**ENG101 Composition #\_\_\_\_\_\_\_\_\_\_(learning Community with GBS151** )

Tues & Thurs, 10am-11:30 am 16 weeks **Instructor: Miguel Fernandez**

**CONTACT INFO**: (in order of preference) Office in Estrella Hall 202 (E202)

 Email miguel.fernandez@cgc.edu (if sending papers, MUST ALSO CC to: eng102papers@gmail.com )

 Can leave notes in: English Department Office, Estrella Building 2nd floor for Miguel Fernandez

 Can leave phone messages at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE HOURS**: As announced in class, listed on [www.newclassroom.com](http://www.newclassroom.com), posted on office door (E202) or arranged via email

**TECHNOLOGY STATEMENT**: use of the internet may be necessary, as will be use of library. Also see syllabus 3rd party tool section.

**SUPPORTING WEBSITE**: www.newclassroom.com (source of some required reading handouts and additional notes )

**TEXTBOOK**: **Writing Without Bullshit by Josh Bernoff**  **ADDITIONAL REQUIRED READING**: handouts

**Prerequisite**: To enter English 101, you need the appropriate writing placement test score, or grade of C or better in ENG091or ESL097.

**COURSE GOAL**: Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. After completing the course, student should be able to:

1)Write several types of essays, as discussed in class; 2) Understand different ways of approaching, planning, and writing essays;

3) Have a “refreshed” knowledge of draft and good writing tips;

 4) Integrate procedures for writing essays with the student’s own creative ideas and interests

**COURSE REQUIREMENTS:**

a) Reading assignments (typically every week)

b) Attendance

 c) 5 final essay types, all to be described in class and done as major class projects

d) 10 HW’s (graded)

e) quizzes related to readings

f) a few group exercises

g) Ungraded in-class assignments

h) MUST have time to use computer and internet

i) Honor code statement (assurance against plagiarism)

**CLASS POLICIES: As a learning community, content is linked between ENG101 and GBS151.
\*See the GBS151 syllabus for policy details on**: **Class management**, **Disabilities resources**, **Learning Center**

**1)** **Attendance**: **IF you miss 2 HW’s consecutively** without prior email explanation and instructor approval BEFORE/ DURING the problem, **or miss the first major essay, you will be dropped**. Three or more unexcused absences may lead to withdrawal. You are still responsible for dropping the class – if you do not, you may wind up staying on the roster and getting an F. Work, deadlines, exams,etc missed because of unexcused absences typically CANNOT be made up. .

WHAT ARE EXCUSED ABSENCES: If there are very good documentable reasons for absences, or arrangements are made **beforehand** and are justified (eg email), then an absence can be excused (permission required) and arrangements made to make up missed in-class graded work. Email is great for this: let me know before you have to be out and as long as you can make up the work and it's not a common occurrence, the absence may be excused.

**2) Accepting Late Homework/Essay policy**: Each HW assignment is worth 10 points. Late HW, from 1 hour late to 7 days late, = 3/7 pts. **HW’s later than a week or never done are at -10 points**, **NOT zero points**.

**REMEMBER:** MISS 2 CONSECUTIVE HW’s & you are DROPPED from course

**3)Breakdown of Final Grade (subject to change): A=900-1000, B= 800- 899, C=700-799, D=600-699, F< 600**

a) Short quizzes: up to 100 pts (10 warm up reading quizzes 🡪 each worth 10 points)

b) 10 HWs: 100 pts (**each missed HW is -10 pts**, **NOT zero points**!!!!)

c)**Analysis Breakdown** 100 pts

d) **Narrative Essay**: 100 pts At least 3 pages

e) **Process Essay:**  100 pts At least 3 pages

f) **Compare/Contrast essay** 200 pts At least 3 pages

g) **Research Essay**: 200 pts At least 4 pages

h) Presentations 100 pts (from same Presentation done in GBS151)

I) Final Exam \*only if quiz score < 80, 100 pts

\*score less than 80 total on quizzes (eg miss 3 quizzes or miss enough parts of each quiz), and you have to take an inclass final exam out of 100 pts. You keep the highest of the two scores.

