

ENC 1101 at MDC's Homestead Campus Spring 2008 Term Prof. Natasha Hammond

This Class Starts: January 8th, 2008 Last Day of Term including Exams: Friday, May 2nd, 2008

Class meets: T and TH from 9:50AM to 11:05AM Reference Number: 440438

Location: Room F-203 of the Homestead Campus of Miami-Dade College

Office: Leave messages in my mailbox near Room B-130 Office hours: By appointment only

E-mail: natasha.hammond@mdc.edu Phone: (305) 237-5158 (Leave message with staff)

Please note: The most efficient way to reach me is via e-mail. However, you should leave a telephone message for me if you do not have internet access and need to contact me.

Last Day to Drop Term Classes with 100% Refund: Monday, January 14th, 2008

Last Day to Drop Term Classes with a "W": Tuesday, March 18th, 2008

We will not have class on Thursday, March 6th due to "Professional Development Day" at MDC

Other important dates for this term can be found on MDC Homestead's Academic Calendar

Required Texts:

-Maimon/Peritz/Yancey. The New McGraw-Hill Handbook (2007). McGraw-Hill Companies.

-Lunsford/Ruskiewicz/Walters. Everything's an Argument. 4th Edition Bedford/St. Martin's.

Recommended: College Dictionary (American Heritage, Webster's, ...etc.)

<u>Assignments</u>	<u>Type</u>	<u>#Pages</u>	<u>% of Grade</u>
Diagnostic: Hopes and Fears	Out-of-class	1 page	5
Summary (Paraphrasing/Quoting)	In-class	2 pages	15
Argument of Fact w/Research	Out-of-class	3 pages	15
Argument of Definition w/Research	Out-of-class	3 pages	15
Causal Analysis w/Research	Out-of-class	3 pages	15
Proposal w/Research	Out-of-class	3 pages	15
Evaluation	In-Class	3 pages	15
Revision	Out-of-class	3 pages	See Note #2
Class Participation	In-Class	N/A	5

Note #1: *The above does not include the required pages for rough drafts expected for peer editing sessions.* Further elaboration about required work for these sessions appears in the class policies section. Penalties for lack of preparation are explained as well. All written work for the class, including the rough drafts, contribute to fulfilling the "Gordon Rule," a state requirement

Note #2: There is an optional revision of the one of the first four out of class papers due at the final class meeting. The grade on the revision automatically becomes half of the final grade of the paper, and the original grade becomes the other half of the grade: this is averaged to compute the final overall grade for that paper. The last papers cannot be revised due to time constraints. Please note if your overall first effort on a paper reflects you are not taking the course seriously, I will declare the paper ineligible for revision. I might also declare an out-of-class paper as requiring a "mandatory revision" if I see fit to do such a thing.

Class Policies and Procedures

Grading Practices: Please go to this link and read: <http://w3.fiu.edu/enc/Grading%20Rubric.htm>

Plagiarism Policy: Please visit FIU's website on plagiarism policies as it describes this illegal act well. <http://w3.fiu.edu/enc/Plagiarism.htm>. If you are found to be guilty of plagiarism, you will fail the class and may be suspended or dismissed from MDC. PLAGIARISM IS A SERIOUS OFFENSE. DO NOT TRY IT.

Help from Your Peers: Get names/phone numbers/e-mails from at least three classmates in case you have questions about class matters they might be able to help answer. If one or more of these classmates disappears or proves difficult to work with/contact, it is your responsibility to replace them with another.

Conduct In General: If I find you to be disruptive during class time, I will ask you to leave. If I find you to be a regular behavior problem or if you are particularly offensive in even an isolated instance, I will bring you to the attention of the appropriate campus authorities including, but not limited to, college deans and department chairpersons. This is an extreme step you will not want me to take.

Contacting Me: If you e-mail me with a question about a draft/paper later than 8:00 PM the night before the draft/paper is due, I will not answer the question as this is too “last minute” in nature, and I will not be able to answer your question in the most complete manner possible. Also, I will not edit or otherwise comment on drafts/papers and/or Works Cited pages sent to me via e-mail; you need to make an appointment to see me regarding such matters. For this term, it is best to e-mail me between 10AM-8PM. Final grades are available via the MDC computer system only!!! I will not respond if you e-mail to ask me what you earned for your final grade in this class. Please note that I will be harder to reach on MWF from about dawn to 4PM due to my FIU schedule, but do not hesitate to e-mail me or leave messages about any concerns you might have.

