

COMMUNITY COLLEGE OF PHILADELPHIA
Fall 2010 | ENGLISH 098-099 | Reading/Writing

Fundamentals of Writing
ENGL 098-196 CRN 42128
 Mon, Wed, Fri, 9:05-10:00 AM
 Bonnell Building B1-01

Reading Improvement
ENGL 099-196 CRN 41840
 Mon, Wed, Fri, 8:00-8:55 AM
 Bonnell Building B1-01

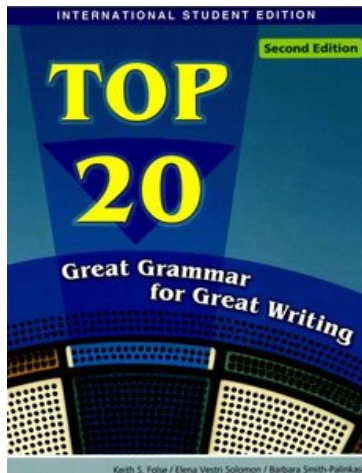
Instructor David Hodges

Office B1-9L Hours 10:00-11:00 MWF by appointment

Home Office Phone (856) 854-8385 Cell Phone (856) 979-6653 email dhodges@ccp.edu

Course Wiki: www.9899.pbworks.com

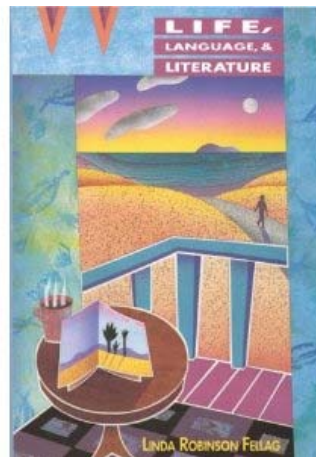
Required Textbook



Top 20: Great Grammar for Great Writing, 2nd Edition
 by Folse, Solomon, and Smith

Cengage Learning
 ISBN 9780618789672
Available in college bookstore

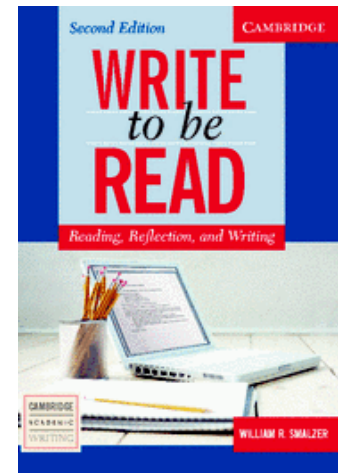
Required Textbook



Life, Language, & Literature
 by Linda Robinson Fellag

Heinle ELT
 Heinle Cengage Learning
 ISBN 9780838439654
Available in bookstore

Required Textbook



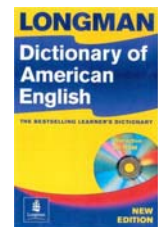
Write to be Read
 2nd Edition
 by William Smalzer

Cambridge University Press
 ISBN 9780521547468
Available in the college bookstore

Paper Dictionary

Since electronic dictionaries are forbidden during tests, you'll need a good academic paper dictionary such as the Longman *Dictionary of American English*, available at the college bookstore.

With CD: ISBN 0-13-170344-7. Without CD: ISBN 0-13-192762-0.



The Course Wiki

A wiki is a website with multiple authors; the best-known example is Wikipedia, which can be amended and edited by any author approved by the website. We'll use the wiki to conduct much of our course business. Assignments will be posted here; discussions will be held here; important course documents will be available only here! It's essential that you gain access to the wiki the first week of class and check in once a day. A wiki for another course looks like this:

The screenshot shows a web browser window displaying a course wiki page. The browser's address bar shows 'http://comp1esl.pbworks.com/FrontPage'. The page title is 'FrontPage' and it was last edited by David Hodges 6 days ago. The main content area features a large blue shield with 'ESL COMP' at the top and a large white number '1' in the center. To the right of the shield, the text reads 'Comp 1 ESL', 'ENG-101-ESL-80 (CRN 83756)', and 'Camden County College Fall 2010 Semester Camden City Campus'. Below this, there is an illustration of a woman with a megaphone and the text 'Breaking News from Your Professor! Click on the lady with the big bullhorn to open the Breaking News page.' The right sidebar contains a 'Navigator' section with links to 'FrontPage', 'I'm A Wiki Virgin', 'Meeting Agenda', 'Reading Exercises', 'SideBar', and 'Student to Student'. Below the navigator is a 'SideBar' section with 'New Assignment' (linking to 'Border Patrol for THU SEP 09'), 'Course Documents' (with sub-links 'Fake Link' and 'Professor Conferences'), and 'Learning Resources'. At the top right of the page, there is a 'Get your own free workspace' button and a 'log in help' link. A search bar is located at the top of the page content area.

