

SYLLABUS
JEFFERSON COMMUNITY & TECHNICAL COLLEGE
FALL 2011

ENGLISH 102-5504 PS# 37620 TR 9:10-10:25 a.m. SEM 106

INSTRUCTOR: PROFESSOR MARLISA R. AUSTIN
OFFICE: SEMINARY BUILDING, ROOM 209-WEST
PHONE: 213-5073
E-MAIL: Marlisa.Austin@kctcs.edu
 (USE YOUR JCTC E-MAIL; USE YOUR NAME AND COURSE
 AS THE SUBJECT OR YOU WON'T GET A REPLY!)

OFFICE HOURS: MW 8-9 a.m., 1-3 p.m.; TR 8-9 a.m., 11:30 a.m.-1:30 p.m., and
 OTHER TIMES BY APPOINTMENT ONLY

HUMANITIES DIVISION, SEMINARY BUILDING-
WEST, SECOND FLOOR
MARLISA R. AUSTIN, DIVISION CHAIR, 213-5073
ANNIE LOTZ, ENGLISH DEPARTMENT CHAIR,
213-5132

HUMANITIES DIVISION ADMINISTRATIVE
ASSISTANTS
KRISHA SCHUBLE 213-5121, AND
DORIS ENGSTROM 213-5120

INTRODUCTORY INFORMATION: This course supports the College's mission to offer courses that are designed to prepare individuals to excel in baccalaureate programs at senior colleges and universities. This course is transferable to many institutions, particularly in the state of Kentucky. This course also fits the requirements for students who are pursuing an Associate of Arts degree or Associate of Science degree.

COURSE PREREQUISITES:

- Successful completion of ENGLISH 101, with knowledge of documented writing style (MLA style)

Students lacking documentation skills need to identify themselves to me IMMEDIATELY.

TEXTBOOK AND OTHER MATERIALS (REQUIRED): DO NOT COME TO CLASS UNPREPARED

- Katherine Anne Ackley, Ed. *Perspectives on Contemporary Issues: Readings across the Disciplines*. 6th edition.
- Regular access to online sites for MLA/APA documentation (approved by Instructor)
- two pocket folders (one for papers, the other for class notes/handouts)
- ruled 8 ½ by 11 inch paper, NO SPIRAL!
- formatted, 3 ½ inch computer disk or flash drive
- black or blue ink pen, #2 pencil

- dictionary and thesaurus
- index cards
- ACTIVATED JCTC E-MAIL ACCOUNT

COURSE DESCRIPTION AND OBJECTIVES: ENGLISH 102 emphasizes argumentative writing. The course provides further instruction in drafting and systematically revising essays that express ideas in Standard English. The course also includes continued instruction and practice in reading critically, thinking logically, responding to texts, addressing specific audiences, and researching and documenting credible academic sources. **CREDIT NOT AVAILABLE BY SPECIAL EXAMINATION.** At the end of the course, students should be able to show proficiency in writing in each of the areas described. Students will have improved reading skills, learned how to summarize and synthesize written materials, and developed skills in research, documentation, and argumentation.

COURSE COMPETENCIES:

Process

The students will master writing as a process to produce a text.

Understanding of Writing Context (subject, audience, purpose, culture)

The students will master understanding of writing context.

Idea Development through Critical Thinking

The students will master idea development through critical thinking.

Organization

The students will master organization of their own text.

Revising (Revision)

The students will demonstrate mastery of revision strategies.

Editing

The students will master proficiency in editing their own work for errors that interfere with understanding.

Information Literacy

The students will demonstrate mastery of formal documentation skills; be able to locate appropriate electronic and print sources; incorporate appropriate sources into a student-generated text; identify and use credible sources.

GENERAL EDUCATION COMPETENCIES BEING TAUGHT/STRENGTHENED IN THE COURSE: “Upon completion of the course, the student will also be able to:”

I. Communicate Effectively

1. Read and listen with comprehension.
2. Speak and write clearly using standard English.
3. Interact cooperatively with others using both verbal and non-verbal means.
4. Demonstrate information processing through basic computer skills.

