**COURSE TITLE: English 26 Writing Skills II**

Course and section numbers: 06 & 01

Course meeting days and times: Monday/Wednesday/Friday: 8:00-9:15 / 9:30-10:40

Room number: CC135, CC 118

Current semester: Spring ‘13

**INSTRUCTOR INFORMATION:**

Instructor’s name: Karen Rodgers

Office hours: 12:00-1:30 Monday & Wednesday

 Office location: Laub Lounge

E-mail address: Krodgers@Northampton.edu

Telephone number: Cell: 484-294-8080

**REQUIRED MATERIALS:**

Required texts: Real Essays with Readings: 4th Edition

Other supplies: Flash drive, pens, folder and highlighter

**COURSE DESCRIPTION FROM NCC CATALOG**: Students develop writing skills for success in college courses. Students write multi-paragraph essays (4-5 paragraphs) that use details and evidence to support topic sentences and thesis statements. Students learn and use stages of the writing process and develop strategies for organizing and developing topics and improving coherence in multi-paragraph essay writing. Students read articles and summarize key ideas. Students also work on refining editing and proofreading skills.

 **STUDENT LEARNING OUTCOMES FROM THE COURSE OUTLINE**:

Students who complete this course will be able to do the following:

1) Produce brief essays that:

 a) state and develop a main point (thesis) with attention to audience and purpose.

 b) use specifics to develop and support general ideas.

 c) follow logical patterns of organization and use transitions to establish coherence.

2) Revise and edit their writing observing the conventions of written communication and standard written English.

3) Present and format writing appropriately using computer tools.

4) Read and summarize brief articles.

Writing Skills II is the second in a developmental sequence to prepare students to enter English I and other courses which require college level writing. Since the Foundational Skills Communication outcomes are usually dealt with in English I, the goal of Writing Skills II is to have students exit the course capable of demonstrating skills in the essay writing, sentence and paragraph structure and skills in editing at a level that will enable them to enter English I and continue their development as writers and thinkers there.

**GENERAL COLLEGE POLICIES:**

**Class Attendance and Withdrawal:** Class attendance and engagement in the learning process are critical factors in determining students’ success in their courses. NCC students are expected to attend all class sessions of courses in which they are enrolled, and are responsible for all material presented in class sessions of these courses.

A student who misses class more than twice the number of weekly meeting of the class (or the equivalent in short-term classes) may be withdrawn from the course by the instructor. Students who are withdrawn for poor attendance will receive a grade of W. Faculty may issue a withdrawal through the first 90% of the semester (14th week or equivalent in short-term classes). After the 90% period a student may not withdraw or be withdrawn.

In an internet-based distance learning course, a student is considered to have missed the equivalent of more than twice the number of weekly meetings of a traditional classroom course in a consecutive two-week period if there has been no participation by the student in the class through submission of assignments, participation in discussion forums or contact with the Instructor in any way during the period.

Students who are withdrawn from the class for lack of attendance may appeal the enforced withdrawal to the instructor. If the instructor agrees to reinstate the student, he/she will be required to a complete a reinstatement form and return it directly to the Vice President for Student Affairs. If the appeal is denied, the student may speak with the appropriate academic dean and/or the Vice President for Student Affairs. Further discussion may take place with the faculty member, but the final decision on withdrawal rests with the faculty member.

Students will not be graded on attendance; however, students may be graded on class participation.

**Academic Honesty Policy.** Northampton Community College considers honesty to be essential to the learning experience. Academic honesty is one of the values that we expect members of the NCC community will apply in their work on this campus and take into their lives beyond NCC. Violations of academic honesty harm the learning experience and violate the expectations and values that we hope the NCC community embraces. We expect all members of the NCC academic community to conduct themselves and their work ethically and honestly.

