

MONTGOMERY COUNTY COMMUNITY COLLEGE

ENG 101 OSH4: ENGLISH COMPOSITION I—FALL 2021

DR. HAROLD WILLIAM HALBERT

TTh 8:00AM to 9:25AM, Synchronous online course



Office Phone: 215.641.6371 Website: http://www.halhalbert.com	Email: hhalbert@mc3.edu or hhalbert@gmail.com
Office Hours (email to schedule so that I am there) Mondays and Wednesdays from 9:00 AM to 10 AM Thursdays 11:30 AM to 12:30 PM. Additional appointment times can be arranged. Email to schedule.	Writing Center Hours: Tuesdays and Wednesdays, 12:00 PM to 1 PM online

COURSE DESCRIPTION:

ENG 101 focuses on writing the college-level research paper and develops each student's mastery of communication, information literacy, and analytic skills with emphasis placed on research and documentation methods. Students use writing, reading, listening, and observations skills to understand, organize, receive, and convey information. Using research gleaned from diverse sources, students employ logic, reasoning, and analysis to craft effective essays.

PREREQUISITE:

Students must have successfully completed or tested out of REA 017 or REA 018, ESL 011 or ENG 011.

LEARNING OUTCOMES:

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

1. Read critically. (Core Goal 1.3)
2. Evaluate a writing task for purpose, audience, context, and point of view. (Core Goal 1.1a and 1.2)
3. Use a rhetorical strategy appropriate to the writing task to address a topic. (Core Goal 1.1a and 1.2)
4. Locate and use outside information sources with basic proficiency. (Core Goal 1.3, 5.1 and 5.2)
5. Develop coherent and persuasive essays that present carefully developed and well supported theses. (Core Goal 1.1a and 1.2)
6. Use formal, standard usage, grammar, and punctuation. (Core Goal 1.4)
7. Cite the work of others using a standard model of documentation. (Core Goal 1.3, 1.4 and 5.4)
8. Adopt ethical writing standards. (Core Goal 1.3, 1.4, 5.1, 5.2 and 5.4)

To address these skills goals, I have designed the course around a specific theme: education and identity.

COURSE CONTENT

My courses are designed to deal with adult issues often centering around controversial cultural and historical conflicts. At times, the class readings, lectures, and discussions may question ideas or beliefs that individual students hold dear. In addition, the language used in the course may range from highly technical jargon to the vernacular, including profanity. Students who wish to avoid such a classroom environment should seek another section of the course.

TEXTBOOK AND REQUIRED MATERIALS:

- *A Pocket Style Manual*, 7th Edition by Hacker
- Downloaded Course Readings (provided by instructor via Blackboard)
- Book-Tab Post-Its.
- Pen and paper for each class

COURSE REQUIREMENTS:

English 101 will be one of the most challenging courses of your academic career because it moves quickly, requires a wide range of academic skills, and demands more time than the average course. We will complete one in-class essay and three major essay cycles consisting of content readings, skills readings, prewriting, drafting, peer revisions, and final drafts. A breakdown of the assignments and relative point values is as follows:

Final drafts of major papers (3 major papers total)	200 points each
MS Word Formatting Assignment	21 each
Annotated bibliographies	50 points
Individual drafts of papers (points given for in-class participation in peer review, not simply completing drafts)	5 points if completed -5 if not
In-class essay	50 points/essay, 5 points/card
Required emails and posts	1 point if completed -5 if not
Formal responses and formal peer reviews	20 points
Formal grammar revisions	50 points
Late to class	-2 points for each occurrence
Attendance	1 point for each class attended -5 points for each absence or as otherwise noted on daily assignments; 5th absence means F in course
Missed conference	-10 points
Two-minute presentation	10 points

Your grade is calculated by adding the total points earned and then dividing them by the total points possible. That average will then be plugged into the college's grading scale.

Transcript/Entry Numerical Grade	Corresponding letter grade	Percent Equivalent
4.0	A	93.6-100%
3.7	A-	89.5-93.5%
3.3	B+	87.5-89.4%
3.0	B	83.5-87.5%
2.7	B-	79.5-83.5%
2.3	C+	77.5-79.5%
2.0	C	69.5-77.4%
1.3	D	63.5-69.5%
0.0	F	0-63.5%

Be advised that *you must complete all major papers and in-class essays in order to pass the course*. Even if your paper is too late to be accepted under the late work policies, it must be completed by the end of the semester. If it is not, then you will automatically fail for the course, regardless of what your point total is.