II. Think Critically

1. Make connections in learning across the disciplines and draw logical conclusions.
2. Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.

III. Learn Independently

1. Use appropriate search strategies and resources to find, evaluate, and use information.
2. Make choices based upon awareness of ethics and differing perspectives/ideas.
3. Apply learning in academic, personal, and public situations.
4. Think creatively to develop new ideas, processes, or products.

IV. Examine Relationships in Diverse and Complex Environments

1. Recognize the relationship of the individual to human heritage and culture.
2. Develop an awareness of self as an individual member of a multicultural global community.

COURSE REQUIREMENTS:

1. **ATTENDANCE AND CLASS PARTICIPATION—3 ABSENCES IS THE LIMIT!**
2. **A diagnostic essay on the first day of class (Pass/Fail). STUDENTS WHO FAIL THE DIAGNOSTIC OR DEMONSTRATE SPECIFIC WRITING PROBLEMS WILL BE ASKED TO SCHEDULE WEEKLY APPOINTMENTS IN THE WRITING CENTER OR DROP THE COURSE.**
3. **Four major writing assignments using the writing process. First versions and rewrites of essays must be typed, double-spaced, manuscript format, and MLA form (unless otherwise noted by the instructor).**
4. **Reading assignments and understanding clearly the major and minor ideas within, WITH QUIZZES.**
5. **Study and practice on the use of documented forms.**
6. **Library usage. Expect to spend some class sessions at the Downtown Campus Library.**
7. **As needed, grammar and mechanics review, WITH QUIZZES.**
8. **COMMUNICATION WITH THE INSTRUCTOR AND KEEPING UP WITH ALL DEADLINES. IT IS YOUR RESPONSIBILITY TO CONTACT ME OR A CLASSMATE AS SOON AS POSSIBLE FOLLOWING AN ABSENCE. DO NOT COME TO CLASS UNPREPARED!**
9. **TEXTBOOK AND RELATED READING ASSIGNMENTS SHOULD ALWAYS BE CARRIED OUT BEFORE CLASS.**
10. **Students should keep all drafts of papers organized in pocket folders. I will keep final drafts until the end of the semester following the present course. Final grades for writing assignments will not be calculated without a completed folder.**

11. CAAP Assessment Test. All English 102 students are required to complete an in-class on demand writing exercise to assess mastery of basic skills upon completion of the English 101-102 course sequence.
12. Tutoring is available in the Writing Center, 133 Seminary Building-East. Computer access is available in both the Writing Center and the Library.

GRADING:**FOUR ESSAYS—**

* Summary	150 pts.
* Critique	150 pts.
* Synthesis	200 pts.
* Research Project	300 pts.

MLA Quizzes— 100 pts.

In-Class work, homework,
and other Quizzes— 100 pts.

TOTAL 1000 pts.

POINT SCALE:

900+	A
800-899	B
700-799	C
600-699	D
BELOW 600	E (RETAKE THE COURSE)

- THERE WILL BE ANNOUNCED AND UNANNOUNCED QUIZZES. ANNOUNCED QUIZZES MAY BE MADE UP WITH A REASONABLE EXCUSE AS DETERMINED BY THE INSTRUCTOR. UNANNOUNCED QUIZZES ARE NOT SUBJECT TO MAKE UPS.

YOUR GRADES, ENROLLMENT INFORMATION, AND ATTENDANCE RECORDS ARE CONFIDENTIAL. I CANNOT AND WILL NOT DIVULGE THIS INFORMATION TO ANYONE OTHER THAN THE STUDENT. I DO NOT TALK TO IRATE PARENTS, SPOUSES, OR SIGNIFICANT OTHERS. ONLY IN THE CASE OF STUDENTS UNDER AGE 18 DO PARENTS HAVE A RIGHT TO ACCESS YOUR RECORDS.

