

New York City College of Technology, Fall 2017
English Composition I: ENG 1101, Section D335/C335
Class: Tuesdays & Thursdays 10–11:15 a.m., Midway 404
Lab: Thursdays 9–9:50 a.m., Midway 404

Instructor: Cecily Iddings Email: ciddings@citytech.cuny.edu Office Hours: Namm 529, Tuesdays 3–4 p.m. and by appointment Open Lab: http://openlab.citytech.cuny.edu/iddings-eng1101-d335-fa2017/

Course Questions

What Is English 1101?

This writing-intensive course helps you improve your essay-writing skills through a process of reading, analyzing, responding, drafting, revising, copyediting, and reflecting. The final drafts of the essays you write this semester are the most obvious goals, but the steps you practice along the way are just as important.

You will write two essays of 500–750 words each, prepare an annotated bibliography, write a research essay of 750–1000 words, contribute to our Open Lab site, and take in-class midterm and final exams. As you practice drafting essays, expect to revise your papers with feedback from your peers and from me, thoughtfully comment on your peers' work, contribute to classwork and discussion, write and read both in class and outside of class, study the rules of college-level written English, and regularly take quizzes.

What Will I Learn?

In this course, you'll learn how to

- Recognize how writers' structure, style, and tone changes based on audience, purpose, and context
- Support a thesis with well-reasoned arguments to communicate persuasively in college, work, and elsewhere
- Improve your ability to find and fix problems in syntax, grammar, punctuation, and spelling
- Navigate library databases for research
- Put your own ideas into conversation with others' ideas, while avoiding plagiarism
- Manage your revision process from beginning to end, giving and receiving helpful feedback
- Engage in academic dialogue with the class in order to build a writing community that is focused, constructive, and responsive.

What Do I Need for This Class?

You need to have CUNY certification in reading and writing to take this course.

- *They Say, I Say, 3rd Edition* (by Graff & Birkenstein—& Durst, in some editions)
- *Rules of Thumb: A Guide for Writers, 9th Edition* (by Silverman, Hughes, & Wienbroer)
- Access to a computer, the Internet, your City Tech email account, and a printer—we will use Open Lab, and some readings are available online only; you are responsible for printing and bringing such materials
- A college-level dictionary (*Merriam-Webster* at merriam-webster.com is a good choice)
- A sturdy folder or notebook with folders to hold your work and course handouts
- Writing materials (pens/pencils, paper)

If you have trouble obtaining any of these materials, please let me know as soon as possible.

How Will I Be Graded?

15%	Essay #1 (personal narrative)
15%	Essay #2 (analysis)
20%	Essay #3 (research project)
15%	Homework and Writing Process
20%	Participation/Preparation, Quizzes, Classwork
5%	In-Class Midterm Exam
10%	In-Class Final Exam (* You must pass the final exam to pass the course)

Details about each assignment will follow. Percentages reflect complete assignments; missing part of an assignment results in a lower grade. For essays, turning in nothing is equivalent to a ZERO (0%); turning in something rather than nothing is almost always the better choice.

Course Policies

Be in Class, Be on Time: Attendance is required and monitored. If you arrive late, leave early, or leave the room for an extended period of time, a half-absence will be recorded. The College Handbook states that “students who simply stop attending or are absent more than 10% of the hours the course meets will receive a WU (unofficial withdrawal). The WU counts as an F in the computation of the GPA” (22). *This means having more than FOUR (4) absences will result in automatic failure.* Being absent from lab is the same thing as being absent from class; both contribute to your maximum of 4 absences. Because those 4 absences carry no penalty, I do not grant additional excused absences. Save absences for emergencies.

Absence is not an excuse for missing or late work; check the calendar, get class notes from classmates, and keep up with assignments. Quizzes and group activities cannot be made up. Please do not email me to ask me what you missed. I will not respond. Instead, get notes from a classmate. If you still have questions related to class material, please make an appointment with me.

If you officially drop or stop attending before the end of the semester, your absences may affect financial aid. Check with an academic advisor before doing either.

How to Earn Credit for Participation and Classwork: Presence alone is not sufficient for earning participation credit. For full credit, you need to regularly:

- Complete all readings, annotate or take notes, and be ready for discussion
- Bring print, not electronic, copies of course texts (books or print-outs)
- Make excellent use of time provided for reading and writing in class—if you finish a task before others do, find a way to extend or deepen your work
- Offer insightful comments/questions during discussion and listen attentively when others speak
- Take an active role in group activities—keep everyone focused and involved
- Always prepare thoroughly for peer review and give the best feedback you can
- Be careful not to disrupt a discussion or deliberately distract
- Avoid texting, using electronics, sleeping, holding side conversations, etc.

