PLEASE NOTE: THIS SYLLABUS IS FROM A PREVIOUS CLASS
THE SYLLABUS FOR CURRENT CLASSES WILL BE SIMILAR, BUT READINGS AND ASSIGNMENTS WILL LIKELY CHANGE
USE THIS SYLLABUS TO GAIN AN IDEA OF THE CLASS STRUCTURE AND EXPECTATIONS

Great Basin College
Fall Semester 2014
English 101, Sections 1008
Composition I
M/W 9:30 - 10:45, MCML 219

Professor Susanne Bentley
Office Hours: Office Hours: Monday: 11 a.m. - 12:30 p.m., Tues: 9:30 a.m. - 1 p.m., Wed: Online, 1 - 3 p.m. Thurs: Online: 6 - 7 p.m. and by appointment.
Office: McMullen Hall 126
Phone: 775-753-2358
E-mail: Use WebCampus e-mail for all correspondence
If you are unable to contact me through Web Campus, you may use my office e-mail at: susanne.bentley@gbcnv.edu.

Course Description: This course stresses the development of mature skills in critical reading and writing of expository essays.

Objectives: In this course, you will gain extensive experience in developing strategies for planning, drafting, and revising your writing. This course will help you discover your purpose for specific types of writing and develop authority in communicating your ideas and experiences to your intended audience.

<table>
<thead>
<tr>
<th>Learner Outcomes</th>
<th>Measurements</th>
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<tr>
<td>Generate ideas for writing</td>
<td>Evidence in prewriting, rough drafts</td>
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<tr>
<td>Choose appropriate point of view, diction</td>
<td>Quality of written essays, rubric evaluation</td>
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<tr>
<td>Organize essay into relevant rhetorical pattern</td>
<td>Quality of written essays, rubric evaluation</td>
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<tr>
<td>Apply principles of coherence, clarity, unity</td>
<td>Quality of connectedness of sentences and paragraphs in essays, rubric evaluation</td>
</tr>
<tr>
<td>Apply fundamentals of revision</td>
<td>Comparison of early drafts with final draft</td>
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Apply standard writing conventions, basic MLA format and documentation of sources | Final drafts, rubric evaluation, error analysis assignments
---|---
Write clear, well-focused thesis statements | Instructor observations in class workshops, evidence in written essays, rubric evaluation
Develop reading skills to analyze and evaluate both the explicit and implicit messages in texts | Quality of response papers, evidence in class discussions
Develop verbal communications skills | Evidence in class discussions and project presentations

**Required Texts and Materials that must be obtained by the end of the first week of class:**

1. WebCampus login
3. Online media link for additional course materials (see the end of the syllabus for information)
4. A free subscription to *Exercise Central*.
5. A college dictionary or online access to one.
6. A storage device for in-class and out-of-class computer work.
7. A reliable Internet connection
8. Microsoft Word

**Method of Instruction:** This is a hybrid class combining online and live instruction. It will take place in a variety of ways including lecture, class discussions, cooperative group activities, student-led discussions and presentations, tutor feedback, instructor feedback, and student question/answer. Assignments are submitted via WebCampus and through the companion Website to our text called *Exercise Central*.

**In-Class Activities:** Writing is a process of discovery, and our in-class activities are an essential part of this discovery. Much of English 101 revolves around student-centered discussion. Therefore, it is essential that you come to class prepared to exchange ideas and opinions about the assigned readings. On most readings, there will also be either a short-answer test or a writing task at the beginning of class on the first day we discuss each work we read. The purpose of this process is to ensure that you have read the material and are prepared to discuss it when you come to class. Quizzes cannot be made up.

As a student in this class, you should be prepared to spend 2 ½ hours a week in class as well as 6 to 9 hours a week outside of class reading and preparing assignments. It is essential that you commit yourself to this degree of involvement to be successful in this course. The class transfers to major universities, such as the University of Nevada, so you should be prepared for a workload and a level of intellectual engagement comparable to these systems. The specific assignments and requirements for the class are explained in detail below.