Cell Phones and Other Electronic Gadgets: Cell phones must be turned off during class time. If there is a call you are expecting to make and/or receive during a class that just cannot wait, then you should discuss the matter with me; however, it should not be done on a regular basis or I will bring it to your attention and your class participation grade will be affected. Cell phone usage will not, however, count as an acceptable excuse for absences, tardiness, or early departures. Also, if I notice that you are using an electronic device (phone, IPOD, Blackberry, laptop/notebook computer, etc.) for leisure activities during class time, your class participation grade will be affected.

Daily Agenda: You will be shown how to view the class’s daily agenda on our course web page at the start of the next class meeting. Be aware that the agenda is subject to change due to unforeseen circumstances.

Attendance: I will take roll *each* and *every* class meeting. Students who know they must be absent because they participate in events sponsored by the college are responsible for notifying the instructor *in advance* by providing a memo from their coach, director, or academic advisor. Since composition classes are active learning classes in which students write and participate in collaborative activities, attendance is required. Excessive absences also affect your class participation grades. Be aware that you risk failing the class for excessive absences no matter what kind of writer you are or what kind of grades you earn on papers. If you are absent on the first day or any day of class and you appear on the roll, you will be counted as absent!!!! Your grade WILL be affected if you violate the policy. SEVEN absences are allowed in a class that meets twice a week for seventy-five minutes each time. I do not differentiate between “excused” and “unexcused” absences. All absences are added together to determine your total number of absences.

NOTE: If you remain in this class and accumulate absences, your final grade will be affected as follows:

*EIGHT absences: Final letter grade lowered by ONE WHOLE letter grade.

*NINE absences: Final letter grade lowered by TWO WHOLE letter grades.

*TEN or more absences: YOU WILL NOT PASS THE CLASS.

Tardies: If you arrive more than **fifteen** minutes after the designated start time of class, you will be counted as ABSENT. The attendance policy still applies; if you accumulate enough tardy appearances where the tardy counts as an absence, you will be subject to the same consequences as those who are completely absent on a regular basis. Being late to a class session does not excuse you from not knowing what you are supposed to do. Find out everything that happened before your arrival by the end of class.

Early Departures: If you need to leave an individual class session early, you *must* discuss the matter with me. If you do not, it will count automatically as an unexcused absence. Each early departure beyond the first two early departures will count an absence, and enough accumulated early departures will affect your final grade in the same way as absences. My definition for “Early Departure” is quite simple; it means the departure occurs anytime during a given session before I dismiss the class.

Work Schedule Conflicts: A work schedule and/or required on-the-job training that creates a conflict with your ability to be on time for this course and/or stay throughout the class session is not an excuse for absenteeism, tardiness, or early departures. Also, commutes to and from the workplace/training site that interfere with a timely arrival and/or the ability to stay throughout the class session are not excusable.

Class Participation: Everyone needs to contribute actively to class discussions and group work regarding the assigned reading material. Failure to do so will negatively affect your class participation grade. Habitual tardiness or early departures of any kind and poor participation during peer editing sessions will also negatively affect your class participation. At the end of the course, I will assign an entirely subjective grade to each student regarding his or her individual class participation. If you are having problems with classmates during peer editing sessions or group work, do not keep it to yourself. Report it to me at the first sign of trouble. I will not be sympathetic if the first time I hear about “trouble” is after the course is over and you have received your grade or if you report an “ongoing” problem several weeks after it starts.

Turning in Assignments: All work **MUST BE TYPED** in black ink on standard office paper with an acceptable 12 pt font, such as Times New Roman or Courier, double-spaced with **ONE INCH** margins (on either side as well as both the top and bottom). Specifics about a heading will be announced during the course of the semester. Absences **do not extend** the due dates for assignments. All papers are due on the day specified **at the start** of class. If you must be absent, send your paper with a friend or have it brought to the English Department offices **on the day that it is due** so that it can be placed in my mailbox **by the start of class**. The exception for this applies to in-class essays; you must have a documented excuse for your absence in order to be able to make up an in-class essay. **DO NOT FAX** your papers to the English Department office. **ALL LATE PAPERS** will experience a drop of one letter grade for each business day that goes by after the due date. Keep a copy of all work that you turn in, and keep all of your work when I return it, so we can resolve any questions that might arise later.

Peer Editing Sessions: There will be one of these for each and every out-of-class essays during the term.

