

put this syllabus in your folder as the first thing in the prongs—consult it frequently!

ENGL 101 College English Lab – Section 04

Semester Credit Hours: 4

Meeting Times: TH 7:00-8:50 PM

Location: PH 250

Semester: Fall 2019

Instructor: Jennifer Koster

Phone: 513-244-8159

Office: PH 260

Email: Jennifer.Koster@ccuniversity.edu

Course Rationale

The proper use of written English is a necessary skill for college and career success. College students write dozens of papers in their course of study so student must be able to write clearly and correctly to be successful in college. Most importantly, Christians have the greatest message to communicate, and strength in written communication can facilitate spreading that message. This piece connects directly with the mission statement of CCU.

Course Description

A course required of those whose pre-college testing indicates the need for additional writing instruction. The course covers the same material and has the same objectives as College English 1 but includes additional review of basic grammar and mechanic. The classroom instruction will include additional lab time working with assignments.

The class will meet for 110 minutes two times per week. The additional time serves as the “lab” portion. Students will receive the same types of instruction and assignments as students in ENGL 110, however the additional time will allow for a slower paced approach. In addition to writing instruction, students will receive more grammatical instruction, hear writing examples read out loud, and have more time to read and analyze pieces critical. Most of the writing assignments will start in class and there will be time during each class to work on, review, and offer assistance to each student.

Arts & Sciences Departmental Outcomes

CCU’s Arts & Sciences program is designed to prepare students to

1. communicate effectively in both oral and written forms in a variety of rhetorical contexts, including Standard English,
2. adeptly utilize modern research and writing tools,
3. identify decisive events and ideas in the human experience and assess their influences on modern culture and thought,
4. employ critical and creative thinking and mathematic and scientific principles for problem solving, literary and socio-cultural analysis, intercultural understanding, and research in the sciences and humanities,
5. demonstrate the integration of academic insights and experiences by constructing and employing a personal framework in which ethical decisions can be made in light of societal values and a Christian worldview.

Course Objectives

In College English Lab, the objectives are:

1. to build writers' habits through regular writing (A&S Outcome #1)
2. to support the brainstorming and invention processes for major assignments (A&S Outcome #4)
3. to improve reading comprehension by analyzing course documents (A&S Outcome #4 & 5)
4. to become better revisers of their own work (A&S Outcome #2)
5. to encourage the drafting and revision process through group workshops (A&S Outcome #4 & 5)
6. address student-specific challenges through individualized reading and writing assignments. (A&S Outcome #1)

Required Course Texts and Materials

These materials will also be used in ENG 101 with Lab. Purchasing the textbooks is a requirement. If you do not have them, you will not be considered prepared for class. Bring them with you every day:

- ❖ *English Composition* (Hawkes Learning 2017). ISBN: 9781946158024
- ❖ *Gym Candy* by Carl Deuker (Houghton Mifflin Harcourt). ISBN: 9780547076317
- ❖ A three pronged, two pocket folder with your name on it
- ❖ A notebook for this class only
- ❖ A pen, pencil, and highlighter

I have many of notebooks and folders in my office if you need one. Feel free to come and grab one.

Grading Breakdown

Essay 1:	10%
Essay 2:	15%
Essay 3:	20%
Exit Essay:	5%
Homework:	25%
Work in Class/Peer Review/Class Preparation:	20%
Early Week:	5%

COURSE POLICIES

Accommodations:

Students who require academic accommodations due to a documented physical, psychological, or learning disability may request assistance from the Student Services Department. Students are encouraged to complete this process within the first two weeks of the semester. The Student Services Department is located on the upper level of Presidents Hall. You may also contact the office by phone at 244-8150. I do not mind at all if you have accommodations and I'm happy to work with you.

Advising/Coaches:

Please keep in mind that I communicate regularly with Student Services Advisors and (if you participate in athletics) your coaches. As the coaches have told many before you, you are student-athletes meaning you are students *first*. I do understand you are learning to balance both roles but if you are struggling, come talk to me sooner than later.

