Writing and Inquiry Syllabus

Department: English
Division: Humanities and Social Sciences

Course Information

Course Number: ENG 111 FGT03 (M 6-6:50 PM, M 7-7:50 PM)
Credits: 3

Pre-requisites: Appropriate placement test scores, or DRE-098, ENG-002, BSP-4002
Co-requisites: ENG 011 when required based on student placement test scores or previous classes.

Description: This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a 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.

Textbooks: Hacker, Diana, and Nancy Sommers. *A Writer's Reference (with 2016 MLA Update)*. Custom 9th ed., Bedford/St. Martin's, 2018.
Spiegelman, Art. *Maus I: A Survivor's Tale*. Pantheon, 1986.

Supplies: Journal notebook, loose leaf paper (for drafts and short in-class assignments), pocket portfolio for handouts, computer, internet access, Microsoft Office suite (available as free download after signing into your Titan email), WordPress blog account (create your own free WordPress blog at http://www.wordpress.com. Assignments will require use of word processing software. If you use a MAC you will need to convert all assignments before uploading them.

Instructor Information

Instructor's Name: Jane Lucas, Ph.D.

E-Mail Address: jmlucas3@gtcc.edu

Class Information

Beginning Date: 8/17/2020	**Census Date:** 8/26/2020	**Withdrawal Date:** 11/9/2020
Meeting Times: FJB10 M	6-6:50 PM, 7-7:50 PM	**Meeting Locations:** GCC 223
Number of Weeks: 16	**Final Exam Date:** N/A	

GTCC GUILFORD TECHNICAL
COMMUNITY COLLEGE

Census Date Policy

If a student does not meet the Census Date criteria, he/she is reported as a **No Show** for the course. For a **face-to-face course or a hybrid course**, a student **must attend** one or more class sessions **prior to or on the 10% point (Census Date)** in the class, which is noted in the Instructor Information section of the course syllabus. For an **online course**, a student **must submit an assignment or participate in a graded activity prior to or on the 10% point (Census Date)** in the class, which is noted in the Instructor Information section of the course syllabus.

Withdrawal Policy

It is the student's responsibility to withdraw from a class by the course withdrawal date that is noted in the Instructor Information section of the course syllabus. Failure to follow the withdrawal procedure will result in a grade of "F" for the course. Students are encouraged to consult with their instructor before withdrawing from the course.

Student Learning Outcomes

At the completion of the course, the students should be able to do the following:

- 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.
- Demonstrate the critical use and examination of printed, digital, and visual materials.
- 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.
- Demonstrate the critical use and examination of printed, digital, and/or visual materials from various cultures around the world.

Grading Policy
Grading Scale

GRADE	REQUIREMENT
A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

Evaluation of Performance
- Introductory Blog Post   10%
- Literacy Narrative Essay (posted to Moodle and WordPress blog)   20%

- Analysis Essay (posted to Moodle and WordPress blog)   20%
- Reflection Essay (posted to Moodle and WordPress blog)   20%
- Additional Assignments (short class exercises)   15%
- Participation and Preparedness   15%

Policies and Information

Quality of Instruction Statement

The GTCC faculty members are committed to providing quality instruction. If there is a concern about the instruction provided, treatment of an individual or a group of students, or professional conduct of instructors, first see the instructor, then the department chair, and then the division chair. The description of Students' Rights and Responsibilities can be found in the current Student Handbook/Calendar. GTCC courses reflect essential employment skills and general education core competencies.

Department: English	**Chair:** Amanda Fields	**Office:** DH 304-C
Division: Humanities/Social Sciences	**Dean:** Steve Turner	**Office:** DH 304-A

ADA Statement

If you have a disability that may affect your academic performance **and** are seeking accommodations, it is your responsibility to inform DisAbility Access Services, Davis Hall room 107, ext. 50157 as soon as possible.   It is important to request accommodations early enough to give the disabilities staff adequate time to consider your request and recommend reasonable accommodations. Instructors will provide necessary accommodations based on the recommendations of the disabilities staff.

Title IX

Guilford Technical Community College seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault or discrimination we encourage you to report this to our Interim Title IX Coordinator, Dr. Chris Chafin, at 336-334-4822 x 50565, cnchafin@gtcc.edu.

GTCC faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. If you report an incident to a faculty member, she or he must notify the college's Title IX Coordinator about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). The Title IX Coordinator will assist the student in connecting with all possible resources both on and off campus.

