ENC 1101  English Composition I

Course Reference:  567411  Semester: Summer B  2009-3
Time:  MWF 10:25 a.m.-12:40 p.m.  Instructor: Kate Noonan
Telephone:  (305) 237- 1313  E-mail: knoonan@mdc.edu
Office Hours, Rm. 7319:  MW 8:30-10:20 a.m., TuTh 11:30 - 1:30 p.m.,
Fri 8:30 -10:20 a.m. and 12:50-1:20 p.m.
and by appt.

Required Books and Materials:
1) The Bedford Handbook (7th ed.) by Diana Hacker
2) College Writing Skills with Readings (7th ed.) by John Langan
3) Criterion license
4) a college level dictionary
5) Paper, highlighters, pencils, pens, stapler.

All major papers must be submitted through Criterion. You can visit the
English Computer Center in room 7117 to submit your papers, or you can go to the Computer
Courtyard in room 2201. All you need is a copy of your schedule. Please adhere to the MLA
style format when typing your papers. You can find these guidelines on pp. 121-123 in The

Course Description:
ENC 1101 is the first college level English course for students pursuing both AA and AS
degrees. The course emphasizes methods of written discourse, critical thinking skills, and
responses to written material in order to prepare you for the type of writing that you will
be expected to do throughout your college careers. The course will be conducted partly
through lecture/discussion, partly through individual and small group workshops and
activities to give you maximum practice in refining your essay writing and developing your
critical thinking skills.

Required Assignments:
1. Three writing assignments, including in-class drafts
2. Reading comprehension quizzes (cannot be made up if missed)/ Quizzes on
course material
3. Discussion questions
4. Participation in writing and discussion groups
5. Timed essays (in class)

Students must keep all course work organized in a folder, which may be turned in
periodically for evaluation. Late assignments: 10% points will be deducted for each calendar
day an assignment is late (i.e., one day late = -10%, two days late = -20%, etc.).

All students needing further practice with Standard English will be strongly advised to
register for ENC 1113 (the writing lab) or for ENC 1112 (a grammar and proofreading class). A recommendation to attend the writing lab suggests that it is unlikely that you will be able to successfully fulfill the ENC 1101 course requirements without the additional help that these support courses provide.

**Grading Standards:**
Criteria used for grading are outlined below: Missed assignments, quizzes, outlines, tests, collaborative activities, etc. will receive grades of ZERO which will be computed in your final average.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
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<tbody>
<tr>
<td>Essays</td>
<td>40%</td>
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<tr>
<td>(3 typed essays @ 10% each = 30%</td>
<td></td>
</tr>
<tr>
<td>2 in-class/timed essays @ 5% each = 10%</td>
<td></td>
</tr>
<tr>
<td>Quizzes/Drafts</td>
<td>20%</td>
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<tr>
<td>Final Essay</td>
<td>25%</td>
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<tr>
<td>Group Work/ Homework/Class Participation</td>
<td>15%</td>
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</tbody>
</table>

**Make-Up Quizzes:** Missed quizzes will receive a zero score. There will be a chance near the end of term to make up ONE missed quiz.

**Temporary Grade of Incomplete:**
Incomplete grades will be assigned to students under extreme hardship, in good academic standing at the time of the incident nearing the end of the semester. Documentation of said hardship will be required and a contract will be signed by student and instructor. The incomplete contract must contain a description of the work to be done and a timetable. The department monitors each incomplete grade. If a change-grade form is not submitted by the completion date, the grade of I becomes an F. All agreed upon work must be concluded within the next major semester. This policy will be strictly adhered to.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
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<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
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<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
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**Attendance:**
Attendance is mandatory. In order to receive a passing grade, you may not miss more than 3 class periods. This includes the first day of class. If you miss more than 3 class periods--even if you have a passing average in the class--you may not be eligible to receive a passing grade. You must also complete all writing assignments to receive a passing grade.
Drop Date: The student is responsible to officially drop this class within the allotted time. Please refer to the college's Academic Calendar available at our website: http://www3.mdcc.edu/academic_calendar/calendar.pdf

