

Fall 2015

## ENGL 100

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*University of New Orleans*

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# ENGLISH 100: INTENSIVE ENGLISH FOR INTERNATIONAL STUDENTS

Fall 2015 ♦ Tuesday/Thursday 9:30am–12:15pm ♦ LA 312

## CONTACT INFORMATION

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*Phone:* 504-280-5530

*Office Hours:* Monday 2-3pm; Thursday 3-4pm; by appointment

## REQUIRED TEXTS & MATERIALS

♦ *How English Works* by Ann Raimes. ISBN: 0312012764.

♦ A large folder to keep track of all of the work you do in this class (an accordion folder will work well)

♦ Loose-leaf paper or a notebook with perforated paper (paper that you can tear out easily) to use for in-class work

♦ A notebook or binder to use as a vocabulary and grammar journal. This will be your English language reference guide later in college, so it's important to keep your work in one easily accessible place.



## COURSE DESCRIPTION

English 100 is an advanced-level course in academic writing for non-native speakers of English. It teaches reading, writing, and presentation skills, and it prepares students for English 1157 and 1158. During this course, you will be required to read others' work critically and to understand rhetorical situations. You will learn to write effectively and creatively, to follow grammatical rules so that your language aids—rather than distracts—your readers, and to support and develop your ideas with evidence and detail. This course will provide you with the structural support for writing, and from there you will build your own meaning through your own words. As a writer, you must ask questions, explore ideas, take risks, embrace different perspectives, and think critically about yourself and about the world around you.

## STUDENT LEARNING OUTCOMES

By the end of the semester, students should be able to

- ♦ Understand writing as a process that involves brainstorming, process work, drafting, revising, and editing.
- ♦ Demonstrate critical reading ability and comprehension of multiple kinds of texts.
- ♦ Summarize, analyze, evaluate, and respond to the ideas of others.
- ♦ Understand how purpose, audience, and situation affect writing style, voice, and tone.
- ♦ Apply appropriate rhetorical strategies for diverse writing situations and follow conventions appropriate for the given genre.
- ♦ Find and incorporate the ideas and texts of others into your own work and document those sources in MLA style.
- ♦ Demonstrate familiarity with sentence structures, appropriate word forms, punctuation, spelling conventions, and standard academic formatting.
- ♦ Construct writing that may still contain errors common to ESL learners; however, these errors will not impede content and meaning.

## ONLINE COMMUNICATION

This semester we will be using a **Wordpress blog** for most of our weekly homework. The blog will have privacy settings so that only the participants can read the posts and comments. I will post the required readings to the blog on a weekly basis, as well as helpful online resources, supplementary readings, assignments, and digital content. You will be responsible for checking the blog on a regular basis and completing all work I assign on it. **For each assignment on the blog, you will be required to post your assignment by the date on the schedule and to comment on at least three posts by the next class period, unless otherwise noted.** You can access the class blog through the following link: <https://english100fall2015uno.wordpress.com/>

You must also check your **UNO email** on a regular basis. I will communicate with you primarily through UNO email, and so it is quite important to check your email often. Finally, this class uses **Moodle** to facilitate information exchange. I will post course documents and online resources on Moodle, and you will use Moodle to submit papers online. You will be responsible for checking Moodle on a regular basis. You can access both Moodle and your UNO email by going to the UNO homepage, scrolling to the bottom, and clicking “Moodle” or “Student Email.” Alternatively, you can access Moodle through the following link: <https://uno.mrooms3.net/login/index.php>

## COURSE STRUCTURE

This course consists of three main projects. Each project will be graded separately, but they will build upon the knowledge and skills gained from the previous project(s).

### **PROJECT 1: PERSONAL NARRATIVE**

The first project will introduce you to many reading and writing skills. The focus will be on your personal experiences, opinions, and thoughts. We will read many examples of personal narratives as a class.

- ♦ The **Short Composition 1 (SC1)** is your first formally graded essay for this class. It will be a short piece of writing (2-3 pages) and it will introduce you to many of the skills of the class, including the following: writing with detail, expressing personal opinion, using evidence to support opinion, and reading closely and carefully.

- ♦ The **Long Composition 1 (LC1)** combines all of your previous work and knowledge in this project. It is a formally graded essay, with a length of 3-5 pages. You will write a story about yourself, focusing on one topic or event in your life that is meaningful to you. You will learn to write with vivid details, to reflect on your past and present, and to seek a deeper understanding of yourself and/or those around you.

### **PROJECT 2: ARGUMENTATIVE RESEARCH PAPER**

The goal of the second project is to understand how to conduct research at an American university and how to write a convincing argument about your topic in the genre of the American university research paper.

- ♦ The **Short Composition 2 (SC2)** is designed to help you organize your research and to plan your essay. It is a formally graded piece of writing where you explain your writing topic and goals, as well as provide a detailed list of research sources.