**WebCampus:** This is a web-enhanced course. We will meet in class each week, and your assignments will be due through the WebCampus platform. You received a WebCampus username and password in the mail before class started; this will give you access to the course.
**Learning Modules:** Your assignments are outlined in detail on Web Campus. Go to the homepage and click on the appropriate Learning Module for each week’s assignments.

**Calendar:** Also refer to the “Calendar” tool in Web Campus to keep track of assignments each week.

**To Check Your Grades and Read My Comments:** Open the “Grades” link on the left of the homepage.

**Reading My Comments on Your Papers:** It is essential that you read all of the comments I make on your papers and learn from these. Do not repeat mistakes that you made on a previous paper. Open the assignment, go to Submission Details, and click on the preview icon to read my comments. This is explained in the link “How do I view instructor comments?”

Essays and major assignments also have a grading rubric, which you will be able to access through the graded assignments tab.

**Course Policies and Expectations**

**Assignment due dates:** The GBC English Department enforces a “no late papers” policy. Please plan ahead for computer problems or server disruptions.

Each assignment has a due date. If you experience an emergency and miss the due date, you may submit your assignment within 48 hours of the due date for a twenty percent reduction in credit. The assignment will be marked as “late.” No more than two late assignments will be accepted during the semester. After the 48 hour period, you cannot submit your assignment. **No assignments will be accepted through e-mail. Missed peer reviews cannot be made up.**

**Holidays:** Usually, I will not be checking the website on holidays, so please plan accordingly.

**Assignment Submission Guidelines:** All work must be typed and be formatted according to MLA guidelines. Your work must be saved as a Microsoft Word document. This means the file extension will say either “.doc” or “.docx.” If you do not have Microsoft Word, you need to save your document as a .pdf in order for me to read it and make comments on it. It is your responsibility to understand this. **Microsoft Works is not the same as Microsoft Word. If I can’t open your document, you will not receive a grade for the assignment. Ask the Help Desk for assistance if you do not understand how to save your work in the correct format.**

**Submitting Assignments:** All assignments you turn in must be turned in to the Assignment Drop Box on WebCampus. You have until 11:55 p.m. on the due date to submit the assignment. Plan on turning in your assignments at least one day before they are due to avoid unforeseen circumstances, such as your browser not working or a power outage.

After 11:55 p.m., the Assignment Drop Box will allow you to submit a late submission within 48 hours of the due date. This assignment will be marked “LATE.” Twenty percent of the grade is reduced for a late assignment. No more than two late assignments will be accepted during the semester. Only assignments submitted through the correct assignment drop box will be accepted. **Do not send any assignments to me through e-mail.**
Satisfactory Progress on Written Assignments:

In order to pass this class, students must receive a passing grade (60 percent or higher) on the following written assignments: Syllabus Quiz, Sentence Outline 1, 2, and 3, Essays 1, 2, and 3.

Within a week of receiving grades, a student who does not receive a passing grade on any of these assignments, excluding the final research paper, will attend a mandatory conference to discuss his or her progress in this class. For students out of the Elko area, a telephone conference will be arranged. Any student who does not comply with this requirement within a week of receiving a failing grade will be dropped from the class.

Computer Crashes/Lost Documents/"The dog ate my flash drive," etc.: Computers crash, flash drives get lost, students go out of town and do not have Internet access, dogs eat memory sticks, and your Internet service provider may not work. It is your responsibility as a college student to plan ahead to avoid these problems. Save your work to avoid losing it. Computer or Internet problems are not valid excuses for not submitting your assignments.

Format for Papers: All essays must be submitted in proper MLA format. Read the chapters in your texts on MLA Documentation carefully to see how to do this, and see the examples of a correctly formatted paper. Use 12 pt. standard font, such as Times Roman or Arial, font on all assignments. Read the link on the homepage under “Lecture Notes” on “Format for English Papers” for more information.

It is expected that you will check your assignments for proper grammar, sentence structure, syntax, and punctuation. Use the grammar and punctuation sections of your text to check these before you submit an assignment. Please present work that is neat, carefully proofread, and correctly formatted using 2009 MLA formatting. Practice proper paragraph structure -- indentation, a topic sentence that presents the paragraph’s main idea, sentences in the paragraph body that develop the topic sentence with concrete details, data, facts, and examples, and a concluding sentence.

