

Course Syllabus for English 101

Fall 2011 (2011 SP)

Greenville Technical College/Arts and Sciences Division

English Department

Section: 075	Instructor: Dev Bose
Credit Hours: 3.0	Office: 104/137A
Course Title: English Composition I	Office Hours: TR 11AM-12PM/ by appt.
Class Location/Meeting Times: 104/204 TR 2:00 PM - 3:15 PM	Office Phone Number: 864-255-4960, ext. 2413
E-mail address: Dev.Bose@gvltec.edu	

Prerequisite: Proper test placement or English 100 with a grade of C or higher.

Course Description: This is a college transfer course in which the following topics are presented: a study of composition in conjunction with appropriate reading selections with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Students must make a C or better in ENG 101 in order to take ENG 102, SPC 205, SPC 208, SPC 209, or JOU 101.

Purpose of Course: To enable the student to write clear, correct sentences; complete, coherent paragraphs; and logically organized essays exhibiting unified purpose and adequate content.

Required Texts:

Hacker, Diana and Nancy Sommers. *The Bedford Handbook*. 8th ed. Boston: Bedford/St.Martin's, 2009. Print. **(Handbook adopted for all English 101 classes)**

Kirszner, Laurie G., and Stephen R. Mandell. *Practical Argument: A Text and Anthology*. Boston: Bedford/St. Martin's, 2011. Print. **(Used in the majority of ENG 101 courses)**

Additional Materials: Any additional materials required by an instructor will be announced in class; check Blackboard on a daily basis for materials.

Objectives of Course: Students who successfully complete English 101 with 70% accuracy or better will have demonstrated the skills required to accomplish the following minimum objectives:

To communicate effectively, students will be able to apply the structures, principles and rules of grammar, mechanics, punctuation, and diction covered in the textbook and lecture

To construct well written essays and other types of writing by

- Expressing a purpose
- Analyzing the audience
- Collecting data and/or pertinent information including

- Evaluating the data/information for relevance
- Assessing the credibility of the source of the data
- Selecting relevant data/information from the collected data/information
- Composing a clear, concise thesis
- Organizing the data/information in a manner consistent with the established purpose of the essay
- Composing drafts
- Critiquing drafts for adherence to the principles of good writing

To research and document essays and other types of writing by

- Summarizing sources
- Paraphrasing sources
- Quoting sources
- Recognize plagiarism and copyright violations
- Applying MLA documentation standards correctly to sources in written essays
- Determining types of source
- Appraising/ critiquing/ evaluating the credibility of a source
- Integrating sources into written essays

To apply relevant technological skills and time management skills by

- Composing essays in class in a limited time period
- Composing essays using Microsoft Word using the basic features of Word

Note: These objectives outline minimum requirements; students will write a minimum of 2000 words in a minimum of three assignments. The instructor may require additional assignments. The number of in-class writing assignments written under time constraints will be determined by the instructor; however, **one essay (in addition to the final exam) must be an in-class essay.**

MAKE-UP POLICY

CLASS ACTIVITIES: Due to their participatory nature, certain class activities (i.e. impromptu speeches, pop quizzes, group work, oral quizzes, in class writing, etc.) may not be made up.

ASSIGNMENTS AND EXAMS: Students must make arrangements with the instructor ahead of time if they expect to be late with an assignment or miss an exam. Penalties of up to one letter grade per day late may be assessed on late assignments. Students who miss an assignment or exam due to documentable circumstances (i.e. death in the family, accident, hospitalization, etc.) must notify the instructor (personally or through official school channels) before the next class period. Only two major assignments or exams may be made up during the term. Work must be made up in a timely manner as agreed upon by the instructor and student--generally within one week.

LOST ASSIGNMENT POLICY

English instructors make every effort to ensure that graded assignments (papers, tests, quizzes) are carefully secured. However, if an instructor misplaces or loses graded work, the instructor and student will arrange to have the work made up. If ungraded work is lost, a grade cannot simply be given to the student nor can the student exempt the work; the instructor and student will decide how the work will be made up with supervision from the head of the English Department. As insurance, students should always keep a copy of required assignments before submitting them to their instructors. Also, unless otherwise instructed, students turning in late work should always submit the work directly to their instructor.

READING/MEDIA ASSIGNMENTS DISCLAIMER

English instructors carefully choose all class content including readings and media selections for their classes. Given the subject matter of some of the scheduled essays, stories, films, etc., some students may find portions of assigned materials and/or classroom discussions offensive. Instructors should be notified of concerns and will try to alleviate such issues in a courteous and professional manner.

ACADEMIC INTEGRITY POLICY

Any attempts to pass off work that is not of your own original creation (e.g., downloading papers from the internet, attempts at plagiarism, cheating on assignments.) will result in failure of the assignment in question and will be followed by a referral to the Department Chair to see if dismissal from the class and/or the College is warranted.

