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Calumet College

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of Saint Joseph

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*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

*We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.*

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## COURSE SYLLABUS, Fall 2019 (2019-01)

<b>Course: EWPC 096D, Fundamentals of English II</b>
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**Instructor Name:** Genae Barron  
**Office Number:** Room 531  
**Email:** [gbarron@ccsj.edu](mailto:gbarron@ccsj.edu)  
**Hours Available:** Monday: 12:00 p.m. – 2:00 p.m., 6:00 p.m. – 7:00 p.m.  
Wednesday: 12:00 p.m. – 2:00 p.m.  
By appointment.

**Instructor Background:** I grew up in the Region and attended Purdue University in Hammond for a BA in Communication. I stayed there for graduate school and taught while I earned a MA in Communication. I continued to teach at local colleges while working full-time as the Director of Operations for the American Board of Cosmetic Surgery. I am now transitioning into working in Academia full-time. My academic interests include qualitative research writing, film analysis, and performance studies.

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### Course Information:

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**Course Time:** Monday/Wednesday, 8:30 a.m. – 10:00 a.m.  
**Classroom:** Room 531  
**Prerequisites:** None  
**Required Books & Materials:** Laurie Kirzner and Stephen Mandell, *Patterns for College Writing with 2016 MLA Update*, 13th ed. ISBN: 9781319088064

## **Learning Outcomes/Competencies:**

*This course meets the following objectives:*

Students in this course will...

- write structurally, grammatically, and mechanically correct sentences.
- write a variety of sentence types using proper coordination and subordination.
- write paragraphs that are appropriate for the situation, purpose, and audience.
- use a dictionary or dictionary website to learn the definition, context, and origin of words and further build a college-level vocabulary.
- use a grammar handbook to identify and correct errors involving spelling and word choice, and to revise fragments, run-ons, and comma splices.
- identify discourse markers commonly associated with particular genres of writing.
- express the main idea of a text orally and in writing and distinguish between main idea and different kinds of support.
- employ critical reading strategies including pre-reading, note-taking, and annotating, to understand and infer meaning from a range of college-level texts.
- gain greater control over the writing process, including prewriting, drafting, revising, editing and peer review.
- write summaries that are complete, accurate, brief, independent, and neutral and that include attributive tags and structural markers.

*The course also introduces the following General Education Program objectives:*

Students in this course will...

- read analytically, synthetically, and critically in a variety of genres.
- write in a variety of forms using valid logic, persuasive rhetoric, and correct grammar, usage, and punctuation.
- be able to orally deliver a presentation with a clear central idea that is logically developed, supported by convincing evidence and valid reasoning, and expressed using language and delivery choices thoughtfully adapted to the audience.

## **Course Description:**

English 096 is the second course in the remedial writing sequence. It further develops the reading, writing, and technical concepts and skills students need to comprehend and summarize college-level texts. The course solves the sentence-level errors and weaknesses in paragraph unity, development, and coherence addressed in English 095. Student reading and writing skills are brought to adequate college level by responding in writing to more complex and difficult classic and contemporary essays and by working through targeted exercises in the college's educational software. Not applicable toward a degree.

## **Learning Strategies:**

*Direct instruction* with PowerPoint and other visual aids will be used to provide and reinforce required course content. Students are expected to prepare handwritten notes during periods of direct instruction, including during class discussions. Students' notes should include the day/date of the class session. They should also include a list of unfamiliar vocabulary encountered during direct instruction and class discussions. These notes should be assembled into a chronological archive and stored in a notebook, a folder, or on a digital platform. Student notes may be reviewed and/or collected periodically gauge student participation.

*Reading* is essential to mastering the learning objectives of this course. Students should be prepared to read, re-read, annotate, summarize, discuss, and analyze texts selected from a wide variety of genres, which may include textbooks, essays, scholarly articles, reportage, editorials, and literary texts. Reading regularly will also help expand students' vocabulary and strengthen their ability to "decode" the meaning, structure, and

rhetorical situation of different kinds of texts.

