

ENGLISH COMPOSITION 101

(accelerated semester)
Spring 2012

CONTACT

Savannah Guz, instructor

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Course Notes and Deadlines here: <http://savannahschrollguz.com/101compisaturday.html>

COURSE MATERIALS

Required: *Prentice Hall Reference Guide* by Muriel Harris and Jennifer L. Kunka

COURSE DESCRIPTION

This course teaches the fundamentals of writing. Emphasis will be placed on learning to communicate ideas both effectively and concisely and exploring varieties of expression.

COURSE REQUIREMENTS

You must complete *all* of the following assignments in order to pass the course.

- 2 two-page paper assignments
- 1 resume/cover letter assignment
- 1 five-page final paper
- Regular participation yields 5 bonus points

SUBMITTING ASSIGNMENTS IN A TELECOM CLASS

As a telecom class, we're geographically scattered. If you're not able to physically deliver your assignments to me, please email them to me at sguz@adjunct.wvncc.edu. Alternately, you can fax your paper to the Weirton campus' main office, where I have a mailbox. Please be sure that this is done *before* each paper deadline, so the paper is not late. (See 'Late Work' for policy specifics) Everyone has a WVNCC email account, so it is best that you become comfortable with emailing your work now.

If you aren't sure how to attach a document to an email, simply copy and paste the text of your essay into the body of the email message. Don't worry about formatting. I'll take care of this. Just be sure the essay text reaches me *before* the designated assignment deadline.

CLASSROOM ETIQUETTE (Heads up! This part is non-negotiable.)

Etiquette here does not imply that we should extend our pinkies when drinking tea. Etiquette is *respectful* behavior. Here are the ground rules for my courses. The points below are non-negotiable. If you can't abide by them, I recommend that you to take this course with another instructor:

- When I am lecturing, do not walk in and out of the room. Why? Walking in and out while class is in session is both *distracting and disrespectful*. You may not care about the lecture, but others do. Please remember and respect that.
- If you're planning to leave early, let me know first. If you get up and leave *while* I am lecturing and you haven't told me beforehand, I will expect that you are planning to drop the course, and I will no longer accept your work. Yes, I'm serious. Getting up and leaving because you are bored or because it suits you at the time is not acceptable in the work world, so it's not acceptable here. If you want to leave during break, that's fine. But it's not fine while I'm lecturing.
- Please do not run in before class, hand me your paper, and then leave. Why? If you don't attend class on a fairly regular basis, I will not accept your papers. Period. No appeal. Moreover, I definitely will not accept your papers via email if I see you in class only two or three times all semester. This is a traditional classroom-based course, not a correspondence or online class. *To get a grade, you have to spend time in lecture.*
- Avoid disruptive behavior. Specifically:

- Please do NOT come to class drunk, high, and/or combative. If you do, I will ask you to leave, and I will back it up with a police escort, if necessary.
- Please don't take calls during class. (We'll take breaks, honest.)
- Please don't text during class (I know, I know...it's rough. But we'll have regular breaks and you can absolutely text then.) If you're texting secretly, I'll know. (Psst...professors see more than you think they do. Texting behind your purse? Under the table? Yep, we see it). Is it such a big deal? Yes, because it means that you're not paying attention to important things, like the course material.
- At all times, I expect that you will be courteous and respectful to both me and your classmates.

ATTENDANCE

I now take regular attendance (*please see why in the "Classroom Etiquette" segment*). At the beginning of each class, I will pass a sign-up sheet around the classroom I am located in and will then call roll for each distant campus. It is **your** responsibility to see that your name is on the sign-up sheet before the end of class or, if you arrive after roll is taken, let me know that you attended by using the microphones, if you are on a distant campus.

Absences Due to Vacations: Please notify me either in person or via email *at least 1 week before you leave for a planned vacation* so we can work out a way for you to complete all the necessary course requirements.

Class Notes/Deadlines: If you miss a class, it is **your** responsibility to get class notes, handouts, etc. You can download notes and handouts, as well as stay on top of class deadlines on the course webpage, noted above and just below. It is your responsibility to check the site if you are absent. Choose your class from tabs on the left hand side of this site: www.savannahscrollguz.com. Notes will stay up in PDF format for 1 week. After a week, if you have not downloaded the notes and you still want to see them, you will need to borrow them from someone in class. I cannot send them to you.

ADMINISTRATIVE WITHDRAW POLICY

If you miss three consecutive classes *without* notifying me, I may administratively withdraw you on the third day of absence. **Additionally, students who chronically fail to submit course work in a timely fashion may be withdrawn.** However, *do not depend on me to withdraw you* if you decide not to come to class. **Your registration status is ultimately your responsibility.**

If you intend to drop the course, file the necessary paperwork with the college before mid-term. Then check Northern on the Web or touch base with the Registrar's Office to make sure the paperwork was processed. **After mid-term, I will have to give you a grade.** Finally, be advised that changes in your registration status may affect financial aid, and you may owe the college money if you drop a course.