LATE WORK POLICY FOR PAPERS: For a good reason, you will be allowed a one week grace period to turn in papers after the deadline, with a cut of one letter grade. However, no work will be accepted without conferring with me before the deadline, not the day of or day after of the deadline. Certain quizzes (MLA documentation) and homework are subject to make ups. Unannounced quizzes and in-class activities will not be made up.

MAKE UP WORK POLICY: YOU ARE RESPONSIBLE FOR THE CONTENT OF EVERY CLASS MEETING, WHETHER PRESENT OR ABSENT! If you miss a class, you must contact me or a classmate prior to returning to class in order to be prepared for the next class meeting. Do not return to class without that day's assignment and/or required materials. **Do not ask, "Did I miss anything?"**

OTHER CONCERNS: DO NOT BRING CHILDREN OR VISITORS. Show respect and discretion with cell phones, beepers, and pagers. If we are in a computer classroom, do not waste mine or the class' time on other homework assignments, email, or other online entertainment. Class may not be interrupted for you to receive messages, gifts, or visitors, except in the case of emergency messages delivered by a JCTC employee. Confer with me privately if you are on call for work. **Students exhibiting any inappropriate behavior will be removed from class according to the KCTCS Code of Student Conduct.**

- At times, our readings and discussions will involve controversial topics. Please remember that all students have the right to express themselves in a non-threatening environment, no matter how much their ideas may disagree with yours or those of the establishment.

ATTENDANCE: Students are responsible for the content of every class, whether present or absent. Be prepared for every class meeting.

1. Classes begin and end on time. Arrange appointments, work schedules, and meetings around class time. If you leave for an appointment during class time, that is considered an absence.
2. **Arriving late for class will not be tolerated; students who arrive late more than three times will be automatically noted as absent.**
3. **THREE ABSENCES IS THE LIMIT, FOR WHATEVER REASON.** If you miss more than three classes, you will be asked to drop the course or you will automatically receive a 25 point deduction per class from your final grade. Note that such absences may negatively impact your grade.

WITHDRAWAL AND INCOMPLETE GRADES: Students may withdraw from the course without academic penalty until **midterm—October 10**. After that date **until December 2**, students may officially withdraw from the class with a W, WP, or WF only under circumstances deemed appropriate by the instructor. Students who disappear will not be allowed to withdraw after midterm and will receive a failing grade. An Incomplete (I) grade is given to students who complete the majority of the work and have acceptable reasons for being unable to complete the course by the end of the semester.

PLAGIARISM AND CHEATING: Any paper or assignment containing plagiarized material will receive a zero grade. Plagiarism is a serious offense and will be handled as outlined in the *KCTCS Code of Student Conduct*. See the link to the complete *Student Code of Conduct*: <http://www.kctcs.edu/student/code.htm>. I will not accept any paper that I have not seen in progress throughout the course.

COMPLAINTS: Any student who has an issue or complaint with the class can follow the proper line of command: 1) the Instructor; 2) English Department Head, Annie Lotz; 3) Division Chair, Professor Marlisa R. Austin; and 4) Dean of Academic Affairs, Dr. Randy Davis at 213-2122.

AMERICANS WITH DISABILITIES: Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Access*Ability Resource Center on the appropriate campus as soon as possible. Please DO NOT request accommodations directly from the professor or instructor.”

Downtown, Technical, and Carrollton Campuses

Terri Martin—Director, Access*Ability Resource Center (ARC)

Downtown Campus

VTI—Rm. 319

(502) 213-2375

terrif.martin@kctcs.edu

Students in need of accommodations related to a hearing loss should register with the Deaf Services office. Services include interpreting, note taking, and provision of ALD devices. Contact Venetia Lacy, in VTI Rm.319, at 213-4218.

JEFFERSON COMMUNITY & TECHNICAL COLLEGE (JCTC) is an Equal Opportunity Institution committed to the policy of providing educational opportunities to all qualified students regardless of economic or social status, beliefs, sexual orientation, age, national origin, or physical or mental disability.

THE COURSE OUTLINE will be determined by the entering skills demonstrated by the students and their rate of learning. Skills will be assessed through a writing and grammar diagnostic exercise and in-class writings.