

## MONTGOMERY COUNTY COMMUNITY COLLEGE

### ENG 101 IW: ENGLISH COMPOSITION I—FALL 2018

**DR. HAROLD WILLIAM HALBERT**

TTh 9:35 AM—11:00 AM, North Hall 222



Office Phone: 215.641.6371 (email preferred) Website: <a href="http://www.halhalbert.com">http://www.halhalbert.com</a>	Email: <a href="mailto:hhalbert@mc3.edu">hhalbert@mc3.edu</a> or <a href="mailto:hhalbert@gmail.com">hhalbert@gmail.com</a>
Office Hours  CENTRAL CAMPUS: Parkhouse Hall 441 Central Office Hours: MWF 8:30 AM to 9:00 AM  WEST CAMPUS: South Hall, Second Floor, Cubicle G West Office Hours: TTh 8:45 AM to 9:30 AM  Additional appointments can be schedule individually via email request.	Writing Center Hours:  CENTRAL CAMPUS: MW: 10:30 AM to 11:30 AM

#### **COURSE DESCRIPTION:**

ENG 101 focuses on writing the college-level research paper and develops each student's mastery of communication, information literacy, and analytic skills with emphasis placed on research and documentation methods. Students use writing, reading, listening, and observations skills to understand, organize, receive, and convey information. Using research gleaned from diverse sources, students employ logic, reasoning, and analysis to craft effective essays.

#### **PREREQUISITE:**

Students must have successfully completed or tested out of REA 017 or REA 018, ESL 011 or ENG 011.

#### **LEARNING OUTCOMES:**

Upon successful completion of this course, the student will be able to:

1. Read critically. (Core Goal 1.3)
2. Evaluate a writing task for purpose, audience, context, and point of view. (Core Goal 1.1a and 1.2)
3. Use a rhetorical strategy appropriate to the writing task to address a topic. (Core Goal 1.1a and 1.2)
4. Locate and use outside information sources with basic proficiency. (Core Goal 1.3, 5.1 and 5.2)
5. Develop coherent and persuasive essays that present carefully developed and well supported theses. (Core Goal 1.1a and 1.2)
6. Use formal, standard usage, grammar, and punctuation. (Core Goal 1.4)
7. Cite the work of others using a standard model of documentation. (Core Goal 1.3, 1.4 and 5.4)
8. Adopt ethical writing standards. (Core Goal 1.3, 1.4, 5.1, 5.2 and 5.4)

To address these skills goals, I have designed the course around a specific theme: education and identity.

#### **COURSE CONTENT**

My courses are designed to deal with adult issues often centering around controversial cultural and historical conflicts. At times, the class readings, lectures, and discussions may question ideas or beliefs that individual students hold dear. In addition, the language used in the course may range from highly technical jargon to the vernacular, including profanity. Students who wish to avoid such a classroom environment should seek another section of the course.

#### **TEXTBOOK AND REQUIRED MATERIALS:**

- *A Pocket Style Manual*, 7<sup>th</sup> Edition by Hacker
- Downloaded Course Readings (provided by instructor via Blackboard)
- Book-Tab Post-Its.
- Pen and paper for each class

#### **COURSE REQUIREMENTS:**

English 101 will be one of the most challenging courses of your academic career because it moves quickly, requires a wide range of academic skills, and demands more time than the average course. We will complete one in-class essay and three major essay cycles consisting of content readings, skills readings, prewriting, drafting, peer revisions, and final drafts. A breakdown of the assignments and relative point values is as follows:

Final drafts of major papers	200 points each
MS Word Formatting Assignment	21 each
Annotated bibliographies	50 points
Individual drafts of papers (points given for in-class participation in peer review, not simply completing drafts)	5 points if completed -5 if not
In-class essay	50 points/essay, 5 points/card
Required emails and posts	1 point if completed -5 if not
Submitting Final Drafts to Turnitin.com	Zero on final draft if not done
Reading checks	5 points
Formal responses and formal peer reviews	20 points
Formal grammar revisions	50 points
Late to class	-2 points for each occurrence
Attendance	1 point for each class attended -5 points for each absence or as otherwise noted on daily assignments; 5th absence means F in course
Missed conference	-10 points
Two-minute presentation	10 points

Your grade is calculated by adding the total points earned and then dividing them by the total points possible. That average will then be plugged into the college's grading scale.

