

# English 112.113B Syllabus

Spring 2017

## Instructor Information

| Instructor     | Email                  | Office Location and Office hours | Telephone Number |
|----------------|------------------------|----------------------------------|------------------|
| Rhea M. Hebert | hebertr@durhamtech.edu |                                  |                  |

## Course Details

| Day(s) | Time          | Location |
|--------|---------------|----------|
| TTh    | 2:00 – 4:40PM | PHIL 220 |

## General Information

### Description

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. Students should also be able to make clear, logical, and effective oral presentations. *This is a Universal General Education Transfer Component (UGETC) course.*

Hours Per Week: Class, 3. Semester Hours Credit, 3.

| Course Learning Outcomes:<br>ENG 112  | Arts, Sciences, and University Transfer Program Outcomes ( <i>Satisfactory completion of these course outcomes meet the following ASUT Program learning goals.</i> ) |                       |                                   |                           |                                |                          | How Outcomes Will be Measured           |
|---|--|-----------------------|-----------------------------------|---------------------------|--------------------------------|--------------------------|---|
| Students will be able to do the following:  | <u>Critical Thinking:</u>  | <u>Communication:</u> | <u>Social-Cultural Diversity:</u> | <u>Scientific Method:</u> | <u>Quantitative Reasoning:</u> | <u>Technology Skills</u> |   |
| 1. Identify, analyze, and evaluate texts of different professional fields and academic disciplines; | X  | X                     |                                   |                           |                                |                          | Essays and in-class writing assignments |
| 2. Analyze and evaluate rhetorical context of a text, including author's tone,                      | X  | X                     |                                   |                           |                                |                          | Essays, in-class writing                |

|  |   |   |  |   |  |  |   |
|--|---|---|--|---|--|--|---|
| purpose, persuasive strategies, and bias/logical fallacies   |   |   |  |   |  |  | assignments, and peer review                      |
| 3. Identify and explain the significance of literary techniques such as symbolism, irony, metaphor, etc.;  | X | X |  |   |  |  | Essays  |
| 4. Analyze and consider audience and purpose in designing an effective strategy for writing discipline-specific arguments;   | X | X |  |   |  |  | Essays, oral presentation, peer review            |
| 5. Demonstrate writing as a recursive process;   | X | X |  |   |  |  | Essays, in-class writing assignments, peer review |
| 6. Use the elements of argumentation effectively to write in different genres appropriate for a variety of professional fields and academic disciplines  | X |   |  | X |  |  | Essays  |
| 7. Incorporate quotations from primary and secondary sources smoothly and effectively into their writing and document sources using MLA and at least one other discipline-specific documentation style;                                    | X | X |  |   |  |  | Essays, annotated bibliography                    |
| 8. Conduct research in the library (including electronic databases), critically evaluate sources of information, use research as evidence to support a claim, and integrate that research into their own writing smoothly and effectively; |   | X |  |   |  |  | Essays, annotated bibliography                    |
| 9. Understand and avoid all forms of plagiarism;   |   | X |  |   |  |  | Essays, annotated bibliography                    |
| 10. Use rhetorical and audience analysis strategies to present an oral argument.   | X | X |  |   |  |  | Oral presentation                                 |

### Program Learning Outcomes Descriptions

**Critical Thinking;** Graduates will demonstrate college-level critical thinking argumentation, and analysis skills, including the ability to gather, synthesize, evaluate, and apply information.

**Communication;** Graduates will construct purposeful and effective written essays that demonstrate an understanding of rhetorical strategies and use of evidence and a documentation style appropriate to the academic discipline.

**Social-Cultural Diversity;** Graduates will demonstrate an awareness of cultural and social diversity and use respectful language and ethical reasoning in the exploration of differing perspectives.

**Scientific Method;** Graduates will demonstrate an understanding of the scientific method and its application, including interpreting and analyzing scientific data, forming hypotheses, and evaluation experiments.

**Quantitative Reasoning;** Graduates will demonstrate an understanding of quantitative reasoning through the use of logic, numbers, and mathematics to deal effectively with real-life and occupational-related problems.

