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**Calumet College**

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**of Saint Joseph**

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*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

**COURSE SYLLABUS, Fall 2017****Course: EWPC 103 A****Instructor Information:**

<b>Instructor Name</b>	Ms. Jennifer Young
<b>Office Number:</b>	Office of First Year Experience, room 183
<b>Phone Number:</b>	219-473-4285
<b>Email:</b>	jyoung@ccsj.edu
<b>Office Hours:</b>	To be determine by your preferences and my availability
<b>Instructor Background:</b> I have a MA in English and over 5 years of teaching experience. My full-time position at CCSJ started as Learning Community Coordinator but has evolved to Director of First Year Experience and Coordinator of General Education Composition. This gives me the amazing opportunity to meet lots of new people every year and to hopefully make their (and your!) transition to college a good one. My office is a mess – and it’s a pretty good reflection of my personality - a mix of business and fun but always good-intentioned and ready to be of service.	

**Course Information:**

<b>Course Time:</b>	
<b>Course Time:</b>	MW 8:30-10AM
<b>Classroom:</b>	182
<b>Prerequisites:</b>	Accuplacer placement of 76 or better
<b>Required Books and Materials:</b>	Ready and reliable access to Blackboard
<b>Learning Outcomes/ Competencies:</b> Students in this course will:	

- The student will write a unified, coherent, well-developed familiar essay, expository essay, and persuasive essay.
- The student will understand and gain greater control over all the phases of the writing process – prewriting, writing, re-writing, and editing.
- The student will apply various techniques for generating ideas. apply a variety of revision and editing strategies. understand the role of a writer in relation to academic audiences.
- The student will organize a familiar, expository, and persuasive essay using traditional academic form.
- The student will write a clear and focused thesis for an expository essay. support that thesis with paragraphs that express one, general main idea in a topic sentence, support those topic sentences with body paragraphs that develop the main idea through illustration, using an accumulation of specific details or one extended detail.
- The student will write coherent body paragraphs with effective use of transitions and correct pronoun reference.
- The student will write effective introductory and concluding paragraphs.
- The student will write clear, grammatically correct sentences.
- The student will write complete sentences, avoiding fragments, comma splices, run-ons, and other common errors.
- The student will write sentences with active verbs, eliminating wordiness, and correctly utilizing parallel construction.
- The student will write a variety of sentence types: simple, compound, complex, and compound-complex, distinguish correctly between subordinating and coordinating conjunctions.
- The student will correctly use common punctuation marks, including period, comma, semi-colon, colon, dash, parentheses, and quotation marks.

The course also meets the following General Education Program objectives:

- Students will read analytically, synthetically, and critically in a variety of genres.
- Students will write in a variety of forms using valid logic, persuasive rhetoric, and correct grammar, usage, and punctuation.
- Students will appreciate, create, and critique the persuasive power of art and media.
- Students will be able to apply ethical standards to social issues and analyze their own core beliefs and the origin of these beliefs.

**This course meets Calumet College of St. Joseph’s Signature Assignment requirement to demonstrate fundamental competency in written and/or oral communications.**

**Course Description:** In this course students learn the concepts and skills needed to write an effective, college-level expository essay. Through both traditional and workshop methods, students gain greater control over the writing process, essay organization, paragraph construction, and sentence grammar. Before successfully completing the course, students must demonstrate basic competency in a portfolio of semester writing.

**Learning Strategies:** We are going to read and write a LOT. There is no better way to become a competent reader and writer than to read and write. Sometimes a lecture will be necessary, but a bevy of them will be avoided if possible.

**Experiential Learning Opportunities:**

Students will complete a real-world writing project in response to a real problem.