- ♦ The **Long Composition 2 (LC2)** combines all of your previous work and knowledge in Project 2. It is a formally graded essay. You will provide an argument about a topic based on your own ideas, and you will support your ideas with specific evidence, data, and quotations

gathered from research. You will be asked to think about many aspects of your topic, and to write an organized, grammatically clear paper.

### **PROJECT 3: WRITER'S PORTFOLIO**

The Writer's Portfolio is a combination of all of the work you have done this semester, and it allows you to demonstrate how well you've accomplished the outcomes for this class. You will edit, revise, and analyze your major work from this semester to identify your strengths and the areas you'll need to improve as an academic writer. You will create a **portfolio**, or collection, of your best work from this class. You will also write a **Letter of Reflection**, which should insightfully describe your experience as a writer this semester and demonstrate the knowledge and the skills gained in this course.

**Each project will also involve Process Work (PW).** Process Work will be done both in class and for homework, and it includes a variety of activities such as fast writing, brainstorming, prewriting, group work, drafts, peer review, workshops, research, class discussion, and specific grammar exercises. Process Work is graded based on participation: Did you complete the assignment? Was your work turned in on time? You will receive a PW grade for each project; for example, if you complete at least 90% of the PW over the course of Project 1, you have an "A" in PW1. PW allows you to take risks and to really think about course content since the individual assignments are not given letter grades.

### SUBMITTING WORK

♦ All Short Compositions (SCs) and Long Compositions (LCs) must be typed and turned in **BOTH as a printed copy in class and as an electronic copy through Moodle.**

♦ The SCs and LCs must be in proper **MLA format**: Times New Roman, 12-point font, 1-inch margins, double-spaced. A sample MLA document can be found on Moodle and on Wordpress.

### PENALTY FOR LATE WORK

You are expected to turn in your work on time. **If an essay is turned in late, there will be a one-letter grade deduction per calendar day.** If you think that you will need extra time on an assignment, I encourage you to ask me *in advance* for an extension.

**Do NOT throw away or lose any of your PW, SCs, LCs, or other writing assignments.**

Students are expected to keep ALL of the work they produce for each project for the entire semester. I may ask to see any and all of your work throughout the course!

### ACADEMIC INTEGRITY

Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the Student Code of Conduct for further information: <http://www.sstudentaffairs.uno.edu>. **We will discuss academic dishonesty in class, which will give you an opportunity to learn about proper citation in an academic essay.** If you have any specific questions about it during any stage of your writing process, I highly encourage you to **ask** me about it.

## GRADING GUIDELINES

### CALCULATING YOUR GRADE

_____	<b>Project 1: Personal Narrative</b> .....	<b>30%</b>
_____	Process Work	10%
_____	Short Composition 1	30%
_____	Long Composition 1	60%
_____	<b>Project 2: Argumentative Research Paper</b> .....	<b>30%</b>
_____	Process Work	10%
_____	Short Composition 2	30%
_____	Long Composition 2	60%
_____	<b>Project 3: Writer's Portfolio</b> .....	<b>30%</b>
_____	Process Work	10%
_____	Reflection Letter	35%
_____	Revision Portfolio	55%
_____	<b>Participation &amp; Attendance</b> .....	<b>10%</b>
_____	<b>FINAL COURSE GRADE</b>	

#### GRADING SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

♦To calculate each project grade, enter your numerical grades in the spaces provided. Multiply your grade by the percent it weighs. Add all of the grades together to determine your project grade.

♦To calculate your final course grade, multiply each project grade by the percent each weighs and add these scores together. This score is your final course grade.

### IMPORTANT INFORMATION ABOUT GRADES

English 100 is a Pass/Fail course. This means that your final grade will be a P (Pass) if you perform satisfactorily. **A passing grade in ENGL 100 is a 70% and above.** A U (Unsatisfactory) means that you have completed all major assignments but require additional practice. Receiving a U also means you must repeat ENGL 100. Receiving an F (Fail) in the course means that you did not complete expected coursework. A U will not affect your GPA; however, receiving an F will affect your GPA. **If you earn a ZERO on any major assignment (LC, SC, or Reflection), you will automatically fail this course.**

### ATTENDANCE POLICY

ENGL 100 is technically a 6-hour course, which means you will be devoting at least 6 hours a week to attending class activities. This semester, most of your time will be spent in the classroom, but other class activities will complete your 6 hours.

♦On most Tuesdays, we will meet as a class from 9:30am–11:00am. For the remaining class time of 11:15am–12:15pm, you will meet in a Focused Study Group (see next page), which will be led either by your instructor or by Jamie Larson.

♦On most Thursdays we will meet as a class from 9:30am–11:45pm. The Writing Center requirement (see next page) will count for the last half-hour of weekly class.