**Technology Skills;** Graduates will demonstrate competent and relevant technological skills.

## Course Materials

### Required Materials

*Rules for Writers*, Hacker, 8<sup>th</sup> tabbed Durham Tech. edition

*"They Say/I Say": The Moves that Matter in Academic Writing*, Graff and Birkenstein, 3<sup>rd</sup> ed

All textbooks and the MLA and APA style guides are on reserve in the library at the circulation desk.

## College Policies

Durham Tech has established policies that support student learning and communicate high expectations for students. Please review the policies in the alphabetized list below, so you can successfully meet the college's expectations.

### Academic Honesty

Durham Technical Community College establishes and follows a process for defining and addressing academic dishonesty when it occurs either inside or outside the classroom.

Academic dishonesty is the participation or collaboration in specific prohibited forms of conduct. Participation or collaboration may be active (such as submitting a term paper that includes plagiarized work) or passive (such as receiving a copy of a test before class). Academic dishonesty includes, but is not limited to, the following examples:

1. Unauthorized copying, collaboration, or use of notes, books, or other materials on examinations or other academic exercises including:
  1. Sharing information about an exam with a student who has not taken that exam;
  2. Obtaining information about the contents of a test the student has not taken;
  3. Unauthorized use of PDAs, programmable calculators, or other electronic storage devices;
  4. Text messaging or other forms of communication during an exam;
  5. Unauthorized or inappropriate file sharing and use of Internet and computer resources as specified in the Appropriate Use Policy; and
  6. Unauthorized use of translation software and assistance from native speakers or advanced-level students in foreign language classes.
2. Plagiarism, which is defined as the representation of another person's work, words, thoughts, or ideas, including material from the Internet, as one's own. This includes, but is not limited to, copying material and using ideas from an article, book, unpublished paper, or the Internet without proper documentation of references.
3. Unauthorized use and/or possession of any academic material, such as tests, research papers, assignments, or similar materials.

The Violation Procedure for the Academic Honesty Policy is available in the [Catalog and Student Handbook](#). Please note that as the Catalog and Student Handbook is updated, campus policies may change.

### Attendance and Withdrawal Policy

Regular attendance is required for the student to complete all course requirements and receive the optimum benefit of instruction. In the event of an absence, **it is the student's responsibility to make up all missed work in the timeliest manner possible**. Failure to make up missed work will adversely affect the student's course grade.

#### Student-initiated Withdrawals

Students may officially drop one or all courses prior to the 75 percent tuition refund deadline of each semester ("drop period") without the enrollment being shown on the transcript. After the close of the drop period and prior to the 60 percent date in the semester, students may officially withdraw from one or all courses with a grade of W. To initiate an official withdrawal, complete an [electronic withdrawal form](#). Use your WebAdvisor/Self-Service username and password to log in to the system. It is best to use Chrome, Firefox, or Safari to access the forms. ***The final withdrawal date for this class is April 17, 2017.***

#### Faculty-initiated Withdrawals

##### *Consecutive Absences*

Any student with consecutive absences equaling or exceeding 15 percent of the instructional hours for the course prior to the official withdrawal date for the course will be withdrawn from the class by the instructor with a grade of W. If a student misses 15 percent of the class meetings consecutively such that the student's last absence occurs after the first 60 percent of the instructional hours for that course, the instructor will assign the grade of F2. For this class, absences totaling 15% of the course means 7.2 contact hours (2.70 classes). Absences are counted from the first class meeting of the semester. For this course, you will be withdrawn after the 3rd consecutive or intermittent absence. Absences are counted from the first class meeting of the semester.

##### *Intermittent Absences*

If a student misses 15 percent of the class meetings intermittently within the first 60 percent of the instructional hours for that course, the instructor will withdraw the student from the course assigning the grade of W. If a student misses 15 percent of the class meetings intermittently such that the student's last absence occurs after the first 60 percent of the instructional hours for that course, the instructor will assign the student the grade of F2. Excused absences are not counted when calculating the 15 percent absence threshold.

For more information, refer to the [Student Withdrawals, Faculty Withdrawals, and Class Absences](#) section of the College Catalog.