ELECTRONIC DEVICES POLICY

Electronic devices of any type (laptops, cell phones, PDAs, pagers, etc.) are to be turned off during class time. If you need to make or receive a phone call during class time, tell me beforehand and quietly leave the room without disrupting the class. Except for on designated days, texting, emailing, or web surfing will not be tolerated. Students in violation of this policy will be asked to leave with penalty.

SPECIAL SERVICES

The Learning Center (Bldg. 104/Rm. 131) offers free services to all students. I encourage you to take your drafts to the Center for additional feedback. See <http://www.gvltec.edu/learning_center> for more information.

If you are a student with a disability, please register with Student Disability Services (SDS) (Bldg. 105/Rm. 113) to be eligible for academic accommodations. Their phone number is (864) 250-8202. Come to me in the first two weeks of the semester with the letter from SDS so that we may discuss accommodations.

GRADING POLICY

Your work in this course will be graded according to the standards set forth in the various assignment sheets and in-class explanations. In general, letter grades have the following meanings:

A	Excellent.	The work has met a high proficiency level of course requirements.
B	Good.	The work has met an acceptable proficiency level of course requirements.
C	Average.	The work has met a minimal proficiency level of course requirements, but may require revision.
D	Weak.	The work has not met proficiency of many course requirements, and would require major revision.
F	Failing.	The work has failed to meet most course requirements, and would require major revision.

To further explain the grading rationale behind all work assigned in this course: The difference between a C and a B is creating a report (that which is purely informational) and an argument (that which places new ideas within context). Of course, the usual requirements for persuasiveness and coherence still obtain. For example, a poorly structured attempt to report, review, or summarize is unlikely to get as high as a "C." By the same token, an "A" document not only shows how the document participates in a pre-existing argument: it must do so with confident self-awareness as an expository text.

All writing is graded according to the Theme Standard Sheet criteria. For more information on this grading system, please see the Arts and Sciences Division Polices in Blackboard.

INSTRUCTOR'S EXPECTATIONS

In addition to policies of the English Department, please note the following:

Attendance

- Consistent attendance, punctuality and appropriate participation are expected. If you have a serious and compelling reason for absences beyond three, please speak with your instructor. In-class activities, including announced and unannounced quizzes, may not be made up.
- If you do miss a class, it is YOUR responsibility to find out what you missed. For assignment information, consult Blackboard and the daily schedule for the class. For missed lecture notes, contact a classmate. Many students find it helpful to exchange contact information with classmates at the beginning of the semester.

Assignments

- All assignments are due at the beginning of class. No exceptions.
- No extra credit is offered.
- **All assignments must be word-processed.** With the exception of writing assignments completed in class, handwritten assignments will not be accepted. No exceptions.

Classroom Courtesy

- Please keep all electronic devices turned off or to “silent” while in class. Please do not wear a Bluetooth or similar mobile phone headset in class. Text messaging is NOT allowed during class. Students who violate this policy may be asked to leave the classroom and will be counted absent for the day.
- Promptness is expected and attendance is recorded at the beginning of every class. Therefore, if you arrive late to class, it is your responsibility to verify your attendance with me after class to ensure that you have not been counted absent for the day.
- Respect yourself, your classmates and your instructor.

It is important to keep in mind that I do not *give* you a grade; you *earn* a grade. I will do whatever I can to help you, but you are responsible for your own success! Students do not earn a passing grade simply by attending class and/or participating in class discussions; grades in this course are based upon performance on the required assignments and assessments. Please feel free to discuss with me any concerns you have during the semester. I am available to meet with you during my office hours or by appointment

Important Dates

Fall Classes Begin (M)	August 15, 2011
Labor Day—Holiday (M)	September 5, 2011
Classes begin for 10-week Session (T)	September 20, 2011
Last Day to Withdraw from 1 st Half (W)	September 21, 2011
Last Class Day for 1 st Half Term (W)	October 5, 2011
EXAMS for 1 st Half Term (R-F)	October 6-7, 2011
Student Fall Break (M-T)	October 10-11, 2011
Classes Begin for 2 nd Half Term (W)	October 12, 2011
Last Day to Withdraw from Full Term (W)	October 26, 2011
Last Day to Withdraw from 10-week session (T)	November 8, 2011
Last Day to Withdraw from 2 nd Half (R)	November 17, 2011
Thanksgiving Holidays (W-U)	November 23-27, 2011
Last Day of Class for Full Term, 2 nd Half, and 10-week (M)	December 5, 2011
EXAMS (T-M)	December 6-12, 2011

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Course Agreement

Please sign and return this portion to the instructor on 18 August 2011.

By signing below, I attest that I have read over the course syllabus on my own and fully understand the policies that govern this course. Also, I attest that I am fully aware of the requirements (and work load) of this course as it is currently stated and am willing to accept those responsibilities by being a student in this course (meaning that I am aware that failing to do any course work will have serious negative influences on my overall course grade). Additionally, I attest that I am specifically aware of the course attendance policy and late work policy.

Print name: _____

Datatel ID: _____

Signature: _____

Date: _____