Attendance:

Each absence will result in a lowered class preparation grade unless an exception is granted by the instructor. Missing four classes will result in dismissal from class. If you are late, you must check with me after class to confirm your attendance. Being late three times equals an absence. If you are present for less than half of a class, it is considered an absence. In addition, coming to class unprepared (without papers, books, etc.) will be considered an absence. If you have to go print or retrieve something, you will be marked as late. If you are absent from class, you must submit your work by email before class begins to avoid late penalties. Hard copies must be submitted in the next class meeting.

If you participate in school-sponsored events such as athletics or any other school sponsored activity, you will need to provide a printed schedule to me. If your schedule changes, notify me via email right away. The schedule should have your name clearly printed at the top. Highlight any relevant games/events that will cause you to not be in attendance of this specific class. I will verify your schedule with the athletic department. If you are going to miss due to any other school related event, please provide documentation and a contact person for verification. In these cases, I will provide alternate work for you.

Assignments

It is your responsibility to review the syllabus for your assignments and due dates. In class, when assignments are discussed, you are responsible for making notes about those assignments. At times, you will receive updates about assignments/due dates via Canvas Announcements. Make sure you note them on your syllabus. You are given a hard copy of the syllabus and a copy of the syllabus is posted in Canvas and on the intranet. I will not answer questions about due dates via email—check the syllabus. You should check the syllabus every day to check for upcoming due dates. This will not be covered in class and reminders will not be sent out (sometimes it might but chances are, they will not so **use your syllabus!**).

Class Cancellations:

In the event that class is cancelled due to something going on with me, I will send out a notice via Canvas. If school is cancelled due to weather, you'll receive notification through the school and I'll send instructions to you about how we will proceed. When Sneak Day happens, we will make some accommodations to the schedule as well. Feel free to participate in it and have fun!

Classroom Expectations

All students in this class are expected to:

- complete assigned readings and participate in class activities and discussions.
- put effort and thought into assignments and hand them in on time.
- show respect to one another
- keep group conversations focused on class activities or discussions.
- Take notes during lectures.

Classroom Behaviors to Avoid

- Hoods (keep them down), hats, and anything else that hides your face (aside from religious items) needs to be removed when you come into the classroom
- do not have any electronics out (aside from approved accommodations). If we are using technology in class, I'll let you know but do not have these devices out.
- Ear buds, air pods, headphones, etc. need to be put away and out of sight. Do not have them draped around your ears, neck, or clothing.
- Talking when I'm talking—focus and listen.

Diversity and Inclusion:

It is very important that we respect and include all students. Diversity and Inclusion is extremely important to me. In my classes, we will not put down or disrespect any group or person. While you do not have to agree with everything you may hear or read in the class, you must behave in a respectful manner. If this is also important to you and you're looking to get involved on campus, consider joining Solidarity. I consider my classrooms and office to be safe spaces—if ANYTHING happens to make you uncomfortable, talk to me.

Drafting:

We will utilize peer review in this class. During peer review, you must bring a hard copy to class with you. You are not permitted to participate in peer review without a printed draft.

Due Dates:

Work is due at the beginning of class. All work outside of class should be typed and printed. Please do not email me links. Give yourself enough time to get work printed before class starts.

Electronics:

Do not have phones out and visible. You will lose participation points each time I see a phone out. After one warning to put your phone away, a second instance will result in you being marked absent from the course and you will be required to secure your phone in a different location before coming while in the classroom. Put your earbuds/airpods/headphones away and out of sight. Laptops should only be out at appropriate times. If I find you using a laptop for any reason other than focusing on THIS class, you will not be able to bring electronics to class again.