LATE WORK

I DO NOT ACCEPT LATE WORK *except in extreme cases** (explained below), or if you were not present for the first week of class, I will accept the first assignment late. **THE FINAL PAPER MUST BE RECEIVED IN CLASS ON TUESDAY, 5/1/12 IN ORDER TO RECEIVE A GRADE FOR THAT PAPER. ABSOLUTELY NO EXCEPTIONS.**

Please note that being absent on a day when a paper is due does not make it okay to turn in the paper late or during the next class period unless you and I have a prior agreement discussed before the paper is due. (Please see "Extreme Cases" just below).

If you anticipate an absence, you may always submit work early. In extenuating circumstances (i.e. "Extreme Cases"*), I can be flexible in my late-work policies, but you must notify me of a conflict before an assignment is due and keep me updated on a regular basis.

***Definition of "Extreme Cases":** *If you or a loved one is in the hospital, or if you are suffering some kind of personal cataclysm that prevents you from completing your work on time, please email me or have someone contact me at savannahguz@yahoo.com or sguz@adjunct.wvnc.edu, and we can work something out. Please don't wait to contact me or assume that you can eventually turn your work in; let me know*

WEEK 2

Sat, Mar 17

SPRING BREAK WEEK (COLLEGE CLOSED)

WEEK 3

Sat, Mar 24

Assign. #1 Due – ‘CSI’ a story from an Image

(typed; 1 ½ - 2 pages)

Read pp. **14–17** (from — ‘Drafting’ onward)

Discuss Assign. #2 (due 2/14)

What is “Objectivity”? Look at student paper 17-19;

Read pp. **21-24**, “Revising”/“Editing & Proofreading”

5-W lead vs. Thesis Statement

Recognizing Arguable Statements (objectivity)

Adding Transitions; Review: Abstract vs. Concrete

Grammar Trouble-shooting

Read pp. 27-36 Lead Types

Read pp. **378-381** “Understanding Plagiarism”

WEEK 4

Sat, Mar 31

Review Objectivity/ Objective Report

Two Objective Reporting Examples (in notes)

p. **382-385** “Documenting Sources Responsibly”

p. **351-360** “Internet search strategies”

p. **365-372** — “Evaluating Sources”

In-class Demo of Library Online Resources

p. 372 “Evaluating a Web Site”

p. **391-393** “When to Quote”/“How to Quote” etc.

p. **394-396** Quotation Best Practices

MLA citation discussion

WEEK 5

Sat, Apr 7

EASTER WEEKEND, COLLEGE CLOSED

WEEK 6

Sat, Apr 14

Assign #2 Due: Objective Report

(typed; 1 paragraph)

Review MLA citation formats (in-text citations)

Intro to Three Argument Formats

Discuss Classical Argument Format

Read pp. **78-81** “Logical Fallacies” to

“Organizing Your Argument”

Read pp. **81-87** “Sample Argument Paper”

p. **344-346** “Primary and Secondary Resources”

Analyze newspaper editorial (provided in notes)

Grammar Troubleshooting

WEEK 7

Sat, Apr 21

Read pp. **100-104**, —Business Letters” & “Cover Letters”

Read pp. **105-111** Effective Résumés/Curriculum Vitae

Read pp. **335-339** Finding a Topic

p. 339 Exercise 61.1 Pattern for Paper

p. 350 Citation/Abstract/Full-Text

Read pp. **340-343** “Formulating a Thesis”

Read pp. **76-78** *Rogerian* Argument Format

p. 76 Discuss “Fairness vs. Accuracy” and Word Choice

p. 77 *Rogerian* Argument in 2008 Presidential Campaign

WEEK 8

Sat, Apr 28

Assign #3 Effective Cover Letter & Resume (typed)

Read pp.69-76 Toulmin Argument

p. 72-73 Inductive & Deductive Reasoning

p. 73-74 Emotional & Ethical Appeals

p. 75 Checklist and Anticipating Objections

p. 119: "Proofreading Practice"

Discuss 2 example student paper (provided on course
webpage)

Review MLA formatting (in-text/works cited)

Time for Open Q&A about final paper

WEEK 9

Sat, May 5

Assign #4 Due—Final Paper (5 pages)

Final 5--page paper due by 11:59 p.m.—Persuasive Essay (typed)

PLEASE REMEMBER:

BE SURE TO HAVE YOUR FINAL PAPER EMAILED TO ME BEFORE MIDNIGHT ON 5/5/12 (meaning by 11:59 p.m. on May 5th). Papers received after this date and time will not be read or graded.