#### **Disabilities Statement**

Durham Technical Community College abides by Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education "solely by reason of a handicap." Disabilities covered by law include, but are not limited to, learning disabilities, psychological disabilities, health impairments, hearing, and sight or mobility impairments. If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please contact the Disability Services office by calling 919-536-7207, emailing [disabilityservices@durhamtech.edu](mailto:disabilityservices@durhamtech.edu), or visiting Room 10-209 in the Wynn building for additional information regarding requirements for arranging accommodations.

#### **Inclement Weather**

In the event of hazardous weather, including such events as hurricanes, heavy snow, or ice accumulation, Durham Technical Community College will communicate a decision to remain open or to close in these ways:

- [College's website](#)
- Durham Tech [Twitter](#)
- [Facebook](#)
- Main phone number of 919-536-7200
- [Sakai](#), and
- Notifying local media outlets.

If classes on the main campus are canceled, classes will also be canceled at all other college locations. From time to time, however, the college may cancel operations at a remote location and still operate on the main campus.

To the extent possible, we will make a decision to remain open or close by 9 p.m. the night before the anticipated weather event. We will also make a decision regarding evening operations by 3 p.m. the day of

the weather event. Please realize, however, that inclement weather can occur at any time; thus timetables regarding a decision to remain open or to close are flexible.

### **Student Code of Conduct**

All Durham Tech students are expected to conduct themselves as responsible adults. Behavior that persistently or grossly disrupts the educational process or functioning of the college, whether it occurs on campus or at any college-sponsored activity, may result in disciplinary action. Examples of specific violations of and the grievance procedure for the [Student Code of Conduct](#).

### **Title IX Sexual Misconduct Policy**

Durham Technical Community College is committed to providing a campus environment that is free of sexual misconduct, including sexual harassment, sexual exploitation, sexual assault, stalking, domestic violence, and dating violence. If you have encountered any form of sexual misconduct associated at Durham Tech, you are encouraged to report this to the College. If you speak with a faculty member about an incident of sexual misconduct, including writing assignments and classroom discussions, the faculty member must share that information with the Vice President of Student Engagement, Development and Support (Christine Kelly-Kleese, Phail Wynn Jr. Student Services Center, Room 10-307; [kleesec@durhamtech.edu](mailto:kleesec@durhamtech.edu)). You will be contacted to discuss support services and investigation options/requirements. If you wish to file a confidential complaint with the Title IX Coordinator, please complete the [Sexual Misconduct Complaint form](#).

### **Use of ConnectMail**

All Durham Technical Community College students have been issued a ConnectMail email account. This account should be used for all email communications between the student and the college, including all communications with instructors. This account must be used as your Sakai email account. More information on setting up and using your [ConnectMail account](#). Use your WebAdvisor/Self-Service username and password to access your ConnectMail.

## **Course Policies**

### **Grading Policy**

Your grade will be based on the following assignments:

|                         |                                       |
|-------------------------|---------------------------------------|
| Essay #1                | 10%                                   |
| Essay #2                | 15%                                   |
| Annotated Bibliography  | 10%                                   |
| Essay #3                | 25%                                   |
| In-Class Timed Writings | 15% (4 writings, top 3 each worth 5%) |
| Oral Presentation       | 5%                                    |
| Participation/Homework  | 20%                                   |

### **Late or Missed Work**

All assignments are due at the beginning of class on the due date. You should arrive with assignments ready to submit – printing and assembling in class is disruptive and *will not* be allowed. Any assignments not turned in when the instructor collects the papers will be considered late. Late assignments will have 10 points deducted for each day the paper is late, including weekends and holidays.

Only some assignments are accepted late: Essay #1, Essay #2, Essay #3, Annotated Bibliography.

Any extensions must be requested at least 48 hours before the assignment due date/time. Extensions are not automatic; the instructor will determine the length of the extension, if approved.

Questions are always encouraged. However, questions requesting feedback must be sent at least 24 hours before the assignment due date/time.

*All major course assignments must be completed for the student to be eligible for a passing grade. Major course assignments are Essay #1, Essay #2, Annotated Bibliography, and Essay #3.*

## College Resources

Durham Tech faculty and staff want students to succeed. The college has several high-quality resources that are available for free for enrolled students. Some of the most useful college resources are listed below.

