Who, Where and When

Instructor Contact Info:
Instructor: Elli England
Voicemail: 714-0202 ext 22144
Email: toxicprof@yahoo.com

Course Info:
Class Ticket: # 1070
Meeting Times:
Tuesdays, 5:35 - 7:50 pm

Course Prerequisite: ENGL 099 or ESL 199AC with a grade of 'C' or better OR appropriate English placement score.

What is this ENG 100 course all about?

Course Description

This course emphasizes clear expository essay writing and reasoned support of ideas, analysis of texts, application of critical thinking skills, and practice in both research and style techniques.

Note: This course requires more self-discipline and dedicated study habits than a traditional classroom. Students must assume greater responsibility for their own learning and will need to keep this in mind when deciding to take the course. My role, as facilitator may also be different than your expectations for an instructor. Instead of a “sage on the stage,” please view me as a “guide on the side,” ready to assist you in the learning of the course materials.

What materials do I need?

Required Text:

- Adios, Strunk and White by Hoffman and Hoffman
• The Writer’s Options: Lessons in Style and Arrangement by Max Morenberg and Jeff Sommers.

Additional Materials:

• A college level dictionary
• Internet access and printer
• Disks or cd’s to save your work

Recommended Texts and Materials

While there are many resources on-line, it is highly recommended that you own a writing handbook, preferably an MLA style guide/grammar guide. A few suggestions would be, but are not limited to:

• Faigley, Lester. The Penguin Handbook. Longman
• Dees, Robert. Writing the Modern Research Paper. Longman, Fourth Edition

Other Resources:

• The OCC library website has a wealth of resources for research and MLA documentation. Please use it. http://www.orangecoastcollege.edu/academics/library/

• The OCC Tutorial Center is available to students and is free of charge. You may arrange for a tutoring appointment by showing your student ID card. Sign up early. Appointments are made on a first-come, first-served basis.

The Center is open Monday and Tuesday from 9:00 AM to 7:00 PM, Wednesday and Thursday from 9:00 AM to 4:00 PM, and Friday from 9:00 AM to 3:00 PM. The Center is closed on weekends and during the summer session.

For additional information, contact:
Jaki Kamphuis
Instructor/Coordinator
(714) 432-5538
jkmphui@occ.cccd.edu

Facilitator Availability
I am available generally from 9 a.m.- 9 p.m. on most days, but I attempt to reserve Sunday for family and rest. On Saturdays, I tend to be online in the morning only. During the week, I will be checking in generally three to five times a day.

What is the Course Content?

This course is designed around 15 major weeks or online Units. Students are expected to complete weekly assigned reading, participate in online discussions, complete online and classroom assignments, attend classroom meetings, and participate in group work.

The Weekly Schedule

Because our classroom meets on Tuesdays, our week will begin on Tuesday and conclude on Monday. We will follow a weekly schedule as follows:

Day 1 – Tuesday
Day 2 – Wednesday
Day 3 – Thursday
Day 4 – Friday
Day 5 – Saturday
Day 6 – Sunday
Day 7 – Monday

How will I be graded?

Please keep in mind that this is a college level course and you will be expected to attend and participate, meaning you will not receive extra credit or participation points for meeting the expectations and requirements of a college classroom. You will be graded on achievement, not effort.

You will also be required to pass an in-class essay exam to receive a passing grade, regardless of how many cumulative points you may have received. You will have two chances to fulfill this requirement (during the mid-term and final). The essays are graded "pass or no-pass."

Standard Grading Formula

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% +</td>
<td>A</td>
</tr>
<tr>
<td>80% +</td>
<td>B</td>
</tr>
<tr>
<td>70% +</td>
<td>C</td>
</tr>
<tr>
<td>60% +</td>
<td>D</td>
</tr>
<tr>
<td>50% +</td>
<td>F</td>
</tr>
</tbody>
</table>
## Point Values for Course Assignments

<table>
<thead>
<tr>
<th>ASSIGNMENTS</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Final Research (Passion) Paper</td>
<td>60</td>
</tr>
<tr>
<td>3 Major Writing Assignments</td>
<td>150 (3 x 50 points)</td>
</tr>
<tr>
<td>8 Current Interest/Response Papers</td>
<td>160 (8 x 20)</td>
</tr>
<tr>
<td>15 Misc. Online &amp; Classroom Assignments</td>
<td>75 (15 x 5 points)</td>
</tr>
<tr>
<td>Weekly Discussion Points</td>
<td>45 (15 x 3 points)</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>25</td>
</tr>
<tr>
<td>Final Exam</td>
<td>35</td>
</tr>
<tr>
<td>2 In-Class Essays</td>
<td>Pass/No-Pass</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>550</strong></td>
</tr>
</tbody>
</table>

### How can I do well in this course?

#### Attendance and Deadlines

Regular attendance is expected and necessary to do well in the course. You may miss 2 class meetings without penalty. After that, your grade will be seriously affected. Please contact me early if you run into any problems. If you miss more than 3 meetings for any reason, you will need to drop the course and retake it during another semester.

