**English Composition 1: Course Syllabus**

**Professor**: Rebekah Coleman

**Course**: Eng. 1101, Section

**Office Phone:** (718) 260-5392

**Office:**

**Office Hours:**

**Email:**[RColeman@citytech.cuny.edu](mailto:RColeman@citytech.cuny.edu)

**Meeting Time:**

**Classroom Location:**

**Online Location:** The course is available on OpenLab

**Prerequisite***: CUNY proficiency in reading and writing*

**Course Description**

Welcome to English 1101! This course focuses on writing both short and long pieces in many different genres on a range of topics. We will learn basic research techniques that include using the library, how to choose accurate and credible sources, and how to evaluate, synthesize, and analyze the sources with a critical lens. We will (re)discover key writing techniques and strategies to make our writing stronger and more effective. We will engage with traditional texts and multimedia sources as a guide for our writing, a source of information, and to generate stimulating classroom conversations. Throughout the course, we will also frequently pause to reflect on the writing process and what we have learned so far. The course culminates with a revised portfolio of all your finished work and will consist of at least 6,000 words. Don’t panic! It will include a combination of your favorite low-stakes writing assignments, some of our shorter writing pieces (composed both in class and at home), our culminating writing assignment and a final reflective piece.

**Learning Outcomes:**

Please see the attached sheet that details our learning outcomes or goals for the semester. The course is designed to meet these outcomes and we will periodically return to the list to see our progress.

**Course Policies, Requirements, and Expectations**

**Required Texts**

You are not required to buy any texts for this class. The texts used will be easily accessible on line or I will distribute copies of assigned readings over the course of the semester. You are required to keep all distributed readings in your class folder and to bring them with you to class.

**Required Materials**

Please bring these materials with you to **every** class:

* A writing implement – pen with dark-colored ink or sharpened pencil with an eraser
* A folder that you use *for this class only*, in which you keep all past assignments, any loose-leaf notes, etc. Please also bring this to office-hours meetings with the professor. It is important to keep track of all assignments throughout the semester, as you will submit drafts in your final portfolio!
* Loose-leaf, college-ruled notebook paper OR a spiral notebook *with perforated pages* that you can use for taking notes and doing in-class assignments
* Any reading materials we will be discussing in class that day
* When required, drafts, sources, or versions of the projects and assignments we are working on
* A laptop/tablet/cell phone for Internet research/usage and OpenLab postings.
* Access to a printer.
* You may wish to invest in a small stapler or paperclips to keep multi-page assignments together

**Course Expectations and Policies**

To become strong and proficient writers we must write and write and write. We will write both during class and outside of class. You will have writing to completely every class. The writing will vary in length and genre and will cover a range of topics.

It is very important that you come to class with the required materials (see above) and ready to read and write*.* In-class and informal homework assignments may be hand-written or typed. All final projects must be typed.

**Conferences/ Meetings**

You are always welcome to meet with me! In fact, I highly recommended that you visit me during office hours **at least** once over the course of the semester. This visit will count toward your participation grade. Our office visits will be much more effective if we can look at past assignments together to find patterns in your writing, so please bring your folder of past assignments with you to this visit. We will use the time to discuss your progress in the course and address any particular writing challenges or goals you may have. Of course, please feel free to talk with me as many times during the semester as you like!

**Attendance**

This is a discussion-based class and assignments are cumulative. It is crucial that you attend regularly. Students who fail to attend class regularly will fall behind on the daily reading and writing assignments. The daily assignments build upon previous work and lead towards success in the major projects. In order to succeed in the class, students will need to **attend regularly** and attend **on time**. Students who fall behind will likely have a difficult time catching up. **If you are late to class or leave class early**, it counts as **a partial absence** and it will impact your grade and your ability to complete assignments. If a situation arises that requires you to be absent from class, please come and speak with me.

**Participation**

Ten percent of your grade will be based on the quantity and quality of **your participation** in class. Reading the assigned texts, completing any informal or formal writing assignments in class and any homework, and bringing the necessary materials to class are all crucial to effective participation. Moreover, your opinions matter and the more we are involved in class, the more we can get out of it. Participation means being actively involved in class, not just being physically present.

**Late Work**

Work is counted as late if it is not provided to **me before or during class on the due date** (if you email it to me later that day, it is considered late). Missing class is not an excuse for late work. If an assignment is due on a day you will not be in class, you are still responsible for handing it in on time by emailing it to me by the beginning of the class period. If outside circumstances make a deadline impossible to meet, it is your responsibility to contact me ahead of time to discuss a possible extension.

Please make sure to have **at least one other student's email address for missed work**. You are responsible for finding out and catching up on what you missed. If you have further questions after getting notes from your classmate or classmates, come speak with me.

**Virtual Sessions**

Throughout the semester, we may have several virtual classroom sessions—this means that class will be cancelled in a

physical sense and we will meet on zoom and you will submit work on OpenLab. You are responsible for completing all online work, and if you don’t, it’ll be counted as an absence.

**OpenLab**

You will need to access OpenLab and join our course immediately. It will be your responsibility to learn the navigation OpenLab during the first week. All readings and assignments will be available on OpenLab. You will be asked to post many assignments on OpenLab and engage in discussions on the Open Lab Discussion Board. If you need help with this, see me immediately, and make sure to come to the second and first class meetings.

**Course Load Expectations**

A full time course load for a college student is 4 classes. At forty hours per week, that breaks down to 10 hours per class. You will be in class and online for 2.5 hours a week. Plan to spend 7.5 hours on homework for each week on average. Some weeks will be more. Some less.

