

## Mercer County Community College: Department of English

English Composition (ITLS Section)  
ENG 101- 018 Spring 2015  
Class time: Tues. 5:40-8:30  
Classrooms: LA207/AD223

Instructor: Linda Pellegrini Bolis  
Email: lbolis@earthlink.net \*\*  
Office Hour: Tues. 4:40-5:40 in LA148

\*\*I will respond to emails sent to this address. Please do not use my MCCC.edu email to communicate with me.

Texts: *The Little Seagull* by Bullock, Brody, and Weinberg  
*Emerging* (2nd Edition) by Barclay Barrios++

++ The library contains a copy of this book. You may use it in the library, but you cannot check it out of the library.

Materials: Flash stick/drive for saving your work during computer lab, a notebook with detachable sheets, and a pocket folder for handouts and to collect your drafts and essays.

### GOALS FOR THE COURSE

ENG 101 will prepare students to: (1) write coherent, well-organized essays, complete with introduction, thesis, support and conclusion; (2) apply the writing process – pre-writing, writing, revision and editing – prior to submitting the final draft of essays for grading; (3) read texts of various levels of sophistication and write essays indicating an understanding of those texts through analysis and explanation (beyond mere summary); (4) draw connections between two or more texts, or between texts and individual experience; (5) write clear and effective sentences, varying their length and structure, demonstrating competence in standard English; (6) recognize and avoid common writing errors, such as run-on sentences, comma splices, fragments, and subject-verb agreement, and (8) demonstrate awareness of the basics of research and Modern Language Association (MLA) documentation.

### CALCULATING THE FINAL GRADE

The final grade for ENG 101 is calculated as follows:

- Essay 1 (15%)
- Essay 2 (15%)
- Essay 3 (15%)
- Essay 4 (15%)
- Departmental Essay Revision\*\* (20%)
- Essay logs/Vocabulary Sheets (10%)
- Research Project (5%)
- Class participation: this will include on-time attendance, contributions to discussions and group work, quizzes, and good use of in-class writing time in the computer lab (5%)

**\*\*Important:** The English Department requires that students pass both an in-class departmental essay and the course as a whole to pass ENG101. Students who do not pass the departmental essay will have the chance to revise so that it is passing (a grade of C or better). All students will revise the departmental essay for a letter grade. Scores for the departmental essay will be based on the English Department's pass/fail rubric and grades for the revised departmental essay will follow the English Department's rubric for grading essays during the semester. The final version of the departmental essay (which will receive a letter grade) is due week 13.

## EXPECTATIONS

Essays: your essays make up 80% of your grade. I will explain in class that writing an essay is a **process** that requires you to go through several stages. For each completed essay, you must always include

- an outline and thesis statement
- at least one draft with your corrections (showing you read and revised it)
- the final draft of the essay.

If any of these are missing, I will automatically deduct 5 points from your grade. These services can help you with many aspects of writing an essay and also with English (vocabulary and grammar).

for the essay. I will never accept the final draft by itself.

Policy on late essays: All writing assignments are expected to be completed and turned in on time. **If a serious illness or some other unforeseen emergency prevents you from completing an assignment when it is due, you must inform me in an e-mail in advance of class on the due date.** Otherwise, if you turn in your essay one class session late, I will deduct 5 points (half a grade), for two sessions, 10 points (a full grade), etc. NOTE: ALL ESSAYS MUST BE TURNED IN ORDER TO PASS THE COURSE.

Extra help for writing your essays: you are required to seek help for writing at least two essays at the Learning Center or through eTutoring. If you go to the Learning Center, use the attached Learning Center form to document your visit. If you use eTutoring, turn in the draft the eTutoring tutor sends you with suggestions for improvement. These services can help you with many aspects of writing an essay and also with English (vocabulary and grammar).

I can also give you extra help with your essays during my office hour. Email me to schedule an appointment.

In addition, during the semester I will sometimes tell you to email me your thesis statements, outlines, and/or unfinished essays. I will return your work to your email with comments and suggestions for improvement. Please respect the dates I give you for sending me your work on email.