**Please make sure that**

**Student Responsibilities**

* Students are solely responsible for their work and for making sure that their work represents their own honest efforts to meet the goals of the course.
* They are responsible for learning and following the policies and expectations of the college and for understanding the consequences of actions that violate the policy on academic honesty.
* They are responsible for showing that the work they present is theirs in whatever ways are deemed appropriate by the faculty for the course.

**Faculty responsibilities**

* Faculty members are responsible for demonstrating academic honesty in their work.
* They are responsible for making their expectations related to academic honesty clear to their classes including which activities and resources are allowed and the consequences for violations in their courses.
* They are responsible for communicating about violations of the academic honesty policy to students and their division Dean and to the Vice president for Student Affairs.

**Academic Honesty Violations:** Violations of the academic honesty policy include any actions that attempt to gain academic credit for work that does not represent the student’s own efforts and knowledge. They include, but are not limited to the following situations and examples:

* Cheating on examinations and quizzes --
	+ Using notes, materials, and/or mechanical, electronic or technological devices not authorized by the instructor during examinations or quizzes.
	+ Providing or receiving help on an examination or test in a manner not authorized by the instructor.
	+ Buying, selling, improperly obtaining, or using any tests or examinations.
	+ Posing as another student or allowing another student to pose as you when taking an exam or quiz.
	+ Altering or adding answers on exercises, exams, or quizzes after the work has been graded.
* Plagiarizing –
	+ Using the ideas or words of others without appropriate quotation and documentation that acknowledges the source or sources -- in other words, presenting someone else’s work as one’s own.
	+ Copying, exact words, phrases or sentences without quoting and giving credit to the source.
	+ Using a paraphrased version of the opinions, work, or ideas of others without giving credit.
	+ The wrongful appropriation of all or part of someone else’s literary, artistic, musical, mechanical, or computer-based work.
* Copying all or part of an assignment, (a research paper, lab report, or workbook) from another person or resource and presenting it as your own work.
* Purchasing an assignment and submitting it as your own work.
* Falsifying or inventing information, data or research material. Altering or forging records or submitting false records as part of course work or making false statements, excuses, or claims to gain academic credit or influence grading.
* Listing sources that you never consulted.
* Gaining unauthorized access to another person’s or the College’s computer system or tampering with or copying programs, files, data or access codes associated with coursework.
* Tampering with or damaging the work of others or preventing others from completing their own assignments.

**Consequences of Violations:** When a faculty member believes that a student has committed acts that violate the academic honesty policy, he or she will advise the student of the offense and the penalty imposed. A faculty member may apply one of the following penalties:

* A written warning, with the requirement that the assignment be redone within the instructor’s specified time.
* A failing grade for the assignment or test.
* An “F” grade for the course.

**Policy Regarding Children**

The extended (defined as 30 minutes or more) presence of unattended children (including children of staff and students) under the age of 16 on campus, unless officially registered in a College program is strictly prohibited.

Children are not permitted in class. The classroom instructor has the authority to make an exception to this policy for an emergency circumstance, using the following criteria: if at all possible, students must contact the instructor prior to the class to seek permission; students may not request this special exception more than twice in one semester; and children may not be disruptive (i.e. – noisy, moving around, interfering with the teaching-learning process) or they will be asked to leave immediately with their parent/guardian.

**Disability Services**

Northampton Community College encourages academically qualified students with disabilities to take advantage of its educational programs. Services and accommodations are offered to students with disabilities at no additional cost to facilitate accessibility to College programs and facilities. These services are based upon each student’s individual needs and must be indicated by current documentation of disability. For more information, you can contact the Coordinator of Disability Services at 610-861-5342 or TDD (610) 861-5351 or view the Disability Services Webpage by following these links from the NCC home page (<http://www.northampton.edu>): Administration > Student Services > Students With Disabilities.

**INSTRUCTOR SPECIFIC POLICIES:**

**Lateness to Class Students** will be counted absent if they arrive at class later than 15 minutes past the start time. If you think you may be late, let the instructor know. Communication is always best. 3 lateness (under 15 minutes) = 1 absence. Keep in mind, after 7 absences, a student can be failed.