<b>Assessments:</b>	
<b>Major Assignments:</b>	<p>Objective Summaries  A Personal Narrative  A Persuasive Essay  An Expository Essay  A Real-World Writing Project  Additional Writing Assignments  Readings and Annotations</p>
<b>Proficiency Portfolio</b>	<p>Because English 103 is a competency-based course, the final portfolio demonstrates your proficiency in reading and writing and shows your readiness for English 204 and for college-level writing in general. In order to submit a final portfolio, students need to be passing the course at the time portfolios are collected. All work in the final portfolio (other than the cover letter) must have been read by the instructor prior to portfolio submission. During finals week, portfolios will be read by committees of CCSJ writing faculty, who will use the CCSJ Rubric for Written Communications to evaluate the portfolios. Students whose portfolios do not pass the portfolio evaluation will receive an "Incomplete" in the course and must pass EWPC 100 the following semester <i>regardless of the grade they were earning before they submitted the portfolio</i>. Failing EWPC 100 will result in failing grades for both courses.</p> <p>The following are required materials for the portfolio:</p> <ul style="list-style-type: none"> <li>• An introductory cover letter (1-1.5 pages) which describes the contents of the portfolio, and uses the contents as evidence in a discussion of the students' understanding of their writing (including but not limited to the final products, their process, and their strengths and weaknesses as readers and writers.)</li> <li>• The Persuasive or Expository Essay (3-5 pages) plus one rough draft, including comments from the instructor</li> <li>• At least one objective summary (1 page)</li> <li>• An in-class competency essay (2-3 pages) administered toward the end of the semester based on a writing prompt common to all English 103 sections</li> </ul> <p>You also have the option of including other written work, perhaps from another class at CCSJ. This is completely optional.</p> <p>You will be preparing all semester for the final portfolio and will have the option of revising all of your work except for the in-class essay and the cover letter. If your portfolio fails to meet minimal competencies, you must pass EWPC 100 the following semester, and will not be eligible for EWPC 204 until you have passing grades for both courses. If your portfolio is deemed <i>exemplary</i>, you may become eligible for the St. Gaspar's Honors Learning Community.</p>

<b>Class Participation:</b>	Class participation will be reflected in the quality of submitted work. If you are engaged and paying attention, it will show in your homework, and, more importantly, in the quality and quantity of what you learn.
<b>Total</b>	The total for the course will vary depending on how much we get done. To calculate your final grade, divide the total number of points you earned by the total number of points assigned.
<b>Grading Scale:</b>	
100% – 92%: A	91% – 90%: A-
89% – 88%: B+	87% – 82%: B
79% – 78%: C+	77% – 72%: C
69% – 68%: D+	67% – 62%: D
59% and below:	F
81% – 80%: B-	71% – 70%: C-
	61% – 60%: D-

### Course Schedule:

Class Date	Class Discussion/Activities/Assignments
<b>Week 1 8/27 &amp; 8/29</b>	<b>Introduction and Assessments</b>
<b>Week 2 9/3 &amp; 9/5</b>	<b>Summary 1 and Personal Essay Begins</b> Always check Blackboard
<b>Week 3 9/10 &amp; 9/12</b>	<b>Personal Essay Revisions</b> Always check Blackboard
<b>Week 4 9/17 &amp; 9/19</b>	<b>Summary 2 and Personal Essay Ends</b> Always check Blackboard
<b>Week 5 9/24 &amp; 9/26</b>	<b>Summary 3 and Essay 2 Begins</b> Always check Blackboard
<b>Week 6 10/1 &amp; 10/3</b>	<b>Essay 2 Revisions</b> Always check Blackboard
<b>Week 7 10/8 &amp; 10/10</b>	<b>Midterm Meetings</b> Always check Blackboard
<b>Week 8 10/15 &amp; 10/17</b>	<b>Summary 4 and Essay 2 Ends</b> Always check Blackboard
<b>Week 9 10/22 &amp; 10/24</b>	<b>Final Essay Begins</b> Always check Blackboard
<b>Week 10 10/29 &amp; 10/31</b>	<b>Summary 5 and Final Essay Revisions</b> Always check Blackboard
<b>Week 11 11/5 &amp; 7</b>	<b>Final Essay Ends</b> Always check Blackboard
<b>Week 12 11/12 &amp; 11/14</b>	<b>In-class Essay</b> Always check Blackboard
<b>Week 13 11/19 &amp; 11/21</b>	Thanksgiving Break
<b>Week 14 11/26 &amp; 11/28</b>	Real-World Writing Project Always check Blackboard
<b>Week 15 12/3 &amp; 12/5</b>	Real-World Writing Project Always check Blackboard
<b>Week 16 12/10 &amp; 12/12</b>	<b>Portfolios Workshop and Submissions</b>

