**ENG 1101 – English Composition I – Fall 2018 – Section D348/C348**

**Monday/Wednesday: 11:30am-12:45pm (M-307); Wednesday: 10:00am-10:50am (N-922A)**

**COURSE INTRODUCTION**

**Description**

English Composition I is a course in effective essay writing and basic research techniques, including the use of the library. College-level readings are assigned as the basis for in-class and online discussion and for essay writing. CUNY certification in reading and writing is the prerequisite for this course. **Students should expect to spend six hours per week on work for this class in addition to class time.** Through discussion, reading, writing in drafts, collaborating, revising, and presenting work, students will learn to:

* Write clear and logical sentences of varied structure, using correct spelling, conventional punctuation, and correct grammar and syntax;
* Organize sentences into paragraphs and paragraphs into well-developed essays that present persuasive arguments based on specific evidence;
* Draft, revise, and proofread essays of various modes of writing, including narration, description, comparison, argumentation, analysis and reflection;
* Use writing as a process of discovery, building habits of critical thinking;
* Develop a personal writing style;
* Read actively, carefully, and thoroughly, looking at details and at the piece as a whole;
* Formulate questions as part of the reading process in anticipation of class or online discussions;
* Demonstrate the ability to summarize, paraphrase, quote from, and argue with assigned readings;
* Gain familiarity with online tools such as blogs, collaborative documents, online writing centers, and library research tools;
* Communicate professionally via e-mail and other online media;
* Demonstrate information fluency—the ability to find, evaluate, use, and create online resources.

**Learning Objectives**

**Rhetorical Knowledge**

* Understand and respond appropriately to different kinds of rhetorical situations
* Understand how genres and disciplines shape reading and writing practices
* Write in several genres

**Writing and Reading Processes**

* Develop flexible strategies for generating, revising, editing, and proof-reading
* Understand writing as an open process that permits writers to use later invention and re-thinking to revise their work
* Be aware that it usually takes multiple drafts to create and complete a successful text
* Understand the collaborative and social aspects of writing processes
* Learn to critique their own and others' works
* Learn to balance the advantages of relying on others with the responsibility of doing their part

**Critical Thinking, Reading, Writing, and Researching**

* Use writing and reading for inquiry, learning, thinking, and communicating
* Understand a writing assignment as a series of tasks, including finding, evaluating, analyzing, and synthesizing appropriate primary and secondary sources
* Read, analyze, and interpret essays and texts across a variety of genres, disciplines, and media for the purposes of academic inquiry, rhetorical and textual analysis, and understanding, improving, and critiquing writing processes and reading strategies
* Understand how to read, interpret, and respond to argument-based readings and consider how the structure and content of these readings may relate to student writing projects and processes
* Integrate a student's own ideas with those of others and practice summarizing, paraphrasing, quoting, and documenting this work in various writing projects
* Locate, evaluate, organize, and use research material collected from digital sources, including scholarly library databases; other official databases (e.g., federal government databases); and informal digital networks and internet sources

**Composing in Digital Environments**

* Use digital tools and environments for drafting, reviewing, revising, editing, and sharing texts

**Knowledge of Academic Conventions**

* Learn common formats for different kinds of texts
* Develop knowledge of genre conventions ranging from structure and paragraphing to tone and mechanics
* Practice appropriate means of documenting research sources
* Control such surface features as syntax, grammar, punctuation, and spelling

**Course Web Site**

In addition to our class meetings, we will share a virtual community on OpenLab at the following URL: <https://openlab.citytech.cuny.edu/choieng1101d348fa2018/>

Assignments, upcoming deadlines, and other important information about the course will be posted on this site, so **you are required to check it regularly (at least twice a week)**. We will also hold discussions there, and you will be responsible for posting your responses according to the homework schedule. **You will need your City Tech email account to create an account on OpenLab within the first week of classes.**

**GRADING**

**Grade Breakdown**

**(1) Essays (30%)**

-Personal Narrative 15%

-Open Letter 15%

**(2) Research Project (35%)**

-Proposal 5%

-Outline 10%

-Oral Presentation 5%

-Argumentative Paper 15%

**(3) Exams (20%)**

-Midterm 10%

-Final Exam 10%

**(4) Participation (15%)**

**REQUIREMENTS**

**Required Texts**

\*Readings must be printed & brought to every class session; refer to schedule.

