**ENG 1101 – English Composition I – Fall 2019 – Section D320/C320**

**Monday: 9:00am-9:50am (M-307); 10:00am-11:15am (L-639)   
Wednesday: 10:00am-11:15am (L-639)**

**COURSE INTRODUCTION**

**Description**

English Composition I is a course in effective essay writing and basic research techniques, including the use of the library. Demanding readings are assigned as the basis for in-class and online discussion, and for essay writing. CUNY proficiency in reading and writing is the prerequisite for this course.

**Learning Outcomes**

Please see the attached sheet and keep it handy. We will review these at the beginning and throughout the semester. By the end of the term, our goal is to meet each of the learning outcomes. This course syllabus is designed to help us do so.

**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/choieng1101d320fa2019>

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.**

**Grade Breakdown**

**(1) Course Work & Participation (40%)**

-Homework: readings, responses, OpenLab posts, drafts, etc. (25%)

-Participation (10%)

-Oral Presentation (5%)

**(2) Final Portfolio (60%)**

-Literacy Narrative (15%)

-Rhetorical Analysis (15%)

-Multi-modal Project (20%)  
 -Reflection Essay (10%)

**REQUIREMENTS**

**Required Texts**

You will not have to purchase a textbook for this course. All readings will be available to

download and print from our OpenLab site. Readings must be printed & brought to every class

session according to the class schedule on OpenLab.

**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 class session that it is late (e.g., a B+ will become a C+) and will not be accepted 1 week past the due date. 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 receive a 1/3 letter grade deduction** (e.g., a B+ will become a B).

The final portfolio will consist of revised/polished versions of your three major assignments from this semester, as well as a final reflection (to be discussed later). All final portfolios must be submitted on time, as **no late portfolios will be accepted**. NO EXCEPTIONS!

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; and (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 homework grade.

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

**Oral Presentation**

Students are required to deliver a short (about 5 minutes) presentation on their Genre Project during Week 15 of classes that is worth 5% of their grade. More information will be provided when we start Unit 3.

**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 New 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 type. 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 be returned to you for correction, and **will receive 1/3 letter grade deduction**, so read and follow carefully.

**Revision**

You will have the opportunity to revise and resubmit the final drafts of the major assignments after they’ve been discussed in peer review and given a provisional grade (except for the Genre Project, which will undergo only peer review). These will be submitted in your Final Portfolio at the end of the course. However, to earn a higher grade, you must improve the quality of the assignment on conceptual as well as mechanical levels. This most likely cannot happen without help. Thus, you should discuss your graded essay with me **AND** attend a tutoring session in the Learning Center.

**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 for major assignments, so do not be late or absent.

**COURSE 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. In order to succeed in the class, students will need to attend regularly. Being in class to participate in discussions, writing exercises, presentations, and group activities is crucial: if you are not here, you will not get credit for those activities, and your “Course Work & Participation” 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 and check our OpenLab site 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. I take attendance at the start of each class, so if you arrive after, it is your responsibility to let me know you are present. Grades for those students who have no absences and a high level of participation will be positively impacted. Please note that missing the lab session 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 texts, each other, and the professor. Students are expected to complete the required reading and/or writing for any given session, and to come to class prepared to participate and engage in activities. A high participation grade can be earned by coming to class consistently and on time, having done all the assignments, 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 bring the text(s) being discussed to each class and any written assignments due that day, and that you have a designated notebook to write in and something to write with for notetaking. You should also have a folder for keeping handouts.

**Etiquette**

Be respectful of your classmates; bullying or intimidation of any kind will not be tolerated. **Cell phones are expected to be put on SILENT and put away in your bag as soon as class begins.** They should never be out on your desk or your lap. Also, please be free of other distractions, such as food or other non-course material.

**UNIVERSITY POLICIES**

**Accessibility Statement**

City Tech is committed to supporting the educational goals of enrolled students with disabilities in the areas of enrollment, academic advisement, tutoring, assistive technologies and testing accommodations. If you have or think you may have a disability, you may be eligible for reasonable accommodations or academic adjustments as provided under applicable federal, state and city laws. You may also request services for temporary conditions or medical issues under certain circumstances. If you have questions about your eligibility or would like to seek accommodation services or academic adjustments, please contact the Center for Student Accessibility at 300 Jay Street, room L-237, (718) 260-5143 or <http://www.citytech.cuny.edu/accessibility>.

**Academic Integrity and Plagiarism Statement**

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 at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion.

**Sanctions for Academic Integrity Violations**

In accordance with the CUNY Policy on Academic Integrity, NYCCT empowers its Academic Integrity Committee and Academic Integrity Officer to process violations of the CUNY Academic Integrity Policy. As stated in the student handbook, all instructors must report all instances of academic dishonesty to the Academic Integrity Officer.

