

# Johnston Community College

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## Arts, Sciences & Learning Resources

### ENG 111-FW03 Syllabus

Fall 2015

#### Syllabus Overview:

Your college syllabus is your road map to success. You should always keep your syllabus with your class notes. Please carefully review this syllabus. Your syllabus represents a binding agreement between you and your instructor. The course syllabus will also be available in Blackboard. The instructor reserves the right to change this syllabus, **except for the grading scale and attendance policy**, anytime during the course. You will be notified of all changes in writing.

#### Course Information:

Course Title: Writing & Inquiry

Course Number & Section Number: ENG 111-FW03

Credit Hours/Contact Hours: 3

Prerequisite/Co-requisite: ENG 098 or placement into ENG 111

Drop Deadline: The last day to drop this course without a grade penalty is **September 23, 2015**.

#### Faculty Information:

Instructor: Jennifer Broome

Email: [jdbroome@mail.johnstoncc.edu](mailto:jdbroome@mail.johnstoncc.edu)

Email is the most effective way to reach me.

#### Course Description:

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

*Prerequisites:* ENG 090 and RED 090; *Corequisites:* None

#### Course Format:

This course will be taught as a **fast track** face-to-face course. We will meet **four days a week for 77 minutes**. This course includes but is not limited to lecture notes, readings from the text, group collaborations with presentations, essay submissions, discussion boards, videos, as well as additional readings and research. Students will be expected to access some course material via Blackboard and to submit assignments online when required. Presentations, group collaborations, readings, and videos are a few of the ways instruction will be provided. Please don't hesitate to see me if you have any doubts about your ability to manage online aspects of the course.

#### Student Learning Outcomes:

Upon successful completion of this course, the student will:

- Demonstrate writing as a recursive process
- Demonstrate writing and inquiry in context using different rhetorical strategies to reflect, analyze, explain, and persuade in a variety of genres and formats.
- Reflect upon and explain their writing strategies
- Demonstrate the critical use of and examination of digital, visual, and alphabetic texts
- Locate, evaluate, and incorporate relevant sources with proper documentation
- Compose texts incorporating rhetorically effective and conventional use of language
- Collaborate actively in a writing community

## Text, Technology and additional materials

- The Longman Writer: Rhetoric, Reader, Research Guide, and Handbook, 9<sup>th</sup> edition Judith Nadell, John A Langan, Eliza A. Comodromos
- The Brief Penguin Handbook. 2nd Ed. Eds. Lester & Faigley (Older editions are fine, but page numbers may be different)
- MyLabs Account
- Students will also be expected to access and utilize materials posted on Blackboard
- A USB or data storage device
- Official JCC email address
- 3-ring binder
- Dividers for binder

**All assignments must be word processed, so you must plan accordingly to insure that you have access to a computer and printer. There are computer labs available on the JCC campus, but if you wait until the weekend or late night hours to complete your assignments, you are responsible for having access to computers and working printers. I will not accept excuses that center on lack of computer access, printers, lack of printer ink or technical problems associated with computers or other electronic equipment. Therefore, planning for the completion of your assignments is important in this course.**

## Course Overview

This is a broad overview, designed to give both a sense of the course's content. The course will include but is not limited to: Diagnostic essays, Expository Prose, Argumenta-based essay, Critical Analysis, Summary and Response, Literature and Book Reviews, The Writing Process, an introduction to documentation formats, and portfolio development.

## EVALUATION METHODS:

Assignments	Percentage of Overall Grade
Major Papers	55%
MyLabs	10%
General Assignments, Quizzes, and Discussions	25%
Final Portfolio – Journals, Peer Reviews, Other Work	10%
<b>TOTAL</b>	<b>100%</b>

\*\*Please note that this course DOES NOT use a point system for determining grades. You may see points in a column in Blackboard, but please disregard them. We use a weighted system for determining grades such that each assignment is given a different weight and may contribute more or less to your overall grade depending on the weight.

Final course grades are issued to the student at the end of each semester in accordance with the following grading system:

Grade	Description	10 Point Grading Scale
A	Excellent	90 – 100
B	Above Average	80-89.9
C	Average	70-79.9
D	Below Average	60-69.9
F	Unsatisfactory	≤ 60 = 0

## **CRITICAL SUCCESS STRATEGIES:**

English 111 emphasizes critical reading and the production of original, written work. You will need a working knowledge of a word processing program, and the conventions of standard written English and grammar. Attendance is key. The course will be highly interactive and fluid. We will discuss a broad range of topics and I will value and seek your input. My expectations will be clear and I will respond to class input and be flexible in how we reach our stated objectives—this process requires attendance and encourages participation. Please view me as your first and primary resource for the class. I want you to succeed and consider open and clear communication an essential component to the course. Please feel free to see me with any questions or concerns you might have about the class or assigned work.

