English Composition, WR 121/B03 Syllabus

# General Information

## Instructor Information and Availability

Jessie Heine

Email: [Heinej@linnbenton.edu](mailto:Heinej@linnbenton.edu) **this is best way to contact me.**

Phone: 1-845-598-3889 – Use this to contact me **only in emergencies** and in case of lateness/absences when you are able to email me.

Office Location and Hours:

BC 102-A ; TR 10:00-11:00 am & by appointment

## Course Information

Course name: WR 121 English Composition

Section number: B03

CRN: 33896

Scheduled time/days: TR 11:30-12:50

Number of credits: 3

Classroom(s): BC 246

### Prerequisites:

## Prerequisite: Placement in [WR 121](http://linnbenton.smartcatalogiq.com/en/current/Catalog/Courses/WR-Writing/100/WR-121) is determined by pre-enrollment testing (CPT) or by passing [WR 115](http://linnbenton.smartcatalogiq.com/en/current/Catalog/Courses/WR-Writing/100/WR-115) with a grade of C or better. Students may challenge their mandatory placement, with an advisor's approval, by signing a self-placement form through their counselor.

## Student Learning Outcomes

Upon successful completion of this course, students will be able to:

# Analyze the rhetorical needs (the interaction of audiences, purpose/outcome, and subject) of a variety of academic and practical writing assignments.

# Apply appropriate levels of critical thinking strategies (knowledge, comprehension, application, analysis, synthesis, evaluation) in response to the rhetorical needs of an assignment.

# Implement appropriate rhetorical elements and organization (introduction, thesis, development and support, rebuttal, visuals, narration, conclusion, etc.) in response to the rhetorical needs of an assignment.

# Locate, evaluate, and integrate high-quality information and opinion in response to the rhetorical needs of an assignment.

# Craft sentences and paragraphs that communicate their ideas clearly and effectively using words, sentence patterns, and writing conventions to make their writing clear, credible, and persuasive.

## Course Materials

Required:

* *They Say/I Say: The Moves That Matter in Academic Writing* by Gerals Graff and Cathy Brikenstein, Fourth Edition, ISBN: 978-0-393-63167-8
* **Hard Copies or Digital Copies of assigned readings in PDF form**. These PDFs will be available on the class Canvas page, **brought to class in hard copy or digital form**.
* Access to Canvas

## Course Description

## Covers processes and fundamentals of writing expository essays, including structure, organization and development, diction and style, revision and editing, mechanics and standard usage required for college-level writing.

# Tips for Success in This Class

* Attend Class! The classroom is where we will practice the skills we are learning about; missing class will significantly limit your success in this class
* Talk to me; I am here to help you, and I can best do that when I know what is going on with you, and what your needs are. Please come to office hours, or send an email when you have questions, concerns, or are struggling.
* Do the assigned readings. These readings are selected to give context to the ideas we are learning about—this class will make more sense the more information you have about it.
* Read the syllabus and familiarize yourself with class policies.
* Commit yourself to success; the more time and effort you put into this class, the better the outcome (not just as far as grade achieved, but also in skill sets gained).

## Course Requirements

**Grade Breakdown**

Classroom activities, assignments and participation make up 70% of the grade for this course. The final exam (details listed below) makes up 30% of the final grade. Assignments will come with detailed descriptions of expectations and with grading rubrics, to be handed out later in the term. The grade breakdown by percentage is listed below.

**Major Essays - 45%**

**Final Exam – 30%**

**Participation - 10%**

**Practice Final Exam - 5%**

**In Class Writing Tasks – 5%**

**Reading Checks – 5%**

**Final Grade Calculation**:

|  |  |  |
| --- | --- | --- |
| Letter Grade | Percentage | Performance |
| A | 90-100% | Excellent Work |
| B | 80-89% | Great Work |
| C | 70-79% | Average Work, Requirements Satisfied |
| D | 60-69% | Requirements Met, But Just Barely |
| F | 0-59% | Failure to Meet Requirements |

**Essay Grades and Revisions**

I am happy to discuss grades with you, I only ask that you take 24-hours upon receiving a grade to review feedback, and do your best to meet with me in person to discuss grades. Revisions are highly encouraged for the major essays in this course, and so grades may be adjusted after revisions are submitted.