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Essay rewrites: you have the option of rewriting two essays (Essays 1, 2, or 3) that receive a grade of D or F. Rewritten essays will receive at most a passing grade, i.e., a C. **You must go to the Learning Center for help with the rewriting.** Rewritten essays are due no later than the second to last week of class. Essays turned in late may not be rewritten.

Readings: All of your essays will be based on readings (also called texts). **Therefore, reading and understanding these texts are essential to doing well in ENG101.** You are expected to have completed assigned readings before coming to class. You will need to read each text more than one time, devoting an appropriate amount of your time and energy to understanding what you are reading. During class, you will often work in groups with other classmates to answer questions about the readings, so come prepared to help one another. **It is not fair when only a few students in a group do all the work of understanding these difficult texts!!**

Essay Logs: These are due when you turn in your final essays. They may include:

- Written answers to questions about the readings
- Brainstorming lists and/or charts to organize your ideas
- Your written reactions to the readings
- A list of vocabulary words for each reading for which you have written definitions from the dictionary

Part of the Essay Log grade will come from quizzes on the vocabulary words.

Research Project: a librarian from the MCCC library will give a presentation to the class about how to use the library to find sources (books, articles, internet sites) to do academic research. There will be a short research project based on this presentation.

Attendance: You are expected to attend all classes, arrive on time, and be ready to work!

*The English faculty has adopted this policy on attendance: students are expected to attend all classes. A student who misses six class hours may be withdrawn from the course or, if the withdrawal deadline has passed, be failed in the course. A class hour equals fifty minutes.*

This policy could apply if you miss more than two classes this semester.

### MCCC Academic Integrity Policy

Students are required to perform all the work assigned by the instructor and are responsible for the content and integrity of all academic work submitted, such as papers, reports, and examinations. A student will be guilty of violating the Rule of Academic Integrity if he or she:

- uses or obtains unauthorized assistance in any academic work;
- gives fraudulent assistance to another student;
- knowingly represents the work of others as his or her own or represents previously completed academic work as current;
- fabricates data in support of an academic assignment;
- inappropriately or unethically uses technological means to gain academic advantage

American colleges and universities consider academic integrity violations to be very serious. Professors are required to report violations to the Academic Integrity Committee.

For one violation, you will:

- Receive an “F” on that assignment, with no possibility of rewriting it, OR;
- Receive an “F” for the course, if I consider the violation to be very serious.

When two or more violations of academic integrity are reported on a student, the Academic Integrity Committee may impose disciplinary penalties beyond those imposed by course instructors. The student shall have the right to a hearing before the AIC or a designated AIC subcommittee. If a student commits two or more academic integrity violations, he or she will receive an “F” for the course.

If you plagiarize or cheat in another way on the Departmental Essay, you will automatically receive an F for Eng 101!

#### WEEKLY SCHEDULE\*\*

\*\*Every week, I will send you an email with the homework assignments for the following week. I also write homework information on the board in the classroom

## Mercer County Community College: Department of English

Tuesday, 1/27, WK 1

- Orientation to the course: distribute and discuss syllabus
- Academic Integrity explanation
- In-class Diagnostic Writing

Tuesday, 2/3, WK 2

- Academic contexts and writing processes: *The Little Seagull* W--2, W-3 Before class reading assignment: assigned the previous week
- Introduce and discuss topic for Essay #1, **due Wk. 5**

Tuesday, 2/10, WK 3

- Rhetorical analyses: *Little Seagull* W-8
- Turn in your thesis, outline, and first draft for Essay 1 at the end of computer lab.
- Class discussion and group work on Essay 1
- MLA style for incorporating quotations and paraphrases: *The Little Seagull* MLA Style: MLAa 1 and 2, pp. 112-113.

Tuesday, 2/17, WK 4

- Before class reading assignment: assigned the previous week
- Introduce and discuss topic for **Essay #2, due Wk 7**
- Developing paragraphs: *The Little Seagull* W-4
- Identify elements of unity and coherence in paragraphs and essays

Tuesday, 2/24, WK 5

**\*\*\*\*Essay #1: final draft due at end of computer lab: When turning in your final version of essays, hand in all drafts and pre-writing that preceded it.**

- Arguments: *Little Seagull* W-7
- Class discussion and group work on Essay 2
- Turn in your thesis and outline for Essay 2 at the end of computer lab.