## **ATTENDANCE POLICY:**

To remain officially enrolled in the course, all students must enter class prior to the class 10 percent date, which is the date set by the state for reporting purposes. Regular and punctual attendance is expected of all students in order for them to achieve their potential in class and to develop desirable personal traits necessary to succeed in employment. Class attendance is calculated from the first scheduled class meeting to the last. **Late arrivals and/or early departures may count toward total absences.** You are responsible for material covered and assignments regardless of whether or not you are present.

Since course content and teaching methods vary, each department will determine its own requirements for attendance. For this course, if a student misses **more than 12.5% or 3 classes** in the course the student will be dropped. The student can be dropped at ANY TIME during the semester including that time period before the date designated each semester as the last day a student can drop without grade penalty. The 12.5% rule includes absences from class **for any reason (including sickness, jury duty/court, work demands, funerals)**. Students who violate the attendance policy be dropped from the class roster.

If a student is dropped by an instructor due to excessive absences, a grade of “WF” will be issued. A “WF” is a GRADE PENALTY and could affect his/her financial aid. The student must ask for REINSTATEMENT permission from the instructor to reenter class. If this request is denied, the student may petition the Dean for reinstatement. If the Dean denies the request, the Vice President of Instruction will make the final ruling on the decision.

Students who choose to participate in College related activities such as SGA or Athletics must adhere to the attendance policy. Students are responsible for informing their instructors in advance of absences and are expected to make arrangements for making up work missed. In such cases, upon approval of the instructor, class time missed will not be counted as absences provided the students are otherwise in good academic standing (2.0 cumulative GPA).

## **RELIGIOUS OR SOLEMN OBSERVANCE POLICY**

Johnston Community College authorizes two excused absences from classes each academic year for religious or solemn observances. For the purposes of this policy, an academic year begins on the first day of fall classes in August and ends on the last day of summer classes in July each year. Students requesting absence from class for religious or solemn observance must complete the Religious or Solemn Observance Absence Request Form and obtain instructor approval **at least two weeks prior** to the date of the absence. Students who miss class for religious or solemn observance will be granted the opportunity to make up work missed due to the absence.

## **GENERAL POLICIES**

*Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and ethics. A complete listing of all college policies is available in the latest edition of the JCC catalog.*

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## Academic Integrity

The following regulation sets forth rules of conduct prohibiting cheating.

Taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the college staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).

**Violation of one or more of these rules may result in one of the following sanctions:**

Reprimand

Probation

Interim Suspension

Loss of Academic Credit or Grade

Suspension

Expulsion

## Cell Phones & Electronic Devices

Use of cell phones, pagers or other electronic devices while attending class or participating in class-related activities (i.e., labs, clinical, etc.) is prohibited without prior approval of the instructor. These devices must be silenced before entering the classroom or during participation in a class-related activity. **Any use of cell phones – including use of text messaging, Facebook, Twitter, Instagram, Snapchat, other social media, etc. – during class time may result in dismissal from that day's class. Dismissal from class will count as an absence and can impact your final grade.**

## Confidentiality Policy

In accordance with the **Family Educational Rights and Privacy Act (FERPA)** of 1974, Johnston Community College does not release student information concerning attendance, grades, GPA, or withdrawals to anyone, including parents or employers, without proper documentation to the Registrar's office. If documentation is provided, the Registrar will notify faculty if it is permissible to release information.

## Campus Resources & Information

*(Please see the JCC website for complete information including hours of operation)*

- The main open computer lab is located in Wilson, Room C2007. Other general use computers can be found in the Library and the Academic Skills Center. You will need a valid student ID to access these areas.