### Center for Academic Excellence (CAE)

Students who need tutorial assistance may be referred to the Center for Academic Excellence (CAE), in the Phail Wynn Jr. Student Services Center, Room 10-308. Professional and peer tutors are available to assist students with a variety of subjects, including writing, math, Spanish, and computers. This term's schedule of free tutorial services is available in the CAE, on the CAE webpage, and on bulletin boards around campus. Free online tutoring is also available 24 hours a day in these same subjects and in more specialized subjects via [Upswing](#). For more information, call the CAE at 919-536-7232, ext. 2404, or consult the [CAE webpage](#).

### Computer Labs

There are several computer labs on Durham Tech's campus that students may use for educational purposes. Lab Monitors are on duty in several labs to assist with basic computer questions. All labs offer Internet access. Labs will be closed on Durham Tech holidays. View the [Academic Calendar](#) for a listing of important campus dates. To see the locations, policies, and hours for Durham Tech's labs, visit [computer lab schedule webpage](#).

### Library

All three Durham Tech campuses feature a library with a variety of print and electronic resources for students. Please review the [library's webpage](#) for a complete list of library services.

### Sakai

Sakai is a system for accessing course materials online. In this course, I will use Sakai to provide course info, handouts, assignments, and all other materials. You should check Sakai daily for updates. Use your WebAdvisor/Self-Service username and password to log in to Sakai. If you need help with Sakai, please contact the help desk.

**Course Schedule (full schedule available in Sakai)**

|               |              |  |
|---------------|--------------|--|
| <b>Week 1</b> | Mar 14, 2017 | FIRST CLASS MEETING – WELCOME<br>Diagnostic (ungraded)   |
|               | Mar 16, 2017 | Online introductions (HW) <b>DUE</b>   |
| <b>Week 2</b> | Mar 21, 2017 | In-class writing #1: scholarly vs. popular<br>Essay #1 pre-writing (HW) <b>DUE</b>   |
|               | Mar 23, 2017 |  |
| <b>Week 3</b> | Mar 28, 2017 | Essay #1 Workshop  |
|               | Mar 30, 2017 | Essay #1 Draft <b>DUE</b><br>Essay #1 Peer Review  |
|               | Mar 31, 2017 | Essay #1 <b>DUE</b>  |
| <b>Week 4</b> | Apr 4, 2017  | In-class timed writing #2: excerpt analysis  |
|               | Apr 6, 2017  |  |
| <b>Week 5</b> | Apr 11, 2017 | Essay #2 Workshop  |
|               | Apr 13, 2017 | Essay #2 Draft <b>DUE</b><br>Essay #2 Peer Review  |
|               | Apr 14, 2017 | Essay #2 <b>DUE</b>  |
| <b>Week 6</b> | Apr 17, 2017 | WITHDRAWAL DEADLINE (Monday)   |
|               | Apr 18, 2017 | In-class timed writing #3: annotation practice<br>Annotation practice (HW) <b>DUE</b><br>Essay #3 proposal (HW) <b>DUE</b> |
|               | Apr 20, 2017 |  |
|               | Apr 21, 2017 | Annotated Bibliography <b>DUE</b>  |
| <b>Week 7</b> | Apr 25, 2017 | In-class timed writing #4: Essay #3 intro  |
|               | Apr 27, 2017 | Consultations  |
| <b>Week 8</b> | May 2, 2017  | Essay #3 (HW) reflection <b>DUE</b><br>Essay #3 draft <b>DUE</b><br>Essay #3 Peer Review                                   |

|  |             |   |
|--|-------------|---|
|  | May 4, 2017 | <b>LAST CLASS MEETING</b><br>Course reflection (HW) <b>DUE</b><br>Essay #3 Workshop<br>Presentations <b>DUE</b> |
|  | May 5, 2017 | Essay #3 <b>DUE</b> (Friday by 11:55PM via Sakai)   |

## ADDITIONAL COURSE POLICIES

### *Readings & Homework*

Course readings and homework assignments are listed in the Course Schedule, available via Sakai. Assignment guidelines will be posted to Sakai. Readings may be adjusted during the semester; adjustments will be announced in class and/or may appear in Sakai. Email me if you have questions about an assignment or reading schedule. **You are responsible for all materials covered in class, in the Course Schedule and any information, assignments, etc. posted in Sakai, including announcements and assignment feedback.**

### *Original Work*

Papers for this class should be original work. You should not use papers from any other course, including previous attempts at this course.

