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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.*

*We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.*

## **COURSE SYLLABUS, Fall 2020**

<b>Course: EMCO 096D Fall 2020</b>
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<b>Instructor Information:</b>	
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<b>Instructor Name</b>	Niki Avina
<b>Office Number:</b>	Virtual, link pinned in Blackboard
<b>Phone Number:</b>	219-796-7107 **This is my personal cell phone number. Use it respectfully as needed throughout the semester and know I will answer or respond as soon as possible.
<b>Email:</b>	<a href="mailto:navina@ccsj.edu">navina@ccsj.edu</a> *This is my preferred communication method.
<b>Office Hours:</b>	<ul style="list-style-type: none"><li>• Daily before and after class</li><li>• Tuesday/Thursday- Noon-2pm</li><li>• By appointment as needed</li></ul>
<b>Instructor Background:</b> After earning my undergraduate degree in Elementary Education from the University of Evansville, I began my teaching career while working to earn a graduate degree in Elementary Curriculum Design from Indiana Wesleyan University. My teaching career has been filled with variety as I've worked with learners from first through eighth grade in a number of subject areas. My last ten years in the classroom have been spent as a middle school Language Arts teacher, working to build solid foundations in young writers. In 2005, I also began teaching night classes at the college level to help foster both a foundation for college writing and a love for the craft of writing. Outside of my teaching career, I am a founding board member of Hannah's Hope, a local charity, and mom to three young daughters. I look forward to working with you this semester as you grow as a writer.	

<b>Course Information:</b>
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<b>Course Delivery Method:</b>	Hybrid— You will meet in person with your professor one time per week and work remotely on the other course meeting day. The schedule is posted on Blackboard.
<b>Course Time:</b>	Tuesdays & Thursdays 10:15-11:45 AM *You will only meet on campus one of these days. Please see Blackboard for your assigned day.
<b>Classroom:</b>	261
<b>Prerequisites:</b>	none
<b>Required Books and Materials:</b>	Laurie Kirzner and Stephen Mandell, <i>Patterns for College Writing with 2016 MLA Update</i> , 13th ed. ISBN: 9781319088064

**Learning Outcomes/ Competencies:**

*This course meets the following objectives:*

Students in this course will...

1. write structurally, grammatically, and mechanically correct sentences.
2. write a variety of sentence types using proper coordination and subordination.
3. write paragraphs that are appropriate for the situation, purpose, and audience.
4. use a dictionary or dictionary website to learn the definition, context, and origin of words and further build a college-level vocabulary.
5. use a grammar handbook to identify and correct errors involving spelling and word choice, and to revise fragments, run-ons, and comma splices.
6. identify discourse markers commonly associated with particular genres of writing.
7. express the main idea of a text orally and in writing and distinguish between main idea and different kinds of support.
8. employ critical reading strategies including pre-reading, note-taking, and annotating, to understand and infer meaning from a range of college-level texts.
9. gain greater control over the writing process, including prewriting, drafting, revising, editing and peer review.
10. write summaries that are complete, accurate, brief, independent, and neutral and that include attributive tags and structural markers.

*The course also introduces the following General Education Program objectives:*

Students in this course will...

- read analytically, synthetically, and critically in a variety of genres.
- write in a variety of forms using valid logic, persuasive rhetoric, and correct grammar, usage, and punctuation.
- be able to orally deliver a presentation with a clear central idea that is logically developed, supported by convincing evidence and valid reasoning, and expressed using language and delivery choices thoughtfully adapted to the audience.

**Course Description:** English 096 is the remedial writing course. It develops the reading, writing, and technical concepts and skills students need to comprehend and summarize college-level texts. The course resolves sentence-level errors and weaknesses in paragraph unity, development, and coherence. Students' reading and writing skills are brought to adequate college-level by responding in writing to classic and contemporary essays and by working through targeted exercises in the college's educational software. *Not applicable toward a degree.*

**Learning Strategies:**

**Direct Instruction**

Direct instruction with PowerPoint and other visual aids will be used to provide students with the required content. In addition, direct instruction will allow students to practice note taking and other organizational skills. It is recommended that students dedicate a notebook or digital file to course notes.

**L-XL**

The I-XL program will provide meaningful diagnostic information and practice opportunity to help students show growth in areas of weakness.

**Small Group Instruction & Class Discussions**

Small group activities based on course objectives will be provided to students in class. These activities are designed to foster hands-on practice with the skills presented in direct instruction, scaffold learning for all students, as well as to encourage a conversation about the craft of writing.

**Writer’s Workshop**

Writer’s workshop will be used to improve writing in at the individual level. Instructor will work one-on-one with students to provide specific, meaningful feedback that can be used to improve writing and prepare students for the competency portfolio.

**Experiential Learning Opportunities:**

None

<b>Assessments:</b>		
<b>Major Assignments:</b>	Three fully-revised and polished, academic summaries showcase writer’s strengths and growth.	
<b>Assessments</b>	Summary Paragraphs Writer’s Workshop Activities Academic Reading Assignments I-XL Skills Vocabulary Presentation	120 (3 @ 40 pts) 120 (12 @ 10 pts) 120 (12 @ 10 pts) 120 (12 @10 pts) 20 points
<b>Total</b>		500 total points
<b>Grading Scale:</b>		
100% – 92%: A	91% – 90%: A-	
89% – 88%: B+	87% – 82%: B	81% – 80%: B-
79% – 78%: C+	77% – 72%: C	71% – 70%: C-
69% – 68%: D+	67% – 62%: D	61% – 60%: D-
59% and below:	F	

