

ENG 0900 COURSE SYLLABUS
Basic Composition II
2017 Spring Semester
Section 05: MWF 9:00-9:50 AM room E216
Section 02: MWF 8:00-8:50 AM room A211

Instructor: Tracy Lee
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REQUIRED TEXT and MATERIALS: *Little Seagull Handbook with Exercises*, edited by Richard Bullock, Michael Brody, and Francine Weinberg, 2nd edition; *IVCC Stylebook* (optional)

CREDIT HOURS: 3

CATALOG DESCRIPTION: Basic Composition II is a preparation course before enrolling in the transfer course, ENG 1001, or the communications course, ENG 1204 or 1205. The course work focuses on writing paragraphs and writing essays. The course includes a review of functional grammar, usage and punctuation. Basic Composition II earns three credit hours of Illinois Valley Community College Credit, but does not earn transfer credit hours. Students must earn 80 percent of the total points available to pass the class.

FINANCIAL AID STATEMENT: Withdrawal from a course can affect financial aid. Students who receive financial aid should see an advisor in the Financial Aid Office before withdrawing from a course.

STUDENT WITHDRAWAL POLICY STATEMENT: Effective Summer 2011, students will have the ability to initiate a withdrawal from classes. By completing the form in the Records Office or at www.ivcc.edu/withdraw, the student is authorizing IVCC to remove him/her from the course. Entering the student ID number serves as the student's electronic signature. IVCC has the right to rescind a withdrawal in cases of academic dishonesty or at the instructor's discretion.

Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that students meet with their instructor or with a counselor before withdrawing from a course.

EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

[Outcomes related to course specific goals.]

Upon completion of the course, the student will be able to:

1. The student will review functional grammar, sentence structure, and punctuation.
 - The student will recognize and use standard English grammar in writing.
 - The student will recognize and write complete sentences.
 - The student will recognize and use a variety of sentence structures.
 - The student will recognize and apply punctuation rules to all writing.
 - The student will use MLA style in formatting formal writing assignments.
2. The student will be able to write a well-developed paragraph.
 - The student will use a variety of prewriting techniques to generate topics.
 - The student will select and narrow a topic.
 - The student will write to a specific audience for a designated purpose.
 - The student will develop a plan for a paragraph.
 - The student will write a focused topic sentence.
 - The student will support the topic sentence with relevant, specific supporting details.
 - The student will recognize and use transitional expressions.

- The student will write an effective concluding sentence.
 - The student will recognize and demonstrate a variety of methods of paragraph development.
 - The student will edit and revise paragraphs.
3. The student will be able to write a well-developed, organized essay.
- The student will use a variety of prewriting techniques to generate topics.
 - The student will select and narrow a topic.
 - The student will write to a specific audience for a designated purpose.
 - The student will develop a plan for an essay.
 - The student will write a focused thesis statement.
 - The student will know the function of and the methods for developing an introductory paragraph.
 - The student will support the thesis statement through unified and coherent body paragraphs.
 - The student will know the function of and the methods for developing concluding paragraphs.
 - The student will recognize and demonstrate a variety of methods of essay development.
 - The student will edit and revise essays.
 - The student will understand what plagiarism means.
 - Students will use a formal third-person writing voice for a majority of the essay assignments.
4. The student will engage in critical reading of and respond to selected literature.
- The student will reflect on a reading and then use an appropriate mode of development to write a paragraph and/or essay.

METHOD OF ASSESSMENT: Final grades will be based on grades received on four (4) formal essays, grammar/style building writing activities, in-class writing responses/journals (including class participation in peer-review and discussions). The break-down includes:

Essays 3 & 4 (3-4 full pages)	50%
Essay 4: Argumentation	
Essay 3: Summary & Response	
Essays 1 & 2 (2-3 full pages)	40%
Essay 2: Definition	
Essay 1: Narrative	
Writing Process Assignments	20%
Journals/Grammar Assignments	10%

IVCC English Department [Grading Criteria](#)

GRADING SCALE:

- A = 94-100%
- B = 87-93
- C = 80-86
- F = Below 80**

ACADEMIC INTEGRITY POLICY: Academic dishonesty consists of, but is not limited to the following:

1. Cheating: defined as using or attempting to use, giving or attempting to give, and obtaining or attempting to obtain materials or information, including computer material, material pertaining to a quiz, examination or other work that a student is expected to do alone.
2. Plagiarism: defined as the use of another's words or ideas without acknowledgment.

Incident of either, or behavior of a nature deemed inappropriate to the academic setting will be considered just cause for dropping the offending student from the class with a failing grade.