Transcript/Entry Numerical Grade	Corresponding letter grade	Percent Equivalent
4.0	A	93.6-100%
3.7	A-	89.5-93.5%
3.3	B+	87.5-89.4%
3.0	B	83.5-87.5%
2.7	B-	79.5-83.5%
2.3	C+	77.5-79.5%
2.0	C	69.5-77.4%
1.3	D	63.5-69.5%
0.0	F	0-63.5%

Be advised that *you must complete all major papers and in-class essays in order to pass the course*. Even if your paper is too late to be accepted under the late work policies, it must be completed by the end of the semester. If it is not, then you will automatically fail for the course, regardless of what your point total is.

### MAJOR PAPER REWRITE OPTION

In order to allow students to benefit from the three-step writing process and to turn in the best possible work for evaluation, students will be permitted to revise the first graded major paper in the course for an entirely new grade provided the assignment/essay was handed in on time and without plagiarism. Late or plagiarized papers are ineligible for revision.

Note: Just turning in a revision does not guarantee you will receive a higher grade. In the event that the revised draft grade is actually lower than the original assignment, you will receive the higher of the two grades; however, a higher revision grade always

replaces the original grade, so if you are prepared to work hard, your grade will most likely benefit. See the class web page for more information on the major paper rewrite. Please see the class web page's assignments section for more explicit details.

#### **COLLEGE POLICIES:**

All College policies must be followed and are a binding part of this syllabus. Details on the Student Code of Conduct can be found at <http://www.mc3.edu/policy/sa/conduct.htm>.

#### **PLAGIARISM AND ACADEMIC DISHONESTY:**

Plagiarism constitutes a serious breach of academic honesty and will not be tolerated. Unless I deem an act of plagiarism or cheating an honest mistake, I routinely assign students an "F" in the course for any act of academic dishonesty without the option of withdrawing from the course. Especially egregious acts will receive an "FX" with an additional notation of academic misconduct on the student's transcript. Please note that submitting work from another class as original work for this course constitutes academic dishonesty. For a full discussion of the Academic Honesty policies, please see <http://www.mc3.edu/policy/aa/ethics.htm>.

All students in my English courses will submit their papers to TurnItIn.com, a tool that checks your papers against other sources. You will have a chance to see your report and revise it before the final draft is due, should you choose

#### **GRADE APPEAL**

In the interest of due process, the College provides an appeal process for a student who believes that a recorded final grade does not accurately reflect his/her academic performance in a course due to issuance of an arbitrary grade, inconsistent grading practice, or mechanical error. The policy and procedure is found at <http://www.mc3.edu/about-us/policies/8581>

#### **STUDENT CODE OF CONDUCT:**

The purpose of the Student Code of Conduct is to guide students to understand their responsibilities in regard to appropriate behavior and respect for others in the college community. The policy addresses classroom disruptions and removal from the classroom for behavioral issues. It also provides the standards for ensuring the College provides due process to students through the judicial process. The policy and procedure is found at <http://www.mc3.edu/about-us/policies/125>

#### **COMMUNICATION WITH DR. HALBERT**

While I have an office phone, the best way to communicate with me is via email. I am generally quick to respond, but please be advised that I may take up to 48-hours to respond during the semester (and longer during breaks). I generally do not answer emails after 5PM because of family obligations, so 1 AM messages the night before a paper is due will normally not get a response before class. My expectation is that you will check your email each day, particularly between the final class meeting and the posting of grades. I will not spam the class with non-class related materials, so if you get a message from me, please consider it important and respond if needed.