Tuesday, 3/3, WK 6

- Integrating Sources, Avoiding Plagiarism: *The Little Seagull* R-4 pp. 97-108
- Essay #2: Bring a typed, double-spaced **good** draft of your Essay #2 on a flash drive (or as email attachment) to revise in computer lab
- Reading of articles for the Departmental Essay, which you will write in class on Monday, 3/23

Tuesday, 3/10, WK 7

**\*\*\*\*Essay #2: final draft due at the end of computer lab. When turning in your final version of essays, hand in all drafts and pre-writing that preceded it.**

- Class discussion and group work on Departmental Essay

**SPRING BREAK: No class on Tuesday, 3/17**

Tuesday, 3/24, WK 8

- **In-class writing of Departmental Essay. You may bring a dictionary and a topic/phrase outline with you to class to work from. You may include your thesis statement on the outline, but everything else should be in words or phrases, not complete sentences. You may not use a draft to write from. You will have our class time in the computer lab to write the essay.**

Tuesday, 3/31, WK 9

- Introduction to library research: presentation by a member of MCCC Library staff.
- Before class reading assignment: assigned the previous week
- Introduce and discuss topic for Essay # 3 due Wk 11

### **APRIL 3: LAST DAY TO WITHDRAW FROM CLASSES**

Tuesday, 4/7, WK 10

- Class discussion and group work on Essay 3.
- Essay #3: feedback on your draft-in-progress. Bring a typed, double-spaced good draft of your Essay #3 on a flash drive (or as email attachment) AND ON PAPER to share with your instructor and classmates
- Computer lab: incorporate advice you have received from feedback in your draft-in-progress of Essay #3.

Tuesday, 4/14, WK 11

**\*\*\*\*Essay #3: final draft due at the end of computer lab. When turning in your final version of essays, hand in all drafts and pre-writing that preceded it.**

- Before class reading assignment: assigned the previous week
- Introduce and discuss topic for Essay #4, due Wk 13

Tuesday, 4/21, WK 12

- Class discussion and group work on Essay 4
- Essay #4: feedback on your draft-in-progress. Bring a typed, double-spaced good draft of your Essay #4 on a flash drive (or as email attachment) AND ON PAPER to share with your instructor and classmates
- Computer lab: incorporate advice you have received from feedback in your draft-in-progress of Essay #4.

Tuesday, 4/28, WK 13

**\*\*\*\* Essay #4: final draft due at end of computer lab: When turning in your final version of essays, hand in all drafts and pre-writing that preceded it.**

- LAST DAY TO TURN IN REWRITTEN ESSAYS

Tuesday, 5/5, WK 14

**\*\*\*\*REVISED DEPARTMENTAL ESSAY: final revised version due for a letter grade.**

I will add information to this syllabus as we progress in the course, and I may make changes as well.

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ENG101 Formatting Guidelines for Your Finished Essays

- ✓ Essays should be approximately 1000-1500 words or about 4 to 5 typed, double-spaced pages;
- ✓ Type and double-space essays;
- ✓ Font: 12 point Times or Times New Roman;
- ✓ Margins: one inch on all sides;
- ✓ No title page: in the upper left hand corner of first page type and double space:
  - Your name
  - Prof. Bolis
  - Eng 101
  - The date
- ✓ Double space between the date and the paper's title and the title and first line of text. Center the title.

When you turn in your essay, staple together:

- ✓ The final draft on top
- ✓ Previous drafts
- ✓ The outline
- ✓ Your written answers to questions about the readings
- ✓ Vocabulary sheet
- ✓ Brainstorming

I WILL NOT ACCEPT THE FINAL DRAFT OF AN ESSAY WITHOUT THE MATERIALS LISTED ABOVE

Points will be taken off your essays if you do not follow these formatting guidelines.

Instructor: Linda Bolis  
Email: [lbolis@earthlink.net](mailto:lbolis@earthlink.net)

### Learning Center Visit Form

To the tutor: in an effort to encourage my international students to use the Learning Center to revise and edit their essays, I have started a policy of allowing extra time to turn in essays that they have brought to the Center for help in writing and revising. In order to document a student's visit to the Center, I ask that you please complete this form and also sign the draft that you have worked on with the student. Thank you so much for your valuable assistance.