*Writing* is essential to mastering the learning objectives of this course. Students should be prepared to pre-write (list, brainstorm, freewrite), write (draft), re-write (revise), edit, and publish (print/post) a variety of writing assignments. Students will prepare a mixture of explanatory summaries, elementary academic essays, exploratory and expressive writing assignments (e.g., online discussion forum posts, freewriting, journals, reader response). Students will assemble a portfolio of writing to demonstrate attainment of basic competency in writing.

*Oral Communication* is essential to mastering the learning objectives of this course. Students should be prepared to formulate their ideas orally during full-class or small-group discussions. Students may also be asked to deliver oral presentations related to course reading and writing assignments.

*Individualized Instruction* will be provided at various times during the course, particularly to assist students in the writing process. These interactions (e.g., informal paper conferences) provide an opportunity for students to ask questions, respond to instructor feedback, and gain greater control over their personal writing process.

*Online Instruction* will be incorporated throughout the course. This will include regular use of Blackboard and may include assigned online grammar, vocabulary, reading, and writing exercises and assessments.

**Experiential Learning Opportunities:** None

## Assessments:

Major Assignments:		Weight
	Student performance in this course will be evaluated using the <b>weighted grading system</b> described herein. Students can track their current grade in Blackboard by viewing the “Weighted Grade” column in the course gradebook. Students’ final grade will be determined based on their performance in <b>six different areas</b> , weighted as follows:	
	<u>1. Participation Assignments:</u> <i>Students will complete a variety of short homework and in-class assignments. Some will assess if students have completed the assigned readings, understood vocabulary, and can articulate key concepts. Others will provide opportunities for students to express their thoughts about class readings or ideas presented in class to an audience that includes the instructor and/or their peers. Still others may be self-reflective assignments to help students formulate their thoughts.</i>	25%
	<u>2. IXL Checkpoints:</u> <i>Students’ knowledge of (1) basic grammar and (2) college-level vocabulary will be assessed. Students will be assigned a prescription of exercises to complete. To receive credit at the “checkpoints” indicated on the syllabus, students must show proof that he/she has (a) achieved mastery in their assigned lessons, or (b) invested an average of at least three hours per week working on their lessons, or (c) took and passed the post-assessment.</i>	10%

<p><u>3. Summary Paragraphs:</u> Students will write complete, cogent, and clear 250-word explanatory summaries of selected course readings. Summaries require students to identify main ideas and supporting details included in the source and to arrange this information into an organized and coherent written form that provides insight into both the content, structure, and tone of the text.</p>	<b>20%</b>
<p><u>4. Expository Paragraphs:</u> Students will write paragraphs that use techniques (modes) common in expository (informative) writing. These paragraphs will use the modes of narration, description, comparison &amp; contrast, and classification &amp; division.</p>	<b>20%</b>
<p><u>5. Final Portfolio:</u> Students will prepare a final portfolio showcases their strongest work including rough draft and revised final versions of their summary and expository paragraphs and a reflective cover letter.</p>	<b>10%</b>
<p><u>6. Attendance:</u> Regular attendance is required to succeed in this course. Students are expected to arrive on time, attend the entire class, and participate during class and through regular online activity. Each absence will reduce students' attendance grade by 10%. <b>Students who miss more than six hours of class will receive a zero (0) for the attendance portion of their final grade.</b> (Be sure to review the complete English Program attendance policy below under "Responsibilities").</p> <p>NOTE: University policy permits absences for <b>athletic competition</b> (i.e., not practice, meetings, etc.) provided that 48 hours advance notice is provided in writing (e.g., by email) to the instructor. Absences for any other reasons will not be excused.</p>	<b>15%</b>
<b>Total:</b>	<b>100%</b>

**Assessments:**

*Formative Assessments:*

- Participation Assignments
  - Reading and vocabulary quizzes
  - Review of class notes and reading annotations
  - In-class and online discussion
  - Grammar and vocabulary assessments and exercises
  - Review of writing assignment drafts

