



South Portland, Maine 04106
English Department

Title: Advanced Academic Writing

Catalog Number: ENGL 095-05

Credit Hours: 3

Total Contact Hours: 45, online

Instructor: Kate Kerr

Email: kkerr@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.

Student Evaluation and Grading

Participation 25%

 Syllabus Contract (2%)

 Weekly Discussions (20%)

 Intro Letter (3%)

3 Essays 15%

1 Essay Revision 10%

Persuasive Essay Project 30%

 Outline (2.5%)

 Essay Draft (5%)

 Research Assignment (7.5%)

 Revised Essay (15%)

Grammar Quizzes 10%

Writing Support (2) 10%

Text, Tools and / or Supplies

Susan Anker and Miriam Moore, Real Writing Essentials

Diana Hacker and Nancy Sommers, A Pocket Style Manual, 8th Edition

Susan Anker and Miriam Moore, Writing Essentials Online

Course Objectives

By 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.

Coursework Requirements

1. Participation in the online classroom environment, exhibiting proper college behavior. See College Behavior below.
2. Completion of Introductory Letter.
3. Completion of essays of 400 words in different modes plus a revised essay.
4. Completion of research activities, including an introduction to the SMCC library databases.
5. Completion of a persuasive essay with examples, including a first 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.

Topical Outline of Instruction

WEEK	TOPIC	GRAMMAR/STYLE	WHAT'S DUE?
1	Introduction, Writing Process, Reading		Intro Letter
2	Prewriting: Gathering Ideas, Audience	Sentence Structure	
3	Paragraphs: Topic Sentences	Vocabulary Review	
4	Essays, Outlines	Run-ons & Fragments	Essay 1
5	Narration & Description	Nouns & Verbs	
6	Process Analysis, Definition, Classification	Adjectives	Essay 2
7	Comparison/Contrast	Spelling, Punctuation	
8	Cause/Effect	Pronouns	Revised Essay
9	Argument/Persuasion	Active Voice, Parallelism	
10	Revising/Editing	Mechanics	Essay 3
11	The Library, MLA/APA	Vocabulary Review	
12	Introduction of Final Essay	Transitions	Final Essay Outline
13	Summarizing, Paraphrasing	More Mechanics	Research Activity
14	College Writing Assignments	Sentence Structure	Draft of Final Essay
15	Using and Quoting Sources		
16	Review		Essay 4: Final Essay

Participation/Attendance Policy

An essential aspect of learning is being able to explain your understanding of the material we cover. Therefore I place a strong emphasis on class participation. While this course is online, attendance and participation are very important for student success. ***Simply logging in to the zoom meeting is NOT enough to constitute attendance.*** Students need to be engaged and

participate actively in each class. By being engaged, students show respect for one another and create an atmosphere where all students feel comfortable voicing their ideas and understandings. One way to indicate engagement is to turn on your zoom camera. This helps students stay focused during class. My experience is that students who keep their camera on usually earn a full grade (or two!) higher than those who do not. If you choose to turn off your camera, you will need to work very hard to show you are present and engaged in our work by participating, asking questions, and volunteering your ideas. In addition, as stated in the SMCC College Catalog, the instructor must assign a student the grade of AF (Administrative Failure) after a student has not submitted assignments, discussions, or quizzes for two consecutive weeks and the student has not contacted the instructor with a reason for being absent from the course. Faculty members have authority to establish attendance standards appropriate to their courses.

Tutoring Sessions

Students are required to attend two tutoring sessions during the course of the semester. 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](#).

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 spring 2022 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" button if it appears inside your Brightspace course or
- Click on SMCC Tutoring in Content

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.

College Behavior

Online 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 and does not use it 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.
- Student is polite in online discourse (emails, discussions).

You can learn more about “netiquette”—good behavior associated with the online environment—[here](#). If any student has an issue adhering to these practices, he or she should consult the SMCC Code of Student Conduct or contact the Dean of Students.

College Policies

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.

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.