SOUTHERN
MAINE
COMMUNITY
envision a future COLLEGE

South Portland, Maine 04106
Department of Developmental English

Title: Advanced Academic Writing

Credit Hours: 3

Lecture (or Lab): Lecture

Office Hours: Mon & Wed 3:00pm – 4:00 pm

Class Meetings: Tues & Thurs 12:30pm – 1:45 pm

Catalog Number: ENGL 095-06

Total Contact Hours: 45

Instructor: Kathryn Balteff

Contact Information:
kbalteff@smccme.edu

Course Syllabus
Spring 2022

Course Description

This course focuses on learning to write grammatically correct English sentences and gaining a mastery of the basics of punctuation. It will also seek to remedy common errors of syntax and vocabulary use. Concurrent with such instruction will be lessons on writing formal essays. The essay process will include rewriting, revision, and proofreading. This course has a preferred co-requisite of ENGL 090. The credits earned in this course will not count toward a degree with SMCC.

Prerequisite(s): ENGL 020, 025, or appropriate placement.
Corequisite(s): none

Course Objectives

After successfully completing this course, students will be able to:

1. Employ the writing process to plan, write, draft, revise, and edit paragraphs and essays that demonstrate effective use of an appropriate rhetorical mode.
2. Edit writing for correct grammar, syntax, punctuation, and spelling.
3. Revise writing for improved structure, support, and coherence.
4. Build on basic sentence patterns, combining ideas to write more complex grammatical constructions and produce clear sentences that reflect clear thinking.
5. Recognize and fix grammar errors, such as run-on sentences, sentence fragments, parallelism, punctuation use, subject/verb agreement, and verb tense agreement.
6. Demonstrate knowledge of research techniques and familiarity with learning support resources.
7. Recognize proper MLA and/or APA documentation and style and demonstrate an awareness of plagiarism issues.
8. Exhibit learning skills and conduct appropriate to a college-level student, such as asking appropriate questions, keeping a record of assignments, completing homework thoughtfully,

preparing for exams, and seeking help from the Learning Commons and instructor as needed.

Topical Outline of Instruction

Writing Process, Reading	Using Quotes, Creating Summaries
Prewriting, Gathering Ideas, Audience	Subjects & Verbs
Paragraphs: Topic Sentences	Nouns and Pronouns
Process, Definition, Classification	Adjectives, Adverbs
Comparison/Contrast Cause/Effect	Sentence Structure
Argument/Persuasion	Run-ons & Fragments
Revising, Editing	Spelling, Punctuation
Library Resources	Active Voice, Parallelism
APA/MLA	Transitions

The schedule below is subject to change

Module	Topic	What's Due	Date(s)
1	*Review Syllabus *Course Introductions	*Syllabus Contract *Discussion – "Say Hello" *Letter to your Instructor	**1/18 -1/23**
2	*Paragraphs *What makes an essay?	*Discussion: Practice Paragraphs *Grammar Quiz 1	1/24-1/30
3	*Thesis Statements *What is a Narrative Essay?	Discussion: Thesis Statements *Grammar Quiz 2 *Writing Assignment: Narrative Essay	1/31-2/6
4	*How do we provide specific evidence in paragraphs? *What is a Cause & Effect Essay?	*Discussion: Evidence *Grammar Quiz 3 *Cause & Effect Essay	2/7-2/13
5	*Writing Effective Conclusions *What is a Contrast Essay?	*Discussion *Grammar Quiz 4 *Contrast Essay	**2/14-2/20**
6	*Revision	*Discussion *Grammar Quiz 5 *Tutor Visit	2/21-2/27
7	*Revision (continued) *Intro to the Persuasive Essay	*Discussion *Revision of a previous essay	2/28-3/6
8	*Opposing Arguments	*Discussion	3/7-3/13
9	*Writing Effective Summaries *What is Research?	*Discussion *Outline for Persuasive Essay	3/14-3/20