Course Policies:
We have a limited amount of time in class, so please respect your classmates by not disrupting the class. Therefore:

* Please make sure ALL cell phones/pagers are turned off during class. You are not permitted to answer calls during class. If your cell phone or pager goes off more than once during the semester, this may lower your grade.
* No talking during tests, quizzes, or exams. Anyone talking during a test/quiz/exam will receive a grade of zero for that assignment.
  * Arrive on time for class.
  * Be prepared and keep up with assignments.
  * Do not interrupt other students, or talk while they are speaking.
  * Please dispose of trash properly.

Additionally, you are expected to behave properly at all times. Please refer to the college's Code of Conduct which can be accessed at: http://www.mdcc.edu/pdf/procedures/4071.pdf

**If anything is not clear to you (a policy, a reading, etc.), please ask!** If you have an emergency which affects your attendance or your work for class, please let me know as soon as possible.**

Academic dishonesty:
Do not represent someone else's work as your own. This includes copying from another student, as well as using someone else's words or ideas without giving proper credit to the author.

Plagiarism policy: a first offense will receive a grade of zero for that assignment, which cannot be made up. A second offense will result in an 'F' for the course.

We will adhere to the rules and guidelines delineated in Miami-Dade College Student Handbook Procedure No. 4074 in dealing with academic dishonesty. The ramifications for cheating or any other form of academic dishonesty may include: a grade of 'F' for the course, a student being placed on academic probation, suspension, or dismissal from the college. We encourage you to familiarize yourself with this document. The College policy for dealing with Academic Dishonesty is located at http://www.mdcc.edu/pdf/procedures/4074.pdf

Other:
You may wish to visit the following website for useful information on writing:
OWL (Online Writing Lab) at Purdue University
http://owl.english.purdue.edu/
Recommended book:
This book has useful tips for writing college-level essays and papers. It is NOT required for this class, but may be a good reference.

The Elements of Style (4th ed.); William Strunk, Jr. & E.B. White; Longman; 2000

Course Competencies:

Catalog Description:
This is the first required general core course in college-level writing. Students will compose essays and other works using various methods of development. This course fulfills 8,000 words of the Gordon Rule requirement.

Note: This course must be completed with a grade of “C” or better.

Prerequisites: Placement by Scholastic Assessment Test (SAT) verbal subtest score; American College Testing (ACT) English subtest score; Computerized Placement Test (CPT) English subtest score; or ENC 0021 with a grade of “S.”

The student will produce writing by

Competency 1:

a. choosing and limiting a subject that can be sufficiently developed within a given time, for a specific purpose and audience.
b. developing and refining pre-writing and planning skills.
c. formulating the main point to reflect the subject and purpose of the writing.
d. supporting the main point with specific details and arranging them logically.
e. using appropriate transitional devices.
f. writing an effective conclusion.

The student will write well-developed essays by

Competency 2:

a. writing an introductory paragraph.
b. constructing a thesis statement.
c. developing the thesis by
   · providing adequate support that reflects the ability to distinguish between generalized and concrete evidence.
   · arranging the ideas and supporting details in a logical pattern appropriate to the purpose and focus. Patterns may include descriptive, narrative, and evaluative writing, process analysis, comparison and contrast, cause and effect, exemplification, and others.
The student will proofread, edit, and revise by

**Competency 3:** recognizing and correcting errors in clarity.

a. recognizing and correcting errors in unity and coherence.  
b. using conventional sentence structure and correcting sentence errors such as fragments, run-ons, comma splices, misplaced modifiers, and faulty parallelism.  
d. recognizing and correcting errors in utilizing the conventions of standard edited American English including:
   · using standard verb forms and consistent tense.  
   · maintaining agreement between subject and verb, and between pronoun and antecedent.  
   · using correct subjective, objective, and possessive case pronouns.  
   · maintaining consistency in point of view.  
   · using standard spelling, punctuation, and capitalization.  
   · selecting vocabulary appropriate to audience, purpose, and occasion.