MAJOR PAPER REWRITE OPTION

In order to allow students to benefit from the three-step writing process and to turn in the best possible work for evaluation, students will be permitted to revise the first graded major paper in the course for an entirely new grade provided the assignment/essay was handed in on time and without plagiarism. Late or plagiarized papers are ineligible for revision.

Note: Just turning in a revision does not guarantee you will receive a higher grade. In the event that the revised draft grade is actually lower than the original assignment, you will receive the higher of the two grades; however, a higher revision grade always replaces the original grade, so if you are prepared to work hard, your grade will most likely benefit. See the class web page for more information on the major paper rewrite. Please see the class web page's assignments section for more explicit details.

COLLEGE POLICIES:

All [College Policies](#) must be followed and are a binding part of this syllabus. Of particular note are the [Student Code of Conduct](#) (which deals largely with behavior) and the [Student Academic Code of Ethics](#) (which deals academic honesty issues).

PLAGIARISM AND ACADEMIC DISHONESTY:

Plagiarism constitutes a serious breach of academic honesty and will not be tolerated. Unless I deem an act of plagiarism or cheating an honest mistake, I routinely assign students an "F" in the course for any act of academic dishonesty without the option of withdrawing from the course. Especially egregious acts will receive an "FX" with an additional notation of academic misconduct on the student's transcript. Please note that submitting work from another class as original work for this course constitutes academic dishonesty. For a full discussion of the Academic Honesty policies, please see <http://www.mc3.edu/policy/aa/ethics.htm>.

GRADE APPEAL

In the interest of due process, the College provides an appeal process for a student who believes that a recorded final grade does not accurately reflect his/her academic performance in a course due to issuance of an arbitrary grade, inconsistent grading practice, or mechanical error. The policy and procedure are found on the [Grade Appeal](#) policy page.

STUDENT CODE OF CONDUCT:

The purpose of the Student Code of Conduct is to guide students to understand their responsibilities in regard to appropriate behavior and respect for others in the college community. The policy addresses classroom disruptions and removal from the classroom for behavioral issues. It also provides the standards for ensuring the College provides due process to students through the judicial process. The policy and procedure are found on the [Student Code of Conduct](#) policy page.

COMMUNICATION WITH DR. HALBERT

While I have an office phone, the best way to communicate with me is via email. I am generally quick to respond, but please be advised that I may take up to 48-hours to respond during the semester (and longer during breaks). I generally do not answer emails after 5PM because of family obligations, so 1 AM messages the night before a paper is due will normally not get a response before class. My expectation is that you will check your email each day, particularly between the final class meeting and the posting of grades. I will not spam the class with non-class related materials, so if you get a message from me, please consider it important and respond if needed.

SERVICES FOR STUDENTS WITH DISABILITIES:

Montgomery County Community College (MCCC) welcomes qualified students with disabilities and endorses the principles of nondiscrimination and reasonable accommodation as described in Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act of 1990 (ADA). To see if you are eligible for services and reasonable accommodations in this course please review the policy on the [Disability Services](#) web site. As someone with mild dyslexia, I understand the challenges of pursuing higher education with a disability, and I will never make you feel bad for seeking an accommodation as long as you give enough advanced notice.

ATTENDANCE POLICY:

Regular attendance and punctuality are expected. Students may miss four class meetings and remain in the course. The fifth absence will result in either a required withdrawal from the course (before the **November 4, 2021**, deadline) or an automatic F in the course (after the **November 4, 2021**, deadline for withdrawal without a signature). At the start of the semester, each student will receive 12 points of extra credit for attendance. Points lost for tardiness or absences will initially be taken from this pool of points, giving students the flexibility to miss two classes without injury to their grades. Each absence will subtract five points from a student's total points scored for the semester. Each late arrival will subtract two points from the total points scored. A point will be awarded for each class attended. If a student knows he or she will miss a class, that student should alert Dr. Halbert beforehand. Under special circumstances (usually involving a documented medical emergency or a death in the family), you may request permission to remain enrolled in the course if your absences have exceeded four, but such circumstances are rare. Attendance will be taken by sign-in sheet at the start of class: students arriving after the sign-in sheet will be marked tardy. If you arrive late, please wait until the end of class to sign the sheet. Failure to sign the sheet at all constitutes an absence. Students who leave class early must ask for permission prior to the start of class; if you leave without permission before I dismiss the class, you will be marked absent for the whole period. Good manners suggest that if you know you will miss a class meeting, you will contact me and let me know. *COVID-19 Addendum: I will use a screenshot of the class participants to take attendance within the first five minutes of the class. If you come in late, you need to send an email to me stating you came in late.*