10	*Research Strategies	*Discussion	3/21-2/27
11	*Quotes, Paraphrasing, & Citations,	*Discussion *Draft of Persuasive Essay	3/28-4/3
12	*Credible Sources and Where to Find Them	*Discussion	4/4-4/10
13	**TBA**	**TBA**	4/11-4/17
14	*Correct Punctuation for Quotations and Citations	*Discussion *Research Assignment for Persuasive Essay	4/18-4/24
15	*Final Questions About the Persuasive Essay	*Discussion	4/25-5/1
16	*Final Assignment…. Course Evaluations	*Proof of Tutor Visit *Final Revised Draft of Persuasive Essay	5/2-5/14

Course Requirements

1. Participation in the online classroom environment, exhibiting proper college behavior. See College Behavior below.
2. Completion of Evaluation.
3. Completion of essays of 400 words in different modes plus a revised essay.
4. Completion of at least 2 research activities, including an introduction to the SMCC library databases.
5. Completion of a final essay: a point of view 5-paragraph essay with examples, including an in-class draft and a final draft.
6. Participation in one or more writing support activities (e.g. targeted writing session, WISH workshop, SmarThinking) through the Writing Center as designated by the instructor.
7. Tutoring Sessions
   Tutoring sessions are expressly for the purpose of receiving writing support for essay organization and development. They are not for editing, proofreading, or visiting merely to obtain credit for the course. To satisfy the tutoring visits requirement and to maximize the benefits of this service, students should plan to complete tutoring for essays in this course. The tutoring can be completed through SMCC's Online Writing Center.

Student Evaluation and Grading

Participation & Assignments	25%
Syllabus Contract 2%	
Evaluation/Diagnostic 3%	
Weekly Discussions 20%	
3 Essays	15%
1 Essay Revision	10%

Final Project	30%
Outline (2.5%)	
Essay Draft (5%)	
Research Assignment (7.5%)	
Revised Final Essay (15%)	
5 Grammar Quizzes	10%
Writing Support (2)	10%
Total	**100%**

Text, Tools and / or Supplies
> Susan Anker and Miriam Moore, <u>Real Writing Essentials</u>
> Diana Hacker and Nancy Sommers, <u>A Pocket Style Manual</u>, 8th Edition
> Susan Anker and Miriam Moore, <u>Writing Essentials Online</u>

Attendance Policy

This course meets for a 1 hour and 15 minute lecture from 12:30pm – 1:45 pm in a virtual classroom synchronously on Tuesday and Thursday each week. Attendance is a necessary part of any language-focused course. All students are expected to attend all classes and arrive in the Zoom classroom on time. If a student is unable to attend classes because of emergencies associated with health issues and/or family and job responsibilities, s/he needs to contact the instructor and make arrangements to learn the materials covered in the classroom and complete homework assignments for that day. Students are allowed two unexcused absences for the semester. Recordings or lecture notes will be made available to students with approved accommodations for documented disabilities and/or excused absences. Homework and other types of assessments will be assigned and graded on a weekly basis. **If a student does not attend classes for three consecutive days, s/he will receive an administrative failure (grade of AF).**

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

For Classes with any Face-to-Face Component

While the syllabus represents current plans, there may be changes during the semester in response to the on-going Covid-19 pandemic. Depending on the progression of the virus, it is possible that the College may have to suspend face-to-face instruction for part of the semester. If we must stop face to face instruction anytime during the semester, your instructor will contact you via your SMCC email or the Brightspace course homepage to discuss next steps for the course.

ADA Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

The Learning Commons

The library, tutoring and writing centers, and reference/research assistance (typically located on the second floor of South Portland's Campus Center and in the Midcoast's LL Bean Learning Commons and Health Science Center) will be fully available online during the fall 2021 semester. Here you can find free academic support through individually scheduled and drop in, online tutoring. You can also find information literacy/research librarians, and professional academic strategy/planning mentoring online. While the physical space of the Learning Commons will be available at this time, we can also work with you to set up zoom classrooms for small group study. Services are offered by appointment or as drop-in assistance. To access services:
- Visit My Learning in My Maine Guide or
- Select the "tutoring needed or need help?" button if it appears inside your Brightspace course.