### *Due Dates*

All assignments are due at the beginning of class on the due date. Any assignments not turned in when the instructor collects the papers will be considered **late. Printing is disruptive and will not be allowed in class.** You should come to class with assignments printed and ready to submit.

### *Late work*

Late work will detrimentally affect your paper grade. Please strive to have all assignments submitted on time. Computer/ printer error or malfunction is **not** an excuse for lateness. **Only** essays and the annotated bibliography will be accepted late. **In-class writings and homework cannot be made up and will not be accepted late.**

Late work without an extension **will be dropped 10 points for every day that it is late.** For example, if the paper is due on Friday, and it is submitted on Sunday, it will be marked down 20 points. Every calendar day is a day for the purposes of this policy. Papers more than 3 days late will be assigned a grade of "F."

### *Extensions*

Extensions must be requested at least 48 hours in advance of the due date. For example, if a paper is due on Thursday at the start of class (2:00PM), you must request an extension by 1:59PM on Tuesday. You must request extensions in writing via email. No other requests will be considered. You should assume that you do not have an extension until you receive an extension from me via email.



All extensions are at the discretion of the instructor. *Extensions are not automatic.*

### *Completing and Submitting Assignments*

**All major course assignments (Essay #1, Essay #2, Essay #3, Annotated Bibliography) must be completed for the student to be eligible for a passing grade.**

All assignments completed outside of class **must be typed** and follow MLA or APA layout and citing conventions, as detailed in the assignment guidelines.

All assignment completed in class **must be typed or written in pen (any color)** and follow MLA or APA layout and citing conventions, as detailed in the assignment guidelines.

All assignments must be submitted as stated on assignment sheets – Essay #1, Essay #2, Essay #3, and the Annotated Bibliography **must be submitted to Sakai** in addition to any other submission requirements. Failure to submit to Sakai will result in the paper not being graded.

Do not submit assignments via email without prior arrangements. Emailed assignments without prior arrangements will not be accepted or graded.

You **may not** resubmit assignments after the due date to correct errors or make revisions. You **may** resubmit assignments until the due date and time. Once the due date and time have passed, the latest submission in Sakai is the submission of record and cannot be updated or revised. Please be vigilant about the documents you upload – be sure you are submitting your final document.

### *Paper Drafts*

**Complete, typed** drafts are **required** for each essay. Complete drafts are drafts with at least the minimum number of pages required by the assignment. Failure to submit a complete draft **or** failure to participate in peer review will result in a penalty on your essay grade.

Draft penalties are:

- 3pts for a slightly short draft (within ½ a page of minimum number of pages)
- 5pts for a short draft
- 10pts for no draft (present in class without a draft or absence)

### *Tardy Arrivals*

Frequent tardiness will not be tolerated. If you are having difficulty attending class on time, please meet with me in the first week of class to discuss the situation.

According to college policy, arriving more than 30 minutes late or leaving more than 30 minutes early will count as a full absence. Arriving tardy more than three times will result in a one (1) point deduction from the final grade for each tardy starting with the fourth. However, all instances of late arrivals and/ or leaving early can impact your performance and grade. It is not appropriate to enter class late and interrupt to submit assignments, ask unrelated questions, or ask the instructor to repeat material already covered.

### *Make-Up Work*

There will be four (4) in-class writings which will be 15% of your overall grade. The lowest in-class writing grade will be dropped. In-class timed writings cannot be made up without an excused absence form submitted according to Durham Tech guidelines (i.e. at least 2 weeks in advance).

There may be homework assignments which will be part of your 10% Participation/Quizzes grade. Homework assignments cannot be made up without an excused absence form submitted according to Durham Tech guidelines (i.e. at least 2 weeks in advance). Homework will not be accepted late for points.