CLASS CANCELLATION:

In the event of inclement weather or other emergency, the College will post closures on the school's web portal and send text messages to anyone who has signed up for them. In the event that I have to cancel a class, I will email the class and post a

message on Blackboard (assuming I have power at home to access the Internet). I strongly urge each of you to set up [Montco's text messaging alert](#) on your mobile phones as well: the College will send an alert of campus-wide closings.

WITHDRAWAL POLICY, INCOMPLETES, AND AUDITS:

Students are encouraged to consult with their instructor and/or an academic advisor when initiating a Course Withdrawal. The instructor's permission must be requested and received if requesting a withdrawal after 60% and before 75% of the course is completed. After 75% of the course is completed, students may apply for an Excused Withdrawal due to medical, catastrophic, or other circumstances beyond the student's control. Specific dates of deadlines for this semester can be found at <http://www.mc3.edu/adm-fin-aid/deadlines>

Should you wish to withdraw from the course, the deadline to withdraw without my signature is November 4, 2021. If you do not formally withdraw, you will receive an F for the course even if you stop attending. ***After November 4, 2021, I will not sign any withdrawal requests unless you have a documented emergency. If I have not returned the first paper by this date, I will extend the deadline until one week after that paper is returned.***

The absolute last day to get my signature is November 18, 2021. After that, all requests to withdrawal must be made directly to Academic Affairs.

Applications for an "Incomplete" will only be entertained in cases of documented medical emergencies, incarceration, or military call-ups. Audits will not be permitted unless you start the course as an audit student and can convince me that you are willing to do all that work for no grade.

TURNING IN DRAFTS

For each major paper, we will write at least two drafts. Each draft needs to be uploaded to the Discussion Board in Blackboard with the paper both copied and pasted AND attached as a file. One purpose of this upload is to create a backup file of your paper should your computer/storage device crash. The other is so that you can read the works of others to see other approaches to the same writing task you are facing. While stealing the words or ideas of others in the class will result in a plagiarism charge, stealing someone's style or rhetorical moves isn't: most strong writers at some point have looked at the works of others as guides on how to write.

CONFERENCES

There will be at least two one-on-one conferences held between me and each student in the course. Some will be available during course meetings, while others will have to be at other times. You will need to sign up for a specific timeslot ahead of time using the Starfish/My Success Network tool on Montco's portal. When your scheduled meeting time approaches, you should log into your session using the "Online Conferences" How-to Guides in the Handouts section of the class web page a few minutes before your start time to make sure your technology works. Have your paper available for your review, either as a printout or in another window on a computer. Conferences are required, and failure to attend a conference will result in the loss of ten points from your running total.

TURNING IN MAJOR PAPERS

When the final draft of a major paper is due, you will need to do the following:

- Submit the paper to the appropriate dropbox on Blackboard as either an MS Word, Pages, or Rich Text Format file. When required, a works cited page should be included in the same file. ***This file is what will actually be graded, so make sure it matches the same final version that you submitted in hardcopy.***
- While submitting to the dropbox, you must check off permission for "SafeAssign" to review the paper for potential plagiarism.
- Post a copy to the discussion board in the "Final Draft" forum.

LATE WORK

All work is due at the beginning of class on the day listed for the syllabus unless otherwise noted. I hate late work from students: it complicates my ability to grade or simply keep track of your work. More importantly, it devalues the efforts of your classmates who work very hard to meet their deadlines. To discourage late work, I have the following policy:

- Final drafts of papers lose 25 points (out of the possible 200 points) for each 24-hour period they are late. This penalty includes Saturdays and Sundays.