**I reserve the right to change this schedule to meet the needs of the class, and you should expect it to change frequently to meet the needs of the class.**

<b>Responsibilities</b>	
<b>Attending Class</b>	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.</p> <p>This class requires your active participation. To be good readers and writers, you need to read and write. Some of that will happen in class, where we can support each other and discuss the things that make reading and writing difficult (and worth-while).</p>
<b>Turning In Your Work</b>	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due. Late work puts you behind and causes you to run to play catch-up. That's no way to win the race. Late work is not accepted because it puts you in a bad position.</p> <p>However, sometimes life gets in the way of living. Each student can submit one assignment up to 24-hours late OR resubmit one poorly-done assignment for a chance at an improved evaluation within 24 hours. This allowance, which we will call the <i>Do Over</i>, will be tracked in Blackboard.</p> <p>All written work done outside of class must be typed and submitted through Blackboard. The timestamp will confirm your submission made the deadline. If there is a submission link in Blackboard for an assignment, it will not be accepted in any other format.</p>
<b>CCSJ Student Honor Code</b>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> <li>• Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li> </ul>
<b>Using Electronic Devices</b>	<p>Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.</p> <p>If you so much as touch your phone during a quiz or exam, you earn an automatic zero.</p>

	And take your earbuds out. It is rude to have them in when someone is talking to you.
<b>Participating in Class</b>	<p>You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class, you may be asked to leave, in which case you will be marked absent.</p> <p>Most importantly, you need to be mentally and emotionally present when you are physically present. Pay attention and stay engaged. Ask questions and answer questions asked of you.</p>
<b>Doing Your Own Work</b>	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at <a href="http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite">http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</a></p> <p>Because a lot of what we are learning will be totally new to you, it can be tempting to look for other people's thoughts as you form your own. Sometimes that is okay, but most assignments in this class will ask that you NOT do that. Trust yourself and the information you get in class. You will get all the information you need to complete what is asked of you. You can do it on your own.</p> <p>As an academic and an intellectual, I find plagiarism and cheating to be cowardly and dirty. It will not be tolerated. The first instance gets you a firm talking to and Maybe a chance to review. The second is an irreparable zero for the assignment; the third instance is an irreparable F for the course and a report to the Vice President for Academic Affairs</p> <p><b>PLEASE NOTE:</b> All papers will be electronically checked for plagiarism.</p>
<b>Sharing Your Class Experience</b>	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <b>essential</b> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
<b>Withdrawing from Class</b>	After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.

<b>Resources</b>	
<b>CCSJ Book Rental Program</b>	The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the

	<p>semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see <a href="http://www.ccsj.edu/bookstore">http://www.ccsj.edu/bookstore</a>. <b>All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</b></p>
<b>Student Success Center:</b>	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.</p>
<b>Disability Services:</b>	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.</p>
<b>Student Assistance Program</b>	<p>Through a partnership with <b>Crown Counseling</b>, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, <b>contact Kerry Knowles SAP Counselor</b>, at 219-663-6353 (office), 219-413-3702 (cell), or <a href="mailto:kerryk@crowncounseling.org">kerryk@crowncounseling.org</a>.</p>
<b>CCSJ Alerts:</b>	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a>.</p>