If you must be absent, you are responsible for contacting another student to find out what you missed (yes, you did miss something!). Please do not email me after the fact for missed content.

Attendance and participation is critical in the online portion of our course. **You will be required to log in and participate three out of seven days of each week. Your participation will be tracked by the significant responses you post.**

#### Scheduling

This is not a “work at your own pace” course. All work within each Unit are due weekly (please check the deadlines). Prepare to spend two hours outside of class for every hour spent in class. Since we meet for a total of 4 hours each week (in class and online), you will need about 7 hours preparation outside of class for reading, writing and class preparation. A very good student, or one who is satisfied with a lower grade, may get by with less, but if you are having difficulties with the material, or hope to achieve an A grade, more time may be needed.
Late Assignments

Late assignments will be penalized with a 10 point grade deduction for each day late. For this reason, I highly encourage students to complete and post work early. Anytime you feel that you might be falling behind in the course, it is best to contact me to discuss your situation. **Assignments not received after seven days of the due date will not be accepted.** No assignments can be accepted the final day of class.

*Missed in-class workshops and assignments cannot be made up.* If you arrive late to class and miss a quiz or assignment, you cannot turn it in later. Please keep this in mind and be punctual.

Note: Computer problems, printer difficulties, lost documents, corrupted disks, etc. are not valid excuses. Please save all drafts of your work on your hard drive and in an additional location frequently to avoid loss of work. You may also want to print out your drafts for additional back up. Remember that computers and printers are also available on campus. Your best preparation is to do your work early.

Class Participation

One of the greatest learning resources at your disposal are the other students you'll meet in this class. Take advantage of that opportunity; ask the person next to you for help you with something you don't understand, or offer to help someone else who is struggling. You learn best when teaching others and you will have plenty of opportunities for collaborative work.

Participation is a critical component of our online classroom. For this course, you will be required to respond to all Discussion Questions (DQs) posted in the Discussion Area. You will earn points for posting **two additional significant posts, on three of the seven days per week.** You will find it is much easier to keep up when you are logging in and participating regularly. Keep in mind that your participation is counted as contributions **above and beyond** answering DQs and submitting assignments.

Additionally, posts that count towards participation should add value and substance to our classroom. For example, a message which says simply, "I agree," does not constitute participation because it does not add anything of substance to the discussion. However, **quality participation** may include, but may not be limited to, the following types of posts:

- Sharing a personal experience relating to the discussion topic
- Asking other students questions about their own experiences
- Asking others questions regarding the weekly materials if needed
- Sharing your own insights or respectful disagreements with course materials and discussions
- Offer additional perspectives on the topic
- Sharing your experience applying course materials to real world, career situations

Expectations for Discussion Question Responses
Unlike your formal written assignments, I do not require that your DQ responses adhere to specific formatting requirements. However, please make sure to proofread carefully. Grammar and spelling errors may impact the grading as they also impact clear communication.

I expect your DQ question responses to reflect critical thought. Whenever possible, please try to relate the course content to real-world applications, personal experience, course content or thoughtful questions and observations.

Student Conduct

Please remember this is a college level course and college level conduct is expected. When in class, please turn off all cell phones and pagers. I will not allow text messaging or instant messaging. Typing while someone has the floor is rude and you may be asked to leave if you disrupt the class.

Critical thinking involves the discussion of diverse perspectives. Please be respectful of your classmates and their opinions. We have much to learn from each other.

Drops and Withdrawals.

If you fail to attend or decide to drop the course, please do not assume I will complete the paperwork for you. It is your responsibility to officially drop the course, or you may end up with an F for the semester. Unfortunately this happens frequently, so don’t let it happen to you. Please pay attention to OCC Drop Deadlines.

Academic Honesty

Academic honesty is highly valued at OCC. A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student’s original words or ideas, the student must cite all relevant sources. Academic dishonesty could involve:

- Having a tutor or friend complete a portion of your assignments
- Copying work submitted by another student to a public class meeting
- Using information from online information services without proper citation

Plagiarized work will result in an F for the assignment, and in some cases, an F for the course. For this reason, students should retain all research notes and rough drafts until final grades have been received. See the OCC Catalog for complete details.