- Other late assignments have a 24-hour period to be submitted. They will be graded, and that grade will be divided by 2 and entered into the grade spreadsheet.

Late work will kill your grade, so don't do it. If you know ahead of time that you will not be able to complete a task, contact me for an extension. I reserve the right to make an exception to the late policy in the case of an extreme (and documentable) emergency, but that almost never happens.

TUTORIAL SERVICES:

Tutorial Services is a FREE service that helps students develop learning strategies based on their unique learning styles with the goal of creating successful students and independent learners. Tutorial Services helps students achieve academic success by providing in person and online tutoring in course content and study skills. For questions and a full list of [Tutorial Services hours and services](#) visit the website or contact tutoring@mc3.edu.

BASIC NEEDS SUPPORT:

Any student who has difficulty accessing resources to meet their basic needs i.e. safety, food and/or stable housing and believes this may affect their performance in the course, is urged to contact Wellness@mc3.edu

CLASSROOM POLICIES:

As adults, students and the instructor should know to do the following in class:

- Be prepared for class with work completed and required materials available.
- Refrain from non-class related conversations once class has started.
- Keep cell phones and pagers in "silent" mode and refrain from answering them or using them to send text messages. Should a student expect an important call (because of family emergencies or issues of similar magnitude), please make the instructor aware of that possibility before class.
- Inform the professor if you will be recording the class.
- Treat each other with mutual respect: while we can challenge each other's ideas in class, personalized attacks or use of inappropriate language directed at another member of the class community is unacceptable.
- Ask for help if you need it.
- Make the most of this course. It will help in the future.

COVID 19 PANDEMIC ISSUES:

The current pandemic makes demands of all of us in the class. For some, it's a minor irritant, but for others, particularly those with compromised immune systems or relatives in high risk groups, it offers a number of special challenges that range from access to technology to childcare to unpredictable emergencies. The nature of this class is fundamentally affected by the pandemic in the following ways:

- The course cannot meet face-to-face.
- The course is synchronous, though, which means we meet online at the same time on assigned days. Attendance is required.
- You will need reliable internet and computer access to complete the course.
- Printed materials cannot be provided in class, unfortunately.
- Library and tutoring support are online-only for the semester.
- Office hours must be held virtually.
- You will need to keep your cameras on during class time. If there is an issue with this expectation, you need to email me immediately so we can find a solution.
- Attendance will be taken by me using a screen shot of the class participants.

If you run into a Covid-specific issue that affects your ability to continue in the class, please reach out to me to help find a solution.

FINAL WORD:

I enjoy teaching writing courses: I believe they can be the most empowering classes a person can take in college because the skills you learn can help you in virtually every part of your life. I took this job to help people discover their potential: as long as you are willing to do the work, I will do everything in my power to help you not only pass the course, but to be the best writer you can be.

DAILY ASSIGNMENTS:

Note: Bulleted items are due at the start of class on the date above them.

Thursday, September 2, 2021

- First day of class.

Tuesday, September 7, 2021

- Read the instructions and complete the Contact Information (in Handouts section).
- Read the instructions and complete the Student Contract (in Handouts section).
- Read the instructions and complete the "Introduce Yourself" assignment in the Assignments section.
- Read and mark the following handouts (located in Course Materials of class web page):
 - "How to Really Read this Book"—Freddie, Halbert, McCormick
 - "First They Changed My Name"—Caffilene Allen
 - "The Sanctuary of School"—Lynda Barry
 - "The First Major Turning Point"—Malcolm X
 - "I Just Wana Be Average"—Mike Rose
 - Chapters VI and VII of *The Narrative of the Life of Frederick Douglass, an American Slave, Written by Himself*.
 - "Theme for English B"—Langston Hughes
 - "The Conversion of the Jews"—Philip Roth
 - "Honor Bound"—Joseph Steffan
 - *Born a Crime*—Trevor Noah
- Last day to add without faculty signature.

Thursday, September 9, 2021

- Have your copy of the readings we have done so far available.
- Read and mark "The Comma" in Hacker (*A Pocket Style Manual*) 57-64. If these page numbers do not line up with your edition, read your edition's statements on comma usage with coordinating conjunctions (and & but) and comma usage with introductory elements/phrase/clauses.
- Read and mark "MLA Manuscript Format" (Hacker 167-173) and skim the sample essay to visually see how a paper should look in this course.

