MONTGOMERY COUNTY COMMUNITY COLLEGE

|  |  |
| --- | --- |
| ENG 101: English Composition I—Spring 2014   Section AC: MWF 8:00 AM—8:55 5AM, Parkhouse Hall 319 Section BC2: MWF 9:05—10:00, Parkhouse Hall 319 | mccc2cstack |

**DR. HAROLD WILLIAM HALBERT**

|  |  |
| --- | --- |
| Office Phone: 215.641.6371 Website: http://www.halhalbert.com | Email: hhalbert@mc3.edu |
| Office: Parkhouse Hall 441  Office Hours:  Tuesday and Thursday: 8 AM to 9:30 AM  and by appointment | Writing Center Hours:  Monday: 10:15 AM to 11:45 AM  Tuesday: 1:30 PM to 3:00 PM  Wednesday and Friday: 10:15 AM to Noon  Call 215.641.6452  to schedule appointments |

**COURSE DESCRIPTION**:

ENG 101 is based on the premise that critical thinking generates clear writing. In this course, the student learns to read critically, a skill that involves distinguishing central ideas from supporting material and identifying an author’s purpose, assumptions, attitudes, and biases. Additionally, the student in ENG 101 learns a writing process that involves generating ideas, drafting, composing, revising, and editing. The student also learns to locate, use, and accurately reference various sources of information. This course meets General Education Core Goal 1: Communication Skills: Writing; and Core Goal 5: Information Literacy (as part of a 2-course requirement),

**PREREQUISITE(S**):

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

**CO-REQUISITE(S):** None

**LEARNING OUTCOMES:**

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

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

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 on 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 Writer's Reference*--Hacker
* Downloaded Course Readings (provided by instructor and also available in the "Course Documents" section of Blackboard)
* 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 four 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:

|  |  |
| --- | --- |
| Major Research Paper | 300 Points |
| Final drafts of major papers | 200 points |
| MS Word Formatting Assignment | 21 |
| Annotated bibliographies | 50 points |
| Individual drafts of papers | 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 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](http://www.mc3.edu/policy/sa/conduct.htm" \t "_blank).

**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](http://www.mc3.edu/policy/aa/ethics.htm" \t "_blank).

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.

**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](http://www.mc3.edu/policy/sa/disable.htm" \t "_blank).

**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 **March 11, 2014** deadline) or an automatic F in the course (after the **March 11, 2014** 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 MCCC School Closing Code is 320 for day classes and 2320 for evening classes. Announcements will be made on KYW (1060 AM) and other local stations. 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).

**WITHDRAWAL POLICY, INCOMPLETES, AND AUDITS:**

Should you wish to withdraw from the course, the deadline to withdraw without my signature is March 11, 2014. If you do not formally withdrawal, you will receive an F for the course even if you stop attending. ***After March 11, 2014, 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.*** March 11, 2014, is also the last day to ask to audit.

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 MAJOR PAPERS**

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

* Submit a copy to the appropriate Dropbox located in 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.***
* 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.

**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 for HALBERT'S SPRING 2014 ENGLISH 101

Monday, January 13, 2014

* First Day of Class.

Wednesday, January 15, 2014

* Read and sign the class contract (see Handouts section of class web page)
* Email required contact information to Dr. Halbert at **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"—Frechie, 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
* Be prepared to have your photograph taken.

Friday, January 17, 2014

* Read and mark the following handouts:
  + 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

Monday, January 20, 2014

* No Class: Martin Luther King, Jr. Day

Wednesday, January 22, 2014

* Freewriting activity for Paper #1. Post a copy on the Discussion Board in the "Paper 1: Freewriting" section.
* Bring your reading packet to class.
* Register for Turnitin.com. See handout for details.
* Read and mark "The Comma: P1-a" and "P1-b" in Hacker (*A Writer's Reference*) 293-294. 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: MLA-5a" (Hacker 481-483) and skim the sample essay to visually see how a paper should look in this course (Hacker MLA-5c, 487-492).

Friday, January 24, 2014

* 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.
* Bring your calendar to schedule your required conference.

Monday, January 27, 2014

* NO CLASS. Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum.

Wednesday, January 29, 2014

* NO CLASS. Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum.

Friday, January 31, 2014

* NO CLASS. Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum.

Monday, February 3, 2014

* NO CLASS. Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum.

