommunitycollege-public.sharepoint.com/Documents/syllabus_search/ENG101.pdf

C. REQUIRED TEXTS & MATERIALS



Simon & Schuster Handbook for Writers, 11th edition (2018) by Lynn Quitman Troyka and Douglas Hesse [ISBN: 978-0-13-470133-2]. You can purchase or rent this textbook at the SCC Bookstore on the Carneys Point campus or online through Amazon or other book-selling websites. **Please note, if you are using the 10th edition of this Handbook, there will be page number differences.* ***IT IS ESSENTIAL TO HAVE THIS TEXTBOOK IN ORDER TO BE SUCCESSFUL IN THIS COURSE!***

Copies of additional required readings will be provided in the Weekly Modules. Please make sure you read through all of the information and articles in the Weekly Modules. You will need **access to a printer** to print out assigned articles and assignment instructions, as you will often need to refer to these documents when you write your discussion posts and essays for this course. If you do not have a printer at home, there are plenty of computers and printers for student use in the **SCC Library** (1st floor Donaghay Building) and in the **Academic Support Lab** (room 118, Contini Building).

Please keep a **folder or three-ring binder** for this course to keep all of your documents organized (including a printed copy of this syllabus). I also recommend you keep a **calendar** and a **to-do list** in your folder/binder to keep track of assignments and due-dates. You can print out blank monthly calendars from this website:

<https://www.calendarlabs.com/blank-calendar/>

Finally, **reliable access to an Internet-connected laptop or desktop computer** is an obvious requirement for this online course. There is a **Canvas app** you can download on your smartphone (search for Canvas in your app store), and I highly recommend you get this app for quick access to course announcements and your grades, but please note: **You cannot use your phone alone to complete writing assignments for this course.** You will need to use either **Microsoft Word** or **Google Docs** to draft all your essays for this course, so please make sure you have access to a reliable laptop or desktop computer. If you do not have regular access to a reliable, Internet-connected computer, then I recommend you **NOT** take this or any other online course.

D. COURSE ATTENDANCE POLICY:

- The faculty at Salem Community College believe students must regularly attend all of their classes in order to learn the material presented and attain the course learning outcomes. The expectation for consistent attendance is the same in online classes as it is in face-to-face classes; therefore, **your attendance in this course will be tracked and you will be given an attendance/participation grade worth 15% of your overall course grade.** Your attendance/participation grade will be based on your regular participation in Discussion posts, timely completion of quizzes, submission of essay assignments (including outlines and rough drafts), and participation in peer review.
- At a minimum, each week, you will be required to log on and review the week's course material in the Modules and participate in a weekly Discussion post. The Discussion posts are interactive, so to receive full credit, you must post a discussion thread by **11:59pm on Wednesday night** and respond to at least two (2) of your classmates' discussion threads by **11:59pm on Thursday night**. In addition, many weeks you will have reading assignments, quizzes to complete, and essay assignments to submit, so you'll need to manage your time wisely. **I recommend scheduling at least six (6) hours per week** to work on assignments for this course. I also recommend getting into the habit of logging into Canvas every **SUNDAY NIGHT or MONDAY MORNING** to review the assignments that are due for that week. Plan your time wisely!

E. ACADEMIC REQUIREMENTS & GRADE CALCULATIONS:

To pass this course, students must achieve a passing course average using the following calculation:

1. Four Formal Essays	50%
2. Discussion Posts	20%
3. Quizzes	15%
4. <u>Attendance/Course Participation</u>	15%
	100%

The final grades assigned will be as follows:

A	93-100	A-	90-92		
B+	88-89	B	83-87	B-	80-82
C+	98-79	C	73-77	C-	70-72
D+	68-69	D	60-67	F	59 & <
N/A: Never attended		W: Withdrew		F/A: Failure due to attendance	

Essays: You will be responsible for completing four (4) essays throughout the semester worth 50% of your overall course grade. To demonstrate your participation in the writing process, you will be required to submit an outline and a rough draft (on which you will receive feedback) and a revised draft (on which you will be graded) for each essay assignment. All essays should be submitted as **Microsoft Word** or **Google Docs** documents (.docx). Essays need to be at least three full pages in length, MLA formatted (i.e. 12-point regular font, double-spaced, and with a MLA heading), and should be carefully proofread. Points will be deducted from assignments that are too short, rushed, or not carefully proofread. Assignment details and grading rubrics will be provided in the weekly Modules. Please refer to the course Calendar for due dates. **Essays not submitted on their due date will be penalized; essays more than one week late may not be accepted and receive a grade of ZERO.** If, for whatever reason, you cannot submit an essay by its due date, please contact me to make alternative arrangements *ahead of time*.

