



“I think all writing is a disease. You can’t stop it.”  
— William Carlos Williams

## English 101—Writing I (3983) Online

### Summer 2020 Course Syllabus

**Instructor:** M. Earl (Martin) Smith (he/him/his)

**Office:** Cooper 123

**Office Hours:**

Monday (Somerset) 9:00-11:00

2:00-5:00

Tuesday (Russell) 12:30-3:00

Wednesday (Russell) 11:30-2:00

Thursday No hours scheduled

Friday No hours scheduled

\*\*Other times are possible by appointment

\*\*Times subject to change due to meetings, etc.

**Telephone:** (267) 721-0007

**Email:** [msmith1408@kctcs.edu](mailto:msmith1408@kctcs.edu)

**Department Chair:** Dr. Mike Goleman

**Office:** Cooper 131

**Office Hours:**

Monday - Friday: 8:00 – 12:00

Wednesday – Friday: 1:00 – 4:30

(by appointment)

**Telephone:** (606) 451-6864

**Email:** [Michael.Goleman@kctcs.edu](mailto:Michael.Goleman@kctcs.edu)

**Division Assistant:** Erin Johnson

Cooper 115

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### **Catalog Course Description**

**English 101 – Writing I:** English 101 focuses on academic writing. Provides instruction in drafting and revising essays that express ideas in Standard English, including reading critically, thinking logically, responding to texts, addressing specific audiences, researching and documenting sources. Includes review of grammar, mechanics and usage. (3 credit hours)

### **Central Question of this course: How can I produce academic writing?**

Students must come to see themselves as capable thinkers and as writers capable of producing college-level work. They must acknowledge their responsibility to employ effective thinking skills as they make everyday decisions as well as life-changing decisions. How these skills and processes will be developed is outlined in the learning outcomes below.

### **Required Textbook/other materials:**

*As this is an online course, all class material will be provided in Blackboard, and all assignments will be submitted online.*

### **Course Expectations:**

- Consistent and dependable access to the internet is a must. To be successful in this class, you should check the course site regularly.
- A dependable word-processing program – preferably a recent version of Microsoft Word – that can be consistently accessed via a computer (as opposed to a tablet or a smart phone) is also a must.
- An easily accessed storage option is recommended for your assignments (There are many low- and no-cost options. For example, Dropbox <[www.dropbox.com](http://www.dropbox.com)> provides more than 2 GB of storage space free to new subscribers. Flash drives are also a cheap-but-effective option.)
- For a list of software and plug-ins that you may need for this course, click on the “Start Here” button at our course site on Blackboard.

### **As this is an online course, all work will be submitted through Blackboard**

All drafts and final essays must be typed. Use a standard typeface—Times New Roman, 12-point font.

Use NORMAL margins—one inch all around the paper. Double-space everything. Typos will be counted as misspelled words. Learn to use your spell check and/or a dictionary. (And please point out my own misspelled words!)

All work will be due at the end of the semester.

### **General Education Competencies**

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including:
  - a. inquiry and analysis
  - b. critical and creative thinking
  - c. written and oral communication
  - d. quantitative literacy

- e. information literacy
- f. teamwork and problem solving
- C. Personal and civic responsibility, including
  - a. civic knowledge and engagement (local and global)
  - b. intercultural knowledge and competence
  - c. ethical reasoning and action
  - d. foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

**Course Competencies/Student Learning Outcomes for Course:**

The successful ENG 101 student will have developed critical thinking skills as demonstrated in both reading and writing:

1. Academic writing requires reading with understanding.
  - Students will demonstrate critical reading skills as they write summaries and critiques of multiple reading assignments. These assignments will be scored using an appropriate rubric.
  - Students will also complete critical reading responses to a variety of reading assignments. These assignments will be scored using an appropriate rubric.
2. Academic writing requires writing a paper focused on one main idea (thesis).
  - Students will develop a clearly reasoned statement of thesis.
  - Students will support the thesis with soundly reasoned supporting points.
  - Students will evaluate and incorporate appropriate supporting evidence.
  - Student achievement of this outcome will be measured as essays are developed and graded using an appropriate rubric.
3. Academic writers must plan, draft, revise, edit, and proofread to produce well-written essays.
  - Students will think their way through a process of essay development as they select topics, plan an organizational strategy, and write rough drafts.
  - Students will rethink their essays as they revise, edit, and proofread them.
  - Participation in the process will be assessed at various steps along the way as students submit various components and multiple drafts, read each other's drafts, and produce final drafts for grading.
4. Academic writing uses Standard English appropriate for purpose and audience.
  - Students will demonstrate a command of Standard English through their writing; an assessment of these skills will be included in overall essay grades.
5. Academic writers must locate sources to support a position and document sources ethically and correctly.
  - Students will complete units on researching, incorporating, and documenting sources correctly.
  - Students will also complete an essay including researched sources indicating their abilities to employ various search strategies.