Exams/tests are only offered on the days/times specified on the daily syllabus of course activities. If you have a conflict with the days/times of the exam, the instructor must be informed **at least two weeks** prior to the scheduled exam date in order to reschedule your individual exam. Students who fail to make prior arrangements and miss a test or exam will not have the opportunity to make it up.

### *Peer Review Policy*

Multiple drafts and peer reviews are an integral part of the writing process. On peer review days, students must bring a **completed**, typed first draft of the essay assignment to class. A completed draft is a draft that has at least the minimum number of pages of text for the assignment. Absence or failure to bring a completed, typed draft to class will result in a ten-point deduction from the final paper grade. Short drafts will result in a five-point deduction from the final paper grade.

### *Email*

In order for me to more easily keep accurate records, emails sent to the instructor should follow standard letter-writing conventions.

- There should be a salutation and a signature.
- Emails should follow Standard English conventions (e.g. capitalization, punctuation, usage, etc.)
- Every email should have a subject line.
- Please do not send attachments without a message that follows this convention.
- Do not submit assignments via email without prior arrangements; emailed assignments will not be graded.

### *File Naming*

In order for me to more easily keep accurate records, all file names (for any work submitted electronically) should follow this format:

LastName\_Assignment\_Draft.fileextension

† If you do not have drafts, simply use "final."

† Acceptable file extensions are: .docx, .doc, .pdf.

Example:

Hebert\_LiteratureReview\_Final.docx

*Files that do not have this format will not be accepted.*

### *Classroom Conduct*

1. This is a writing course. Since we meet in a lab, you can type in-class assignments. If you choose to hand write assignments, please note that **all** handwritten class writings must be in pen. Pencil is not acceptable. You should bring pen and paper to every class. Remember to save all work completed in the lab classroom.
2. This is also a discussion- and activity-intensive course focusing on analysis and critical response to readings. You should have your books with you for each class meeting. You should be prepared to work with other students to complete activities and contribute to discussion.
3. *No mobile devices are allowed in class.* Mobile devices are smartphones, cell phones, tablets, smart watches, or any other device with internet or app capabilities. All mobile devices **must** be *away and off or silent*. Entering due dates, etc. should happen after class. Use of cell phones during class will result in dismissal from that day's class meeting and a grade of zero for that day's participation. Use of a cell phone beyond the first instance will negatively impact your overall participation grade. Use of a cell phone beyond the first instance will require you to meet with the head of the English department before being allowed to return to class. Any absences during this time will count for the purposes of the college and course attendance policies. ***If you wish to use a mobile device for your textbooks, you must see me on the first day of class to discuss acceptably using your device(s). If use of device(s) is approved, you acknowledge that the instructor may check the mobile device(s) at any time during class to verify appropriate use.***
4. Be collegial. This means showing respect for the learning environment and the instructor and classmates. If entering tardy to class, enter quietly, without interrupting, and take a seat – do not interrupt to ask what you've missed or to print or submit assignments. Collegiality means that you should not interrupt another student or the instructor when they are talking. It is never appropriate to walk in front of a speaker or to interrupt for the purposes of submitting work asking for missed material. Personal attacks are not acceptable in discussion. Sexist, racist, classist, homophobic, or other hostile language will not be tolerated. Be respectful of differences and focus discussions on the literature or topic under discussion. Disruptive behavior or language will result in lower participation grades and/or dismissal from class. Continued uncollegial behavior will result in disciplinary action.
5. Laptops are permitted in class for *class-related* work **only**. Use of email, games, chat, Facebook, other social sites, web surfing, etc. will result in dismissal from that day's class meeting and a grade of zero for that day's participation. Inappropriate use of a laptop beyond the first instance will result in an absence/dismissal for that day's class meeting and the student will not be allowed to use a laptop in class for any other class meetings. If you wish to use your laptop for in-class writings, you are responsible for having your laptop set up to print when the in-class writing is due.
6. Do not sleep in class. Sleeping in class may result in dismissal from that day's class meeting and will result in loss of participation points and an absence for that day. Absences for sleeping will count toward the attendance absence policies for this course.

The course policies and schedule in this syllabus are subject to change at the discretion of the instructor. Students will be made aware of changes in a timely and clear manner – students are responsible for checking their email and Sakai for changes; changes may not be announced in class.