* *OER Reader* (accessible on our course OpenLab site)

**Essays and Assignments**Essays and assignments are due at the **beginning of class** on the date indicated in the schedule. **No email submissions are accepted under any circumstances!**

Late essays will incur a penalty of one full letter grade for each day that it is late (e.g., a B+ will become a C+) and will not be accepted after 4 days. Some leniency **may** **be given at my discretion** if you have a documented emergency or know of an upcoming urgent situation and speak to me **before** the due date. Do not wait to print your essay on the morning of the class that it is due. It is your responsibility to have your paper ready for submission at the start of the class that it is due. **If you are late to class due to printing, the essay will be counted as one day late.**

Homework assignments will usually include one or more readings. For each reading, you are expected to create: (1) a vocabulary list; (2) a 1-2 paragraph summary of the reading; (3) at least 2 critical thinking questions. I will either collect the homework or go around class to see if you have completed it, and note this on your class record. Additionally, you may be asked to blog a response on our class OpenLab site, or write some other form of written response to be turned in to me. **No late homework assignments will be accepted**, as we will utilize these in class on the date they are due. The timely completion of or the disregard of homework assignments directly affects your participation grade.

All essays and assignments must be typed and formatted according to MLA guidelines (see below).

**Formatting papers (always review these before submitting any work)**Use MLA guidelines, which include the following recommendations: Do not use a cover sheet. Use double-spacing (except the heading, which has no spacing), 1-inch margins all around, left justified, 12-point Times Roman font, begin page numbers on the second page. No extra spacing between paragraphs. On the first page, type in the upper-left corner your name, my name, the course and section, and the assignment. Then skip a space and type out the title of your essay (centered, capitalized,12-pt Times New Roman Font, No Bold, No Underline, No Italics, No Quotes).

Jane Doe  
Prof. Choi

English 1101 (DXXX)

Essay X

Essay Title Goes Here

Also remember to staple all work before submission. Papers that do not adhere to these guidelines **will receive grade deductions**, so read and follow carefully.

**Revision**

You will have the opportunity to revise and resubmit the final drafts of the two essays (the Personal Narrative and Open Letter essay) after they’ve been graded. However, to earn a higher grade, you must improve the quality of the essay on conceptual as well as mechanical levels. This most likely cannot happen without help. Thus, **you must** discuss your graded essay with me **AND** attend a tutoring session in the Learning Center.

Your final grade will be the average of your original final draft and your revised final draft. Rewritten essays that are simply line-edited for grammar and turned back in will receive the same letter grade. Revised work can be handed in any time before our last class. When resubmitting, you **must** submit: (1) the graded version; (2) your new revised copy; and (3) a slip from the Learning Center as proof you attended a tutoring session. If any of these are missing, your paper will not be accepted.

**Midterm Exam**

This exam is meant to assess your progress midway through the course, and to begin preparing students for the final exam. The format and task of this exam will be modeled after the final exam (see below).

**Final Exam**

A one-day uniform departmental exam is given on the last day of class. The exam is based on a short reading, usually (but not always) from *The New York Times* or a similar publication. For the exam, students are asked to write an in-class essay analyzing and responding to the article’s arguments and ideas. You will receive the reading PRIOR to the exam; however, the questions will **not** be distributed until exam day.

**Library Visit**

One class during the semester will be set aside for library instruction. During this class, a library faculty member will acquaint students with the City Tech library’s print and electronic resources. This visit is crucial in helping you with your Research Project, so do not be late or absent.

**POLICIES**

**Attendance**  
You are expected to arrive on time and attend all classes. Your attendance is recorded and reported to the college according to City Tech’s policy. Being in class to participate in discussions, writing exercises, presentations, and group activities is important: if you are not here, you will not get credit for those activities, and your final grade will be negatively affected.

**If you are absent, you are fully responsible for any work missed.** Being absent is not an excuse for late papers or missed in-class work. Obtain the contact information of 3 classmates in case you need information about a class you missed. Leaving a class before its completion will be counted as an absence, as will arriving for class after the first fifteen minutes. Grades for those students who have no absences will be positively impacted. Please note that missing the lab hour also counts as a separate absence. So if you miss the lecture and the lab, that is marked as 2 absences.