**Course Outline**

To satisfy the requirements of ENG 102, students must check the course Blackboard site regularly; participate constructively in all class activities; locate, read, and assess varied texts and use them appropriately in their own writing; use MLA documentation style effectively; correctly and responsibly cite sources; and successfully complete assigned compositions and revisions.

Essays

You will have three major multi-draft essay projects. The requirements of each project will be covered in detail later, but do be aware of grading guidelines and the written work policy covered below.

Essay Preparation Assignments

You will have various assignments that must be completed as part of the entire process of writing your essays. These assignments may include essay prospectuses, annotated bibliographies, peer drafts, peer reviews, Smarthinking tutor drafts, etc.

Reading Responses

Students will have a variety of assignments to complete in response to class readings, including quizzes, summaries, rhetorical analyses, discussion board posts, and “mini-arguments.” The format and content of these assignments will be described in later posts.

Class Participation

You are expected to review all course material, to complete all course assignments, to participate in all group activities and discussions, and to meet all deadlines. The extent and quality of participation will be considered as a portion of your overall grade.

**Grading Criteria**

I have streamlined my grading process based off of the assignments assigned. Toward this end, I will use a total points system. Each assignment/paper/etc. will be worth a certain number of points, listed below. At the end of the semester, I will add up the total number of points possible; then I will add up the number of points you earned. The percentage of the total where you fall will determine your grade. I will use a standard 10% scale:

90-100=A; 80-89=B; 70-79=C; 60-69=D; below 60=E.

First paper (due 2 <sup>nd</sup> class day)	20 points
Paper #1 (due Week 5)	100 points
Paper #2 (due Week 10)	100 points
Paper #3 (due Week 16)	100 points
Annotated Bibliography (due Week 16)	50 points
Writing during Finals Week	30 points
Journals	<u>100 points</u> (10 points each)
Total	500 points

**Assessment Methods and Measures:**

In-class reading/writing assignments  
 Essays graded using a rubric  
 Critical reading responses  
 Grammar, punctuation, and mechanics reviews and/or exams, quizzes

**All writing will be evaluated according to the extent to which it demonstrates the following qualities:**

**Idea Development:** The degree to which the writer establishes and maintains a purpose and communicates with an audience.

**Organization:** The degree to which the writer demonstrates unity and coherence.

**Support:** The degree to which the writer includes details that develop the main point.

**Sentences:** The degree to which the writer includes sentences that are varied in structure and length; are constructed effectively and are complete and correct.

**Wording:** the degree to which the writer exhibits correct and effective vocabulary and word choice.

**Mechanics:** The degree to which the writer demonstrates correct spelling, usage, punctuation, capitalization, and documentation.

### **Attendance Statement**

In web-based courses attendance is unconventional, as students are “attending class” each time they post to a discussion forum, submit assignments, work within a group, or participate in peer reviews. Students are expected to log in several times a week to check for announcements and submit assignments. All activity is tracked. In interactive courses such as this one, regular class “attendance” is crucial to student success, and penalties for failing to do so are intrinsic to the course. Students who are not willing or able to maintain a consistent online presence in this course should consider withdrawing.

### **Class Behavior**

Use common sense here. Don't be racist, sexist, xenophobic, or a jerk in any manner during class. If you come in late, do so quietly. If you leave early, do so quietly. Save your trash for the end of class. Don't interrupt class to ask if you can go to the bathroom; just go. The standards of basic human decency apply here.

### **Late Work Policy**

Students must adhere strictly to due dates for all assignments. You are expected to complete and submit all work on time. Not doing so causes your instructor to have to continue grading and posting, taking valuable time away from the instructor's interaction with the students who have met the deadline and moved on to the next assignment; therefore, late work will not receive full credit.

A late assignment will lose points for each day past the due date. The penalty will be contingent on the number of points possible for that assignment but is typically 10% of the total grade. An assignment submitted more than one week past its due date will be assessed a grade of zero.

### **Withdrawal Policy**

A student may officially withdraw from any class up to and including the date of midterm with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in classes involving a violation of student academic rights or for academic offenses.

<https://somerset.kctcs.edu/current-students/academic-resources/student-records-office.asp>  
[x](#)

### **Incompletes**

I will issue an incomplete only if the student attended class regularly and is in good academic standing until the emergency prevented completion of course requirements. Requests for incomplete grade should be made BEFORE the end of the semester.

Students have one year to complete the assigned work and earn a grade for the class. At the end of one year, the grade will automatically change to an E.