NOTE: Failure to follow these format guidelines may result in your paper being returned without an evaluation.

Your assignments are outlined in detail on Web Campus. Go to the homepage and click on the appropriate learning module for assignments.

Professionalism in Writing: This course is a professional setting, and every message you send in such a setting needs to be clear, concise, and checked for spelling and grammar. An infrequent mistake is understandable, but if your email messages and postings are continually difficult to read, this will affect your final grade. Your writing reflects the quality of your thinking. Every message you send has the potential to elicit a reaction from your reader. Give careful consideration to how you want your readers to perceive you. When readers in a professional setting see documents with improper syntax, poor grammar, and misspellings, this affects how seriously readers will take the writer.

Do not assume that because email and discussion postings can be written quickly that they can be sloppy. Use correct grammar, capitalization, and punctuation for all of your e-mail correspondence. Use the HTML editor on all of your email messages and check them for spelling using the “ABC” icon before you send your message.
**Point of View:** In academic writing, use the third-person point of view (he, she, it, or they). If you are writing about a personal experience, it is permissible to use first-person point of view (I), but use this *sparingly* and only when it adds to your paper. **Do not use second-person point of view (you) in academic writing.** Also, do not use contractions in academic papers.

**Peer Review:** Peer review, or peer evaluation, is an important part of your growth as a writer. You will exchange papers with peer reviewers in order to get constructive feedback on your work. On peer review days, you must have a completed draft ready to exchange. You will only receive credit for peer review assignments if you have a complete draft for exchange and you review at least two students’ papers. If you must miss a workshop due to an illness or emergency, you may make an additional appointment with a tutor at the Academic Success Center to have your paper reviewed. If you know in advance that you will miss a peer workshop, please state this in class, and I will try to arrange an online peer evaluation with other students.

**Exercise Central:**

- Using correct grammar and punctuation are essential for success in college and the business world. The *Exercise Central* website is a companion website to our textbook, and it provides exercises to help you with various stages of the research process, as well as exercises to help you improve your particular writing challenges. Assignments will be due each week from the website. You will complete the assignment and send it through the *Exercise Central* website. Due dates for exercises will be posted on the calendar.
- For a link to the Exercise Central login page, click here:

http://bcs.bedfordstmartins.com/exercisecentral/Exercises/QuizHome/

- When you first log in, register as a student. Each time you take a quiz, you will be prompted to enter my e-mail address: susanne.bentley@gbcnv.edu
- You will need to come back to Web Campus and take a true/false quiz to confirm that you completed the Exercise Central assignments.
- This will be the only way you can receive credit for taking the quiz.

Media Link for additional course materials:
You will need to register to access additional media for the course.

2. Bookmark the page to make it easy to return to.
3. If you have an **access code**, click the button “Enter Your Student Access Code” in the upper right corner and follow the instructions.
4. If you don’t have an access code, either click the "**Purchase Access**" or "**Temporary Access**" button.
5. If you have any questions or problems logging in, please **contact Macmillan Higher Ed Technical Support**. Technical support will need a technical support incident ID if you continue to have trouble,
so be sure to save that ID when you report your issue. You can reach a representative:

- by phone at (877) 587-6534
- through our online form

Attendance and Late Work: Class participation is an essential part of English 101, so attendance and keeping current with the assignments is required.

You will be given three free “no questions asked absences.” If you miss more than 3 classes, you may be dropped from the class.

Attending part of a class session is considered an absence.

You must receive a passing grade on every essay assignment and complete all assignments and required tutor reviews in order to pass this course.

Conferences: During the semester, we may have conferences to discuss the development of your essays. Missing a scheduled conference counts as an absence.

Withdraws: If you must withdraw from the course for any reason, it is your responsibility to do so before 60 percent of the class is completed. Check the GBC calendar each semester to find the deadline for dropping a class. If you fail to withdraw, your instructor will issue an “F” as your final grade.