If you wish to revise an essay, you must contact me within **one week** of receiving your original grade, and meet with me in person to review your feedback and make a plan for the revision (in other words, a revision plan, and a new deadline). You may revise an essay as many times as you wish as long as we have a discussion before you start a revision. Revised essays will receive minimal feedback. Submitting a revision **does not guarantee** that you will receive a better grade, however, it is extremely likely that you will receive one if you make a concerted effort to incorporate feedback you have been given.

### Late Assignment Policy

All assignments are due by midnight of the date listed on the course calendar. Any changes in due dates will only result in more time to complete assignments. All work should be turned in digitally to the Canvas site in .pdf .doc or .docx format unless otherwise agreed upon by the instructor and student.

Unless you contact me **48-hours before a deadline,** late work will be subject to a penalty of losing a third of a letter grade for every day it is late. The only exception is unforeseen emergencies. **Late work will no longer be accepted one week after the original due-date** unless prior arrangements have been made. Late work will receive limited feedback from me.

**Plagiarism**

Students at LBCC are expected to conduct themselves honestly. Any plagiarism—that is using the words, ideas, concepts, phrases, sentences or other intellectual work from some one else’s essay, book, speech, website, etc. without properly and honestly crediting and citing this source—will result in an **0** on the assignment that is plagiarized, and could result in an F for the class and further disciplinary action if you are a repeat offender. Recycling work that you have done from a prior class (even in high school) is considered self-plagiarism, and will be met with similar consequences unless you have cleared it with me prior to turning it in.

### Canvas Class Site

Course materials, important documents and assigned readings will be posted on our Canvas webpage, and so it is essential that you have access. You may use the link: below to access it, and you will also receive an invitation via email during the first week of class to join the page.

[**https://canvas.instructure.com/enroll/EWN8D8**](https://canvas.instructure.com/enroll/EWN8D8)

**Extra Credit**

There may or may not be occasional opportunities for extra credit points. The assignments (and points attached to them) will be small—as such, they should not be relied upon to boost your grade a significant amount. Focus on completing the core assignments of the course.

**Final Exam**

Our final exam is scheduled for Monday 3/18 12-12:50 and Tuesday 3/19 from 11:30-12:20. **It is mandatory that you attend both days in order to complete the final exam worth 30% of your grade.**

**Reading Checks**

Reading checks will take place unannounced and during the first five minutes of class. If you are late or absent, there will not be an opportunity to make them up—attendance is a requirement for receiving credit for a reading check unless there is an extreme extenuating circumstance.

# Class Policies

## Behavior and Expectations

Because this is a class that is heavily reliant upon discussion, you are expected to participate in cultivating a respectful, accepting and productive classroom environment. This means being respectful of other’s opinions, speaking up in class discussion, and committing to consider opinions and perspectives that you might not necessarily believe in. This also means taking part in the running of the classroom and the community that we build with one another, and committing to full engagement while in class. Specific instances of community building include not talking over classmates of the instructor, showing up for class prepared to engage with assigned readings, and being present and engaged during class time (i.e. not on phones or computers unless instructed otherwise).

In addition, you are held accountable to the [Student Code of Conduct](https://www.linnbenton.edu/current-students/administration-information/policies/students-rights-responsibilities-and-conduct), which outlines expectations pertaining to academic honesty (including cheating and plagiarism), classroom conduct, and general conduct. I highly recommend familiarizing yourself with LBCC’s expectations for students, as they are the standards to which you are held in all of your classes.

### Guidelines for communication

The primary mode of communication for this class will be **via Linn Benton email**. I do have a phone number listed in case of emergencies, but please reach out to me via email (heinej@linnbenton.edu) first if possible. I will not respond to communication after 9pm, so please plan accordingly.

### Technology Policy

Cell phone use is not allowed in this class unless otherwise indicated by me. Using a cell phone in class is distracting to students around you, and to the instructor. I will politely ask you to put away your cell phone the first time I see you using it in a class session, and any subsequent use will result in being asked to leave the classroom.