Email:

It's a small campus. For most matters, please see me in my office. If you can't or it's outside of office hours, please note that I will try to respond to you within 24-48 hours. I typically do not respond on Sundays. Do not send emails about grades or due dates. If you are absent from class, you must submit your work by email before class begins to show it has been completed and avoid late penalties. Hard copies must be submitted in the next class meeting. Do not send messages through the Canvas Learning Management System. Do not send emails from non-CCU email accounts. I would recommend that you add your CCU email to your phone. Canvas announcements come through your email—you will want to make sure you're able to get those.

Essay Length:

If the length is listed as 3-5 pages, it means 3 full and complete pages, not 2 and a paragraph. It also means 5 is the maximum. Exercising authority and control over your writing is important, so understand that papers not meeting the minimum page requirement or exceeding the maximum will be given a zero. Your works cited does not count as a page. If you are struggling to reach the page maximum come see me and we will work on it together. You can also visit the Learning Center for assistance.

Formatting:

We will follow the MLA formatting guidelines. As we move through the course, we'll learn more about those. However, all work should use 12 point Times New Roman font, double spacing, and 1 inch margins, no cover page. Work that is submitted and not formatted correctly (including large blocks of white space) will be returned for correction resulting in a loss of 10 points.

Grades:

If you have a question about your grade, please see me during office hours to ensure your privacy. Do not ask during class or through email/Canvas. Do not discuss your grades with others.

Late Policies:

No late work is accepted. Each piece of the course builds off of the previous piece. Doing work after it's due will not help you, especially in a course the has a lab-based approach.

Plagiarism:

Plagiarism is the action of using without due acknowledgement the thoughts, writing, scholarship, or ideas of another. I do not tolerate plagiarism or cheating of any kind. Instances of academic dishonesty will be handled in accordance to the school handbook.

Portfolios:

All graded writings in bold on the schedule should be kept in your portfolio. During the semester, you should review the feedback provided to you and use it to make changes to your pieces. Keep in mind, you have to do more than just change what is pointed out to you. You should use the knowledge you gain to read through your papers and make significant changes to your pieces on your own. This will help you throughout college.

Syllabus:

This syllabus lays out expectations for you and for me. Keep this and refer back to it. The professor reserves the right to change or amend any part of this course plan as deemed necessary.

Teaching Assistant & Learning Coaches:

I am lucky to have a Teaching Assistant who works with me. She grades items that have yes/no answers only. She assists in many ways. You can ask her general questions but excused absences and grade questions must come through me. Learning Coaches may join us in the classroom from time to time. The teaching assistant and coaches should be treated professionally and with respect. Please refrain from engaging in any kind of non-English related conversation with them, even if you are friends outside of class. The TA/Learning Coaches can help with most aspects of your work. They cannot discuss your grade, give extensions on work, or discuss attendance with you. Those matters must be discussed with your professor only.

RESOURCES**Computers:**

There are a couple of computer labs on campus available to students. Computers are available in the Learning Center and on the bottom floor of WM.

Counseling Center:

We have all had times where everything feels like it's too much. Consulting with an unbiased person can help. We are very fortunate to have a counseling center on campus. The CCU Counseling Center is located in the Lower Level of Presidents Hall. Office hours: Monday 9-6PM, Tuesday 9-9 PM, and Wednesday 9-6 PM. By appointment only. 513-244-8193

Evan Bolejack Learning Center/Tutors:

The Learning Center provides free assistance for students who desire to improve their academic performance. Through services such as academic tutoring, academic coaching, developing study skills, or reviewing a research paper, students will experience an outstanding peer-to-peer tutoring experience in the Learning Center. Our Learning Center is AMAZING---use it!

ME! How Can I Help You Learn?:

I am here to help you be successful. I have a really nice office you can visit. My office hours are posted on my door and my office phone bounces to my cell phone. If you have questions, you're not getting something, or you just want to say hi, stop in. I am always happy to talk to you about English or anything you want to discuss. I have lots of different roles here at CCU and lots of resources.