Revisions: You may revise an essay once to improve a grade, but the revision must be substantial and well thought out. Revisions must be turned in within a week from the time I return your essays to you with the original draft attached. I will not accept revisions that do not include the original version and the original grading sheet as an attachment. The final grade is an average of the two essays. This policy applies to Essays 1 and 2 only.

Tutors: The GBC Elko campus has an Academic Success Center with skilled writing tutors who have experience with our English 101 assignments. Tutoring is required before you submit all of your final papers, which means that I will not accept a paper unless you have first gone through the tutoring process. We will have a class tutor, Amy Wells, with whom you can meet in person or submit your papers for online tutoring. You can make an appointment with Amy in the Academic Success Center by calling 753-2149. You may also send her your work through our course Website. We have strict deadlines for online submissions, as the turn-around time can be as much as ten days. We will talk more about tutoring as we approach the deadline to submit your first paper.

ACADEMIC INTEGRITY POLICY

Academic dishonesty is defined as an act of deception in which a student claims credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Academic dishonesty is a violation of the GBC Student Code of Conduct and will not be tolerated in this class. Any evidence of academic dishonesty/plagiarism in this course will result in a failing grade on the
assignment and/or a failing grade for the course. You should be aware that at other schools you will risk failing courses and potential suspension/expulsion for academic dishonesty, which is considered a very serious offense. If you are ever uncertain about your use of another person's work (ideas, language, data, etc.), you must come to see me about it.

Acts of academic dishonesty include, but are not limited to, the following:

CHEATING--unauthorized copying or collaborating on a test or assignment, or the use or attempted use of unauthorized materials;

TAMPERING--altering or interfering with evaluation instruments and documents;

FABRICATION--falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used;

PLAGIARISM--representing someone else's words, ideas, artistry, or data as one's own, including copying another person's work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project, then submitting it as one's own;

ASSISTING--assisting another student in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone's grades or academic records, or inappropriately distributing exams to other students.

In this era of the Internet, it is always tempting to use others' ideas and words from the vast resources on the available on-line. Do not give in to this temptation unless you are willing to cite your sources completely. Remember, if you found something on the Internet, chances are I can find it too.

Turnitin.com: Major assignments are automatically submitted to a plagiarism prevention Website called Turnitin.com. You will have the opportunity to revise your paper to correct problems with citations. If any portion of a paper or assignment is found to be plagiarized, it will result in failure of the course.

Student Conduct Policy

Students are expected to follow the Student Conduct Policy for students in the Nevada System of Higher Education (NSHE) outlined in the Great Basin College Catalog. Students will specifically be held accountable for behaving in a civil and respectful manner toward other students and the professor in their classroom and online communications such as e-mail messages, discussion postings, and written assignments.

The college catalog states, "Messages, attitudes, or any other form of communication deemed to be outside the bounds of common decency/civility as judged by common standards of classroom behavior (determined, as they would be in a regular classroom, by the instructor) will not be tolerated" (29).

Pay particular attention to those last four words. Any student who behaves rudely to another student or to me will be dropped immediately. During the first week of class, students will be required to sign an acknowledgement that they have read the Academic Integrity Policy and Student Conduct Policy and understand that they will be dropped from the class for violating it.
Confidentiality: The English Department respects the policy that your grades are your and your instructor's business only. However, during the semester, student writing will be shared with peers and/or Writing Center tutors for revision purposes and may be publicly displayed. This is an integral part of the college writing program. If you have comments concerning this policy, please make them known to me during the first week of the course.