**Lateness**

Class begins promptly at the times stated on page one of this syllabus. Chronic lateness negatively impacts your final grade.

**Participation**

Class participation is vital to lively and focused discussions. It is judged on how students engage the text, each other, and the professor. Students are expected to complete the required reading for any given session and to come to class prepared to participate. A high participation grade can be earned by coming to class consistently and on time, contributing consistently (at least once each class period) to class discussion, delivering successful presentations, and participating in in-class activities, including peer review. Make sure you have a notebook to write in and something to write with. Take notes and complete all the work for the course on time. Assignments are due at the beginning of a class.

**Etiquette**

Be respectful of your classmates; bullying or intimidation of any kind will not be tolerated. Also, please be free of distractions such as cell phones, food, or other non-course material.

**Academic Integrity/Plagiarism**   
City Tech’s Policy on Academic Integrity states, “Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion.”

Please familiarize yourself with City Tech’s academic honesty policies at this link: <http://www.citytech.cuny.edu/aboutus/docs/policies/CUNY_ACADEMIC_INTEGRITY_6-2011.pdf>

Plagiarism, the act of presenting another person’s ideas, research, or writing as your own, whether intentionally or unintentionally, is not tolerated at City Tech. Using proper documentation (we will use the MLA style for citations) and thorough textual analysis will help you avoid plagiarism. Any cases of plagiarism or other forms of academic dishonesty will result in a grade of zero and appropriate measures taken. If you are confused or have any questions about what plagiarism is and how you might avoid it, please contact me before your assignment is due.

**RESOURCES**

##### Contacting Me

##### I am available usually before and after class to discuss any questions or concerns you might have, to provide feedback on your writing, etc. Please schedule an appointment with me in advance. Do not wait until an assignment is due before telling me you’re having trouble with it. Outside of class, I am best reached via email.

##### The Atrium Learning Center (ALC)

ALC has free writing tutors who can assist you at any stage in completing the assignments for this course. Call 718-260-5874 for more information or visit: <http://websupport2.citytech.cuny.edu/learningcenters/english.htm>  
  
**Students with Disabilities**If you have any type of disability, please come discuss this with me so we can make arrangements to tailor any course policies or assignments to your specific needs.

**ENG 1101: TENTATIVE SCHEDULE OF CLASSES AND ASSIGNMENTS**(Subject to change – Always check our OpenLab site for the most up-to-date information)