*Summative Assessments:*

- Final drafts of writing assignments
- Final portfolio submission
- Grammar and vocabulary post-assessment exam

<b>Grading Scale:</b>	100% – 92%: A	91% – 90%: A-	
	89% – 88%: B+	87% – 82%: B	81% – 80%: B-
	79% – 78%: C+	77% – 72%: C	71% – 70%: C-
	69% – 68%: D+	67% – 62%: D	61% – 60%: D-
	59% and below:	F	

### Course Schedule:

*I reserve the right to change this schedule to meet the needs of the class.*

#### Understanding the Schedule of Assignments:

*PCW = Patterns for College Writing*

Online = Reading located on Blackboard → Class Readings (listed by week number)

**BOLD ITEMS** = Homework to be turned in or important information

[ ] = Planned in-class activities

#### Week One

- Mon 8/26** [Today's Topic(s): Introductions; Syllabus]  
**DUE: DIAGNOSTIC PORTFOLIO**  
 READ: Online, Bean, "Helping Students Read Difficult Texts"  
 [Today's Topic(s): Discuss Bean's ten difficulties]
- Wed 8/28** **DUE: REFLECTIVE WRITING ON BEAN'S TEN DIFFICULTIES**  
 [Today's Topic(s): **IXL Grammar Pre-Assessment**; preparation for Price reading]

#### Week Two

- Mon 9/2** **NO CLASS – LABOR DAY**
- Wed 9/4** READ: **READING #1: Online, Price, "Working Class Whites"**  
*PCW, Reading to Write (13-16, 22)*  
 [Today's Topic(s): Annotating; Discuss Price]

#### Week Three

- Mon 9/9** **DUE: REFLECTIVE WRITING ON PRICE READING**  
**READ & ANNOTATE PRICE READING**  
 READ: *PCW, Integrating Sources and Avoiding Plagiarism (719-21)*  
 Online, Chapter 4, "Summary"  
 [Today's Topic(s): Writing Process; Intro to Summary]
- Wed 9/11** **DUE: IXL CHECKPOINT**  
**SUMMARY OF READING PRICE ROUGH DRAFT [IN-CLASS]**  
 [Today's Topic(s): Formatting Documents Using Microsoft Word; Peer review]

#### Week Four

- Mon 9/16** **DUE: SUMMARY PARAGRAPHS**  
**DUE: SUMMARY OF PRICE FINAL DRAFT**  
 READ: **READING #2, Online, Hine, "Goths of Tomorrowland"**  
 [Today's Topic(s): In-class workday to finalize Summary 1]

**Wed 9/18 DUE: IXL CHECKPOINT**  
[Today's Topic(s): Discuss HINE READING; In-class IXL work during last 30 minutes]

***LAST DAY TO WITHDRAW WITHOUT INSTRUCTOR APPROVAL (9/20)***

Week Five

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**Mon 9/23 DUE: ANNOTATE HINE READING**  
**ORAL PRESENTATION ON HINE READING**  
[Today's Topic(s): Students present about a paragraph from Hine reading]

**Wed 9/25 DUE: IXL CHECKPOINT**  
**SUMMARY 2 ROUGH DRAFT 1 [BRING 2 COPIES]**  
[Today's Topic(s): Peer review]

Week Six

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**Mon 9/30 DUE: SUMMARY 2 FINAL DRAFT**  
[Today's Topic(s): Introduction to "Comparison & Contrast"]

**Wed 10/2 READ: READING #3: Online, Steinem, "In Defense of the Chick Flick"**  
PCW, Chapter 11, "Comparison and Contrast" (369-75)  
PCW, Chapter 2, "Invention" (27-40)  
PCW, Chapter 3, "Arrangement" (49-60)  
[Today's Topic(s): In-class work day on Comparison & Contrast Paragraph]

**MIDTERM GRADES**

Week Seven ***COMPARISON & CONTRAST***

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**Mon 10/7 DUE: COMPARISON & CONTRAST PARAGRAPH ROUGH DRAFT (PRICE V. HINE)**  
[Today's Topic(s): Individual Paper Conferences, Day 1 of 2]