Title IX specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. GTCC will work with students who, because of pregnancy or childbirth, require accommodations. Accommodations will be offered for as long as the student's doctor deems the absences medically necessary. Should you experience any of these situations, please notify your instructor or the Interim Title IX Coordinator, Dr. Chris Chafin. More information about Title IX can be found on our website: Guilford Technical Community College, www.gtcc.edu.

Coronavirus Information

GTCC is coordinating with local officials from Guilford County Health, Guilford County Emergency Management, as well state officials to proactively monitor and respond to novel coronavirus disease (COVID-19) to protect the health and well-being of our campus

community. To ensure that all students can learn in a safe environment, GTCC is implementing numerous safeguards during the Fall 2020 semester to help ensure that students can continue their education and achieve their educational and career goals. The following link outlines the most up to date information as well as current practices the College is implementing. https://www.gtcc.edu/coronavirus.php

Online Classroom
This course has an online classroom in *Moodle*. This classroom can be accessed by going to the GTCC Moodle site at online.gtcc.edu. Here you can access course documents, possible assignments and stay in contact with both your instructor and classmates. If you have trouble accessing your online classroom, please notify your instructor immediately. Contact Technical Assistance 24 hours a day/7 days a week at 1-866-826-3748.

School Closing Policy
If GTCC closes, I will post information in Moodle for makeup of scheduled class time.

The Center for Academic Engagement
The Center for Academic Engagement (CAE) provides academic and non-academic support to the GTCC community to help individuals succeed in education and in life.

Fall 2020 Writing Help

Drop-in Tutoring (Online) for writing in any subject is offered via Teams at Online Writing and Spanish Tutors (URL: bit.ly/gtcconlinewriting) Monday through Friday, 10 AM – 5 PM. Tutoring is available for GTCC class work, employment documents (résumés, etc.), and college or scholarship application documents.

Online Appointments can be scheduled from 10 AM-8 PM, Monday through Friday, using Navigate. Students can download the app or use the web version from the GTCC Student Navigate page (URL: https://www.gtcc.edu/help-center/student-navigate.php). Appointments beginning after 4 PM must be scheduled by 3 PM. Schedule early for best availability.

In-person Tutoring is available on the Jamestown, Greensboro, and High Point campuses.
- Jamestown: 9 AM – 2 PM (By appointment ONLY 2 – 4 PM)
- Greensboro: 10 AM – 3 PM Monday through Thursday, 10 AM – 2 PM Friday
- High Point: 10 am – 1 PM Monday and Wednesday (By appointment ONLY 12 – 2 PM Tuesday and Thursday)

Appointments are required to assure service during these hours. Appointments can be made using Navigate (see links above). Students who drop in for in-person tutoring during these hours may be directed to schedule an appointment if all tutors are busy or to online tutoring.

Cancelling Appointments is required in Navigate at least 2 hours in advance if a student is unable to attend a scheduled appointment. Repeated cancellations of appointments, late cancellations, or not showing up for a scheduled appointment can result in the loss of appointment scheduling privileges.

Links for Moodle
- Talk to a writing tutor LIVE Monday through Friday 10 AM – 5 PM (URL: bit.ly/gtcconlinewriting)
- Drop off a paper for review (URL: https://bit.ly/GTCCpaperdropoff)
- Schedule a tutoring appointment using Navigate

Student Privacy

Students may be required to disclose personally identifiable information to other students in the course, via electronic tools like email or discussion board postings, where relevant to the course. Examples include online discussions of class topics and posting of student coursework. All students are expected to respect the privacy of each other by not sharing or using such information outside the course.

Intellectual Property Statement

The materials shared with you in this course are authorized and owned by the instructor, the school, and/or the book publisher. Copyright laws must be respected in using these materials. For example, unless authorized to do so, do not share course materials with anyone outside the course.

Student Academic Integrity

Guilford Technical Community College (GTCC) is an academic community with its fundamental purpose being the pursuit of learning and student development. Consistent with this purpose and to uphold and support standards of personal honesty and integrity for all members of the college community, it is the policy of GTCC to enforce standards for academic integrity of our programs and courses. Conduct that violates standards of academic honesty and integrity is subject to academic disciplinary action. This conduct may include, but is not limited to, cheating, fabrication and falsification, plagiarism, abuse of academic materials and complicity in academic dishonesty. Any student who violates these standards is subject to academic disciplinary action. Please visit the Student Academic Integrity policy on our website for more information.