Wednesday, February 5, 2014

* Third draft of Paper #1 due. Bring two copies to class and post a copy to the discussion board in the "Paper #1: Draft 3" forum.

Friday, February 7, 2014

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

Monday, February 10, 2014

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

Wednesday, February 12, 2014

* Read and mark "[How to Integrate a Quote into a Paper](http://halhalbert.com/common/quotes_citations/quotes.htm)" from the Handouts Section.
* Read and mark " [How to Deal with Titles](http://halhalbert.com/common/titles_MLA_style.html)" from the Handouts Section.
* Read and mark MLA-2 ("Citing Sources; Avoiding Plagiarism") and MLA-3 ("Integrating Sources") in *A Writer's Reference* (428-439). Please put a Post-it book tab next to the ellipsis mark, brackets, long quotations, and signal phrases.
* Read and mark P5 ("Quotation Marks") in *A Writer's Reference* (322-327). Place a Post-it book tab next to "quotation within a quotation" and "blended quotation."
* Skim and Mark MLA-4 ("Documenting Sources") in *A Writer's Reference* (440-480). 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."

Friday, February 14, 2014

* 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 Writer's Reference* to class.

Monday, February 17, 2014

* NO CLASS: Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum

Wednesday, February 19, 2014

* NO CLASS: Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum

Friday, February 21, 2014

* NO CLASS: Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum

Monday, February 24, 2014

* NO CLASS: Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum

Wednesday, February 26, 2014

* 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 Writer's Reference* to class.

Friday, February 28, 2014

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

Monday, March 3, 2014

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

Wednesday, March 5, 2014

* Read and mark the selection from *Limbo* by Lubrano (see course documents on class web site)

Friday, March 7, 2014

* Grammar Revision of Paper #1 due.
* We will go over the in-class essay, research project, annotated bibliography assignment and presentation requirements today.

Monday, March 10, 2014

* No Class: Spring Break

Wednesday, March 12, 2014

* No Class: Spring Break

Friday, March 14, 2014

* No Class: Spring Break

Monday, March 17, 2014

* In-class essay. Bring exam card. See handout for details.

Wednesday, March 19, 2014

* 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.

Friday, March 21, 2014

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

Monday, March 24, 2014

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

Wednesday, March 26, 2014

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

Friday, March 28, 2014

* NO CLASS.
* Annotated Bibliography due by 5PM today. Submit to Blackboard Drop Box and post to "Research Bank" on the discussion board.

Monday, March 31, 2014

* Two-minute Presentations.

Wednesday, April 2, 2014

* Two-minute Presentations continued.
* Formal Outline of Research Paper due. Post a copy to the discussion board in the "Research Paper: Outline" forum.

Friday, April 4, 2014

* First Draft of Research Paper Due. Bring 2 copies and post a copy to the "Research Paper: Draft 2" forum. Minimum of TWO pages required.

Monday, April 7, 2014

* Second draft of Research Paper due. Bring 2 copies and post a copy to the "Research Paper: Draft 2" forum. 4 pages are expected.

Wednesday, April 9, 2014

* 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 3" forum. Students opting for this conference will receive eight points of extra credit.

Friday, April 11, 2014

* 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 3" forum. Students opting for this conference will receive eight points of extra credit.

Monday, April 14, 2014

* 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 3" forum. Students opting for this conference will receive eight points of extra credit.

Wednesday, April 16, 2014

* No Class: Dr. Halbert will be presenting a paper at a national conference.

Friday, April 18, 2014

* No Class: Dr. Halbert will be presenting a paper at a national conference.

Monday, April 21, 2104

* 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 3" forum. Students opting for this conference will receive eight points of extra credit.

Wednesday, April 23, 2014

* 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 3" forum. Students opting for this conference will receive eight points of extra credit.

Friday, April 25, 2014

* Fourth draft of Research Paper Due. Bring 2 copies and post a copy to the "Research Paper: Draft 5" forum.
* Bring your copy of *A Writer's Reference*.

Monday, April 28, 2014

* Last class.
* Final draft of Research Paper Due. See checklist for details.

Wednesday, May 7, 2014

* No class: Major Paper Rewrites of Paper #1 Due by 8AM.
* Email file as MS Word compatable file attachment and use the following naming convention for the file: LASTNAME\_FIRSTNAME\_101\_P#REV.doc (or .docx or .rtf).
* See Assignments section for Major Paper Rewrite Option explanation.

*There is no final exam in this course. Office hours end on the last day of class.*