South Portland, Maine 04106

Academic Department

English Composition: Spring 2022

Title: English 100 English Composition

Credit Hours: 3

Instructor: John Chase-Howard

Office Hours – N/A

Catalog Number: ENG100-09

Meets: Thur: 9:30-10:45 AM

Contact Information:

Email: jchase2@smccme.edu

Text: *Models for Writers, 14/e,* Rosa & Escholtz

Recommended: A Pocket Style Manual, 9th Edition (this text is recommended for writing assistance such as grammar, formatting, citations, but another great resource is the online site: The Owl at Purdue online Writing Lab: https://owl.english.purdue.edu/owl/

Course Description:
English Composition is an introduction to college writing. In addition to any necessary review of grammar, sentence structure, and paragraph composition, this course covers the writing of personal essays in several rhetorical modes, academic papers, and research analysis. Emphasis will be placed upon writing multiple drafts with an eye toward revising, rewriting and editing, as well as the utilization of close reading and critical thinking as literacy tools.

Prerequisite(s): ENGL-050, ENGL-075. Co-requisite(s): none.

Course Objectives:
By successfully completing this course, students will be able to:
1. Write effectively with a specific purpose and to a specific audience, using appropriate strategies for varying contexts.
2. Organize essays using a thesis statement, logical and academic formatting, and standard English grammar conventions.
3. Write rough, exploratory drafts of papers, then practice revision methods to achieve polished final drafts.
4. Demonstrate knowledge of research techniques and familiarity with learning support resources by locating and evaluating legitimate research sources including electronic and print.
5. Show ability to use proper MLA and/or APA documentation and style, and an awareness of plagiarism issues.
6. Use writing as a critical thinking tool for learning.
7. Utilize technology to enhance the learning experience.

Topics covered throughout the course:
The Writing Process, Free writing, Different Styles of Writing, Purpose, Audience, and Strategy Grammar/Punctuation Resources, Topic Sentences/Main Ideas, The Thesis Statement, Organizing/Outlining, Revising, Editing, Peer Reviews, and Proofreading, Information Literacy (conducting research and locating/evaluating credible sources), Using Resources to Cite and Quote Outside Sources.

Coursework Requirements:

1. **Two final draft essays:**
   Comparison/Contrast
   Narrative

2. **Other writing assignments:**
   Description and Illustration assignments
   Rough drafts of Essays

3. **Class Participation:**
   Concentration on Peer Editing

4. **A Required Formatted Persuasive Argument Research PaperAssignment with proper research documentation (MLA and/or APA) and sources.**

Grades: Short essays final drafts (2)   20%
                    Persuasive Research Paper   25%
                    Writing Assignments (rough drafts) 25%
                    Forum/attendance   15%
                    Class participation (peer edits)   15%

Participation Policy:
Students are expected to engage in assigned material, and show knowledge of assigned reading materials in the online forums. Peer editing is a useful tool in writing assignments, and you will have several throughout the course of the semester. If a lack of participation or readiness is evident, I will reach out to the student for warning/explanation. Further lack of work will result in an administrative withdrawal.

Attendance Policy:
Success in this class requires your consistent engagement in Brightspace. You are required to log in to a course at least three times per week. Your absence from this Brightspace course, and lack of engagement in the online forum will affect your grade up to and including an AF.

How Essays Are Graded:
You will receive a grade for each major essay after completion of the Final Revision. Each paper receives a grade composed of the following criteria:
Spelling and Grammar: This is not a grammar course, but if your papers demonstrate weaknesses in written English, you will need to spend some time on this. If you have a significant problem with spelling and/or grammar, it would be beneficial to visit a tutor at the Writing Center in the SMCC Learning Commons for extra help.
Style and Diction: This is how you use words in your essays. If, for example, you write in a stilted manner-- trying to use words that you don't necessarily know the meaning of-- you will lose points.
Logic and Organization: This refers to how coherent your essay is. If your essay is just thrown together without much logic of organization, then it becomes difficult for your reader to get where you're coming from. Essays lose points for each logic and organization problem that occurs.
Content: This refers to how well you deal with your subject. For example, if you are writing the first assignment of a narrative position statement about your educational experiences, it would refer to how much you engage with the texts we read, and how deeply you connect them to your own experiences. Papers will lose points for each content error.
Revision: I expect to see a difference between your rough drafts and your final papers. I will highlight some mistakes in the essays with yellow. It is your job to proofread your own work. The rough drafts are graded for being on time. Everybody has a different writing process, so your rough draft might be different from your classmates.
Late Work: All work will be passed in via Brightspace. I am not adverse to accepting late work. You just need to let me know if you need more time *before* the assignment is due , otherwise it will affect your grade. This said, I don't expect you to pass in your work late with every assignment. If it becomes a problem, I will let you know. If you are late with your work

without letting me know, your grade will lose 10 points per day after the deadline. Do not expect to "fly off the radar" in this course. I am easily accessible via the "ask your instructor" thread and via email. If you have questions involving the course, ask them through the "ask your instructor" thread. Anything personal, or for extensions feel free to email me.

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.

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 not 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