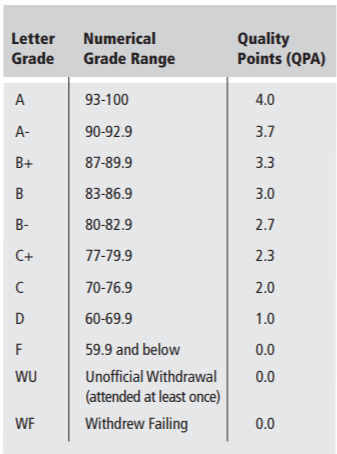
**MLA Citations**

All formal assignments should be typed and formatted according to MLA guidelines. We will review the MLA guidelines in class. There are several great websites to use as a guide: Purdue’s Online Writing Lab found at https://owl.english.purdue.edu or Excelsior Owl's Writing Lab found at <https://owl.excelsior.edu> and the MLA site at https://style.mla.org.

**Plagiarism**

I expect the words and ideas that you hand in to be your own or else properly cited. Plagiarism is when you copy specific information from a source or take someone else’s original ideas and do not give credit to the source. Even when you paraphrase someone’s original ideas, it is still considered plagiarism if you do not credit the author for their word. In class we will discuss exactly what constitutes plagiarism. Please come and speak to me if you have any questions about how to incorporate ideas from a source or how to credit a source. Plagiarism will result in an automatic F grade for the assignment. (See additional information under University Policies section).

**Grading Policy**

**Grade Calculation** 

Participation 20%

Homework 20%

Final Portfolio 60%

**Participation**

Twenty percent of your grade will be based on the quantity and quality of **your participation** in class. Reading the assigned texts, completing any informal or formal writing assignments in class, and bringing the necessary materials to class are all crucial to effective participation. Moreover**, your opinions matter** and the more we are involved in class, the more we can get out of it. Participation means being **actively involved in class**, not just being physically present. There will be periodic quizzes that will also count toward your participation grade.

**Homework**

Homework will consist of readings, written responses to readings, postings on Open Lab, and a compilation of short writing assignments. Homework must be turned in on the day it is due. Why? Because it is preparation for what will be done in class that day. For that reason, I do not accept late homework. Homework with graded either satisfactory (credit) or unsatisfactory (no credit).

**Final Portfolio**

This course is a portfolio-based writing course, meaning that where you end up is more important than where you start, at least in terms of grading. In other words, 60% of your grade is based on your final portfolio. This is an opportunity for you to collect and showcase how your writing has grown and developed over the semester. The final portfolio will include the final revision of Projects 1, 2, and 3, the reflective personal essay and any other pieces from the semester that you feel demonstrate your growth as a writer.

The portfolio grade will include the final project grades, the credit for submitting drafts of the projects, and a grade for your final reflection. You will be graded on the final version you submit of the project, so if you submit a revised version of your second project that incorporates the feedback given to you, the grade will reflect your improvements! The break down is as follows: Project 1: 10%, Project 2: 15%, Project 3: %15, Reflective Personal Essay 10 %, Drafts, Additional Writing, Presentation, Formatting: 10%)

**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**

The NYC College of Technology 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 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 Office.

**Unit Overviews and Assignments**

**Unit 1: The Literacy Narrative**

The focus of this unit will be on developing a strong writing (and reading!) identity. You will reflect on the types of writing you have engaged in previously, your strengths, and goals for future writing. The overarching genre of the unit will be memoir.

**Project 1:**  Crafting a Literacy Narrative

You will craft literacy narrative of at least **1000 words**. The memoir should depict a moment that captures an important element of your life with a focus on the development of your reading or writing identity—a turning point, something that influenced your identity, an important lesson that was learned, a time you learned something about yourself as a reader or a writer.

**Unit 2: Research in Many Genres**

You will begin a research and inquiry process that will span Units 2 and 3. The topic can be on an urgent current event or an issue related to your community or NYC. In Unit 2, you will be gathering the research, looking at the reaching from 4 different genres, thinking about how the different genres presents the research/ information on the topic and finally introducing the topic, problem and presenting a possible solution to the problem.

They key in this unit is to think about how different genres present the information on the topic. Who is the intended audience of each piece? What is the genre? What are the constraints? How effective is the message? Would a different genre be more effective? Why or why not? These are the questions that should drive your research and your writing this unit.

**Project 2:** Rhetorically Analyzing Our Research

You will write a rhetorical analysis of 4 different sources on your topic, focusing on how the different genres present the research on the problem/ solution connected to your topic. Each rhetorical analysis should be at least **300 words**. The final project should be at least **1200 words** and include the 4 Rhetorical Analyses, an introduction, and conclusion.

**Unit 3: Writing in a New Genre**

In Unit 3, you will be repurposing your research! You will take the research that you compiled, carefully choose your audience, choose one of the genres you researched and write a piece about the topic in that genre to best meet your intended audience!

**Project 3:** Writing in a New Genre

You will write an argumentative piece using the research you complied in Unit 2. You will choose ONE of the GENRES that you researched in Unit 2 to use as a guide for writing YOUR OWN PIECE! You will also write an artist or author’s statement! Combined the two pieces must be at least **1800 words**!

**Unit 4: Final Portfolio**

Your final portfolio will be a showcase of the work you have completed in class so far. It must have at least **6,000 words**. It will include the following items:

Project 1: 10%

Project 2: 15%

Project 3: 15%

Final Reflection: 10%

Units 1 and 2 Reflections and any favorite additional pieces: 10%

One example of your revision process (a draft)