STUDENT EMAIL EXPECTATION: All instructor-student email correspondence will be conducted through IVCC email accounts. It is the student's responsibility to check IVCC email for class announcements and/or updates to assignments or the course calendar. I check my email often and will respond to you as soon as possible; you are expected to contact me as soon as any issue arises so any delay on my part due to normal life circumstances (instructor and/or family obligations, etc.) will not jeopardize you.

ATTENDANCE POLICY: You must (and please do so) attend every class. After three (3) absences, I will reduce your grade; after six (6) absences I will withdrawal or fail you from the class; every three (3) tardies will add up to an absence and be included in your number of absences. **Please do not be tardy (late = tardy) to class** as with the nature of class discussion and writing responses, it's not only rude to me and your classmates but it's highly disruptive. Here is my attendance policy:

1-3 absences	freebees
4 absences	1 letter grade reduction (for example, A or B)
5 absences	2 letter grade reductions (for example, A or C)
6 absences	3 letter grade reductions (for example, A or D)
7 absences	withdrawn from class by instructor

STUDENT RESPONSIBILITIES:

1. **Student Writing:** Each formal essay must follow [MLA style guidelines](#) and be turned in by the deadline in order to be eligible for a grade. **A student is ineligible to earn a C or better in the course if any essay receives a zero for whatever reason.** That being said, I can grant extensions for extenuating circumstance at my discretion and with prior knowledge of said circumstance. Students will share and peer review writing on a regular basis. Students should always save an electronic copy of their work for themselves along with the one they give the instructor. Students should save all returned work until the end of the semester in the event of a miscommunication or grade dispute.
2. **Absence from class:** Students are responsible for any assignment or essay deadline in the event of an absence or tardy; it is the student's responsibility to find out what he/she missed in the event of an absence or tardy; **in-class assignments and group work cannot be made up.** If you must miss a class, please provide me with any work due that day by sending it with a classmate, sliding it under my office door, emailing it to me, or submitting on Blackboard (if applicable) before the end of the class period.
3. **Late Formal Essays:** An essay is considered late if 1) it is not printed and turned in during the class period of its due date AND 2) it is not uploaded to Blackboard by 11:59 p.m. of its due date. Late essay will received 2/3 letter grade reduction for each day (not course period) it's late; essays grades more than a week late will receive a zero.
4. **Late Assignments:** Assignments cannot be handed in late; assignments that are not turned in by the due date will receive a zero.
5. **Technology:** Students will be in an IVCC computer lab during class time and are expected to use those computers (including the Internet) for assigned and expected class work only. Personal computer mishaps will not considered an excuse for late essay or course word. If you know you have an unreliable or no available computer and/or Internet connection, manage your time so you can always access a college computer in the case of a personal computer mishap.
6. **Cell phone and Personal Tech:** Students are expected to silence personal technology during the class period. **No cell phone or iPod use is permitted during class, and laptop and tablet use is only permitted with special permission from the instructor.** The use of such devices during class without permission will be considered disruptive behavior. I reserve the

right to reduce the participation points that factor into your final grade due to excessive use of such devices.

7. **Unacceptable Behavior: Students are expected to conduct themselves in an adult manner, and those who choose to be disruptive will be withdrawn from the course. This includes language in email and online correspondence between peers.** Language is inappropriate if it results in individuals feeling outcast from the learning environment due to gender/gender identification, race, age, sexual orientation, religion, nationality, lifestyle, and/or creed. Derogatory, intolerant, and/or discriminatory ideas and opinions should not be expressed as fact in your writing. In academics we are open-minded (or at the very least neutral) to all beliefs and lifestyles, meaning all people are welcome to individual opinions but that intolerant beliefs will not be considered fact or “the way of life” while participating in learning activities. Regardless of belief or lifestyle, all students should feel welcome in the classroom environment this semester. Email me if you have concerns or questions about this policy.
8. **Participation:** You are expected to participate in class discussions and to work effectively in small groups. Part of your writing process grade depends on consistent participation in class discussions and peer review.

DISABILITY STATEMENT: You *may* be eligible for academic accommodations if you have a documented physical, psychiatric (anxiety, depression, bipolar disorder, AD/HD, post-traumatic stress, or others) or cognitive disability such as a learning disability. If you have a disability and need more information regarding possible accommodations, please contact Tina Hardy at (tina_hardy@ivcc.edu, 224-0284) or stop by office C-211.

Additionally, this course is designed to support diversity of learners. I encourage you to make me aware of any barriers that may inhibit your learning. Feel free to speak to me at any time about concerns or questions you may have about assignments, activities, or assessments.

MATURE COURSE CONTENT: Readings and examples may contain mature themes, subject matter, and/or language. It is not my intention to offend or disturb you, but literature also means exploring the many real-life subjects authors choose to expose or express in their work. If you have any reservations about course content for personal reasons, please talk to me privately.