**Course Schedule:**

<b>Week/Dates</b>	<b>Tasks/Topics to Cover</b>
Week 1 August 25 & 27	<ul style="list-style-type: none"> <li>• Introduction to Course &amp; Instructor</li> <li>• Hybrid Information/Discussion</li> <li>• Success in Online Courses</li> <li>• Blackboard Overview</li> <li>• Initial Writing Sample</li> </ul>
Week 2 September 1 & 3	<ul style="list-style-type: none"> <li>• I-XL Introduction</li> <li>• Diagnostic Assessment</li> <li>• Assignment Formatting Guidelines</li> <li>• Academic Expectations</li> </ul>

<p>Week 3 September 8 &amp; 10</p>	<ul style="list-style-type: none"> <li>• Traits of Writing</li> <li>• Writing Process</li> <li>• Writing Rubrics</li> </ul>
<p style="text-align: center;">Week 4- Week 14</p> <p>Though the topic, skill, and reading assignment will change each week, the pattern of assignments will not. Please be sure to complete each of these items each week.</p> <p>Detailed instructions for each assignment can be found in Blackboard.</p>	<ul style="list-style-type: none"> <li>✓ Attend class session on your assigned day</li> <li>✓ I-XL Skill- complete to score of 90</li> <li>✓ Complete Academic Reading assignment and take quiz</li> <li>✓ Writer’s Workshop Assignment</li> </ul>
<p>Week 15 December 8 &amp; 10</p>	<ul style="list-style-type: none"> <li>• Diagnostic testing</li> <li>• Vocabulary presentations</li> <li>• Course wrap-up</li> </ul>

**I reserve the right to change this schedule to meet the needs of the class.**

<b>Student Responsibilities</b>	
<b>Safety Measures</b>	<p>The safety of our College Family in this unprecedented time is our primary concern. Following guidelines presented by the Centers of Disease Control (CDC), the Indiana Health Department, and best practices among other institutions of higher education, we are requiring the following:</p> <ul style="list-style-type: none"> <li>• Face coverings over the mouth and nose in all indoor public spaces, including classrooms, the library, the Tutoring Center, and faculty offices.</li> <li>• Because face coverings are in use, no eating or drinking in the classroom. Plan to meet your needs between classes using appropriate social distancing.</li> <li>• Daily self-monitoring. If you have a temperature of 100.4 or higher, or any symptoms of COVID-19 – fever or chills, a cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, or nausea or vomiting – stay home and consult the class policy for staying on track.</li> <li>• Disinfecting your personal space using the materials provided when you enter the classroom.</li> <li>• Maintaining physical distancing of at least six feet within classrooms and other common spaces.</li> </ul> <p><b>Please note:</b> To accommodate students who may not be able to attend class in person, this class may be taped and posted to the course Blackboard site. Tapes will not be used for any other purpose outside of class.</p>
<b>What to Do in Case of Illness</b>	<p>If you are exposed to COVID 19, become ill, or are otherwise unable to attend classes as required, notify the College by sending an email to</p>

	<p><a href="mailto:illness@ccsj.edu">illness@ccsj.edu</a>. The message that you are unable to attend class will be relayed to your faculty. The College will contact you with expectations regarding next steps and follow-up.</p>
<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 is a hybrid course. Attendance is required one time per week. The other day of course work can be done online through Blackboard. To be considered present for the second day of course work, you must complete the Academic Reading Assignment &amp; Quiz by Thursday at noon. Attendance will be tracked in MyCCSJ each week.</p> <p>If a pandemic-related emergency requires the course to meet strictly online at any point this semester, attendance will be awarded to students who arrive within the first ten minutes of class and remain in Zoom until class is dismissed.</p>
<b>Turning In Your Work</b>	<p>You cannot succeed in this class if you do not turn in all your work when due.</p> <p>All writing assignment drafts must be complete and present in the Writer's Workshop in order to receive credit.</p> <p>All other work in this course will be accepted for up to one week past the deadline for half credit. Beyond one week, no credit will be awarded.</p>
<b>Meeting Standards for Classroom Behavior</b>	<ul style="list-style-type: none"> <li>• <b>Use all the class time.</b> Come to class on time and stay in class until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others.</li> <li>• <b>Come prepared.</b> Bring your texts, be prepared to take notes, and be able to demonstrate that you have completed the assignments for the day through your participation in class.</li> <li>• <b>Respect others.</b> Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately.</li> <li>• <b>Use electronic devices only for class purposes.</b> Engage with your classmates and the instructor without technological distractions.</li> <li>• <b>Check in regularly.</b> Your professor will use e-mail and Blackboard to communicate with you throughout the semester. At a minimum, check both of these portals twice each week.</li> <li>• <b>Practice Zoom Manners.</b> Plan to arrive on time, keep your video on when possible, mute your microphone when not speaking, and avoid being a distraction to other students.</li> </ul>
<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> </ul>

	<ul style="list-style-type: none"> <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>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>You'll also find a comprehensive guide to understanding what constitutes plagiarism, "What Is Plagiarism," on the Specker Library Web page at <a href="https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf">https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf</a> This guide comes from Plagiarism.com, and covers many ways in which plagiarism can occur. Be sure to review this important source!</p> <p><b>Please note:</b> All papers may be electronically checked for plagiarism.</p>
<b>Sharing Your Class Experience</b>	<p>Your voice matters! At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential 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!</p>
<b>Withdrawing from Class</b>	<p>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.</p>

<b>Resources</b>	
<b>CCSJ Book Rental Program</b>	<p>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 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. In addition, you can access online tutoring at Tutor.com. See the link within the Blackboard course.</p>

<b>Disability Services</b>	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.
<b>Student Assistance Program</b>	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> .
<b>CCSJ Alerts</b>	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> .