**Late Work, Missed Quizzes and Speeches: Students** are expected to hand work in on the due date given.

* If an emergency occurs and the work cannot be handed in on the due date, it is the student’s responsibility to contact the instructor before the due date to explain the situation and ask for a later due date.
* Students must hand in at least 5 out of the 7 papers that have been revised several times and are judged acceptable by the instructor. Failure to do so will cause the student to receive an N (Not released).

**Classroom Management:** Students are expected to behave in a professional manner.

• Cell phones are to be turned off. No use of any function of a cell phone or other device is permitted. If an important call or text is expected, please notify me. This should be a rare occurrence.

• Students are expected to treat one another and the instructor with respect and courtesy

• Students are expected to be working on class assignments while in class. Failure to do so will result in a warning. After 2 warnings, the student will be dismissed from class and marked absent. Note that a student may be marked absent no more than 7 times for the semester before a failing grade due to absences may be given.

• Leaving class early without the instructor’s approval will be treated the same as coming late to class. Leaving class 15 minutes early will be considered an absence.

**Other Relevant Policies:**

**INSTRUCTIONAL PLAN:**

**How Your Final Grade will be Determined:** Work in this class is not graded in the traditional A, B, C, D, and F grades.

During this course your work will be marked acceptable or you will be given advice on how to rewrite and edit them to make them acceptable. You will also be expected to evaluate your own work in relation to the criteria given for each paper.

 The instructor is always available to discuss your progress and the areas you may need improvement on, but you will receive no letter grades.

Methods of Evaluation: Students will be required to complete six different types of assignments.

* **In Class Writing**: Students will be asked to complete 2-4 in class writings modeled on the 1st day assessment and exit exam. This will be given a mark of acceptable (ok—the student completed it to their best of their ability) or unacceptable.
* **Journal Writing**: Students will be asked to keep a journal of a minimum of 15 entries comprised of both free topics and assigned topics. Each journal topic should be approximately one page long.
* **Out of Class Assignments**: These writing assignments will be multi-paragraph assignments taken through the writing process and revised a number of times. Some class time will be devoted to writing and revising but the bulk of writing and revising may need to be done outside of the classroom.
* **Book Work**: Students are expected to read and complete exercises in the text. This will be done both in and outside of class. Bookwork will be checked for completeness mid- semester and at the close of the semester. Successful completion of bookwork is necessary to pass the course and be released.
* **Summaries**: A paragraph summary will be assigned for each reading. The summaries are to reflect a careful and thoughtful reading of the whole essay. Students must revise the summaries until given an acceptable.
* **Portfolio**: Guidelines will be given for a final portfolio. This collection of work and student reflection will determine if a student will be released from English 26.

**Assignments Required:**

5 out of 7 papers assigned are to be taken through the entire writing process and given a mark of acceptable. When a student has revised numerous times based on individual, peer and instructor feedback, the paper will receive an Acceptable (OK) or the student will be given feedback about further revision needed. It is possible for a student to be still revising a paper when the majority of class has moved onto a new topic. A two week window is the limit for papers to be revised and handed in after the initial due date.

The types of writing assigned include:

• Narration

• Description

• Process Analysis

• Classification

• Definition

• Comparison and Contrast

• Argument

**Journal Writing:** Journal writing is a required part of the course. Journal writing is informal writing where students are encouraged to write as much as possible on a given topic. Some topics will be assigned in class and others will be a free choice. While correct spelling and proper grammar is encouraged, the emphasis on journal writing is the expression of ideas including details to support those ideas.

**Classwork and Homework**: Homework is an extension of classwork and may vary for students depending on assignments.

**Format for Assignments**: All essays must include rough and final drafts of writing. Changes and revisions must be highlighted on the final copy. All work is to be word-processed using Word or Open Office. 12-point font and one inch margins are to be used.