Requesting Access

Click the request access link at the little flag in the upper right-hand corner to reveal a new screen:

Type your preferred email address and your real human being name so I'll recognize you. Confirm by entering whichever letter appears on your screen, and click Send to Administrator.

You will receive an email from pbworks.com with a link, inviting you to join the wiki. Follow the link to the wiki, then choose your own username and a password you are certain to remember!

The screenshot shows a form titled 'Request access to comp1esl.pbworks.com'. The form has two input fields: 'Your email address' with the value 'dhodges@ccp.edu' and 'Message (optional)' with the value 'David Hodges'. To the right of the form is a button that says 'To get in touch Contact the workspace owner'. Below the form, there is a confirmation step: 'Confirm by entering the letter M here [M]'. At the bottom of the form is a 'Send to administrator' button. A note at the bottom of the form states: 'You will be notified by email when your request is approved.'

Course description

The English 098-099 linked course is designed to prepare students for the rigors of college-level academic study. In order to pass the course, students must demonstrate both reading and writing skills sufficient for placement in ENGL101, the college-level writing course.

Course objectives

The following are among the skills we will work to improve through class work, online interaction, and out-of-class assignments.

- distinguishing among various audiences
- writing to an academic audience
- recognizing and responding to rhetorical techniques and strategies in texts
- writing for various common academic purposes (explanation, persuasion, summary, etc.)
- structuring essays appropriately for the assigned task and audience
- engaging in academic group discussions
- responding in an academic manner to controversial texts
- developing revision techniques for academic essays, including editing and proofreading
- improving grammar, syntax and other writing mechanics
- broadening and deepening vocabulary

Course Activities

CLASSROOM. Classroom activities are essential to your success in this course. They will help you pass the final exam and succeed at college level work. Regular classroom activities include reading, writing, close textual analysis, and structured discussions. We will also often study texts closely for examples of writing mechanics.

READING AND IN-CLASS PRE-WRITING. You will do most of your outside of class. Occasional in-class reading will be done when assignments require considerable student-instructor interaction or a discussion component unavailable to at-home readers. Following your own careful reading, classroom discussions will often be accompanied by pre-writing activities such as brainstorming, free-writing, and outlining.

WIKI DISCUSSIONS. You will also contribute written responses to assigned readings on the course wiki every week. There we will conduct a variety of textual analysis exercises, in addition to answering more familiar comprehension questions.

STUDENT PAPERS. Since student papers, most of them based on responses to readings from the textbook, are the focus of classroom discussion and analysis, your papers must be thoughtful, prompt and neat. You are not required, **BUT YOU ARE STRONGLY ENCOURAGED**, to word-process and print your papers. Whether they are typed, processed, or neatly hand-written, your papers must comply in full with the guidelines for an acceptable paper. **Non-compliant papers will be returned to you unread and ungraded.** See the last page of this syllabus for a correctly formatted sample.

Grading Criteria

At the end of the semester, you will receive one of the following final grades:

P	Passing	To pass, you must have fewer than 6 absences To pass, you must turn in all assignments and average a grade of 75 To pass, you must take all tests and average a grade of 75 To pass, you must receive a Passing grade on your Final Exam
MP	Making Progress	To receive the MP grade, you must have fewer than 6 absences To receive the MP grade, you must turn in all assignments, take all tests and quizzes, and demonstrate significant improvement
F	Failing	Any failure to meet the minimum requirements for the MP grade will result in the F grade

Attendance

Any student who misses 6 or more classes will automatically fail the class.

Being late twice or leaving early twice (or any combination of late arrival and early departure) is the same as missing a class. To succeed in college, you must accept the responsibility for everything that occurs in class, even if you are absent. If you must miss a class, come to the next class prepared to turn in or participate in all assigned work.

Assignments

Turn in assignments on the day they are due. Assignments turned in 0-24 hours late suffer a 10-point grade penalty. Assignments turned in 24-48 hours late suffer a 20-point grade penalty. Assignments more than one week late receive a grade of 0. There are no make-up tests for undocumented, unexcused absences. If an emergency or special situation arises, let me know immediately; otherwise, I will not make exceptions to the lateness rules.

