**Syllabus ENG 100 Fall 2018**

**Freshman Composition English 100, Sections 35179 & 35180**

**3 Credit Hours**

**Fall 2018**

INSTRUCTOR: Dr. Karen Palmer

*Karen can be contacted via the* [*Questions for Karen*](https://canvas.yc.edu/courses/15754/discussion_topics/130882) *forum or the Canvas Inbox. Questions posted M-Th will be answered within 24 hours.*

**See** [**Class Calendar/Assignment Checklist**](https://canvas.yc.edu/courses/15754/pages/class-calendar-and-assignment-checklist) **for a checklist of assignments.**

This [course syllabus](https://canvas.yc.edu/courses/15754/pages/dr-palmers-syllabus-for-eng-101) along with the [Class Calendar & Assignment Checklist](https://canvas.yc.edu/courses/15754/pages/class-calendar-and-assignment-checklist) constitutes the student contract for this course. Students are held accountable for the information recorded on these documents, posted on the course Canvas site, and stated in the [YC Code of Conduct](https://www.yc.edu/v5content/student-services/codeofconduct.htm).

**PREREQUISITES & TECHNOLOGY REQUIREMENTS**

* ENG 061 or satisfactory score on skills assessment. ENG 083 may be taken concurrently.
* In addition, students taking this course should have a basic knowledge of computer and internet skills. Click [HERE](http://www.mnsu.edu/ext/online/skills.html) for a good reference.
* Microsoft Word is REQUIRED for assignment submission for this course, so you must be able to use Word for document creation. You can use any version of Microsoft Word, including the FREE version for students offered through Office 365.
* Students taking this ENG 100 course online should have access to the internet, including an updated browser. Basic requirements to use Canvas can be found [HERE](https://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas).

**REQUIRED MATERIALS:**

* Online Access to MH Connect is REQUIRED for this course. You may purchase online through the MH Connect Tab.
* All other reading assignments linked in the course (free resources accessible online) are considered required.
* Optional: You may purchase a physical copy of *A Writer's Resource* as a reference from the YC Bookstore or find an older version online to save money. (ISBN: 9780078036187)
* Not having a book or Connect access within the first week of class may result in being dropped from the class.  NO EXCEPTIONS!!! It is YOUR responsibility to have all required materials for this course on time.

**COURSE INFORMATION**

**Description for English 100 First Year College Composition:**

"Introductory Composition. Introduction to basic writing, reading, and research skills required for success in college." In this course, we will build a foundation of success for the rest of your academic career. Knowing how to read critically, write well, and conduct thoughtful research is key for almost every class you will take in your college career. Not only that, but these skills will also prove beneficial to you in your personal and professional life.

**Course Purpose:**

Students will learn to read and think critically and to successfully plan, write, and revise a variety of academic papers for specific audiences and purposes. Students will leave this course prepared for ENG 101.

**Learning Outcomes & Course Content:**

<http://www.yc.edu/ychome.nsf/pages/ycdegreeprograms>

*Having completed English 100, a student should be able to create a general topic, to assert a strong thesis statement about an appropriate academic subject, and to write topic sentences that generate worthwhile content in the supporting paragraphs. The essay's introduction should suggest the method of development. The support paragraphs should be unified, coherent, and complete. The student should be able to use appropriate tone, diction, and sentence structure to convey specific information in concrete detail. The conclusion should develop logically from the essay. The overall essay should reflect the student's ability to think clearly about a subject and to explain the subject in a depth appropriate for college writing. In addition, students should be able to correctly incorporate and cite an outside source to support their argument.*

Learning Outcomes:   
1. Write focus statements. (1)  
2. Apply logical development strategies. (2)  
3. Select and apply voice. (3)  
4. Develop organizational strategies. (1,2,4)  
5. Develop and select details. (2,4,5,7)  
6. Apply sentence structure strategies. (2,4-7)  
7. Incorporate appropriate and varied vocabulary. (7)  
8. Document sources. (8)  
9. Apply conventions of standard written English. (9)  
10. Identify main idea, organization and supporting arguments in essays. (10)

*In this course, we will progressively build toward mastery of each of these learning outcomes by practicing them in modules that become more challenging as the semester moves forward. In each module, students will focus on a different type of essay. As the assignments advance in complexity, students will have the ability to master course outcomes. For a chart showing what outcomes are covered in each module, please see* [*ENG 100 Learning Outcomes*](https://canvas.yc.edu/courses/15754/pages/eng-100-learning-outcomes)*.*

**Course Policies**

[**Institutional and Course Policies**](https://canvas.yc.edu/courses/15754/pages/institutional-and-course-policies)

**Attendance Policy**

Students must make every effort to be in class whenever class is in session. Students will be given two free absences, but students are fully responsible and held accountable for all information presented in each module. **Being out of town/sick/etc does not release a student from submitting assignments on the due dates because all coursework is accessible via Canvas. Extra credit opportunities are provided to help students make up work that is missed due to absences. In addition, special circumstances will be considered.**

Students must attend class and complete all required assignments the first week of class.  Students who do not attend class on Monday, August 20th, will be immediately dropped from the course.  If you are dropped for non-attendance, I will not re-add you into the course.   Prior to the mid-point of the course, if a student has not attended or submitted assignments for more than 2 weeks, the student may be dropped from the class without notice.  If a student stops attending the class, they will receive an F unless they specifically request a W by the deadline, usually the 12th week of class. Students can check the YC General Catalog for requirements for excused absences.