**Grade Scale**: At the close of the course, students will receive either R (Released) or N (Not Released)

R (Released) -- means you have completed the course work and that your work has met the criteria for the course. This means you are RELEASED from the Basic English course and are ready to enter English I --assuming you have satisfied the reading requirement.

To be Released you must:

1. Complete the assigned papers and receive an acceptable on at least 5 out of the 7

2. Complete at least fifteen acceptable journal topics

3. Complete all in class writing assignments with an acceptable

.4. Complete all bookwork with an acceptable

5. Complete a portfolio with an acceptable

N (Not Released)- means that you are not released from Basic English and must register for the course again.

You may get an N if:

 1. You have not completed the course work. This may be due to you not attending class or because you attended but did not complete the work by the final deadline on the schedule of assignments.

2. Your writing in the course and on the exit exam show that you have not met the criteria for exit from Basic English and are not ready to start English I.

3. A portfolio reflects unsatisfactory work.

**COURSE CALENDAR: (dates, topics and assignments for each class meeting):**

 **See additional hand out for daily homework.**

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| Monday, January 14,2013 | Review SyllabusWriting sample  | Brainstorm NarrationEmail instructor 2 questions about syllabus. |
| Wednesday, January 16, 2013 | Syllabus?'sThe Writing Process Literacy Narrative Chapter 41 | Read *Salvation*Write 1 paragraph summary |
| Friday, January 18, 2013 | Discuss SalvationSummaries Chapter 10&41—NarrationJournal  |  Narration Graphic Organizer Read/summarize *A Close Encounter* |
| Monday, January 21, 2013 | **No Class Martin Luther King Holiday**  |  Narration Graphic Organizer |
| Wednesday, January 23, 2013 |  Write for 30 minutesChapter 10Basic sentence Chapter 22 | Chapter 22- Editing Review1-2Rough draft Narration  |
| Friday, January 25, 2013 | Discuss *A Close Encounter*Journal Narration  | Revise Narration Complete 2 pages rough draft  |
| Monday, January 28, 2013 | Narration Self check & peer evaluation  | Final Draft Narration  |
| Wednesday, January 30, 2013 | **Narration Due** Chapter 23 Description Chapter 12 | Chapter 23 Edit. Review 1-4Read & summarize*An American In Mexico* |
| Friday, February 1, 2013 | Journal Discuss *An American in Mexico* Description  | Read &Summarize *Chores* Description Graphic Organizer  |
| Monday, February 4, 2013 | Discuss *Chores* Write 30 minutes –Description  | Rough draft Description  |
| Wednesday, February 6, 2013 |  Chapter 24: Run-onsDescription  |  Chapter 24 Edit. Review 1-4Draft Description  |
| Friday, February 8, 2013 | JournalSelf/Peer Eval. Description | Final Draft Description |
| Monday, February 11, 2013 | **Description Due**Process AnalysisChapter 13 | Process Analysis Graphic Organizer Read/Summarize *For Man & Beast* |
| Wednesday, February 13,2013 | Chapter 40: Capitalization Discuss Reading Chapter 13 | Chapter 40: Editing Review 1 Read/summarize Read *My First Conk* |
| Friday, February 15, 2013 | Journal Discuss *My First Conk* Process Analysis  | Graphic Organizer Process Analysis  |
| Monday, February 18, 2013 | Write Process Analysis -30 minutes  | Draft Process Analysis |
| Wednesday, February 20,2013 | Chapter 25- Subject/Verb Process Analysis  | Chapter 25: Editing Review 1-4Draft Process Analysis  |
| Friday, February 22, 2013 | JournalSelf Check/ Peer Evaluation Process Analysis | Revise Process Analysis |
