ENG 101: Composition   # 1182

Online Course   3 credit hours

Semester Begins: 1/21/15

 Instructor: Professer Joan Donati
         Contact Information

   Email: Use Blackboard email system.

   I check site usually once in morning and once in evening, so I should be able to respond to your emails within a day.

   Email through MxCC email if Blackboard is down: **jdonati@mxcc.commnet.edu**

   Office Hours: During the semester, I will set up a few times for open office hours on campus for those who want to meet individually with me (usually I schedule Fridays and late afternoons or early evenings). Other times: if, during the semester, you want to meet with me individually, contact me to set up an appointment day/time that is convenient for both of us.

   Humanities Division Secretary: Pat Inferrera 860-343-5809

Course Prerequisites: See catalogue. Contact me if you have any questions about the requirements.

Required Texts: handbook: Hacker. *A Writer's Reference*. 7th ed.

                    reader: Stubbs and Barnett. *The Little Brown Reader. 12th ed.*

Other reading material: Because this is an online section, I may post links to newspapers, magazines, or other sites for additional readings. All online material is free.

Scope of Course: English 101 focuses on non-fiction writing techniques needed for college: organized thinking and writing; the writing process; correct grammar and mechanics; the power of language; critical reading; evaluating and using sources. As you write about issues, themes, and writing styles encountered in the readings, ultimately you will gain fuller knowledge of your world and, ideally, of yourself.

This is a writing course; therefore, you will be spending a lot of time on some aspect of the writing process. There will be assigned readings that we will use to discover ideas and to examine techniques. I will be working with you individually as you go through the drafting of your papers.

Types of Assignments	Points

Final Drafts of Essays (45 pts)
   1 essay with research (2000-2500 words)   15
   3 essays (@ 600-900 words) @ 10, 15, 10   35

Stages of Essays (19 pts)
   Stages of Essays 1 & 2 @ 3   6
   Stages of Essay 3 (full research): 4 @ 3   12

Essays and Sources: The major essays will be expository or argumentative, not narrative. Most of the essays will require use of sources (from *Little Brown Reader* and online sources and documentation; one will require library/internet research--with some specific use of library data bases in addition to other resources). Documentation will be MLA format.

Journals (24 pts)
   4 @ 5   20
Each journal assignment will have specific requirements—type of writing, length, due date.

*Responses to Discussion Forums (12 pts)
   12 forums @ 1.0 for 3 required responses   12

Total Course Points   100

***Responses to Peers' Writings in Discussion Forums**

You are to read and respond to up to 3 of your peers' writings in each forum. Try to read and comment on the work of different students each week so you will experience different styles of writing.

You then will post a short (minimum one fully developed paragraph) reaction to each of the postings you have chosen. Note: These responses are to be written as part of the Discussion response message box, not as attachments.

You might comment on the style or content--agree or disagree, but be specific and don't just repeat or say you like or dislike something: that is not useful to the writer.

You are not specifically critiquing the grammar/writing, but may add some correction if you are certain about grammar rules. Note: Students should always refer to instructor's corrections for final clarification.

Remember that these comments are for all of us to read.

Note that these responses are a good way to strengthen your course grade—up to 12 pts. if you submit all responses. As you can see, participating has its rewards. In addition to receiving points for your efforts, you will benefit from reading various styles of writing and contrasting viewpoints on the assigned issues.

Final Letter Grade	Total Points Earned		
A	94-102.5	C+	77-79
A-	90-93	C	74-76
B+	87-89	C-	70-73
B	84-86	D+	67-69
B-	80-83	D	64-66
		D-	60-63
		F	59 or lower

Grading Criteria for All College Writing:

A or B papers are above average in critical analysis, style, and mechanics

C papers are average, with grammar, organizational, or development problems that distract from the easy flow of the essay

D or F papers are those that do not meet the assignment, contain numerous errors, are not organized logically, or have repetition and generalities rather than development

Criteria for All Writing Assignments

- **Does submission meet all specific requirements of the assignment?**
- **How well does submission reveal student's thinking critically about the topic? (If there is a reading, development vs. simply summarizing; providing evidence from the reading.)**
- **Is the writing organized, with concrete support vs. rambling or repeated generalities?**
- **How well does the writing demonstrate student's knowledge and use of proper grammar, punctuation, spelling, and, if required, documentation?**

Assignment Format –Please read carefully and save for reference.

See **Getting Started & Help Information** link and contact MxCC's WebCT Help if you have problems with saving, attaching, or uploading your assignments. It is necessary that you know how to properly submit work, so get this out of the way before class starts.

Unless otherwise noted, assignments are to be posted as attachments.

- Use size 12 font, double spaced.

- Put your name, assignment name, and date at top of first page.

- **Use your name and name of assignment for files you upload as attachments. Choose a format and be consistent for whole semester, please.**

  Examples: Jonesjintroduction JJonesiintroduction JohnJintroduction

- Save your documents as Rich Text so everyone will be able to open and read them. Some students cannot open word doc or docx.WordPerfect or other formats will not be accepted.

- Make sure you post your assignment to the proper place designated for each particular assignment.

- Assignments that are not properly labeled (document itself and file name) may not be accepted. I understand that you may need a couple of weeks to get used to the course set up and requirements, so at first I will note problems with reminders. But once into the semester, you should be able to follow rules so we can all have the course moving along smoothly.

Decorum and College Writing:

Remember that this is an on-line classroom, not a personal website or chat room.

Treat each other with respect.

Use appropriate tone and language in all emails, discussions, and other on-line submissions: use proper grammar and punctuation, including capital and lower case letters; do not use abbreviations or slang.