## ACADEMIC ASSISTANCE

- **Faculty Office Hours**
  - Office Hours are the posted days and times an instructor can be expected to be in his/her office and available to students.
- **Academic Skills Center**
  - Academic assistance/assessment, free tutoring, testing services and an open lab – Located in Wilson, Rm. 1111. Please call (919) 209-2117 for hours.
- **Educational Programming**
  - Educational programming, such as WISE (**W**orkshop to **I**ncrease your **S**uccess in **E**ducation) UP Workshops and the Student Success Institute, are offered throughout the semester. Students are encouraged to check their JCC Gmail daily for upcoming events and activities.
- **Jaguar Retention Program**
  - Academic Intervention Referral by your instructor to a Student Success Counselor
- **JOLT (Jaguar Office of Learning Technologies)**

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- JOLT expands learning opportunities by providing technical support to students and faculty for online, hybrid, or interactive television [ITV] course delivery methods.
- **SMARTHINKING online tutoring**
  - SmartThinking is a web-based tutorial service available 24/7 to all students through their BlackBoard account. Tutorial service is available via live chat and by appointment. For assistance using SmartThinking, visit the Academic Skills Center or call (919) 209-2117 for more information.
- **STEM (Science, Technology, Engineering and Math) Center**
  - The STEM Center provides academic support, mentoring and career counseling to students interested in pursuing careers in STEM related fields. The STEM Center is located in Tart
- **Student Support Services Program (TRIO)**
  - TRIO is federal grant program that provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students to complete their college goals.
- **Writing Studio**
  - Writing assistance is available regarding academic writing assignments, digital publications, as well as college and career search letters and applications. Appointments are not required. Please call (919) 209-2117 for hours.
- **Disability Services** – The Disability Services Office helps adapt Johnston Community College’s general services to the individual and specialized needs of students who have special health conditions, disabilities, or limitations. Services are provided in accordance with Section 504 of the Rehabilitation Acts of 1973, as amended in 1998 in Part IV of the Workforce Investment Act, Perkins Vocational and Applied Technology Education Act of 1998, and the Americans with Disabilities Act of 1990. Our goal is to ensure all qualified students with equal opportunity and access to all programs and facilities.

Disability Services Office – 919-209-2088  
Student Services Office – 919-209-2128  
TTY – 919-209-2154
- **Inclement Weather Policy** – This class will adhere to school closings as announced by Johnston County Schools. **Canceled classes or classes that do not meet for any reason will require a mandatory make up assignment. Make up assignments not completed will count as an absence.**
- **Safety and Evacuation Information:** This course will follow the policies and procedures of Cleveland High School in regards to fire drills, lockdowns, or other student safety situations.
- **Jaguar Notification System**

Students, faculty and staff are reminded that Johnston Community College (JCC) utilizes an e-mail Emergency Notification System known as the Jaguar Notification System. Emergency alerts are sent directly to your JCC Gmail account and any other cellular device or e-mail account that you have chosen. To add another cellular device or e-mail account, please go to <http://www.johnstoncc.edu/jaguaralerts.aspx> to make your change.

## JCC’s Quality Enhancement Plan (QEP)

The Southern Association of Colleges and Schools Commission on Colleges (SACS) is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. As a member of this organization, Johnston Community College (JCC) was required to develop a Quality Enhancement Plan (QEP) that identifies a specific area for improvement.

Entitled “**On the Write Path**,” the JCC QEP is a key component of the Institution’s accreditation process. More importantly, “On the Write Path” is designed to help students discover, sharpen, and employ appropriate writing skills for academic, professional, and personal situations. “On the Write Path,” demonstrates a commitment by the Institution to emphasize the importance of effective writing. This commitment is supported by all members of the College including faculty, staff and the administration.

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Implementation of the Johnston Community College Quality Enhancement Plan is well underway. **Our goal is to help you!** Whether texting, tweeting, emailing, composing an essay, completing a research paper, writing personally or in an employment situation, throughout a lifetime there is a significant amount of time communicating via the written word. What may not be realized is that writing needs to be appropriate for a given situation, in the right tone, and custom-tailored for a specific audience. Knowing and effectively applying these basic principles can be instrumental to a person's overall success. Please take advantage of the following resources to ensure your written work is **"On The Write Path"**!

## Student Acknowledgement

The act of enrollment at Johnston Community College indicates acceptance by the student of published rules and policies of the college. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits. **(Please see the college web site for additional information on these and other JCC policies.)**

I acknowledge that I have read and understand the instructor's syllabus. I therefore, assume **FULL RESPONSIBILITY** for my attendance and the consequences for my absences. I understand the instructor's evaluation policy. Furthermore, I understand the requirements and expectations for this course and assume responsibility for following the standards outlined in the course syllabus.

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

\_\_\_\_\_  
(Signed Name)

\_\_\_\_\_  
(Date)

Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

In this space, please let me know of any reason you feel you may not be successful in this course.

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