#### **SERVICES FOR STUDENTS WITH DISABILITIES:**

Montgomery County Community College (MCCC) welcomes qualified students with disabilities and endorses the principles of nondiscrimination and reasonable accommodation as described in Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act of 1990 (ADA). To see if you are eligible for services and reasonable accommodations in this course please review the policy on the Disabilities web site at <http://www.mc3.edu/policy/sa/disable.htm>.

#### **ATTENDANCE POLICY:**

Regular attendance and punctuality are expected. Students may miss four class meetings and remain in the course. The fifth absence will result in either a required withdrawal from the course (before the **November 1, 2018**, deadline) or an automatic F in the course (after the **November 1, 2018**, deadline for withdrawal without a signature). At the start of the semester, each student will receive 12 points of extra credit for attendance. Points lost for tardiness or absences will initially be taken from this pool of points, giving students the flexibility to miss two classes without injury to their grades. Each absence will subtract five points from a student's total points scored for the semester. Each late arrival will subtract two points from the total points scored. A point will be awarded for each class attended. If a student knows he or she will miss a class, that student should alert Dr. Halbert beforehand. Under special circumstances (usually involving a documented medical emergency or a death in the family), you may request permission to remain enrolled in the course if your absences have exceeded four, but such circumstances are rare. Attendance will be taken by sign-in sheet at the start of class: students arriving after the sign-in sheet will be marked tardy. If you arrive late, please wait until the end of class to sign the sheet. Failure to sign the sheet at all constitutes an absence. Students who leave class early must ask for permission prior to the start of class; if you leave without permission before I dismisses the class, you will be marked

absent for the whole period. Good manners suggest that if you know you will miss a class meeting, you will contact me and let me know.

#### CLASS CANCELLATION:

In the event of inclement weather or other emergency, the College will post closures on the school's web portal and send text messages to anyone who has signed up for them. In the event that I have to cancel a class, I will email the class and post a message on Blackboard (assuming I have power at home to access the Internet). I strongly urge each of you to set up [Montco's text messaging alert](#) on your mobile phones as well: the College will send an alert of campus-wide closings.

#### WITHDRAWAL POLICY, INCOMPLETES, AND AUDITS:

Students are encouraged to consult with their instructor and/or an academic advisor when initiating a Course Withdrawal. The instructor's permission must be requested and received if requesting a withdrawal after 60% and before 75% of the course is completed. After 75% of the course is completed, students may apply for an Excused Withdrawal due to medical, catastrophic, or other circumstances beyond the student's control. Specific dates of deadlines for this semester can be found at <http://www.mc3.edu/adm-fin-aid/deadlines>

Should you wish to withdraw from the course, the deadline to withdraw without my signature is November 1, 2018. If you do not formally withdraw, you will receive an F for the course even if you stop attending. ***After November 1, 2018, I will not sign any withdrawal requests unless you have a documented emergency. If I have not returned the first paper by this date, I will extend the deadline until one week after that paper is returned.***

***The absolute last day to get my signature is November 16, 2018. After that, all requests to withdrawal must be made directly to the Dean of Arts and Humanities.***

Applications for an "Incomplete" will only be entertained in cases of documented medical emergencies, incarceration, or military call-ups. Audits will not be permitted unless you start the course as an audit student and can convince me that you are willing to do all that work for no grade.

#### TURNING IN DRAFTS

For each major paper, we will write at least two drafts. Each draft needs to be uploaded to the Discussion Board in Blackboard with the paper both copied and pasted AND attached as a file. One purpose of this upload is to create a backup file of your paper should your computer/storage device crash. The other is so that you can read the works of others to see other approaches to the same writing task you are facing. While stealing the words or ideas of others in the class will result in a plagiarism charge, stealing someone's style or rhetorical moves isn't: most strong writers at some point have looked at the works of others as guides on how to write.

#### CONFERENCES

We will have at least two conferences this semester. You are expected to arrive at my office a few minutes early with a printed copy of your revised draft in hand read to go. Do not ask to print your paper in my office: this will eat up your very limited one-on-one time with me. You also need to post this draft in the "Conference Draft" forum for that specific assignment. Do not sign up for conferences that are scheduled to end at the start of a class: I do fall behind sometimes. When you arrive, please come to my office door, stand there without speaking until I nod at you, and then go to the sitting area to the right of my office. I will get you when I finish with the person before you. Failure to attend a conference will result in the loss of ten points from your running total.