Plagiarism and Cheating

Your work must be your own. Submitting someone else's work is not allowed. You may not borrow from someone else or any written source, including the internet.

You may not hand in work that has been rewritten for you by somebody else. You may not refer to notes during tests or speak to anyone else, look at another student's paper or leave the room during a test. If you help another student cheat or plagiarize, you are guilty as well.

- A first-time cheater on a minor assignment or test will receive a zero on the assignment.
- A second-time cheater on any assignment or test will fail the course.
- Any student who plagiarizes on a major assignment, such as a paper, or certainly on the final exam, will receive an "F" for the course and possibly disciplinary action.

Extra Help

ESL Tutors are available to assist you in the Learning Lab in room B1-28. The Learning Lab also holds workshops to help students with conversation, pronunciation and other language skills. I am available by email, telephone, or in person to help you with questions or concerns. The time to ask for help is EARLY in the semester, not just before the final.

Students registered with the Center on Disability must inform the instructor by the end of the first week of classes if special accommodations are requested.

Class Cancellations

The college will sometimes close during bad weather. To find out if the college has been closed, you can call the school at 215-751-8000 or check the website at www.ccp.edu. If I have to cancel class due to illness or emergency, I will try to get in touch with students. Please be sure I have up-to-date contact information for you throughout the semester.

Email Contact

Those of you who have tried know that I am very responsive to student requests for help via email. Email is an excellent way to let your professor know you must miss a class, or to clarify the requirements for an assignment. You may also submit papers and assignments by email in advance of the due date. If you have unavoidably missed a class and want to avoid severe late penalties for missed assignments, email your work within the 24 or 48 hour penalty periods explained above in **Assignments**.

Grades and Class Notes on MyCCP

Use MyCCP to access your enrollment information and find out your mid-term and final grades. To log onto MyCCP, you need to do the following:

- 1) Go to www.ccp.edu
- 2) Click on MyCCP (on the upper right hand corner)
- 3) Click on “How do I get a user name and password?” (on the left side)
- 4) Type your student ID (J number) and your social security number.
- 5) Click on “Retrieve login information” to receive your ID and password.

Let me know if have any problems using MyCCP. I may occasionally post class documents and information on “My Courses.” You may also use the chat, bulletin board and email function under the “My Courses” tab of MyCCP to communicate with your classmates.

Course schedule and assignments

The material for the course is divided roughly into six units, on which we will spend about two each. You will be assigned readings, grammar exercises, online interaction, in class discussion, in class writing exercises, and take home writing assignments. Also, you will produce one Major Essay for each unit.

You will study at least one chapter of **Write to Be Read** per unit. You will also be assigned grammar chapters from **Top 20: Great Grammar for Great Writing**. Starting in the sixth week, you will take weekly quizzes to test your grammar, style and technical writing abilities.

ENGL 098-099

Course Outline Week by Week

Week 1	WED SEP 08 FRI SEP 10	Academic Integrity Introduction to Course Materials First Day Student Paperwork In Class Writing Assignment: Respond to Border Patrol article Wiki Writing Assignment: Immigrants and Terrorism
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Week 2	MON SEP 13 WED SEP 15 FRI SEP 17	BASIC ESSAY STRUCTURE UNIT MODELED READING TO DISCOVER STRUCTURE IN WRITING Wiki Reading Assignment: To Be Announced In Class Writing Assignment: How to Buy a Car Write to Be Read: To Be Announced TOP 20 Grammar: To Be Announced
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Week 2	MON SEP 20 WED SEP 22 FRI SEP 24	BASIC ESSAY STRUCTURE UNIT CONTINUED
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SAMPLE ESSAY, FIRST PAGE

Student Name
ENGL 098-099
Hodges Fall 2010
First Day Writing Sample
Due Date: SEP 10, 2010
Date Submitted: SEP 10, 2010

An Excellent Essay Title, Correctly Capitalized

The first line of every paragraph is indented. Every page has a one-inch margin all around for professor's notes. Text is a 12-point Roman typeface (such as Times Roman), with **Bold** and *Italic* fonts for titles and emphasis. If possible, page numbers should include the student's last name; for example, ACQUANDOH 2. Both the **Due Date** and the **Date Submitted** appear in the **Title Block**, always located in the upper left-hand corner of the first page. Every paper is identified either as *First Draft*, or *Second Draft*, or *3rd Draft*, etc. (There is no such thing as a *Final Draft*.) Every written assignment requires a *Title* with appropriate capitalization.

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