\*IMPORTANT:**Missing more than 1 of the major assignments=** INSTANT DROP regardless of pts

Assignments will be explained in class/specific handouts. Late days will be explained on the calendar.

**4) Extra Credit**: Group activities and assessments are among the ways to generate extra credit.

**5) Format of homework assignments**: Neatly handwritten is fine for most homework. Homework may be submitted by email, but must arrive by midnight of the day due.

**The final drafts of essays** **MUST** be typed, double spaced, and have the student's name, section #, assignment name and date, and follow any further formatting requirements as explained in class/in rubric.

**6) Withdrawals and Drops**: YOU MUST LET ME KNOW (email or note in mailbox is fine) if you are dropping the class. If you simply stop attending classes, you may remain on the roster and may wind up with an F instead of a W. There will be a final date (near end of the semester) after which drops are no longer given.

**7)** **Sending email and verifying it was received**: If you send email (request for excused absence, question about a topic, a homework etc), DO NOT ASSUME it was received. The instructor typically tries to reply within 48 hrs (possibly longer on weekends and breaks) with an email acknowledging receipt. **If you don't get a reply, try sending the message again**: and don’t forget to CC the email to the backup address: eng102papers@gmail.com Email not received is never allowed as excuse for missing a deadline, etc. Because of junk email filters, ALL EMAIL SENT should have a subject of “ENG101: xxxxxxx”, where xxxxxxx is your question. If you don’t use this subject line, your email may not get through.

**8) Student Veteran/Reserves/Guard/Active Duty: Support & Responsibilities: ‘Student veterans are DEFINED as any branch/level of prior, active or current military service – active, retired, reserves, guard, combat, support, logistics, with/without GI Bill, attending college as a student’.** Student Veteranshave access to **ALL** standard college student services (tutoring, computer lab, clubs,etc) **plus specific** **veteran support and transition resources.

A)The college operates for all students under the mission of ‘accommodation, not exceptions’** when it comes to course content and grading, college requirements and expectations, and the ‘contract’ of the course syllabus. That said, there are massive assets and support available for all stages and needs of student vets ***transitioning*** to college.  **B)Student veterans are ‘strongly suggested’ to self-identify to the instructor on or before day 1 (privately is fine), especially if seeking awareness for or needing accommodations** including but not limited to **scheduling** (VA appointments, unit activation/deployments possible mid-semester), **course content** (PTSD trigger risk topics or activities, for example), **physical or other service-related needs**(service animal, visual or hearing impaired assistance/ technologies, PTSD, in-treatment status, seating location needs, etc). Some accommodations require confirmation, such as registering with DRS (Disability Resources Services). Contact Office of Student Veteran Services for further information on any questions related to accommodation needs. Reasons for excusable absences for student veterans must be presented as early as possible and may be considered only for previously self-identified veterans
**C) Primary Rallypoint/Student Veteran starter Contact: Office of Student Veteran Services** 480,726.4122, Coyote Center 2nd floor(Services Coordinator: Reda Chambers, tel:480-726-4094, reda.chambers@cgc.edu ).
**Start here** for ‘what do I do next at the college’ questions, Green Zone contacts on campus, referral points, G.I. Bill and other payment processing, enrollment, registration and class-drop status questions, and details on campus orientations.
**D) #1 Student Veteran issue: VA Policy if you Stop Attending Class: F vs DROP: ‘**Students who simply stop attending classes will be dropped, with possible consequences related to VA policies and payments’ **(can range from VA /GI Bill requiring student to repay the course out of pocket, lowered and/or pro-rated living allowance, change in full time student status which may affect benefits). If you need to stop attending a class, contact the instructor as soon as possible, give a reason, check your options with instructor and Office of Student Veteran Services.**

**E) Student Veteran’s Lounge:** A casual, walk-in, student-vet only ‘safe zone’ for anytime study, computer use, de-stressing, questions & planning, networking, group work, SVO meetings, debriefings and wait between classes.
**Pecos Campus Lounge**: Coyote Center, 2nd Floor. Tel: 480,726.4122. Open 8am – 5pm
**Williams Campus Lounge**: Bluford Hall, Tel: 480.988.8177. 7360 E. Tahoe Avenue Mesa, AZ 85212.