#### TURNING IN MAJOR PAPERS

When the final draft of a major paper is due, you will need to do the following:

- Submit the paper to the appropriate dropbox on Blackboard as either an MS Word, Pages, or Rich Text Format file. When required, a works cited page should be included in the same file. ***This file is what will actually be graded, so make sure it matches the same final version that you submitted in hardcopy.***
- Post a copy to the discussion board in the "Final Draft" forum.
- Submit the paper to Turnitin.com and get a receipt. Papers not submitted to Turnitin.com receive zeros. See handout for log-in information.

#### LATE WORK

All work is due at the beginning of class on the day listed for the syllabus unless otherwise noted. I hate late work from students: it complicates my ability to grade or simply keep track of your work. More importantly, it devalues the efforts of your classmates who work very hard to meet their deadlines. To discourage late work, I have the following policy:

- Final drafts of papers lose 25 points (out of the possible 200 points) for each 24-hour period they are late. This penalty includes Saturdays and Sundays.
- Other late assignments have a 24-hour period to be submitted. They will be graded, and that grade will be divided by 2 and entered into the grade spreadsheet.

Late work will kill your grade, so don't do it. If you know ahead of time that you will not be able to complete a task, contact me for an extension. I reserve the right to make an exception to the late policy in the case of an extreme (and documentable) emergency, but that almost never happens.

#### **TUTORIAL SERVICES:**

Tutorial Services: Free subject-area tutoring, academic workshops, and study skills specialists are available at Blue Bell Campus's Tutorial Services in College Hall 180, across from the Cafeteria. Tutorial Services helps students develop learning strategies based on their unique learning styles with the goal of creating successful students and independent learners. Contact them at 215-641-6452 or log into the portal and find us online at <https://mymccc.mc3.edu/allcampusresources/academicaffairs/lal/Pages/default.aspx>. Please note that Tutorial Services houses the Writing Center where faculty-tutors are more than happy to assist with revising papers.

#### **BASIC NEEDS SUPPORT:**

Any student who has difficulty accessing resources to meet their basic needs i.e. safety, food and/or stable housing and believes this may affect their performance in the course, is urged to contact the Director of Student Retention and Success, in the Student Success Center, at [csmith3@mc3.edu](mailto:csmith3@mc3.edu) or 215.641.2803 for support.

#### **CLASSROOM POLICIES:**

As adults, students and the instructor should know to do the following in class:

- Be prepared for class with work completed and required materials available.
- Refrain from non-class related conversations once class has started.
- Keep cell phones and pagers in "silent" mode and refrain from answering them or using them to send text messages. Should a student expect an important call (because of family emergencies or issues of similar magnitude), please make the instructor aware of that possibility before class.
- Inform the professor if you will be recording the class.
- Treat each other with mutual respect: while we can challenge each other's ideas in class, personalized attacks or use of inappropriate language directed at another member of the class community is unacceptable.
- Ask for help if you need it.
- Make the most of this course. It will help in the future.

#### **FINAL WORD:**

I enjoy teaching writing courses: I believe they can be the most empowering classes a person can take in college because the skills you learn can help you in virtually every part of your life. I took this job to help people discover their potential: as long as you are willing to do the work, I will do everything in my power to help you not only pass the course, but to be the best writer you can be.

#### **DAILY ASSIGNMENTS**

Thursday, August 30, 2018

- First Class.
- Pictures will be taken today.