General Writing Guidelines

Writing drafts of essays is a requirement for all major writing assignments in this course. Drafts facilitate feedback from your peers and myself, and allow you to complete proper editing and revisions before you turn in your essay. They also keep you from procrastinating. Keep in mind that there will be no paper revisions, so you must submit your best work as your final paper. Please edit and proofread accordingly.
Additionally, I will also accept up to 10 lines of text at a time for review prior to essay deadlines. Please provide the context of your lines (Introduction, conclusion, "is this a run-on", etc). You can email these lines with specific questions to me via WebCT email. I will make every attempt to answer your questions and give you pointers within 24 hours. Please allow for ample time before the deadline and keep in mind that more students email at the last minute, which could delay my response to you. To avoid delays and ensure you receive the feedback you request, start your work early!

Schedule of Assignments

Each Week: Discussion (3 points): Remember to answer each DQ and participate in the class discussions three out of seven days during the week.

Note: All assigned readings should be completed before attending the designated classroom period. This ensures you have a basic knowledge of the material and will come equipped with questions and discussion points. The in-class activities will make more sense if you are already familiar with the terms and concepts.

<table>
<thead>
<tr>
<th>Monday Assignment Due Dates</th>
<th>Tuesday Assignment Due Dates</th>
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</thead>
<tbody>
<tr>
<td><strong>2/06</strong></td>
<td><strong>2/07</strong></td>
</tr>
<tr>
<td>All Unit One Materials</td>
<td></td>
</tr>
<tr>
<td>Readings: TWO: 3 - 14; TWO: 207 - 213</td>
<td></td>
</tr>
<tr>
<td><strong>2/13</strong></td>
<td><strong>2/14</strong></td>
</tr>
<tr>
<td>All Unit Two Materials</td>
<td>Paper #1 – Probing Pictures DRAFT Due</td>
</tr>
<tr>
<td><strong>2/20</strong></td>
<td><strong>2/21</strong></td>
</tr>
<tr>
<td>All Unit Three Materials</td>
<td></td>
</tr>
<tr>
<td>Readings: Adios: 10 – 30; Adios: 31 – 45</td>
<td>Paper #1 – Probing Pictures FINAL Due</td>
</tr>
<tr>
<td><strong>2/27</strong></td>
<td><strong>2/28</strong></td>
</tr>
<tr>
<td>All Unit Four Materials</td>
<td>Meet In Library</td>
</tr>
<tr>
<td>Readings: Adios: 238 - 244</td>
<td></td>
</tr>
<tr>
<td><strong>3/06</strong></td>
<td><strong>3/07</strong></td>
</tr>
<tr>
<td>All Unit Five Materials / Readings: Adios: 68 - 80</td>
<td>Mid Term Exam</td>
</tr>
</tbody>
</table>
### 3/13
**All Unit Six Materials**  
Readings:  
**TWO**: 46 – 52; **Adios**: 84 -92; **Adios**: 190 -196

### 3/20
**All Unit Seven Materials**  
Readings: **Adios**: 118 – 120  
(Also read “Peer Review” Handout for this week)

### 3/27
**Spring Break**

### 3/14
Paper #2 – Historical Narrative  
Rough DRAFT I Due

### 3/21
Paper #2 – Historical Narrative  
Rough DRAFT II Due

### 3/28
**Spring Break**

### 4/3
**All Unit Eight Materials**  
Readings: **Adios**: 121-125  
Paper #2 – Historical Narrative FINAL Paper Due

### 4/10
**All Unit Nine Materials**  
Paper #3 – Pie Slice Draft Due

### 4/17
**All Unit Ten Materials**  
Readings:  
**TWO**: 174 – 183  
Paper #3 – Pie Slice FINAL Paper Due  
Passion Paper Proposal Due

### 4/24
**All Unit Eleven Materials**  
Readings: **Adios**: 165-168  
Passion Paper Outline Due

### 4/25
**All Unit Twelve Materials**  
Readings:  
**TWO**: 159 – 166  
Passion Paper DRAFT Due

### 5/1
**All Unit Thirteen Materials**  
Readings: **Adios**: 150 – 152

### 5/2
**Spring Break**

### 5/8
**Spring Break**

### 5/9
Passion Paper Peer Reviews and Paper Conferences
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/15</td>
<td>Any Revision of Papers #1, #2 or #3 Due</td>
</tr>
<tr>
<td>5/15</td>
<td>All Unit Fourteen Materials</td>
</tr>
<tr>
<td></td>
<td>Readings: Adios: 140-148; Adios: 127-131</td>
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<tr>
<td></td>
<td>FINAL Passion Papers Due</td>
</tr>
<tr>
<td>5/16</td>
<td>Final Exam review</td>
</tr>
<tr>
<td>5/22</td>
<td>All Unit Fifteen Materials</td>
</tr>
<tr>
<td>5/23</td>
<td>Final Exam</td>
</tr>
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</table>

*Enjoy Summer Break!*