The student will read and respond to selections by

**Competency 4:**

a. identifying main ideas, purpose, overall organizational patterns, supporting details, and elements of coherence in assigned readings.  
b. distinguishing fact from opinion.  
c. summarizing and/or paraphrasing passages.

The student will conduct research by

**Competency 5:**

a. assembling sources on a designated subject.  
b. taking effective notes from sources.  
c. recognizing when and how to document sources.

Approved 04/30/2001

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**MDC’s Learning Outcomes** (adapted from Prof. Perez-Mirabal)

As part of its curricular review and after two years of discussion, Miami Dade has determined that by the time you graduate, you should demonstrate a set of learning outcomes. The knowledge and skills that these outcomes represent mark you as an educated individual capable of meaningfully contributing to your field and to your community.

The college’s official statement of purpose regarding Learning Outcomes reads as follows:
Through the academic disciplines and co-curricular activities, General Education provides multiple, varied, and intentional learning experiences to facilitate the acquisition of fundamental knowledge and skills and the development of attitudes that foster effective citizenship and life-long learning.

Look at the MDC web page for further information: [www.mdc.edu/gened](http://www.mdc.edu/gened)

Through our reading, writing, and class learning activities, our course addresses the ten MDC Learning Outcomes. Below is a chart listing each outcome addressed in this course, the emphasis it receives in our ENC 1101 course (light/introductory, reinforced, or emphasized), and the activities which address each outcome.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Emphasis of Coverage</th>
<th>Course Content and Activities</th>
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</thead>
<tbody>
<tr>
<td>1. Communicate effectively using listening, speaking, reading, and</td>
<td>emphasized/focus of</td>
<td></td>
</tr>
<tr>
<td>writing skills.</td>
<td>course</td>
<td>writing assignments; group discussions; reading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>comprehension quizzes</td>
</tr>
<tr>
<td>3. Solve problems using critical and creative thinking and scientific</td>
<td>emphasized</td>
<td>writing that provides specific, coherent, and logical support for</td>
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<tr>
<td>reasoning.</td>
<td></td>
<td>ideas;</td>
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<tr>
<td>4. Formulate strategies to locate, evaluate, and apply information</td>
<td>light/introductory</td>
<td>locating electronic sources through the college’s database</td>
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<td></td>
<td></td>
<td>subscription service and/or the internet</td>
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<tr>
<td>8. Use computer and emerging technologies effectively.</td>
<td>light/introductory</td>
<td>formatting of essays following MLA Style Sheet guidelines;</td>
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</table>

**Course Outline**: (Subject to change- any changes will be announced in class)

**Week 1**
- Syllabus/ Buy Criterion License/ Diagnostic Plagiarism / CWS Chap 2- Writing Process
- CWS Chap 3 - Thesis statements/supporting evidence
- CWS Chap 4- Intro/Concl paragraphs

**Week 2**
- Homework: Reading #1
- Essay Basics: Format
- Sentence Structure: Fragments
- CWS Chap 13 Comparison Contrast essay
- submit Comparison Contrast draft to Criterion

**Week 3**
- Reading Quiz #1
July 5th= Holiday / No Classes
draft grade for CC essay
Timed Test: Comparison Contrast
CWS Chap 12 Cause Effect essay
Sentence Structure: run-on’s
submit Cause Effect draft to Criterion

Week 4
draft grade for CE essay
CWS Chap 16 Argument essay
debate exercise
submit Argument draft to Criterion
submit revised Comparison Contrast essay to Criterion
Timed Test: Cause Effect

Week 5
draft grade for Argument
review for Final Exam
submit revised Cause Effect essay to Criterion

Week 6
submit revised Argument essay to Criterion
Final Exam essay in class
review