**Policy for Assignment Completion**

YC offers multiple computers for students to complete their work on time, so, even if your computer has a malfunction, there is no excuse for not turning in work on time.  In addition, you can access this course and submit work using the Canvas App on your smart phone. All writing assignments must adhere to MLA manuscript format. All assignments must be in Times New Roman font size 12, no boldface and no underlining. All assignments must have one-inch margins on all sides. All assignments must be double spaced with ½ inch indentations (one tab) for paragraphs. In the top left margin, students will include (double spaced) their name, Instructor Karen Palmer, English 101, and date. Centered on the next line will be the title of the assignment (no special formatting!). Assignments must be saved in .doc or .docx format using Microsoft Word (available free from YC via Office 365) and submitted via Canvas. Assignments not meeting these basic criteria will automatically receive a 0, so please double check your submissions!

**Policy for Assignment Submission**

Assignments for each week are listed in the Class Calendar/Checklist and in the Weekly Modules.  All assignments listed in a Module are due that week by Wednesday at midnight--including Connect work.  Any exceptions will be clearly noted. I do NOT accept late work.  **Having extraordinary circumstances or experiencing computer difficulties does not release anyone from submitting assignments on time. Several extra credit opportunities are available if you find you need makeup work.** Give yourself plenty of time and don't procrastinate!  If you have a special circumstance, please contact Karen ASAP. Students must submit rough draft essays for Peer Review.

**Grading Policies:**

***All assignments will be graded within two weeks of the assignment due date, unless assignments are submitted late.***

**In this course, you will receive consistent feedback through peer review in order to assist you in revising your papers before submitting them for a grade.  Papers will be graded based on the criteria specified in the assignment rubric.**

**Generally, papers that meet all criteria in an exceptional fashion will receive an A. B papers will meet all the criteria, but may have organizational, mechanical, or other similar problems. If papers fail to address the assignment altogether, they will receive a 0. All work other than essay assignments will be graded based on completeness.**

**Please also see** [**General Grading Criteria**](https://canvas.yc.edu/courses/15754/files/2147059/download)**.**

Papers & other written assignments: 520

Connect: 370

Other work (Peer Review, Class Activities, etc): 205

TOTAL: 1095

**Grading Scale:**

90%+ = A

80%+ = B

70%+ = C

60%+ = D

0-59% = F

Student grades are recorded in Canvas.

This class does not offer or allow for pass/fail credit or incomplete grades.  If you stop participating in the class, you will receive a Failing grade unless you specifically request a W (withdrawal) before the deadline.

In order to **pass ENG 100** and advance to ENG 101, **students must** earn a 70% or more overall in the course.

**Course Withdrawal**

To officially withdraw from a course, the student must complete a Yavapai College Change of Class Enrollment Form and submit it to the Registration Office by the student withdrawal deadline. Withdrawing from a course after the published deadline for withdrawal requires instructor approval and signature. When a student withdraws from a course, a “W” will appear on the student’s permanent college record. If a student does not follow official procedures for withdrawing from a course, failing grades may be posted on the student’s permanent record.  I CANNOT withdraw you from the course OR give you a W at the end of the semester.  If you do not complete the course, you WILL receive an F.  If you do not think you will be able to complete the course, you need to withdrawal by the YC deadline.

**Plagiarism Policy:**

Honesty in academic work is a central element of the learning environment. It is expected that students will submit their own work. The presentation of another individual’s work as one’s own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College’s Student Code of Conduct. Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the Yavapai College Student Code of Conduct.

Dr. Palmer expects academic integrity. Students must do everything possible to avoid plagiarism, a form of academic misconduct, which results in failure. Plagiarism includes using the words, ideas, answers, or works of another writer without providing clear acknowledgement of the original author and accurate citation. Plagiarism also includes using academic papers for sale or allowing another person to write any section of the student’s assignment. When researching electronic online sources and/or using information from published or unpublished works, students must fully and clearly acknowledge the original writer and employ correct citation methods. **Plagiarism in this class results in failure on plagiarized assignment and may result in failure of the course.**

**Safety and Regulations for Civility (Online Etiquette):**

Respect for the rights of others and for the College and its property are fundamental expectations for every student. The Student Code of Conduct outlines behavioral expectations, and explains the process for responding to allegations of student misconduct. Students are expected to respond and write in a professional and appropriate manner when activities are assigned to create scenarios, discuss opinions, present on a selected subject, or post to the web board. Inappropriate language or objectionable material will not be tolerated and could result in disciplinary measures and/or a failing grade for the class. (http://www.yc.edu/codeofconduct)

Yavapai College technological equipment and resources must be used in accordance with the Technology Resource Standards (5.27), Copyright Use (2.28) and Peer-to-Peer (P2P) File Sharing (5.26) policies. Use of Yavapai College equipment and resources to illegally copy, download, access, print or store copyrighted material or download pornographic material is strictly prohibited. For example, file swapping of copyrighted material, such as music or movies is strictly prohibited. Users found to violate this policy will have their privileges to use Yavapai College technological equipment and resources revoked. (http://www.yc.edu/policies)

Because some communication in this course will be conducted online, students are encouraged to take extra caution in their communication within the course. Be sure that posts and e-mails are written grammatically and free from obscenity, etc. Refrain from using all caps.

