ENGL& 102 meets: Daily 9:30 am – 10:20 am
Room: D104 & (occasionally) the Resource Room in the Library

Instructor: David Owens
Office: D 111
Phone: 527 - 4425
e-mail: Canvas mail or david.owens@wwcc.edu
Office Hours: By appointment (scheduled conferences will be held throughout the quarter)

Contacting the Instructor: If you have a general question about the class, your first step should be to look at the Course Forum to see if I have already answered it. If your concern isn't addressed there, post your question and I will usually respond within 24 hours. If I take too long in responding, or if it is a question of a personal nature, then feel free to contact me directly. The best way to contact me, at any time of day, is to email me through Canvas. At any reasonable time of day, you can usually get a response from me within two hours if it is clear that a response is called for, and it is rare for me not to respond within 12 to 24 hours. I usually check my campus e-mail a few times each week. It is not the best way to contact me or submit late assignments. If class is canceled for any reason, please check the announcement page or Canvas mail for instructions. If there is nothing specific there, please work on anything already scheduled for that day. Thanks to the internet, there really is no such thing as a “snow day” anymore.

Texts and Materials:
- *Homeland*, a novel by Corey Doctorow (get the ebook free from his website)
- 3-ring binder (1” spine max.)
- Reliable access to the internet
- ENGL 102 Course Pack of lessons and assignments (optional)

Course Objectives:
Students will demonstrate the ability to:
- Collect and evaluate information on a specific topic from a variety of source types.
- Assemble final projects that both analyze the chosen topic and demonstrate a basic knowledge of that topic.
- Formulate a position on a topic in response to that information.
- Assess arguments and sources using critical thinking.
- Employ evidence effectively in support of a position.
- Apply APA and MLA documentation for in-text citations and bibliography.

Assignments: Check the Class Schedule to see when each assignment is due

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<th>Assignment</th>
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<td>Intro Survey and Syllabus Quiz</td>
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<td>Draft 1: Topic, Argument, and Preliminary Research</td>
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<td>Annotated Bibliography Draft (5 sources)</td>
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<td>Draft 2: MLA Citations and Source Quality</td>
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<td>Draft 3: Structure, Support, Audience, and Analysis</td>
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<td>Topic Sentence Outline of Rough Draft</td>
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<td>Peer Review</td>
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<td>Research Paper Presentation</td>
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Final Research Paper 350 points

APA Conversion 50 points

Quizzes (10) 100 points

Participation and Informal Work 60 points

Library Support Work 50 points

Total points for Final Grade 1000 points

Your final grade is calculated on a straight percentage. You need 935 points (93.5% of 1000) and a C or better on the final research paper to earn an A.

**Drafts:** Students will be working on the same essay throughout the quarter, which will grow and become more refined as they acquire more research and skill. Three drafts of this paper will be due before the final. All drafts will be evaluated according to the final research paper rubric, but the draft grade will be based on selected criteria based on the concepts learned between each draft. All drafts will be evaluated for grammar and most will require a source book: a compilation of all of the sources you cited in your paper.

**Annotated Bibliography:** Students will compile a 10 source MLA formatted Works Cited page with each source entry annotated with a summary of the main claim and all main supporting points as well as an evaluation of its credibility, bias, and usefulness.

**Topic Sentence Outline:** Students will turn in an outline of the 3rd draft of their research paper with the first sentence of each paragraph that will appear in next draft in order to receive feedback on structure, argument and narrative coherence before the final is due.

**Peer Review Letter:** After the 3rd draft, students will write a letter to one other student's draft from the perspective of the ideal audience that responds to the ideas and arguments laid out in the paper in an attempt to find logical errors or unconvincing evidence.

**Research Presentation:** Students will perform a 5-7 minute presentation including at least one visual aid in which they communicate the main thesis and supporting arguments from their final paper and field questions about their research, methods, reasoning and conclusion.

**Final Research Paper:** All of the work in this class is designed to culminate in an 8-10 page analytical or argumentative paper that supports a specific thesis using at least 6 quality sources. It will attempt ONE of the following:

- Identify and diagnose a problem
- Solve an already established problem
- Resolve a disagreement
- Open a new line of inquiry
- Critique an established opinion or position

**Important Note:** Earning less than a C (70%) on your final research paper for any reason will bar you from earning a C or higher in the class, no matter how many points you have earned.

**Source book:** The final paper and several of the drafts must be accompanied by a thin 3-ring binder containing copies of the title pages and relevant pages of each source cited in the paper organized alphabetically by author last name so that I can check for problems with accuracy, context, or plagiarism. These must be submitted physically in class on the day the draft is due. **No final paper will be graded unless it is accompanied by a complete and organized source book, which will result in a failing grade for the final research paper.**
**APA Conversion:** In order to demonstrate an understanding of various forms of documentation formatting, students will convert their final paper from MLA to APA.

**Submitting Assignments:** All assignments should be submitted by the specified due date and time as an attached text document to an assignment drop box in Canvas specifically designated for the assignment or to the appropriate discussion forum as a text submission. My feedback will be returned in the form of a MS Word document (.doc) with review comments in the margin, which will only be visible in a word processor, not an internet-based document reader, like Google drive, but students may request a pdf version of the feedback at any time.

Students may also submit assignments on paper during class on the day they are due, but the returned feedback will be less timely, less extensive, and less legible, and I will not have a copy if the original is lost.