Rough draft requirement: **If you fail to bring in a rough draft for a peer review session, I will lower your class participation grade by half a grade (An “A” drops to an “A minus” and so on). This goes for each and every required rough draft.** For each “Peer Editing Session”, you will need a typed, double-spaced, two-page draft of your paper. All drafts for peer editing sessions must be **printed out ahead of time**. If you are absent from a peer editing session, you must have a friend peer edit the paper for you in accordance with the guidelines from the chapter in question. I will not give “partial” credit if minimum requirements are not met for a rough draft (example: you fall short of the minimum page requirement for a rough draft). **KEEP ALL YOUR ROUGH DRAFTS**. You will be turning them in along with the answers to peer editing questions that each of your peer group members do for you. If you fail to turn in these drafts/peer-editing questions along with all rough drafts and the final draft of a given paper, you will lose one letter grade from the final grade of your paper. **It is possible to “lose” as many as two letter grades on a final submission as in the case students who do not provide their answered peer editing questions as well as a rough draft along with the final paper.** Save all your rough drafts **AND** final papers on a computer disc, as this might prove helpful in emergencies. If you miss more than two peer editing session regardless of reason, expect a poor class participation grade.

For Extra and/or Outside Assistance: You may choose to go to the MDC Homestead Campus Learning Support Center in D203 for help with essays. Be aware of the center’s regular operating hours as well as any deviation from it during weekends, holidays, or recess. Also, if you need a computer lab, there is one available in D-206, and we will be having a few of our class sessions in there.

DAILY Agenda—ENC 1101 at MDC Homestead—Prof. Hammond—Spring 2008
(Subject to change at any time due to unforeseen circumstances)

EA=Everything's an Argument NMHH=New McGraw-Hill Handbook

You are supposed to have the reading assignments for each day completed *before* you come to class.

Jan 8-Syllabus/Grading and Class Procedures/Policies and “Diagnostic” Assignment
Jan 10 -Self-Introduction to “Writing Community” Informal Activity
Jan 15— Chapter 1 from EA; Diagnostic Assignment Due Today at start of class
Jan 17— Chapters 2 and 3 from EA
Jan 22--- Chapters 3 and 4 from EA
Jan 24--- Chapter 5 (pgs. 102-122 only) from EA
Jan 29--- Chapter 6 from EA
Jan 31--- Chapter 16 from EA
Feb 5— Chapter 18/19/20 from EA/Chapters 15,16,18, 20, 21, 22 in NMHH
Feb 7--- Chapters 18/19/20 from EA/Chapters 15,16,18, 20, 21, 22 in NMHH
Feb 12--- Summarizing and Paraphrasing and Quoting Chapter in NMHH (Ch 25)
Feb 14— From EA: Carr (p. 649), Marquez (p. 754), Lee (pg. 800), Rahmani (p. 897)
Feb 19— Practice Summarizing and Paraphrasing and Quoting
Feb 21---In Class Essay #1 in D-206 (Summary w/ Paraphrasing & Quoting—Turn In)
Feb 26--- Library Orientation in our room, F-203, by reference librarian
Feb 28— Argument of Fact Chapter 7 of EA
Mar 4--- Cont. with Essays in Book from Chapter 7 of EA (pgs. 203-216)
Mar 6---NO CLASS TODAY—MDC’s Professional Development Day
Mar 11— Peer Edit (for Argument of Fact Paper)
Mar 13--- Turn in Argument of Fact Paper/Begin Argument of Definition Ch 8 of EA
Mar 18— Cont. with Essays in Book from Chapter 8 of EA (pgs. 242-249)
Mar 20--- Peer Edit (for Argument of Definition Paper)
Mar 25--- Turn in Argument of Definition Paper/Begin Causal Argument Ch 10 of EA
Mar 27— Cont. with Essays in Book from Chapter 10 of EA (pgs. 315–326)
Apr 1--- Peer Edit (For Causal Argument Paper)
Apr 3--- Turn in Causal Argument Paper/Begin Proposal Chapter 11 of EA
Apr 8--- Continue with Essays in Book from Chapter 11 of EA (pgs. 352-366)
Apr 10--- Peer Edit (For Proposal paper)
Apr 15— Turn in Proposal Paper/Begin Evaluation Chapter 9 of EA
Apr 17-- Continue with Essays in Book from Chapter 9 of EA (pgs. 276-284)
Apr 22— Peer Editing Workshop (For Evaluation Essay)
Apr 24-- Evaluation Essay due

Note: Your class’s final examination period may be used to create additional room on our agenda. Please plan accordingly for such a possibility.