### **Academic Integrity**

Students may be subject to disciplinary proceeding resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and/or collusion. For additional information see the *Student Code of Conduct*. Please refer to this link for more information regarding the SCC Student Code of Conduct:

<https://someset.kctcs.edu/current-students/academic-resources/code-of-conduct.aspx>

**A PERSONAL NOTE ON PLAGARISM:** There are few things in this world that upset me more than an intentional attempt to pass off someone else's work as your own. If I catch you doing so, you will be dismissed from my class with a failing grade. This is the only zero tolerance policy that I have.

### **Disability Accommodations**

Students with disabilities who require accommodations (academic adjustment and/or auxiliary aids or services) for this course must contact Rosetta Berry, Disability Services Office, Somerset Campus, Rogers Student Commons Room 117 Mondays and Wednesdays or Laurel Campus, Building 3, Room 103B Tuesdays and Thursdays or e-mail <https://someset.kctcs.edu/about/student-life/accessibility-services.aspx> . The DSO telephone number is 606-451-6706. Please DO NOT request accommodations directly from the instructor without a letter of accommodation from the Disability Services Office.

Students in global on-line classes are to contact their Home College for disability accommodations and inform their instructors. The Home College DSO contact information is located at this KCTCS website: <https://someset.kctcs.edu/about/student-life/accessibility-services.aspx> .Once the student has contacted the Disability Services Officer at the Home College, the Home College DSO will communicate with the student's instructors and/or the Disability Services Officers at the Delivering College in order to coordinate and/or provide reasonable and appropriate accommodations to the student.

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, Somerset Community College does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its programs or activities: its admissions policies; scholarship and loan programs; athletic and other College-administered programs; or employment. In addition, the College does not discriminate on the basis of sexual orientation consistent with KCTCS nondiscrimination policy. Inquiries or comments regarding these issues should be directed to the Disability Services Officer/504/ADA Compliance, Somerset Community College, 808 Monticello Street, Somerset, KY 42501. Telephone 606-451-6706.

### **Procedures relating to Discrimination, Harassment, and Sexual Misconduct**

Students may direct complaints of discrimination or harassment to Dean of Student Affairs Tracy Casada at [tracy.casada@kctcs.edu](mailto:tracy.casada@kctcs.edu) or 606-451-6631 for resolution pursuant to the Code of Student Conduct at

<https://somerset.kctcs.edu/current-students/academic-resources/code-of-conduct.aspx> . Sexual misconduct matters should be directed to the Title IX Coordinator Tracy Casada to be handled in accordance with the Sexual Misconduct Procedure at <https://somerset.kctcs.edu/about/student-life/title-ix/index.aspx> . Any responsible employee who receives information related to sexual misconduct is required to report it to the Title IX Coordinator. More information about KCTCS Title IX procedures can be found at <https://somerset.kctcs.edu/about/student-life/security-parking.aspx> .

### **Student Academic and Technical Support**

Somerset Community College offers support to all its students, whether enrolled in classes on campus or online. Your instructor is your primary resource, but the Learning Commons branches are available for assistance with research, tutoring, and computer services. Tutoring appointments can be made at <http://somerset-kctcs.libcal.com/> , but are not necessary. Walk-ins are welcome. Students can also access contact information and hours of operation for all the branches of the Learning Commons at <http://somerset-kctcs.libcal.com/>. For more information, call [606-451-6710](tel:606-451-6710)

Blackboard technical support is available by telephone at [855-664-6722](tel:855-664-6722) (option 4).

### **Starfish**

SCC is dedicated to your academic success. Starfish is a program available to all students to enhance communication among students, instructors, and advisors. To access Starfish, just log in to Blackboard and click Starfish link. Ask your instructor or advisor for details. Check out SCC's website for more details and helpful instructions.

### **SNAP**

Safety Notification Alert Process (SNAP) is the official notification system for the Kentucky Community and Technical College System (KCTCS). SNAP alerts users to on-campus emergencies (including closures for inclement weather) for all 16 KCTCS colleges and the System office. With SNAP you can:

- Find out if classes are cancelled or delayed due to weather, power outages or other unexpected events impacting campus.
- Get severe weather notifications so you can take shelter when a storm hits.
- Receive emergency messages when something or someone could be a threat to your personal safety.

To enroll, visit [http://systemoffice.kctcs.edu/Safety/Emergency\\_Preparedness/SNAP.aspx](http://systemoffice.kctcs.edu/Safety/Emergency_Preparedness/SNAP.aspx) and/or update your mobile and email information.

### **KCTCS/SCC Tobacco Free Policy**

“Tobacco use, including chewing (oral), smoking, and electronic cigarettes are NOT permitted on the properties of Somerset Community College campuses and centers, including buildings, sidewalks, and parking lots. *KCTCS Tobacco Free Policy, Administrative Procedures, Section 3.3.14.*”