Students are encouraged to communicate directly with the instructor in the case of difficulties in the classroom, with the assignments or course in general, or with other students.

For a complete overview of online etiquette, please read [Online Etiquette](https://canvas.yc.edu/courses/15754/pages/online-etiquette).

**Student Resources**

**Disability/Request for Special Accommodations:**

Disability Resources ensures qualified students with disabilities equal access and reasonable accommodations in all Yavapai College academic programs and activities. YC supports disability and accessibility awareness and promotes a welcoming environment to all. The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability and requires Yavapai College to make reasonable accommodations for those otherwise qualified individuals with a disability who request accommodations. (http://www.yc.edu/disabilityresources) Yavapai College is committed to providing educational support services to students with documented disabilities. Accommodations for a student must be arranged by the student through Disability Resources by phone 928.776.2085 or email disabilityresources@yc.edu.

Yavapai College is committed to providing educational support services to students with documented disabilities. Academic support services or accommodations for mobility impaired students must be arranged through the ADA Coordinator (Prescott Campus: 928.776.2079 or Verde Valley Campus: 928.634.6563).

**Yavapai College and Canvas Accessibility Statements and Privacy Policies** [**click here.**](https://canvas.yc.edu/courses/15754/pages/accessibility-statement-and-privacy-policies)

**STUDENT RESOURCES**

[**Technical and Academic Support**](https://canvas.yc.edu/courses/15754/pages/technical-and-academic-support)

[**Student Resources for YC, Connect, and Weebly**](https://canvas.yc.edu/courses/15754/pages/student-resources-for-yc-connect-and-weebly)

*E-mail*: Yavapai College provides enrolled students with an official username@scholar.yc.edu email address. Yavapai College requires enrolled students to utilize the YC email system for official college-related communications. Students are expected to check their Yavapai College email account as directed by their instructor. If you need assistance, go to Information Technology Services or 928.776.2168 (http://www.yc.edu/its).

*Library Services:* Library Services are available at the Prescott Campus and the Verde Valley Campus libraries. Both libraries are members of a countywide library network, which provides access to a wide range of information and resources at libraries throughout Yavapai County. Possession of a College library card entitles students to access materials housed at member libraries.

*LEARNING CENTERS:*A learning center is available on the Prescott and VV Campuses. These centers provide a variety of learning support for students, including tutoring, adaptive computer and equipment for students with disabilities, and a networked general computer lab.

*TUTORING:*Call for details. Prescott (928) 776-2085 or VV (928) 634-6562

*ONLINE RESOURCES*: Online writing tutoring for any academic subject is available at <https://www.yc.edu/v5content/learning-center/>

*Appeals*: A student may appeal an academic or instructional decision by faculty if s/he deems the decision to be made in error. The appeal must be made in a timely manner in accordance with established procedures. [https://www.yc.edu/v5content/academics/instructional-support/subs/form-student-complaints.htm](https://www.yc.edu/v5content/academics/divisions/computer-technologies-instructional-support/complaints.htm)

Additional YC Resources can be found at the [Roughrider Hub](https://www.yc.edu/v5content/student-services/).

[YC Student Handbook](https://www.google.com/url?q=https://www.yc.edu/v5content/pathways/auxillary/radiology/rad-handbook-2017-2018.pdf&sa=U&ved=0ahUKEwj37Na_n-DYAhUMLKwKHfceBSYQFggHMAE&client=internal-uds-cse&cx=004217829698294893226:kxxqfxztfv0&usg=AOvVaw3n24Sxy3Io5Ie9BhakUW-u)

**Student Responsibility:**

Students are 100% responsible for all information contained in the [YC Code of Conduct](https://www.yc.edu/v5content/student-services/codeofconduct.htm), this course syllabus, and the course calendar. Students are expected to understand every policy and adhere to the rules and regulations of YC code of conduct and student academic accountability.  In order to succeed in college level academics, students must take personal responsibility for their studies.

**About Karen**

[**About Karen**](https://canvas.yc.edu/courses/15754/pages/about-karen)

**Availability of Instructor:**

Students are strongly encouraged to maintain regular contact and frequent communication with the instructor through Canvas. You can ask me questions through the [Questions for Karen Forum](https://canvas.yc.edu/courses/15754/discussion_topics/130882) or submit private messages through the Canvas mail system. All questions will be answered within 24 hours M-Th.  *If possible, please do NOT send me a message through regular e-mail--they may not be received.*

*If you feel it necessary to visit with me in person, please visit me during office hours or contact me via the Canvas Inbox or after class to schedule an appointment.*