Tuesday, September 4, 2018

- Last Day to Add a course without faculty permission
- Read and sign the class contract (see Handouts section of class web page)

- Email required contact information to Dr. Halbert at [hhalbert@mc3.com](mailto:hhalbert@mc3.com). Download and use document template from Blackboard in the handouts section.
- Read and mark the following handouts (located in Course Documents of class web page):
  - "How to Really Read this Book"—Freddie, Halbert, McCormick
  - "First They Changed My Name"—Caffilene Allen
  - "The Sanctuary of School"—Lynda Barry
  - "The First Major Turning Point"—Malcolm X
  - "I Just Wana Be Average"—Mike Rose
  - "Cosmodemonic"—Michael Chabon
  - Chapters VI and VII of *The Narrative of the Life of Frederick Douglass, an American Slave, Written by Himself*.
  - "Theme for English B"—Langston Hughes
  - "The Conversion of the Jews"—Philip Roth
  - "Honor Bound"—Joseph Steffan

Thursday, September 6, 2018

- Freewriting activity for Paper #1. Post a copy on the Discussion Board in the "Paper 1: Freewriting" section.
- Bring your reading packet to class.
- Read and mark "The Comma" in Hacker (*A Pocket Style Manual*) 57-64. If these page numbers do not line up with your edition, read your edition's statements on comma usage with coordinating conjunctions (and & but) and comma usage with introductory elements/phrase/clauses.
- Read and mark "MLA Manuscript Format" (Hacker 167-173) and skim the sample essay to visually see how a paper should look in this course.

Tuesday, September 11, 2018

- First draft of Paper #1 due. Bring two copies to class and post a copy to the discussion board in the "Paper #1: Draft 1" forum.
- You need two full pages using MLA format (1" margins, 12 Point Times New Roman, Double-spaced, no gap between paragraphs) to get full credit. Less than that will be prorated. No draft will result in a -5 point entry on a 5 point assignment.
- Set up your conference with me using Starfish/My Success Network on the MC3 Portal. Be sure to pick a non-tutoring slot on a TTh. The WWF slots are for my other section and held at Central Campus.

Thursday, September 13, 2018

- NO CLASS. Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum. Conferences are in my office, PH 441.

Tuesday, September 18, 2018

- Last Day to drop a course before withdrawal period starts.
- NO CLASS. Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum. Conferences are in my office, PH 441.
- Last day to drop the course before entering the Withdrawal period. If you want to quit the course without it showing up on your transcript, today is your last day to do so.

Wednesday, September 19, 2018

- NO CLASS: We do not meet on Wednesdays.
- [Withdrawal](#) without faculty signature period starts.

Thursday, September 20, 2018

- NO CLASS. Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum. Conferences are in my office, PH 441.

Tuesday, September 25, 2018

- Final draft of Paper #1 due. See checklist for details.

Thursday, September 27, 2018

- Read and mark Paulo Freire's "The 'Banking' Concept of Education" (Documents section of class web site).
- **WARNING:** This reading is incredibly difficult. You will need to budget at least two hours to read it despite its short length. Use a dictionary and write questions you have about the text in the margins along with your other comments.

Tuesday, October 2, 2018

- Read and mark "[How to Integrate a Quote into a Paper](#)" from the Handouts Section.
- Read and mark "[How to Deal with Titles](#)" from the Handouts Section.
- Read and mark "Using Sources to Inform and Support Your Argument" in *A Pocket Style Manual* (109-110), "Avoiding Plagiarism" (110-112), and "Integrating Sources" (113-121). Please put a Post-it book tab next to the ellipsis mark, brackets, long quotations, and signal phrases.
- Read and mark "Quotation Marks" in *A Pocket Style Manual* (70-73). Place a Post-it book tab next to "quotation within a quotation" and "blended quotation."
- Skim and Mark "MLA Documentation Style" in *A Pocket Style Manual* (124-167). Place a Post-it book tab next to "Directory to MLA Works Cited Models," "Work in an Anthology," "Short Work from a Web Site," and "Work from a Database."

Thursday, October 4, 2018

- First draft of Paper #2 due. Bring 2 copies and post a copy in the "Paper #2: Draft 1" forum.
- You will need at least two full pages using class format to get full credit.
- Bring your copy of Freire and *A Pocket Style Manual* to class.
- Set up your conference with me using Starfish/My Success Network on the MC3 Portal. Be sure to pick a non-tutoring slot on a TTh. The WWF slots are for my other section and held at Central Campus.