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| --- | --- | --- | --- |
| **Week** | **Date** | **Class Schedule** | **Homework** |
| 1 | M 8/27 | * Course Introduction * Writing an email to your professor * Rhetoric/rhetorical modes, audience, and writing as a process * Partner introductions | * Sign up to our class OpenLab using your City Tech email, and familiarize yourself with the information and layout. * Sign up for your free *New York Times* digital subscription |
|  | W 8/29 | * Active reading * Summarizing effectively * Responding to readings * In-class writing assessment | * Refer to Class Notes/Homework on OpenLab |
| 2 | M 9/3 | **NO CLASSES – LABOR DAY** |  |
|  | W 9/5 | **CLASSES FOLLOW A MONDAY SCHEDULE**   * Introduction to Personal Narratives and Description * Discussion of assigned readings * Is NYC the unofficial capital of the world? * What is your private New York like? | * Refer to Class Notes/Homework on OpenLab |
| 3 | M 9/10 | **NO CLASSES** | * Refer to Class Notes/ Homework on OpenLab |
|  | W 9/12 | * Group activity sharing photographs of our neighborhoods * Discussion of narrative techniques: descriptive language, dialogue, appealing to emotions, etc. | * Refer to Class Notes/Homework on OpenLab |
| 4 | M 9/17 | * How to revise the personal narrative, with particular attention to audience, pacing, and overall effectiveness | * Refer to Class Notes/Homework on OpenLab |
|  | W 9/19 | **NO CLASSES** |  |
| 5 | M 9/24 | **\*\*PEER REVIEW WORKSHOP**  **Must have 3 copies of your draft in class today. It is crucial that students arrive on time. Those who arrive more than 15 minutes late will not be able to participate.** | * Refer to Class Notes/Homework on OpenLab |
|  | W 9/26 | * Introduction to analysis, and critically responding to arguments/ideas * Incorporating sources in your writing * Discussion of midterm/final exam protocols and what to expect. | * Refer to Class Notes/Homework on OpenLab |
| 6 | M 10/1 | * How to structure essay; create outlines based on prompts * In-class writing and discussion | * Refer to Class Notes/Homework on OpenLab |
|  | W 10/3 | **\*\*FIRST ESSAY: PERSONAL NARRATIVE DUE IN CLASS TODAY**   * Discuss in-class writing samples. * Discussion of assigned readings. | * Refer to Class Notes/Homework on OpenLab |
| 7 | M 10/8 | **NO CLASSES** |  |
|  | W 10/10 | * Introduction to Open Letters * Discussion of sample open letters read for homework | * Refer to Class Notes/Homework on OpenLab |
| 8 | M 10/15 | * Group activity sharing open letters and responses * Discussion of the components of open letters: summary, analysis, persuasion, argumentation, the presentation of informed opinions, appeals to emotions, etc. | * Refer to Class Notes/Homework on OpenLab |
|  | W 10/17 | **MIDTERM EXAM** | * Refer to Class Notes/Homework on OpenLab |
| 9 | M 10/22 | * Voice, tone, audience, and narrative in open letters * What makes an open letter particularly compelling and effective? | * Refer to Class Notes/Homework on OpenLab |
|  | W 10/24 | * Sharing/discussion of open letter introductory paragraphs. | * Refer to Class Notes/Homework on OpenLab |
| 10 | M 10/29 | **\*\*PEER REVIEW WORKSHOP**  **Must have 3 copies of your draft in class today. It is crucial that students arrive on time. Those who arrive more than 15 minutes late will not be able to participate.** | * Refer to Class Notes/Homework on OpenLab |
|  | W 10/31 | * Introduction to Research Project * Argumentation | * Refer to Class Notes/Homework on OpenLab |
| 11 | M 11/5 | **\*Tentative date for LIBRARY RESEARCH WORKSHOP**  **Class meets outside the library entrance.** | * Refer to Class Notes/Homework on OpenLab |
|  | W 11/7 | **\*\*SECOND ESSAY: OPEN LETTER DUE IN CLASS**   * Brainstorming research topics * Evaluating research topics, mapping research goals and strategies | * Refer to Class Notes/Homework on OpenLab |
| 12 | M 11/12 | **\*\*RESEARCH PROPOSAL DUE IN CLASS TODAY**   * Develop a working thesis * Draft introductions | * Refer to Class Notes/Homework on OpenLab |
|  | W 11/14 | * Supporting arguments with examples; the snowball effect * Practice analyzing and incorporating quotes from secondary sources | * Refer to Class Notes/Homework on OpenLab |
| 13 | M 11/19 | * Feedback sessions on research proposals and preliminary outlines | * Refer to Class Notes/Homework on OpenLab |
|  | W 11/21 | * Feedback sessions on research proposals and preliminary outlines | * Refer to Class Notes/Announcements on OpenLab |
| 14 | M 11/26 | **\*\*RESEARCH OUTLINE DUE IN CLASS TODAY**   * Evaluating quotes prepared for homework * Discussion on revision of research paper drafts | * Refer to Class Notes/Homework on OpenLab |
|  | W 11/28 | * Compiling the Works Cited page | * Refer to Class Notes/Homework on OpenLab |
| 15 | M 12/3 | **\*\*PEER REVIEW WORKSHOP**  **Must have 3 copies of your research paper draft in class today. It is crucial that students arrive on time. Those who arrive more than 15 minutes late will not be able to participate.** | * Refer to Class Notes/Homework on OpenLab |
|  | W 12/5 | **\*\*ORAL PRESENTATION ON RESEARCH PROJECTS** | * Refer to Class Notes/Homework on OpenLab |
| 16 | M 12/10 | **\*\*ORAL PRESENTATION ON RESEARCH PROJECTS** | * Refer to Class Notes/Homework on OpenLab |
|  | W 12/12 | **\*\*RESEARCH PAPER DUE IN CLASS TODAY**   * End-of-semester celebration * Final Exam Review |  |
|  | M 12/17 | **FINAL EXAM** | Happy Holidays! Enjoy the winter break. |