**RESOURCES**

**Contacting Me**If you haveany questions or concerns, or would like to discuss any of your work in detail, please schedule an appointment with me during my office hour, as listed on the syllabus. It is best to schedule such meetings 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>

**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 | W 8/28 | * Course Introduction * OpenLab * Class 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 |
| 2 | M 9/2 | **NO CLASSES: LABOR DAY—COLLEGE CLOSED** | * Refer to Class Notes/Homework on OpenLab |
|  | W 9/4 | *UNIT 1: The Literacy Narrative*   * Writing Assessment | * Refer to Class Notes/Homework on OpenLab |
|  | Th 9/5 | **CLASSES FOLLOW A MONDAY SCHEDULE**   * Discourse Communities | * Refer to Class Notes/Homework on OpenLab |
| 3 | M 9/9 | * Reading and Responding to Literacy Narratives: Models and Sources | * Refer to Class Notes/ Homework on OpenLab |
|  | W 9/11 | * Reading and Responding to Literacy Narratives: Models and Sources | * Refer to Class Notes/Homework on OpenLab |
| 4 | M 9/16 | * Discussion of narrative techniques: descriptive language, dialogue, appealing to emotions, etc. | * Refer to Class Notes/Homework on OpenLab |
|  | W 9/18 | * How to revise the literacy narrative, with particular attention to audience, pacing, and overall effectiveness | * Refer to Class Notes/Homework on OpenLab |
| 5 | M 9/23 | **\*\*PEER REVIEW WORKSHOP**  **Must have 3 copies of your Literacy Narrative 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 9/25 | *UNIT 2: Rhetorical Analysis*   * Introduction & topic discussion | * Refer to Class Notes/Homework on OpenLab |
| 6 | M 9/30 | **NO CLASSES SCHEDULED** | * Refer to Class Notes/Homework on OpenLab |
|  | W 10/2 | **\*\*FIRST ESSAY: LITERACY NARRATIVE DUE IN CLASS TODAY**   * Genres: Compiling a list and comparing/contrasting | * Refer to Class Notes/Homework on OpenLab |
| 7 | M 10/7 | * Reading and Responding to Rhetorical Analyses: Models and Sources | * Refer to Class Notes/Homework on OpenLab |
|  | W 10/9 | **NO CLASSES SCHEDULED** | * Refer to Class Notes/Homework on OpenLab |
| 8 | M 10/14 | **NO CLASSES SCHEDULED** | * Refer to Class Notes/Homework on OpenLab |
|  | W 10/16 | **CLASSES FOLLOW A MONDAY SCHEDULE**   * Reading and Responding to Rhetorical Analyses: Models and Sources | * Refer to Class Notes/Homework on OpenLab |
| 9 | M 10/21 | **\*\*TENTATIVE LIBRARY WORKSHOP**  Class will meet in front of the Library entrance on the 4th floor for the lecture portion only. Lab portion will meet in our regular classroom.   * Discussion of rhetorical analysis techniques | * Refer to Class Notes/Homework on OpenLab |
|  | W 10/23 | * How to revise the Rhetorical Analysis, with particular attention to audience, pacing, and overall effectiveness | * Refer to Class Notes/Homework on OpenLab |
| 10 | M 10/28 | **\*\*PEER REVIEW WORKSHOP**  **Must have 3 copies of your Rhetorical Analysis 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 10/30 | *UNIT 3: Genre Project*   * Introduction & Topic discussion | * Refer to Class Notes/Homework on OpenLab |
| 11 | M 11/4 | **\*\*SECOND ESSAY: RHETORICAL ANALYSIS DUE IN CLASS**   * Preliminary Research * Drafting | * Refer to Class Notes/Homework on OpenLab |
|  | W 11/6 | * Annotated Bibliography | * Refer to Class Notes/Homework on OpenLab |
| 12 | M 11/11 | * Reading and Responding to Genre Projects: Models and Sources | * Refer to Class Notes/Homework on OpenLab |
|  | W 11/13 | * Reading and Responding to Genre Projects: Models and Sources | * Refer to Class Notes/Homework on OpenLab |
| 13 | M 11/18 | * Model text selection & analysis | * Refer to Class Notes/Homework on OpenLab |
|  | W 11/20 | * In-text citations * Compiling the Bibliography/Works Cited Page | * Refer to Class Notes/Announcements on OpenLab |
| 14 | M 11/25 | * Feedback sessions on research, preliminary outlines, and drafts | * Refer to Class Notes/Homework on OpenLab |
|  | W 11/27 | * How to revise the Genre Project, with particular attention to audience, pacing, and overall effectiveness | * Refer to Class Notes/Homework on OpenLab |
| 15 | M 12/2 | **\*\*ORAL PRESENTATION ON GENRE PROJECTS** | * Refer to Class Notes/Homework on OpenLab |
|  | W 12/4 | **\*\*ORAL PRESENTATION ON GENRE PROJECTS** | * Refer to Class Notes/Homework on OpenLab |
| 16 | M 12/9 | **\*\*PEER REVIEW WORKSHOP**  **Must have 3 copies of your Genre Project 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 12/11 | * Final Reflection Essay * Portfolio Revision Part I | * Refer to Class Notes/Homework on OpenLab |
| 17 | M 12/16 | * Portfolio Revision Part II | * Refer to Class Notes/Homework on OpenLab |
|  | W 12/18 | **FINAL PORTFOLIOS DUE** (No portfolios accepted after today) | Happy Holidays! |