Tuesday, October 9, 2018

- NO CLASS: Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum. Conferences are in my office, PH 441.

Thursday, October 11, 2018

- NO CLASS: Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum. Conferences are in my office, PH 441.

Tuesday, October 16, 2018

- NO CLASS: Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum. Conferences are in my office, PH 441.

Thursday, October 18, 2018

- Third draft of Paper #2 due. Bring 2 copies and post a copy in the "Paper #2: Draft 3" forum.
- Read and mark "The Semi-Colon and the Colon" in Hacker (P3, 313-317).
- Bring your copy of Freire and *A Pocket Style Manual* to class.

Tuesday, October 23, 2018

- Final draft of Paper #2 due. See checklist for details.

Thursday, October 25, 2018

- Read and mark selection from *Lies My Teacher Told Me*—Loewen (see course documents on class web site).
- Read and mark the selection from *Limbo* by Lubrano (see course documents on class web site)

Tuesday, October 30, 2018

- Read and mark the selection from *Limbo* by Lubrano (see course documents on class web site)
- We will go over the in-class essay, research project, annotated bibliography assignment and presentation requirements today.

Wednesday, October 31, 2018

- NO CLASS: We do not meet on Wednesdays.
- Last day to [withdraw](#) without faculty signature.

Thursday, November 1, 2018

- [Withdrawal](#) with faculty signature period starts.
- In-class essay. Bring exam card. See handout for details.

Tuesday, November 6, 2018

- Research Paper prewriting due. Post a copy in the "Research Paper: Prewriting" forum and bring a copy to class.
- Library Orientation. Attendance is required. Absences count double. Location to be announced.
- Extra Credit Opportunity: students eligible to vote who take a picture of themselves in front of their polling station will receive 5 points. Make sure it's clear in the picture that this is a legitimate polling station. Apologies to students ineligible to vote. Email the picture to me with the subject line "ENG 101 Voter Extra Credit."

Thursday, November 8, 2018

- Meet in Library for research. Sign in with Dr. H in the lobby.

Tuesday, November 13, 2018

- Meet in Library for research. Sign in with Dr. H in the lobby.

Thursday, November 15, 2018

- Annotated Bibliography due. Submit to Blackboard Drop Box and post to "Research Bank" on the discussion board.
- Two Minute presentations. If you miss today, you get a zero.

Friday, November 16, 2018

- NO CLASS: We do not meet on Fridays.
- Last day to [withdraw](#) with faculty signature.

Saturday, November 17, 2018

- NO CLASS: We do not meet on Fridays.
- Any [withdrawals](#) from the course from this point on must be approved by the Office of Academic Affairs

Tuesday, November 20, 2018

- First Draft of Research Paper Due. Bring 2 copies and post a copy to the "Research Paper: Draft 1" forum. Minimum of THREE pages required.
- Sign up for your final conference using Starfish/My Success Network. Stick with the TTh slots at West to avoid having to drive to Central.

Thursday, November 22, 2018

- No Class: Thanksgiving Break.



Tuesday, November 27, 2018

- NO CLASS. Student Conferences. Bring 2 copies of a REVISED and COMPLETED draft with a WORKS CITED PAGE and post a copy to the "Research Paper: Draft 2" forum.

Thursday, November 29, 2018

- NO CLASS. Student Conferences. Bring 2 copies of a REVISED and COMPLETED draft with a WORKS CITED PAGE and post a copy to the "Research Paper: Draft 2" forum.

Tuesday, December 4, 2018

- NO CLASS. Student Conferences. Bring 2 copies of a REVISED and COMPLETED draft with a WORKS CITED PAGE and post a copy to the "Research Paper: Draft 2" forum.

Thursday, December 6, 2018

- Last Class.
- Final draft of Research Paper Due. See checklist for details.
- Last day to reconcile any missing assignments.

Monday, December 17, 2018

- No Class.
- Last chance to submit major paper rewrite. Due by 10AM. Email to Dr. Halbert with subject line "major paper rewrite."

Note: There is no final exam in this course.