



**Welcome to
ENG 111.40, Expository Writing
Fall Semester 2007
MW 8:00-9:20am**

with
Ms. Renie Stewart
Dean of Arts and Sciences
and
English Instructor

Monday, August 20, 2007 – Monday, December 17, 2007
Avery Campus



- **Course Description**

Semester Contact Hours: 3

Semester Credit Hours: 3

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in English composition.*

Prerequisites: ENG 090 and RED 090

Corequisite: None

- **Instructor Information**

Instructor: Ms. Renie Stewart
Office Location: MCC’s Gwaltney Building, Office 256
Telephone Number: 828-765-7351 or 1-800-4-MAYLAND ext. 270
E-mail Address: rstewart@cc.mayland.edu
Office Hours: MW: 9:30-10:00 at Avery Campus
TTH: 9:00am – 3:00pm at MCC’s main campus
other times by appointment

Personal Note: My personal goal is to facilitate in your learning to be a better critical thinker, reader, and writer who will make wise choices. You will see that the tools this course teaches for organizing, developing, and writing clear essays are applicable in many other areas of your life. Approach this class with an open mind and a willing attitude, and you will be rewarded!

- **Course Time and Location**

Days: MW
Time: 8:00-9:20am
Delayed Schedule→ 10:00-11:00am for inclement weather
Location: Avery Campus

- **Required Texts**

Kirszner, Laurie G., and Stephen R. Mandell. The Brief Wadsworth Handbook. 5th ed. Boston: Wadsworth. 2007.

Reinking, James A., and Robert von der Osten. Strategies for Successful Writing: A Rhetoric, Research Guide, and Reader. 8th ed. Upper Saddle River, New Jersey: Prentice Hall, 2005.

- **Required Materials**

1. a sleeved folder to submit all of the writing process for each essay
2. a reliable means to save your material for this class: either a USB Flash Drive, DVD-R, DVD-RW, or 3.5 HD (High-Density) disk. As a further safeguard, email your essays as Word attachments to yourself via your LEO account. You can save any work in “My Files” on your LEO account at leo.mayland.edu. Don’t save your work in “Shared Files,” which everyone in class uses. You are responsible for having an electronic copy of each assignment and accessing that copy as needed in class.

- **Recommended Materials**

Mayland Community College 2007-2008 Student Handbook & Planner (available in the College Bookstore)

- **Mission and Competencies for the General Education Core at Mayland Community College**

Mayland Community College's General Education core courses will provide the essential body of knowledge and skills that enable all degree-level students to perform competently as employees and as contributing members of society.

Graduates of all degree programs at Mayland Community College will have completed the general education core. That core encompasses the essential knowledge and skills that enable all degree-level students to perform competently as employees and as contributing members of society. Upon completion of the general education core, students will be able to demonstrate the following:

1. Effective communication in speaking and listening situations needed for college, personal, and work successes
2. Effective communication in writing and reading situations needed for college, personal, and work successes
3. Logical, critical, and creative thinking to evaluate evidence and reach a conclusion
4. Application of basic computer use skills
5. Application of fundamental math skills
6. Basic awareness of the diversity of various world groups from both historical and contemporary contexts.

- **Course Objectives Designed to Assess, Evaluate, and Document the Pertinent Gen Ed Competencies for this course, ENG 111**

For each of the following components of this course, the applicable Gen Ed Learning Outcomes are **1, 2, 3, 4, and 6**.

- **Course Objectives**

To be successful in this course you will:

- A. Use the **complete** writing process for all essays.
- B. Use standard English.
- C. Use effective word choice, sentence structure, and paragraphing for all essays.

- D. Learn and apply such advanced writing strategies as complete sentences, correct modifier placement, focus on active voice, condensing for emphasis, and parallelism.
- E. Write a college-level narration/description.
- F. Write a college-level researched illustration, using 3 or 4 short articles and using the MLA Style of documentation to avoid plagiarism.
- G. Write a college-level comparison-contrast analysis.
- H. Write a college-level researched cause-effect analysis, using the MLA Style of documentation.
- I. Write a college-level extended definition, which mixes other strategies, as a final exam.
- J. Use the word processor for the writing process.
- K. Email selected essays to the instructor as Word attachments via LEO.

- **Course Content**

This course will include a study of:

- A. Reviewing the writing process with a focus on revising and editing.
- B. Reviewing grammar, sentence, and composition techniques to improve writing style.
- C. Studying narratives and descriptions, and writing a narration/description.
- D. Studying basic research techniques and essays that use illustration, and writing a researched illustration with proper MLA style documentation.
- E. Studying comparison-contrast analyses, and writing an analysis using either comparison or contrast or both.
- F. Studying cause-effect analyses, reviewing basic research techniques, and then writing a researched cause-effect with proper MLA style documentation.
- G. Studying extended definition essays and mixed strategies essays, and then writing a final in-class essay.

- **Attendance Policy—Attendance, Tardiness, and Make-up**

As a college student, you are expected to be in class **on time** to participate in discussions and to work as supervised. The quizzes, exercises, and other daily assessment tools will be at the first or the last of a class period. You may not make up any quizzes or daily grades, but the lowest grade will be dropped. If you do miss a class, you are expected to be prepared for the next class, by following the course calendar.

This class will meet 32 times this semester. For each day that you attend **and** participate you will earn 3.125 points. Note that the key word here is “participate.” Simply being in the room does not equal effective, valuable participation! NP on the attendance form means “nonparticipating.” Your attendance grade counts once in the

computation of your final average. **If you miss more than $\frac{1}{4}$ of the class, that is, more than 8 of the 32 classes, you will receive an “F” for the course.**

Three tardies equal one absence. You are expected to be in class on time so as not to interrupt class discussion and work. You may not leave the class except for emergencies. Take care of breaks before class. Note that early departures also count.