Write, Write, Write: You will write in class and on your own. You should write notes when you listen in class, when you read, and when you plan essays. Pay attention to deadlines and pace yourself. Printed copies of written assignments at the beginning of lab/class unless otherwise noted; absence is not an excuse for missing or late work. Informal writing isn't always graded, but it will help you plan essays and earn participation points.

Save all writing you do during the semester. Save drafts with feedback from me or from your peers, writing from exercises we do in class, brainstorming, early drafts, and anything else you may write for the class. When you write on a computer, save early versions and then rename files for later drafts. Back up your files by saving to a USB drive, using a "cloud" service, and/or by emailing files to yourself. Computer problems are not an excuse for missing work.

Class Begins On Time, Usually with Writing or a Quiz: Class begins promptly, usually with warm-up activities or a quiz. Quiz questions generally require you to show mastery of specific editing skills we've learned or basic, factual recall of reading assignments. Quizzes demonstrate that you are completing the reading and paying attention to lectures; you don't need to be perfect. If you maintain an average score of 70% on the quizzes, you will earn full credit. When you miss a quiz because you are absent or late, a score of ZERO is recorded—you cannot make it up, no exceptions. The lowest two quiz scores are dropped.

Format Essays Correctly: Follow requirements carefully for all drafts. Double-space and use 12-point, Times New Roman font. Include 1-inch margins. Staple pages together (no paperclips, cover pages, or report covers). A Works Cited page is not included in word counts.

When submitting electronically (only when requested—files are not a substitute for print copies), use Microsoft Word, Open Office, RTF or PDF formats. Pick a precise filename, including your full name, the assignment name, and the draft number: *Bob-Smith-Essay1-draft3.pdf* is a great filename. *My-Essay* is a bad filename.

Revision Is Part of the Process: Because editing and revising are built in to the structure of the course itself, you may not revise after you have received a grade. Once you have turned in the final draft of an essay, the grade is final.

Late final drafts are marked down. Late rough drafts will result in a zero for the draft. If you believe you have a legitimate reason for requesting an extension, do so at least 24 hours before the due date.

Plagiarism and Academic Integrity Are Serious: The College states: "Students who work with information, ideas, and texts owe their audience and sources accuracy and honesty in using, crediting, and citing sources.... Academic dishonesty (plagiarism) is prohibited in CUNY and at New York City College of Technology, and is

punishable by penalties, including failing grades, suspension, and expulsion.” The complete text of the College policy on Academic Integrity may be found in the catalog. Make sure you know what plagiarism is. If you are panicking over an assignment, contact me—don’t be tempted into buying or copying someone else’s work.

Occasionally students plagiarize by accident, when they use “borrowed” language from the Internet (words that have been cut and pasted into their own essays, without attribution, often from sites like SparkNotes or Genius.com). Borrowed language is treated as seriously as deliberate dishonesty, and it’s equally unacceptable in blog posts, presentations, first drafts, and final drafts.

You can avoid accidental plagiarism by composing carefully. As you write, use the text, your notes, and your own writing, but don’t use the Internet for ideas. If you need help developing your thoughts, visit the course blog or talk with a classmate, a writing center tutor, or me. Never copy/paste someone else’s words without enclosing them in quotation marks and listing the source. Avoid writing in another language and having someone else translate.

Be Kind: Please be respectful. Stay attentive. Do not talk over your peers or me. If we are discussing something controversial or sensitive—and we almost certainly will!—be especially careful to be a polite listener and speaker. Remarks that are sexist, racist, homophobic, transphobic, or that otherwise harass or intimidate other students, are never appropriate.

Be Like a Luddite: If you need to use a laptop or other electronic device during class due to a disability or another circumstance, let me know. Otherwise, do not use electronic devices during class unless you’re asked to; keep phones silent and stored away. I will remind you of this rule once; afterwards, if I see you using a device, you will lose participation points. Do not wear headphones in class, even if they are off.

Eating and Drinking Are Okay: You may bring something small to eat or drink. Please do not bring an entire meal and avoid foods that may be distracting (noisily packaged, strong-smelling, etc.).



Find the Class Online: Look for our course avatar on Open Lab when you join the site, where you can always find coursework, assignment sheets, conversation, and the most up-to-date course schedule. Joining is required.

openlab.citytech.cuny.edu/iddings-eng1101-d335-fa2017/

(Image credit: “City Street Story,” Faith Ringgold, details on Open Lab)