Late Work: There is usually a penalty: 10% minimum off the grade, if I accept the paper. Consult with me before due date if you are having a problem (personal or academic) and need extra time. Note: The research essay (including all stages) and the final exam essay must be submitted on time.

Each stage of each assignment must be completed and submitted before you begin the next stage. In a writing course, you are expected to learn from your previous attempts and to profit from my comments.

You will not improve your writing until you understand that writing is an ongoing process that yields cumulative benefits for your efforts.

Discussion responses cannot be made up, and any not submitted on time will receive a zero for that week. It is important that responses be posted on time so the writer has can read responses before moving to next stage or next assignment.

Journals also cannot be made up. The journal assignments address an issue or specific writing technique needed for upcoming essay(s).

These rules are necessary so that all students are treated fairly. Of course, emergencies happen, and I try to be as flexible as I can; but if you don't communicate with me, I don't know what is happening. Problems escalate when a student doesn't turn in assignments or respond to my emails.

Where to Find Course Materials

Course Content Page
  Welcome w Info
  Syllabus
  Journal Assignments
  Writing Assignments
  Handbook Reading Assignments
  Calendar

Specific due dates are listed on the individual assignments and all due dates are listed on
   Calendar.

Announcements
Check for any updates, reminders, or other info I post.

Where to Find Grades

My Grades: Once I have read and graded all submissions for an assignment, I will post grades to this site. Please understand that I need time to read, make corrections and comments, return your writings, and post grades. This is a writing course, not one with multiple choice or short answer assignments.

Essays: In addition to posting grades on **My Grades**, when I return the final draft of each essay, I put grade and comments at the end of the essay. You should save these graded papers to review my comments and suggestions for future assignments. Check handbook for grammar rules, some grading symbols, and information about specific topics such as composing essays, and documentation.

Grading for **Responses**: I will note points (.33/.34 per response up to total of 1.00 pt. for each forum) in the "grading notes" section.

Clarification about attendance in an online course: Because this is an online course, it may seem that regular attendance policy does not apply. However, you must "be in class" and participate weekly (you should check in at least twice a week to post any assignments, reply to discussions, and read my messages).

Failure to log in weekly will result in points lost for participation, as weekly assignments are due and you will lose credit for any week you do not post assignments. An online class does have specific due dates for assignments.

------Help & Survival Hints------------------

- ❖ Discuss your work with others in the course; peer support and encouragement can help you deal with panic, writer's block, or procrastination.

- ❖ If you need to brush up on grammar, start right away; your handbook has all the rules and explanations and there are online exercises.

- ❖ Some of the writings will require library research: make sure you know how to access the **MxCC Library Site** and data bases. I will be posting more information about our library's research guides and other extremely helpful resources.

- ❖ This is a rigorous course that requires you to manage your time well, employ good study habits, and keep ahead of assignments. This is an intensive writing course.

- ❖ Online courses require extra discipline and time management, in addition to constant communication with the instructor.

Once you are committed to making this course a positive experience on your educational journey, relax and enjoy the readings, discussions, and opportunities for writing.
I assure you I am committed to helping you produce that something extra you may not yet know you are capable of producing.

Professor Joan Donati

The following are MxCC official descriptions and policies. Please go to the 2 websites for complete details on the policies.

Expected Outcomes for ENG 101

The English faculty have agreed that students in English 101 will

- learn to focus on exposition as the main technique in essay writing learn to focus on ideas of substance and merit

- learn to expand germinal ideas, developing depth and breadth learn the relative value of ideas through practice in subordination

- learn various ways of working with ideas by reading professional essays learn to place their ideas in effective sentences

- learn to create smooth, informative connections between thoughts and paragraphs learn to use correct grammar, sentence structures, punctuation, and spelling

- learn to use correct forms of citation in research writing learn to compose a variety of essays: expository, personal, and research

- learn to employ various rhetorical formats (exemplification, cause and effect, description, etc.) within the larger forms

- learn to vary sentence structures to create a pleasing flow

- learn to use appropriate vocabulary to insure clarity

- learn to improve their essays by means of repeated revision

- learn to identify what is an appropriate topic and scope of inquiry for research

- learn to use a variety of research methods competently

- learn to use the library and other information sources effectively

This course is important because it will strengthen your critical thinking skills and your written communication. Additionally, English 101 meets all general education core competencies but one: Mathematical Reasoning.

- **Communication**:
  The interactive process through which there is an exchange of verbal and/or nonverbal information.
- **Cultural Awareness:**
  Acknowledgement that society is diverse with groups of individuals possessing differing beliefs, values, attitudes, and customs that are shared from one generation to the next.

- **Social and Civic Responsibility:**
  Behavior that demonstrates adherence to legal/ethical standards established by society.
- **Critical Thinking:** Modes of reasoning including analyzing data, evaluating alternatives, setting priorities, and predicting outcomes.
- **Mathematical Reasoning: General Education Core Competencies**
  Determination of approach, materials, and strategies necessary to solve a problem.
- **Technology Utilization:**
  Use tools of the trade to achieve a specific outcome.

These core competencies are important personally, academically, and professionally.
The outcomes, as stated in the syllabus, are covered in this course. This course is required in every program for an Associate's Degree.

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.

NON-DISCRIMINATION STATEMENT

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

- *Primary Title IX Coordinator*
  Dr. Adrienne Maslin
  Dean of Students/Title IX and Section 504/ADA Coordinator
  amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123|

- *Secondary Title IX Coordinator*
  Ms. Mary Lou Phillips
  Director of Human Resources, Middlesex Community College
  mphillips@mxcc.edu; 860-343-5751; Founders Hall Room 115

- _Secondary Title IX Coordinator_
  Ms. Queen Fordham
  Coordinator of the Meriden Center Welcome Desk
  qfordham@mxcc.edu; 203-608-3011