**Wed 10/9 DUE: COMPARISON & CONTRAST PARAGRAPH ROUGH DRAFT**  
[Today's Topic(s): Individual Paper Conferences, Day 2 of 2]

Week Eight ***NARRATION AND DESCRIPTION***

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**Mon 10/14 DUE: IXL CHECKPOINT (Modules 1-6 completed)**  
**COMPARISON & CONTRAST PARAGRAPH FINAL DRAFT**  
[Today's Topic(s): IXL Grammar Post-Assessment; IXL Vocabulary Pre-Assessment]

**Wed 10/16 READ: READING #4: Online, Orwell, "Shooting an Elephant"**  
PCW, Chapter 6, "Narration" (97-101)  
PCW, Chapter 7, "Description" (151-160)  
[Today's Topic(s): Discuss Orwell Reading; Introduce "Narration"]

Week Nine

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**Mon 10/21** [Today's Topic(s): In-class work day on Narration/Description paragraphs]

**Wed 10/23 IXL CHECKPOINT**

[*Today's Topic(s)*: In-class work day on Narration/Description paragraphs]

Week Ten

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**10/28 - 11/1 CCSJ ANNUAL HUMANITIES FESTIVAL**

*Our regularly scheduled class will not meet this week. Instead, students are required to attend five events during the Humanities Festival. The events take place all week, both in the daytime and in the evening. You'll need to plan ahead to work around your personal schedule. A sign-in sheet will be available at each event. Students who do not attend five events will be marked absent and not receive credit for the assignment.*

Week Eleven **CLASSIFICATION AND DIVISION**

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**Mon 11/4 DUE: NARRATION AND DESCRIPTION PARAGRAPHS FINAL DRAFT**

READ: **READING #5: Online, Alport, "The Language of Prejudice"**

PCW, Chapter 12, "Classification and Division" (433-435)

[*Today's Topic(s)*: Introduction to Classification and Division; Pre-writing for paragraph]

**Wed 11/6 DUE: IXL CHECKPOINT**

[*Today's Topic(s)*: In-class work day on Classification and Division paragraphs]

Week Twelve

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**Mon 11/11** [*Today's Topic(s)*: In-class work day on Classification and Division paragraphs]

**Wed 11/13 DUE: CLASSIFICATION AND DIVISION PARAGRAPHS ROUGH DRAFT**

[*Today's Topic(s)*: IXL in-class work day—final IXL Checkpoint next week!]

Week Thirteen **THE FINAL PORTFOLIO**

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**Mon 11/18 DUE: CLASSIFICATION AND DIVISION PARAGRAPHS FINAL DRAFT**

**CLASSIFICATION AND DIVISION (ORAL PRESENTATION)**

[*Today's Topic(s)*: Present the topic of your Classification and Division paragraphs]

**Wed 11/20 IXL CHECKPOINT** (Modules 7-9 completed)

[*Today's Topic(s)*: **IXL Vocabulary Post-Assessment**; Final Portfolio Instructions]

**NO CLASS- FALL BREAK (NOVEMBER 25-30)**

Week Fourteen

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**Mon 12/2** [*Today's Topic(s)*: In-class work day for Final Portfolio]

**Wed 12/4** [*Today's Topic(s)*: In-class work day - prepare cover letter Final Portfolio]

**LAST DAY TO WITHDRAW WITH INSTRUCTOR APPROVAL (12/6)**

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**Mon 12/9 DUE: REFLECTIVE WRITING ON EWPC 096 (In-Class)**  
[Today's Topic(s): IDEA Course Evaluations]

**Wed 12/11 DUE: FINAL PORTFOLIO**

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### Responsibilities

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**Attending Class** You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. Being absent doesn't excuse you from doing class work; you have **more** responsibilities to keep up and meet the objectives of this course.

Students who miss more than **SIX (6) hours of class** will receive a zero (0) for the attendance portion of their final grade.

In accordance with the English Program attendance policy, any student missing more than **NINE (9) hours of class** will receive an **F** (a failing grade) for the course.