Whether On Site or Online, students have consistently reported that the Learning Commons is a friendly, risk-free, and helpful place to seek academic support. It has also been shown that those who make use of the Learning Commons do better in a course than those who do not. We strongly encourage you to take advantage of this valuable and enjoyable resource.

SMCC Pay-for-Print Policy

Each semester students receive a $20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT

Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Add-Drop Policy

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses, usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

Plagiarism Statement

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct.

Tutoring Sessions:

Tutoring sessions are expressly for the purpose of receiving writing support for essay organization and development. They are not for editing, proofreading, or visiting merely to obtain credit for the course. To satisfy the tutoring visits requirement and to maximize the benefits of this service, students should plan to complete tutoring for essays in this course. The tutoring can be completed through SMCC's Online Writing Center.

College Behavior

Professional college behavior can include but is not limited to the following:
- Student has assignments prepared and submits them on time.
- Student prepares to listen attentively and with courtesy during class meetings.

- Student keeps cell phone on vibrate or silent during class meetings.
- Student avoids rude, disruptive behavior and follows classroom guidelines for sharing information.
- Student takes care of non-course-related business before class meetings.
- Student does not sleep or work on other courses during class meetings.

Online professional college behavior can include but is not limited to the following:
- Student checks in regularly.
- Student responds promptly to inquiries.
- Student uses full name in emails and on assignments.
- Students is polite in online discourse (emails, discussions).

If any student has an issue with adhering to these practices, he or she should consult the SMCC Code of Student Conduct or contact the Dean of Students.

Email and Posting Etiquette:

MUSTS:
• Keep your audience in mind for all e-mail.
• Subject Lines: Use a descriptive subject line. Specific subject line requirements vary by professor, but always include your name and the class you're in. Blank subject lines or those with one word topics like "Hello" are often unhelpful.
• Your Name: Include your full name, either in the subject line or in the message. If you're not using your SMCC e-mail account, be sure your e-mail address is professional.
• Word Choice: Avoid abbreviations, slang, obscenities, overly familiar language. Emails to professors are not text messages. Check spelling, and use complete sentences with normal capitalization. ALL CAPITALS is yelling. No capitals is too informal: it's I, not i. Please use standard fonts and colors.

DO:
• Length: For general inquiries, keep it short. State the question or problem, being as specific as possible. Include the text of any prior e-mail conversations on this topic.
• Attachments: If your professor accepts attachments, keep them as small as possible. If the file is too large, the professor may not be able to download it. Also be sure than any software you use is compatible with the one used by the college.
• Sending Isn't Receiving: Check your e-mail before asking your professor if your email was received.
• Topics: Keep it professional.

DON'T:
• Response Time: Don't send numerous e-mails over a short time and expect a quicker reply, particularly if it is non-business hours (example: Saturday at 2 a.m.). Your professor probably will not be available when college is not in session: over summer break, between semesters, etc.
• High Priority: Submitting routine assignments does not qualify as an urgent

message.
• Tone: E-mail has no body language, voice inflection, etc., so be very careful when trying to make a joke. It may not come across.
• Personal Attacks: Personal attacks on other students or the instructor are never acceptable and will cause you to be subject to disciplinary action.
• Review all e-mail before sending for accuracy, tone, and professionalism.

Basic Needs

Your safety and well-being are most important. Please feel free to reach out to me if you need to talk. Any student who faces challenges securing their food, housing, or personal safety is urged to contact the Dean of Students (Tiff Bentley: tbentley@smccme.edu) for support. Furthermore, please notify me if you are comfortable/uncomfortable in doing so. This will enable me to provide any resources that I can.