Grading Policy

The final grade for the course is based on completion of all assignments. If you do not complete all writing requirements, you will not pass the class! No exceptions. No late work will be accepted. Your final grade is based on the following:

<table>
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<tr>
<th>Assignment</th>
<th>Point value</th>
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<tbody>
<tr>
<td>Syllabus Quiz</td>
<td>25 points</td>
</tr>
<tr>
<td>Assessments and Quizzes</td>
<td>8 – 20 points each</td>
</tr>
<tr>
<td>Brainstorming Assignments</td>
<td>10 – 20 points each</td>
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<tr>
<td>Essays (2)</td>
<td>100 points each</td>
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<tr>
<td>Final Argument Essay</td>
<td>150 points</td>
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<tr>
<td>Tutor Visits (3)</td>
<td>30 points each</td>
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<tr>
<td>Peer Workshops (3)</td>
<td>30 points each</td>
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<tr>
<td>Working Bibliography</td>
<td>25 points</td>
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<tr>
<td>Online discussions</td>
<td>20 points each</td>
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<tr>
<td>Exercise Central assignments</td>
<td>5 percent of the final grade</td>
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Pluses and minuses may be figured into the final grade.

In order to receive full credit, an assignment must:

1. Meet the minimum word requirement
2. Be turned in on time and follow proper format using 2009 MLA guidelines
3. Use the conventions of standard English for grammar, punctuation, and syntax
4. Be complete and well thought out
5. Reflect academic, college-level work/writing
6. Incorporate critical thinking

See “Grading Criteria for English 101 Papers” on the course Website for more detailed information.
Assignments (see detailed calendar for due dates):

1. Three formal written essays:
You will be required to write three formal critical essays for this class. Each essay has a minimum word requirement and must follow 2009 MLA guidelines for format and documentation. Essays need to be double-spaced, with 12-point type and 1-inch margins all around. We will work together in active and interactive class exercises to generate topics and theses for your papers. We will also be sharing parts of these papers with our peers for critique and assistance.

2. Prewriting, proofreading, and critiquing exercises:

3. For each of the three essays, you will be asked to perform two or three prewriting and post-writing exercises, such as the development of thesis statements, introductory paragraphs, body paragraphs, and first drafts as well as proofreading and critiquing exercises. You must participate in all peer workshops by bringing a completed paper and critiquing two students' papers.

4. Assessments: We have weekly assessments that will help you improve your research and formatting skills. For the assessments, please save each answer as you progress through the quiz. Sometimes your Internet provider will interrupt your service, and you can lose the connection, as well as your answers. That is why it is important to save each answer after you complete the quiz question.

5. Discussions: During most weeks, we will have online discussions on particular topics or writing assignments. Students will post a discussion by the designated day and respond to at least two other students' posting by Saturday. Discussion of the readings is a major part of our class, and in order to discuss thoughtfully, you will absolutely need to have done the reading. For details about how discussions are graded, see the discussions grading form that appears in each discussion.

6. In-class activities and quizzes: I will ask you several times this semester to do a writing exercise, group activity, or answer specific questions in response to the reading for the day. You will be asked to identify and comment on certain aspects of the material. These activities and quizzes are unannounced, so all reading is subject to examination. Additionally, because we will be doing frequent, in-class writing assignments and reviewing our writing together in class, you must be present to participate. None of these activities can be made up if you miss a class.

7. Attendance and Participation: You are expected to attend every class, and you will be held responsible for participating in all class discussions.

Accommodations: GBC supports providing equal access for students with disabilities. An advisor is available to discuss appropriate accommodations with students. Please contact the Student Services Office in Elko at 753-2271 at your earliest convenience to request timely and appropriate accommodations. This is your class. If you have any concerns, academic problems, or need special assistance, please discuss all matters with me as soon as you can. If you have further concerns, see the current GBC Catalog.
How to Succeed in this Class:

- Purchase and read the required texts. There are no exceptions to this. Do not expect to pass this class without buying the textbooks.
- Come to class alert and ready to participate.
- Complete all assigned writing and reading on time.
- Actively participate in class and complete all in-class work, including group activities and quizzes.
- Participate in peer critique assignments conscientiously.
- Adhere to MLA standards for formatting papers.
- **Turn off all electronic devices during class. This includes I-pods and cell phones.**
- **Use the class computers only for course work**

If you need help with *Exercise Central*, contact technical support at 1-800-936-6899 or email techsupport@bfwpub.com. They are great about helping students through any problems. I usually cannot give you much assistance with registering, so please contact tech support.