| Monday, February 25, 2013 | **Process Analysis Due** Classification | Classification Graphic Organizer Read/summarize *Mother Tongue* |
| Wednesday, Feb. 27, 2013 | Chapter 27Discuss Mother Tongue Classification  | Classification Graphic OrganizerChapter 27: Edit. Review 1-4Read/Summarize: *Men We Carry in our Minds* |
| Friday, March 1, 2013 | Journal Discuss *Men We Carry* Classification Chapter 46 | Draft Classification  |
| Monday, March 4, 2013 | Write Classification in class | Draft Classification |
| Wednesday, March 6, 2013 | Chapter 36Classification Chapter 14  | Chapter 36 Editing Rev. 1-2Draft Classification  |
| Friday, March 8, 2013 | Peer Evaluation/Self-Check Classification  | Revise Classification |
| Monday, March 11, 2013 | SPRING BREAK  | Revise Classification  |
| Wednesday, March 13, 2013 |  SPRING BREAK  | Revise Classification |
| Friday, March 15, 2013 | SPRING BREAK  | Revise Classification |
| Monday, March 18, 2013 | **Classification Due**Definition Chapter 15 | Definition Graphic Organizer Read/Summarize: *Age Compression*  |
| Wednesday, March 20, 2013 | Chapter 37: Discuss Reading Definition | Chapter 37 Edit. Review 1-2Definition Graphic OrganizerRead/Summarize: *On Being a* *Cripple* |
| Friday, March 22, 2013 | Journal Discuss Reading Definition | Definition Graphic Organizer |
| Monday, March 25, 2013 | Write Definition in class  | Draft Definition |
| Wednesday, March 27, 2013 | Chapt. 32 Sentence VarietyDefinition  | Chapt. 32 Editing Review 1-2Revise Definition  |
| Friday, March 29, 2013  | Journal Self Check & Peer Evaluation Definition | Revise Definition  |
| Monday, April 1, 2013 | **Definition Due** Compare & Contrast Chapt. 16  | Graphic organizer Compare/ContrastRead/Summarize: *The Ugly Truth*  *About Beauty* |
| Wednesday, April 3, 2013 | Chapters 34 & 35Discuss Reading Compare & Contrast Chap.16 | Chapt. 34&35 Edit. Review 1-2 in  each chapter. Read/Summarize: *Two ways to Belong in America* Graphic organizer  |
| Friday, April 5, 2013 | Journal Discuss Reading Compare & Contrast  | Draft Compare/Contrast  |
| Monday, April 8, 2013 | Write Compare/Contrast in class.  | Revise Compare/Contrast  |
| Wednesday, April 10, 2013 | Chapter 38 & 39Compare & Contrast  | Chapter 38 &39 Review 1-2, 1Draft Compare/Contrast  |
| Friday, April 12, 2013 | Journal Peer Evaluation/Self Check Compare/Contrast  | Revise Compare/Contrast  |
| Monday, April 15, 2013 | **Compare/Contrast Due**Argument  | Argument Graphic OrganizerRead/Summarize*: A Crime of Compassion* |
| Wednesday, April 17, 2013 | Chapter 26 Discuss Reading  Formatting Argument  | Read/Summarize: *The Case Against Physician Assisted Suicide* |
| Friday, April 19, 2013 | Journal Discuss Reading Using Reliable Sources  | Draft Argument Draft Argument Check workbooks |
|  Monday, April 22 2013 | Write Argument 30 minutes Double check workbooks  |  Draft Argument |
| Wednesday, April 24, 2013 | Organizing Argument  | Draft Argument  |
| Friday, April 26, 2013 | Journal Self Check/Peer Revision Argument Workbooks checked**Journals Due**  | Revise Argument |
| Monday, April 29, 2013 | **Argument Due**In-Class writingPortfolios  | Complete Journals Work on Portfolios |
| Wednesday, May 1, 2013 | Portfolios  | Work on Portfolios  |
| Friday, May 3, 2013 | Portfolios | Work on Portfolios |
| Monday, May 6, 2013 | Portfolios **LAST DAY OF CLASS**  | Work on Portfolios  |
| Wednesday, May 8, 2013 | **Portfolios Due** | Have a lovely summer  |

*This syllabus is offered as a guide; however, it is subject to change throughout the semester, as necessary.*