I strongly encourage you to take notes in class by hand in a notebook with a writing utensil. Studies show that the act of writing thing down dramatically increases recall, and also leads to higher rates of understanding concepts on fundamental levels. If you have accommodations that allow for use of a computer, or you have a strong preference for note taking with a computer, please come talk to me about this early in the term; otherwise, I will ask you to put away computers unless we are using them for a class activity.

## Attendance/Tardiness Policy

I will take attendance at the start of every class. While poor attendance will not result in a direct deduction of points, it will certainly impact your understanding of class materials, your grade on reading checks, and your success on major assignments.

If you do miss a class, take the initiative to reach out to another student for notes you may have missed. Turn to a student next to you right now, and write their email address

in the space provided: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you have *specific* questions that remain regarding a missed class, you may email me

or meet with me to have them cleared up**. I will not respond to emails simply demanding a summary of class, or of the “important things” we did that day.**

# College Policies

## LBCC Email and Course Communications

You are responsible for all communications sent to your LBCC email account. You are required to use your LBCC provided email account for all email communications at the College. You may access your LBCC student email account through Student Email.

**Disability and Access Statement**

You should meet with your instructor during the first week of class if: 1. You have a documented disability and need accommodations. 2. Your instructor needs to know medical information about you. 3. You need special arrangements in the event of an emergency. If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources Online Services web page every term in order to receive accommodations. If you believe you may need accommodations but are not yet registered with CFAR, please visit the CFAR website at www.linnbenton.edu/cfar for steps on how to apply for services or call 541-917-4789.

## Academic Integrity Statement

LBCC embraces Excellence. We aspire to the highest ideal with honesty and integrity. LBCC does not tolerate any form of cheating, dishonesty, fraud, forgery, copyright violations or plagiarism. Students charged and found responsible for violating these policies will have serious consequences, from failing grade/grades to removal/suspension/expulsion. LBCC expects students to maintain honesty and integrity in all work, communications, and interactions. This means that we show respect for the ideas and expressions of others, respecting their right to own their research and their words. Students are expected to do their own work in class. In classes where group work is permitted/encouraged, students are urged to request clear guidance on what work may be done in group and what work is done only by the individual.

## Statement of Inclusion

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

## Title IX Reporting Policy

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can [report](https://linnbenton-advocate.symplicity.com/public_report/index.php/pid073717?) a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

## Campus Police/Emergency Resources

You may review emergency services and resources at the LBCC [Public Safety website](https://www.linnbenton.edu/future-students/stuff-parents-want-to-know/public-safety). Campus Safety can be reached using the 'Code 2' button on any campus phone or by dialing x411 on campus or (541) 917-4440 off campus. Dial 911 for off campus emergencies.

Public Safety link for printed syllabus: https://www.linnbenton.edu/future-students/stuff-parents-want-to-know/public-safety

# Campus Resources

## The Writing Center and OWL (Online Writing Lab) (Albany Campus)

From invention to revision, beginning to end, the LBCC Writing Center can help you take your writing to the next level. Please feel free to drop in during regular hours to work one-on-one with a Writing Assistant. In addition to your draft, bring your assignment and any questions you have. You may also submit your writing online at lbcc.writingcenteronline.net where you will get a personalized response within 2-3 business days. [www.linnbenton.edu/go/learning-center/writinghelp](http://www.linnbenton.edu/go/learning-center/writinghelp). The Writing Center is located on the second floor of Willamette Hall, Albany Campus - Entrance on Courtyard side  (541) 917-4684.

You will be expected to utilize this resource throughout this course, and the more often you go, the more improvements you will see in your writing process and in your written work.

## College Skills Zone (Albany Campus)

# The College Skills Zone offers an interactive, quieter study space in the Learning Center where students can access drop-in support, textbooks, and information related to college success, reading strategies, and college writing fundamentals. The College Skills Zone is located next to the Writing Center.

# Resource Issues and Extenuating Circumstances

If you have any issues with access to resources, or are dealing with scarcity of food or housing, you may be eligible for assistance; the Single Stop program can help determine solutions to these issues: <https://www.linnbenton.edu/current-students/student-support/Single-Stop-at-LBCC/>

# Changes to the Syllabus and Course Calendar

I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Canvas Announcement, or through LBCC e-mail.