Student Complaint Policy

Guilford Technical Community College (GTCC) is dedicated to resolving student complaints in a timely, fair, and amicable manner. Students attending GTCC who would like to resolve a Grade Related or Non-Grade Related Complaint should follow the Institutional Student Complaint Policy, https://supportservices.gtcc.edu/gtcc-student-complaint-policy/.

After students have read the Institutional Student Complaint Policy, they will complete the Grade-Related Complaint Form or Non Grade Related Complaint Form located on the right side of the policy document.

Online students should follow the above process. At-a-distance online students, known as eDegree students, should visit Complaint Assistance for Online Students, http://supportservices.gtcc.edu/complaint-assistance-for-at-a-distance-students/

Student Conduct Policy

Students may not display conduct on Guilford Technical Community College premises or at GTCC sponsored events that adversely affects the college's educational objectives, is illegal, or is contrary to the rules and regulations of the college. Students who display such conduct shall be subject to disciplinary action under the college's disciplinary policy.

In addition to expectations for student behavior for this course provided above, a list of prohibited behaviors is documented in the [College's Student Code of Conduct](https://www.gtcc.edu/_files/student%20policies%20and%20procedures/StudentCodeOfConduct.pdf), https://www.gtcc.edu/_files/student%20policies%20and%20procedures/StudentCodeOfConduct.pdf. Included in the Code of Conduct is reference to the authority granted to instructors to remove students from the classroom when the student's behavior becomes a significant disruption to the learning and/or teaching environment.

Class Attendance

You are permitted two absences without penalty. Each subsequent absence will lower your participation and preparedness grade, which constitutes 15 percent of your final average.

Time Expectation

You will need to plan a minimum of 3-6 hours per week to complete this coursework. Please try to plan so you will not find yourself scrambling at the last minute to complete your assignments. If you need help, please ask as soon as you can. I may not be able to respond to how-to inquiries about an assignment on the day it is due.

Turnaround Policy

I will make every attempt to get back with you in a timely manner, but please allow 24-48 hours for an email response from me. I will not respond to inquiries on the weekend, so if you need to ask a question about an assignment, contact me by 5 p.m. on Friday.

I will do my best to get assignments back to you in a timely manner, however it may not be as quickly as you like. Some assignments will be easier for me to grade and return promptly, such as a short, in-class exercises, whereas more lengthy assignments, such as essays, will take longer. Please keep in mind that you/your section is not the only one that I teach. While you may have 1-3 assignments a week to complete for our class, I can sometimes have as many as ninety assignments to grade. Be patient. You will receive your grades in time to withdraw from the class if you need to do so.

Late Work Policy

Essay revisions should be posted to Moodle and to your blog before class on the due date. Posting an essay after class on the due date or on a later date will lower its grade. No essays will be accepted later than a week after the due date.

In-class assignments may be completed for credit in class only. There are no make-up opportunities. If you are absent on the day that such an in-class assignment is graded, you will not be assigned a grade of F (or zero). Instead, the daily assignment average will be based on the in-class assignments that you were present to complete.

Course Expectations

This course requires significant work and self-directed learning. As college students, it is important to utilize time management skills and avoid procrastination. All assignments created in a word processing program (i.e. MS Word) must be saved and uploaded in MS Word Docx (.docx) or MS Word Doc (.doc). If I cannot open your work because it is in the wrong format, you will not receive credit for the work. Do not email assignments unless I explicitly ask you to do so. All essay assignments must be uploaded into Moodle and posted to your blog before the deadline. Begin your assignments as early as possible to give yourself time to address any

technical issues you may encounter. If you experience problems posting to Moodle, reach out to Technical Assistance for help. Their 24/7 number is 1-866-826-3748. If you encounter technical issues with your WordPress blog, email help@wordpress.com.

Essay Requirements

All essays must be typed, double-spaced, in 12 pt. Times New Roman font with one-inch margins, follow MLA formatting guidelines, and each must be submitted as a Microsoft Word document on Moodle. Please submit each essay assignment as an attachment. Essays must meet these formatting criteria. Failure to follow these guidelines will lower your grade for the assignment.