Prof. Bolis

Student's name: \_\_\_\_\_

Date and time of visit: \_\_\_\_\_

Tutor's name: \_\_\_\_\_

Tutor's signature: \_\_\_\_\_

Any comments for the instructor:



## Mercer County Community College: Department of English

**First Semester Students** A coach has been assigned to assist you with navigating your first semester in college. They help with understanding how Mercer works, finding appropriate help with course work, and establishing academic goals. Visit [www.mccc.edu/coaching](http://www.mccc.edu/coaching) to find your coach or Contact: Arlene Stinson, LB217, 570-3451, [SOAR@mccc.edu](mailto:SOAR@mccc.edu)

**Academic Advising after your first semester** Faculty advisors provide help with completing your major after your first semester. Meet your faculty advisors! Contact the division of your major to find out who is your faculty advisor.

Liberal Arts Division: Debbie Stotland, LA162, 570-3378, [Stotland@mccc.edu](mailto:Stotland@mccc.edu)

Business Division: Doris Geck, BS134, 570-3482, [Geckd@mccc.edu](mailto:Geckd@mccc.edu)

Math, Science, Health: Barbara Pieslak, MS126, 570-3383, [pieslakb@mccc.edu](mailto:pieslakb@mccc.edu)

Undecided major: Michael Glass, SC201, 570-3530, [glassm@mccc.edu](mailto:glassm@mccc.edu)

**Use your “MyMercer” Portal!** Your “MyMercer” portal contains your MercerMail, financial information, class schedule, grades, and other information. Check your “MyMercer” portal every day! Visit [www.mccc.edu/mymercer](http://www.mccc.edu/mymercer) to access your portal.

**Tutoring support** Academic support services are free and available for all students. Drop in or contact the following to make arrangements:

Arlene Stinson (WWC), LB 217, 570.3422, [stinsona@mccc.edu](mailto:stinsona@mccc.edu)

Joann Mia (TC), KC311, 570-3128, [miaj@mccc.edu](mailto:miaj@mccc.edu)

**Reasonable Accommodations for Students with Documented Disabilities** The Office of Special Services (OSS) provides continued support to students with documented disabilities. Support staff are available to help students with differing abilities make a smooth transition to college as well as to succeed throughout their college experience. Contact:

Arlene Stinson, LB 217, 570-3525, [stinsona@mccc.edu](mailto:stinsona@mccc.edu)

**Career and Transfer Center** Planning to go to work or to transfer to a 4-year college after completing your Mercer degree? Contact the Career and Transfer Center for support and advice.

Laurene Jones (WWC transfer services), SC201, 570-3307, [jonesl@mccc.edu](mailto:jonesl@mccc.edu)

Michael Glass (WWC career services), SC201 570-3530, [glassm@mccc.edu](mailto:glassm@mccc.edu)

Kimberley Bowser (TC transfer and career), KC216, 570-3110, [bowserk@mccc.edu](mailto:bowserk@mccc.edu)

**Counseling Services** Are you experiencing personal challenges, feeling overwhelmed? Are you having stress and anxiety? Counseling services are available free of charge. Contact:

Dorothy Gasparro (Counseling services), SC239, 570-3354, [gasparrd@mccc.edu](mailto:gasparrd@mccc.edu)

**Veteran’s Services** If you are military, veteran, or family member, we offer free support for you. Contact: Drew Daddio, SC220, 570-3240, [vets@mccc.edu](mailto:vets@mccc.edu)

**Important Spring 2015 dates** For complete list, visit [www.mccc.edu/news\\_calendar\\_academic](http://www.mccc.edu/news_calendar_academic)

1/19/15 – Last day for 100% refund

1/26/15 – Last day for 50% refund

2/2/15 – Last day to apply for May 2015 graduation (apply at AD131)

2/24/15 – 10-week semester starts

4/3/15 – Last day to withdraw from 15-week class

4/15/15 – Start FASFA for Fall 2015