Keep in mind that you registered to attend class on Tuesdays and Thursdays from 9:30am–12:15pm, and so you should keep that time free on your schedule.

### **CLASSROOM ATTENDANCE**

Attendance is mandatory in ENGL 100. You are expected to be seated and ready in LA 312 by 9:30am on Tuesdays and Thursdays. **If you miss more than FOUR (4) classes, your final Participation grade will be reduced by one letter grade for each additional absence.** Lateness will not be tolerated. **Two late arrivals to class (after 9:30 a.m.) will be considered an absence.** Coming late distracts the class and interrupts our momentum. If you leave before the end of the class period, this will count as a “half absence.” I do not distinguish between Excused and Unexcused absences. If you are absent the day an essay is due, you are still required to turn in that essay online unless you have received an extension from me in advance.

### **FOCUSED STUDY GROUPS**

The class will be divided into two smaller groups so that each group can receive special instruction and guidance in particularly difficult aspects of class. Treat these groups as you would classroom time. Arrive on time (11:15am on Tuesdays) and be ready to actively listen and participate in your Focused Study Group. In terms of attendance, this meeting counts as the second half of Tuesday’s class, so missing it equals half of an absence. The same behavior that is expected in the classroom will also be expected in these Focused Study Groups.

### **WRITING CENTER REQUIREMENT**

The one-on-one tutoring and attention the Writing Center offers is valuable and necessary for English language learners. I will end class earlier than our scheduled time so that you can meet your Writing Center requirement.

The Writing Center can help you plan your paper, come up with ideas, organize, and they can tutor you on various grammar points. It is your responsibility to bring things to the Writing Center to work on. I’m happy to make suggestions if you need ideas. We will visit The Writing Center together so you may become more acquainted with what it offers as well as what is expected of you.

**You are required to visit the Writing Center at least 5 times for Project 1, at least 6 times for Project 2, and at least 3 times for Project 3 (totaling 14 times over the course of the semester).** You will be reminded of this throughout each project. Again, if you do not meet the requirement, this will result in points being deducted from your Participation grade.

**You may choose the times you go to the Writing Center.** While the Writing Center will allow walk-ins, it’s better to make an appointment and keep it (for example, choose a specific day and time to go every week). You will sign up for your meeting times and specific workshops at the Writing Center itself or you can call ahead to make an appointment.

**Writing Center Location: LA 334  
Phone Number: 504-280-7054**

Make sure the tutor records your name and my name correctly so that the weekly report sent to me will be correct and you will receive credit for going. **It is also important for you to keep track of your meeting times, including the name of the tutor and what you worked on.** At the beginning of each project, I will give you a sheet of paper where you will officially record this information. It will have a space for each of the required visits.

## CLASSROOM BEHAVIOR

When you come to class, please treat everybody—including your peers and your instructor—respectfully. Each participant is expected to behave courteously and politely to everyone in the room. Whether you agree or disagree with somebody's opinion—whether you are offering positive or negative feedback to somebody's writing—you **must treat everybody with respect** during class discussion and in online communication (for example, on the Wordpress blog).

Writing requires vulnerability. Good writers take risks. But vulnerability requires trust, and in an academic setting, this means that each participant must feel comfortable to discuss – in both speech and writing – his/her experiences, beliefs, ideas, doubts, and questions within a classroom setting. Since this is a composition class, you will be sharing some of your writing with your classmates; likewise, you will be required to respond to your classmates' writing. We will discuss peer review strategies, but we must have a foundation of respect for each and every writer in this class.

**Any behavior that is inappropriate or disruptive will not be tolerated.** Disrespectful statements or actions, whether directed at your classmates or at me, will be reported to the Office of Academic Affairs. Sexual harassment, including but not limited to making inappropriate comments to your classmates or me, will not be tolerated and will be reported the Office of Student Accountability.

Furthermore, **laptops are not allowed** (unless you have received specific permission from me for their use) and **all cell phones must be turned off** before class. Your classmates and I do not want to be distracted by your incoming texts, Snapchats, or Facebook notifications on your phone, so I expect to hear no buzzing, beeping, or ringing in class. **Put away the phone while you are in class.** If I see you looking at your phone during class, I will count it as class absence and/or deduct points from your participation grade.

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities should contact the Office of Disability Services as well as their instructors to discuss their individual needs for accommodations. For more information, please go to <http://www.ods.uno.edu>.

## IMPORTANT CALENDAR INFORMATION

### **Important class dates:**

- ◆Last day of class: December 3 (Thursday)     ◆Final Exam: December 10 (Thursday) 10am-12pm
- ◆Please see each Project schedule for a list of deadlines for the main essays and projects in this class.

### **UNO will NOT have class on the following days:**

- ◆Labor Day: September 7 (Monday)
- ◆Fall Break: October 15-16 (Thursday & Friday)
- ◆Thanksgiving: November 26-27 (Thursday & Friday)