**Turning In Your Work** You cannot succeed in this class if you do not turn in all your work on the day it is due. To pass the course, you must complete and turn in all required assignments. Work is to be turned in at the beginning of class on the due date listed on the course syllabus or stated by the instructor in-class or online. All written work must be typed and stapled (unless otherwise instructed).

**Late Work:** You will not receive credit for any late assignment unless you have made formal, written arrangements with the instructor via email prior to the next scheduled class session. Any work submitted more than **five days late** will receive a zero. Contact me at [mcassello@ccsj.edu](mailto:mcassello@ccsj.edu) to determine how/where you should submit any late work. In other words, do not show up to class a week after an assignment is due, hand in your work, and expect to receive credit for it.

**Missed In-class Work:** Except under dire circumstances (e.g., serious bodily injury requiring hospitalization or prolonged illness) in-class activities such as worksheets, journals, quizzes, review of notes/annotations, presentations, performances, group work, etc. cannot be made up if you are absent on the day the assignment is due.

**Meeting Standards for Classroom Behavior**

- **Use all the class time.** Come to class on time and stay in class until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others.
- **Come prepared.** Bring your texts, be prepared to take notes, and be able to demonstrate that you have completed the assignments for the day through your participation in class.
- **Respect others.** Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately.
- **Use electronic devices only for class purposes.** Engage with your classmates and the instructor without technological distractions.

## CCSJ Student Honor Code

This course asks students to reaffirm the CCSJ Student Honor Code:

I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:

- Continuously embrace **honesty and curiosity** in the pursuit of my educational goals;
- Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my **community**;
- Do my own work with **integrity** at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;
- Do my utmost to act with commitment, inside and outside of class, to the goals and **mission** of Calumet College of St. Joseph.

## Doing Your Own Work

If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.

Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at <http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite>

**PLEASE NOTE:** All papers may be electronically checked for plagiarism.

## Sharing Your Class Experience

Your voice matters! At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!

## Withdrawing from Class

After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.

## Communicating with your Professor

*Blackboard:* Blackboard will be used to distribute readings, handouts, and announcements. Your grades will also be recorded regularly in Blackboard. It is essential that you log into Blackboard regularly to ensure that you stay informed about the course. If the campus is closed or class cancelled due to bad weather, alternative assignments will be distributed via Blackboard and must be completed on time.

*Office Hours:* Students are encouraged to use office hours for assistance and clarification. Office hours are an excellent forum to discuss individual questions which are not appropriate during class (a question about your particular assignment, a question about the Communications program, your attendance, etc.). Appointments are not necessary, but they help me to prepare for your visit and ensure that I will not be out of the office. My office hours are specified on the first page of the syllabus.

*Email:* I will use CCSJ's email to send urgent announcements about class or

assignments. You should use CCSJ's email to communicate about absences and to ask small but important questions (e.g. clarification about an assignment). Don't use email to request information or materials readily available elsewhere (e.g. due dates ← listed on the syllabus, handouts ← available on Blackboard). I generally respond to emails within 24-48 hours with the exception of breaks/holidays when I may be unavailable until the next scheduled business day.

In all instances (Blackboard, office hours, email, phone), remember that communication with college instructors should *always* maintain standards of professionalism and formality.

## **Resources**

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<b>CCSJ Book Rental Program</b>	The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see <a href="http://www.ccsj.edu/bookstore">http://www.ccsj.edu/bookstore</a> . <b>All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</b>
<b>Student Success Center:</b>	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
<b>Disability Services:</b>	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a "reasonable accommodation" because of a disability, contact the Disability Services Coordinator at 219-473-4349.
<b>Student Assistance Program</b>	Through a partnership with <b>Crown Counseling</b> , Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, <b>contact Kerry Knowles SAP Counselor</b> , at 219-663-6353 (office), 219-413-3702 (cell), or <a href="mailto:kerryk@crowncounseling.org">kerryk@crowncounseling.org</a> .
<b>CCSJ Alerts:</b>	Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a> .