F)**SUPPORTING POINT OF CONTACT: SVO: Student Veteran Organization:** cgccsvo@gmail.com
The opt-in on-campus group or ‘club’ for student veterans, all branches, any status: separated, active, retired, etc. SVO meets regularly (typically once a week) at the Pecos Student Veteran’s Lounge for briefings & discussion of campus going-ons and issues affecting student veterans, as well as to network, orient, and mentor each other. No fees, no hazings or sign-up commitments. They are the best resource for direct opinions and referrals and suggestions straight from other veterans attending college. Official chapter of **Student Veterans of America (SVA)**Website: <http://www.cgc.maricopa.edu/Students/Veterans/Pages/Student-Veterans-Organization.aspx>

**G)SUPPORTING POINT OF CONTACT: Faculty Liaison for Student Veterans:**
Miguel Fernandez. miguel.fernandez@cgc.edu
Faculty member who can orient, refer, advise (informally), advocate and mediate on concerns between student veterans and faculty/courses at the college. Works closely with the SVO. Concerns can be specific or anonymous. Available to **both** FACULTY and Student Veterans for questions .

**9)Right to change syllabus, Calendar, or policy statements**: The instructor reserves the right to change the syllabus, due dates, policy statements, etc, at any time during the course. An effort will be made to inform students of any such change.

Student is responsible for the college policies included in the college catalog and the student handbook, and the **student code of conduct**: link at: <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.5-student-rights-and-responsibilities/2.5.2-student-conduct-code>

General Statement for Use of Web-Based 3rd Party Tools -Maricopa’s Canvas Instructure Learning Management System employs Learning Tools Interoperability (“LTI”) standards to enhance the learning experience.  Examples of learning applications that use LTI specifications to connect to Canvas include simple communication apps (e.g., “Chat”), learning environments for complex subjects like math or science (e.g., Pearson MyLabs), plagiarism detection apps (e.g., TurnItIn), and other integration tools that may route users to another (vendor) website. MCCCD provides links to these sites. Please be aware that when you use these links, you are leaving the Canvas environment and the protections MCCCD has built in to assure compliance with MCCD’s Data Privacy and Security Standards and other legal compliance. At present, MCCCD has been unable to verify that the vendors' software and systems conform to Maricopa standards in this or any other regard. There is, therefore, some risk that individuals electing to use the products & services made available by these LTI vendors may place any student information shared with the vendor at a risk of disclosure that would concern MCCCD.

PLAGIARISM STATEMENT and ACKNOWLEDGEMENT of Understanding SYLLABUS: Plagiarism, as explained in the student handbook and during class, can lead to these punishments:

• Failure or no credit for plagiarized assignment with no possibility for makeup.

• Course failure (i.e. an F in the course and written notification or in-person meeting with the Dean of Student Affairs).

• Academic probation/ College suspension or Expulsion.

• Permanent college expulsion from any MCCCD college.

OTHER DEPARTMENTALLY UNACCEPTABLE CRITERIA FOR PAPERS AND ESSAYS

Beyond plagiarism, any paper that meets the conditions below may also be subject to the same penalties as plagiarism:

1) Not following the syllabus requirements for the assignment, such as choosing or changing topics without prior approval by instructor, or using sources or topics disallowed by the syllabus;

2 )Submitting, without prior instructor approval, a paper that was NOT written specifically for and/or written during your membership in the current English course, for example a paper written in high school or for another class.