- **Grading Criteria**

For your final grade, each of the following will count **once**:

- Your attendance grade
- The average of the chapter quizzes (with lowest grade dropped)
- The average of the sentence activities (with lowest grade dropped)
- Narration/description grade
- Researched illustration grade
- Comparison-contrast grade.

For your final grade, each of the following will count **twice**:

- Researched cause-effect grade
- Final exam grade (an in-class essay).

You should keep all your graded and returned essays. Each quiz and sentence activity grade is posted on LEO in the Gradebook section. You may not keep graded quizzes.

Note that the first 10 assignments are the grades to be averaged for the final grade. The smaller grades will remain posted for your information. You are welcome to see your attendance record any time during the term. See me before or after class or in my office to discuss your status.

Numerical grades translate to letter grades as follows:

93 - 100 = A 85 - 92 = B 77 - 84 = C 70 - 76 = D 69 and below = F.

For essays: A+ = 98; A = 95; A- = 93; B+ = 92; B = 88; B- = 85; C+ = 84; C = 80; C- = 77; D+ = 76; D = 75; D- = 70; and an F can vary from 69 to 0.

Note that no essay grades will be dropped.


- **Inclement Weather Procedures**

If weather conditions warrant, classes at Mayland Community College may be delayed or occasionally cancelled. On a Delayed Schedule, this class will meet from

10:00-11:00pm. Check your local radio or television station, Mayland's website, or the campus recording at 765-7351.

Remember: Safety first! Success in this—and any—college course or career means conscientious attendance and participation. However, do not risk your safety and your life if the road conditions are hazardous.

- **Academic Standards and Student Expectations**

1. Study of the texts in preparation for class. This is a college course that requires outside reading and writing. You are expected to read the assignments in the text. The chapters give guidelines, and the writers' essays serve as models for our study. The standard ratio for college course work is 1:2. This means that for each contact hour (hour in class) you need to plan to spend two hours outside the class preparing, reading, etc. Thus, you are committing 9 hours per week to this course.
2. **Self-responsibility to keep up with work/assignments due:** Before you leave the first session of this course, find you a "buddy." Each class buddy will be responsible for picking up handouts, assignments, and other relevant information in case of the other buddy's absence. The absent buddy is responsible for picking up the information from the attending buddy. The two key words to remember here are *Buddy* and *LEO*. Check your LEO email and your Shared Files daily.
3. Having all materials ready for each class. Bring your saved material; also have it sent to you as a Word attachment via LEO or saved to "My Files on LEO. You are responsible for bringing all drafts, paper, pens, textbooks, etc. for each class. You are also responsible for having your current essay available electronically.
4. Participation in class discussions and exercises. You will have several daily grades, for example, quizzes on reading assignments and activities on sentence skills. There will be NO makeup for these daily grades, but the lowest quiz grade will be dropped. The average of your chapter quizzes will count once in the computation of your final grade. The average of your sentence activities will count once in the computation of your final grade. **The rule in this class is "Participate! Don't dominate!"** Retakes will be available before or after class.
5. **ACADEMIC HONESTY!** Anyone caught cheating or plagiarizing will automatically receive an "F" for the course.
6. Emphasis on Positive Learning Environment. Disruptive or anti-social behavior will not be tolerated in this class. Please be supportive of your classmates as they learn.
 - **Cut off** any cell phone, pager, or other electronic device **before** you come into the classroom. 
 - Please do not bring any child or any visitor to this class. See your planner/student handbook regarding children and visitors on campus.We will strive to be a *learning community* in this class, and your personal support is vital.

7. Punctual completion of assignments. A short essay turned in after the date due will receive a penalty of one letter grade lower for each class day it is late. No short essay will be accepted later than one week after the date it was due. The research paper has 2 important deadlines: the deadline for submission without penalty and the “drop-dead” deadline. No paper will be accepted after the “drop-dead” deadline. Meeting deadlines is a key responsibility for you.
8. Satisfactory scores on tests and writing assignments. You are to choose what “satisfactory” means to you. Note that you will have opportunities to redo many of the sentence activities to ensure that you master the technique and to enable you to raise the grade. The highest grade counts on any retakes.
9. Adherence to MCC’s policy of NO tobacco use in state-owned buildings.
10. No food or drinks by the computers. Please take care with use of the computers and equipment in this lab.
11. Helping keep the campus clean. Please dispose of all trash in the proper receptacles in the classrooms as well as the outside areas.

- **Dates for End of Unconditional Withdrawal and Conditional Withdrawal**

These dates for Fall Semester 2007 are:

Sept. 22

Last day for unconditional withdrawal

Oct. 30

Last day for conditional withdrawal

Oct. 31-end of semester

No drops except for documented emergencies

The official drop date will be the date that you take the signed form to the registrar’s office.

- **Administrative Withdrawal:** If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor. If you disappear from class without contacting me, I will process an Administrative Withdrawal form after the 2 weeks’ absence.
 - **Special Accommodations:** Any student requesting special accommodations for this course due to a disability should apply for services through Mayland Community College’s SOAR Office or Counseling Center, which will document the disability. A counselor will then help determine, which accommodations, if any, the student needs for success in this class.
 - **Disclaimer:** While I have attempted to be as thorough as possible with the syllabus and course calendar you receive, course procedure may vary to meet the needs of this particular group.
 - **Course Calendar:** See the separate document, this course’s tentative schedule.
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