WordPress Blog Requirements

As practice in writing for a broader online audience, you will maintain a free WordPress blog for the class. As soon as possible, create your blog at wordpress.com. You will post to your blog an introduction to yourself (see Moodle for assignment details) as well as the three essays that you write for the course. I will also occasionally ask you to post comments to your classmates' blogs and to mine, janelucas.com.

Plagiarism

Plagiarism is a violation of ethics; it is the act of presenting someone else's words or ideas as your own. The English and Humanities Departments recognize two levels of plagiarism. Each is serious, resulting in grade penalties, and each results in an official GTCC Academic Honesty Violation. For more details about plagiarism, see the English/Humanities Departments' Plagiarism Policy posted to our class site in Moodle and pages GT9-11 of *A Writer's Reference.* In short, plagiarism is wrong and may cause you to fail the course.

Contractual Agreement

This syllabus is your contractual agreement for participation in the course. By continuing in this course, you acknowledge receipt of this contract and agree to the terms as specified above or as amended according to the terms specified in this syllabus. The syllabus and its terms are non-negotiable.

Subject to Change

This course syllabus is subject to change as determined by the course instructor. If changes are needed, an addendum to the syllabus will be provided to each student and implementation of changes will be set forth at date that addendum is issued.

COURSE SCHEDULE

English 111- FJB10/FJB06 Fall 2020

➢ The schedule below is an overview of the course schedule for the section FGT03, traditional (seated) sections of **ENG 111.** This schedule is subject to change by the instructor.

➢ This is a seated class that begins on **8/17/2020** and ends on **12/11/2020**.

➢ Major assignments are listed here. Please check the Moodle site for other assignment deadlines and submission links.

WEEK	ASSIGNMENT/FOCUS	DUE DATE
WEEK 1: August 17	Introduction to ENG 111 *A Writer's Reference*, GT3-24	
*Please note: The class **CENSUS DATE** is Wednesday, August 26*		
WEEK 2: August 24	***Maus***: Chapter 1, 9-16; note: The appearance of the title in **bold** denotes that you should bring your copy of the book to class.	
WEEK 3: August 31	***Maus***: Chapter 1, 17-23. If you haven't already submitted your blog address to Dr. Lucas and published your introductory post, make sure that you do so by noon on 9/2.	**Introductory blog post** due at noon on Wednesday, September 2.
***LABOR DAY**, Monday, September 7—No classes*		
WEEK 4: September 7	***Maus***: Chapter 2, 25-32	
WEEK 5: September 14	***Maus***: Chapter 2, 33-40	
WEEK 6: September 21	***Maus***: Chapter 3, 41-55; in-class drafting of Literacy Narrative	
WEEK 7: September 28	***Maus***: Chapter 3, 56-69; drafts returned, in-class revising, bring *A Writer's Reference* to class.	**Literacy Narrative revision due at noon on Friday, October 2.** Post to Moodle <u>and</u> to your WordPress blog.
WEEK 8: October 5	***Maus***: Chapter 4, 71-82	**Extended deadline** for Literacy Narrative: **noon on Friday, October 9**
***FALL BREAK,** Monday, October 12-Tuesday, October 13*		
WEEK 9: October 12	***Maus**, Chapter 4, 83-93*	
WEEK 10: October 19	***Maus***: Chapter 5, 95-111; in-class drafting of Analysis.	
WEEK 11: October 26	***Maus***: Chapter 5, 112-127; drafts returned, in-class revision work, bring *A Writer's Reference* to class.	**Analysis revision due at noon on Friday, October 30.** Post to Moodle <u>and</u> to your WordPress blog.
WEEK 12: November 2	***Maus***: Chapter 6, 129-44	
*Please note: **LAST DATE to WITHDRAW** is November 9*		
WEEK 13: November 9	***Maus***: Chapter 6, 145-59; in-class drafting of Reflection	
WEEK 14: November 16	Drafts returned, in-class revision work, bring *A Writer's Reference* to class, reading TBD.	
***THANKSGIVING BREAK,** Wednesday, November 25-Friday, November 27* ***After the Thanksgiving holiday, <u>all</u> lecture instruction and final examinations will move 100% online**. Note: There is <u>no</u> final exam for ENG 111.*		

WEEKS 15-16: November 23-December 11	Reading TBD, Reflection **revision due** by noon on 12/2.	**Reflection revision due at noon on Friday, December 2.** Post to Moodle <u>and</u> to your WordPress blog.
Calendar is Subject to Change by Instructor		