ESSAY #1: Narrative essay (3-4 pages)

ESSAY #2: Process essay (3-4 pages)

ESSAY #3: Synthesis essay (3-5 pages, plus a Works Cited page)

ESSAY #4: Solution essay (4-5 pages, plus a Works Cited page)

Tip: Be sure to carefully read the essay assignment instructions in the Weekly Modules!

***A note about the peer-review process:** Each essay you write in this course will go through a peer review process. For full credit, you must submit a completed draft (including academic documentation for research-based essays) to designated peer review sessions (see course calendar for dates). You must also fully participate in these peer review sessions by providing feedback to at least two classmates. **Participation in these peer-review sessions counts toward your Attendance & Participation grade.** You will receive very valuable feedback from your peers (and often from me, your instructor, too), so please make sure you check back on your rough drafts to carefully read and consider the feedback you have received before you complete the final drafts of your essays.

**** A note about the in-person requirement for this course:** In all online courses, there is an in-person requirement to verify that students are real people, not robots. I used to require my online students to take a timed-essay on campus at the end of every semester, but I often found those essays to be of poor-quality because they were written in a rushed manner under stressful conditions. So now, for the in-person requirement for this course, I ask all students to attend a brief one-on-one writing conference with me or a writing tutor in the Academic Support Lab to get personalized feedback on a rough draft of an essay. You can complete this requirement at any time during the semester. More information about the scheduling of these one-on-one writing conferences will be provided in the Weekly Modules. Please let me know *ahead of time* if there is a reason that will prevent you from meeting this course requirement, and I will work with you to make other arrangements.

Discussion Posts: Each week, you will be required to submit one (1) thoughtful discussion post in response to the weekly prompt and read/respond to at least two (2) of your classmates' posts. Typically, the prompts will be in relation to class readings and/or the current essay assignment. Discussion posts are due by **11:59pm each Wednesday night**, and you must read and comment on at least two (2) of your classmates' discussion threads by **11:59pm each Thursday night**. Discussion posts should be **no shorter than 200 words** (approx. 10 lines of text) and should be carefully proofread and edited. **If you miss a discussion post, you will receive a zero and will not have the opportunity to make it up.**

Students' discussion posts will be graded as follows:

- | | |
|-------------------|--|
| A (100) | The post reflects a clear understanding of the readings; the student answers the discussion prompt fully and clearly; the student contributes comments to classmates' posts that advance the level and depth of the discussion. |
| B (85) | The post reflects a good understanding of the readings; the student answers the discussion prompt fully; the student contributes relevant comments to classmates' posts. |
| C (75) | The post reflects a basic understanding of the readings; the student provides a generalized answer to the discussion prompt; the student contributes somewhat relevant comments to classmates' posts. The post may contain a few grammar and/or mechanical errors. |
| D (65) | The post shows little understanding of the readings; the student provides a very general and/or vague answer to the discussion prompt that misses key points; the student contributes comments to classmates' posts that are generally vague. The post contains some grammar and/or mechanical errors and was clearly not well-edited. |
| F (<55) | Student clearly did not read assignment(s); student does not adequately answer discussion prompt; student demonstrates a noticeable lack of interest; negatively impacts discussions. The post reads more like a rushed text message than an academic piece of writing and contains many grammar and/or mechanical errors. |

Quizzes: Throughout this semester, you will be quizzed on material presented in this course to assess your English grammar/mechanics skills, as well as your knowledge of essay structure and MLA format. It is important you properly prepare for these quizzes. **The best way to prepare for these quizzes is to study your textbook and class notes and to work on practice exercises in your *Simon & Schuster Handbook for Writers*.** Since this is an online course, all of the quizzes are obviously open book, so the better you know how to navigate your *Handbook for Writers*, the better you will do on these assignments. See the course Calendar for quiz deadlines. **If you miss a quiz deadline, you will not be given an opportunity to take a make-up quiz, but your lowest quiz grade will be dropped.**

F. COURSE EXPECTATIONS

What you can expect from your professor:

- A fresh start
- Respect
- High expectations
- An objective analysis of your work
- Prompt and thorough feedback on your work with specific advice on how to improve (**Please make sure you review the comments I embed in your graded essays*)
- Exposure to a wide variety of academic readings and topics for discussion
- A sincere desire to help you succeed at SCC and earn your degree

What your professor expects from you:

- To log into this course ***several times per week***, read through all of the information in the weekly Modules, fully participate in weekly Discussions, and complete all assignments (**Remember, to do well in this course, you are going to have to spend approximately six (6) hours per week working on assignments. Through Canvas, I can easily track how much time you are spending in this course.*)
- To carefully proofread all of your writing (including Discussion posts, messages, and emails). I'm an English professor, so I'm not too keen on receiving emails that look like this: "Hey, i gonna be late wit dis essay cuz i gotta work : ("
- To ask for help when you need it and to utilize the resources available to you (e.g. Academic Support Lab, Library, my office hours)
- To observe a code of mutual respect—that is, respect yourself, your professor, and your classmates—and to keep a professional tone in all course-related communication
- To take pride in your work, to challenge yourself, and to push the limits of your writing.

G. GENERAL INFORMATION:

Office Hours: I sincerely want you to be successful in this course, so please feel free to contact me with any questions or concerns. You can message me through Canvas or send me an email at jmartin@salemcc.edu. You can expect to receive a response from me within 24 hours, Monday through Friday. If you prefer face-to-face contact, feel free to visit me during my office hours which are listed at the top of this syllabus; **my office is located on the Carneys Point Campus in the Donaghay Building in room 210B**. You do not need to make an appointment to meet with me during my office hours--just show up! I can also be available to meet with you at other times by appointment.

Keeping Track of Grades: It is each student's responsibility to keep track of his or her academic progress and ask for assistance if needed. I will make every effort to grade your work in a timely fashion and regularly post your grades in the Canvas Gradebook. I recommend you check your grades at least weekly.

Tutoring: Tutoring services specifically designed for this course are available free-of-charge for all students at the **Academic Support Lab in the Contini Building, room 206**. The Academic Support lab has walk-in hours, but you can also call (856) 351-2716 to schedule an appointment. Never hesitate to take advantage of these awesome services!

Disability Support Services: If you have a documented disability and require accommodations, please contact Calvin Cizek, Disability Support Coordinator, at (856) 351-2773, ccizek@salemcc.edu. Mr. Cizek can help you by preparing a letter for your instructors that outlines your right to certain accommodations.

Academic Honesty Policy: There are two basic kinds of plagiarism: deliberate plagiarism and accidental plagiarism. One may sound more acceptable than the other, but they are equally serious academic offenses. The most common act of **deliberate plagiarism** involves copying another person's work and passing it off as your own. The most common act of **accidental plagiarism** involves failing to provide the proper internal documentation for quoted, summarized, or paraphrased ideas from another person, even if you list the source in your Works Cited. In this class, I use the computer program **TurnItIn** to detect plagiarism; deliberate and accidental plagiarism will both be penalized the same. **The penalty for plagiarism is failure of the assignment and potentially failure of the course** and it may result in suspension or expulsion from the College. Please refer to the *SCC Student Handbook* for additional information regarding College regulations and the handling of plagiarism.

"Recycling of Papers" Policy: Students in this course are not allowed to re-use papers they have written for other courses. That is, if you write a paper for a grade in another course, you are not allowed to submit that same paper for a grade in this course. This policy also applies if you have taken this course before but did not successfully complete it: you may not resubmit any essays you previously wrote for this course; instead, for each assignment you must compose a new essay with a completely different thesis.

Important Numbers for SCC Students:

- o SCC website: www.salemcc.edu; main phone number: (856) 299-2100
- o Public Safety (856) 351-2911
- o IT Help Desk (856) 351-2671
- o Academic Support Lab (tutoring) (856) 351-2716
- o Office of Disability Services (856) 351-2773
- o Mary Eklund, Instructional Technology Specialist (856) 351-2231, meklund@salemcc.edu **This is who you should contact if you are having problems with Canvas*

I know there is a lot of information in this syllabus, but do not feel overwhelmed. I put a lot of effort into pacing the content in this course, so the next ten weeks will be challenging for you, but not overwhelming. If you have any questions about information in this syllabus, please feel free to message me through Canvas or email me at jmartin@salemcc.edu. I wish you much success!

And just remember