**Quizzes:** We will have 10 quizzes in Canvas, worth 10 points each. In most cases these quizzes will require you to apply the concepts we learn each week to hypothetical documents, so students may use their notes and the class handouts on every quiz. These are mastery-based quizzes. Students can take the quiz as many times as they like, but they will only gain full credit if they earn 8 or better (though a score better than 5 will earn a 5/10). Feel free to give hints or talk over concepts on the Course Forum. Some quizzes will also be linked to Informal Work. If you have mastered the applicable quiz before the linked assignment, you will automatically earn full credit on it, so it will be worthwhile to attempt each quiz as soon as we start covering the material. Quiz due dates will be set to help you keep track of this, but quizzes will only be locked when the draft in which that concept is graded is due.

**Informal Work:** Students will be asked to complete several informal writing assignments both in and out of class. These assignments are not “busywork.” They are designed to provide opportunities to gain a deeper understanding of concepts and practice writing techniques. Those assignments that are not completed in class should be submitted to the designated discussion forum BEFORE class on days they appear on the Class Schedule. Students who fail to do so will miss out on valuable practice, feedback and points.

**Attendance and Participation:** Students will lose 2 points for every day they are absent from a scheduled class. Students may be marked absent if they are not in class by the time I take roll, come without the materials to work that day, or are mentally absent from class. Students who are absent on informal work days may still complete the assignment by the end of the day, but they will be ineligible for extra credit on the assignment and will still lose 2 points for the absence. On the other hand, any student who is actively helpful to other students in class discussion or on the **Course Forum** will earn participation points. This is the only category in which extra credit points are available (50 points max) apart from the final quiz.

**Plagiarism** is the submission of work for credit that includes materials copied or paraphrased from published or unpublished works without proper attribution or documentation. You are also committing plagiarism if you attribute your own words or ideas to someone else, or if you submit work previously submitted for another class as original work.

If I suspect a student of plagiarism, he or she will be called in to prove, through the use of notes, drafts and explanations, that they did not plagiarize. If I am not convinced, the paper will be sent up for academic review. If you are found guilty of academic dishonesty either by plagiarizing someone's work or allowing your own work to be misused by another, you will **automatically fail English 102** and have to take the course again.

If I find evidence of plagiarism, or even extensive disregard for proper source documentation and attribution standards, on your final research paper, you will **automatically fail English**
It is your responsibility to use the tools and lessons I provide in class to make sure you do not violate these standards.

**Late Work:** Keeping up with the class work and concepts in this class is essential because each step builds on the previous one. If you find yourself falling behind, please don’t let an entire week go by without e-mailing me or coming to see me.

- **Drafts and Assignments** should be submitted in the appropriate assignment drop box by date and time specified on the Canvas Assignment, and the maximum point cap will be lowered 10 percent for every day they are late, starting with the hour after they are due. Drafts and Assignments will also be considered late (or missing) if they are submitted in a form too incomplete to evaluate. I will not accept any assignment after I have returned the graded assignment back to the class, but any draft or assignment submitted on time that receives a failing grade can be revised for up to 80% two days after it is returned. The maximum score will be reduced by 5% every 2 days after that. Revisions will not be accepted if the maximum score is less than 60%.

- **Informal work marked “POST”** must be posted BEFORE class for full credit, but it can receive up to 60% credit if it is posted by the end of the day.

- **Informal work marked “EXERCISE”** must be posted by the end of class to be eligible for extra credit but can receive full credit if it is submitted by midnight of the same day. After that, it may receive feedback but it is not worth points.

- **Quizzes** must be mastered (by earning 8 or more points) before the closing date in order to receive full credit, but passing quizzes (5+) will earn half credit. Missed quizzes cannot be made up, but extra points can be earned on the final quiz.

- **Readings** should be done by class time on the day they appear on the schedule. Failure to complete a reading on time may result in an absence.

**Incompletes:** No incompletes will be granted unless 500 points of the total course work has already been submitted with an average grade of C or better. A request for an incomplete must be accompanied by a plan for completion.

**Disabilities Policy:** To request accommodations related to a disability, contact Claudia Angus, Ph.D., Coordinator of Disability Support Services, at 527-4262 or email claudia.angus@wwcc.edu. See [http://www.youtube.com/watch?v=0UE7_EJmn5k](http://www.youtube.com/watch?v=0UE7_EJmn5k) for a short video explaining Disability Support Services at WWCC.

**Writing Center:** The TLC offers free writing assistance from trained writing tutors during all stages of the writing process. Located in room 244 (next to the Computer Lab and Student Activity Center) writing tutors are available Monday-Friday from 8:30a-2:30p. To make the best use of your time at the TLC Writing Lab, please bring a copy of your assignment with you, along with notes and course readings, to help tutors better understand the writing context. Understand that the writing tutors will not proofread papers or talk with you about grades. Instead, they will support you as a writer by helping you develop good habits and strategies suitable for a variety of writing situations.

**eWriting Lab:** When you need help with a paper, send it to www.eTutoring.org and an eTutor will review it, within 24-48 hours, returning it with expert advice and suggestions for improving your writing. You can submit up to three drafts of a paper (a long as you revise the paper using the eTutor’s suggestions.) See [http://www.wwcc.edu/CMS/index.php?id=4057](http://www.wwcc.edu/CMS/index.php?id=4057) for a detailed explanation.