Tuesday, September 14, 2021

- First draft of Paper #1 due. Post a copy to the discussion board in the "Paper #1: Draft 1" forum.
- Make sure your paper uses MLA format and follows these MS Word conventions: 1" margins, 12 Point Times New Roman, Double-spaced, no gap between paragraphs Not posting a draft will result in a -5 point entry on a 5 point assignment.
- Set up your conference with me using Starfish/My Success Network on the MC3 Portal.

Thursday, September 16, 2021

- NO CLASS. Required conferences. Post a revised and complete draft to the discussion board in the "Paper #1: Draft 2" forum.

Tuesday, September 21, 2021

- NO CLASS. Required conferences. Post a revised and complete draft to the discussion board in the "Paper #1: Draft 2" forum.
- Last day to drop a course before withdrawal period starts.

Wednesday, September 22, 2021

- No Class. We do not meet on Wednesdays.
- Withdrawal without faculty signature period starts.

Thursday, September 23, 2021

- NO CLASS. Required conferences. Post a revised and complete draft to the discussion board in the "Paper #1: Draft 2" forum.

Tuesday, September 28, 2021

- Final draft of Paper #1 due by start of class. See checklist for details.

Thursday, September 30, 2021

- Read and mark Paulo Freire's "The 'Banking' Concept of Education" (Course Materials section of class web site).
- **WARNING:** This reading is incredibly difficult. You will need to budget at least two hours to read it despite its short length. Use a dictionary and write questions you have about the text in the margins along with your other comments.

Tuesday, October 5, 2021

- Read and mark "[How to Integrate a Quote into a Paper](#)" from the Handouts Section.
- Read and mark "[How to Deal with Titles](#)" from the Handouts Section.
- Read and mark "Using Sources to Inform and Support Your Argument" in *A Pocket Style Manual* (109-110), "Avoiding Plagiarism" (110-112), and "Integrating Sources" (113-121). Please put a Post-it book tab next to the ellipsis mark, brackets, long quotations, and signal phrases.

- Read and mark "Quotation Marks") in *A Pocket Style Manual* (70-73). Place a Post-it book tab next to "quotation within a quotation" and "blended quotation."
- Skim and Mark "MLA Documentation Style" in *A Pocket Style Manual* (124-167). Place a Post-it book tab next to "Directory to MLA Works Cited Models," "Work in an Anthology," "Short Work from a Web Site," and "Work from a Database."

Thursday, October 7, 2021

- First draft of Paper #2 due. Post a copy in the "Paper #2: Draft 1" forum.
- You will need at least two full pages using class format to get full credit.
- Have your copies of Freire and *A Pocket Style Manual* available.
- Set up your conference with me using Starfish/My Success Network on the MC3 Portal.

Tuesday, October 12, 2021

- NO CLASS: Required conferences. Post a revised and complete draft to the discussion board in the "Paper #2: Draft 2" forum.

Thursday, October 14, 2021

- NO CLASS: Required conferences. Post a revised and complete draft to the discussion board in the "Paper #2: Draft 2" forum.

Tuesday, October 19, 2021

- NO CLASS: Required conferences. Post a revised and complete draft to the discussion board in the "Paper #2: Draft 2" forum.

Thursday, October 21, 2021

- Third draft of Paper #2 due. Post a copy in the "Paper #2: Draft 3" forum.
- Read and mark "The Semi-Colon and the Colon" in Hacker (P3, 313-317).
- Have your copies of Freire and *A Pocket Style Manual* available.

Tuesday, October 26, 2021

- Final draft of Paper #2 due by the start of class. See checklist for details.

Thursday, October 28, 2021

- Read and mark selection from *Lies My Teacher Told Me*—Loewen (see course materials on class web site)
- We will go over the in-class essay, research project, annotated bibliography assignment and presentation requirements today.

Tuesday, November 2, 2021

- Homework is due, but we will not meet today.
- Read and mark the selection from *Limbo* by Lubrano (see course documents on class web site)
- Post a response to *Limbo* "Limbo Reactions" forum on the discussion board. Your response must be a minimum of 1 page using MLA format. Give at least one quote to support whatever point you want to make about the reading. This response is informal, meaning I don't expect the high degree of polish of a formal paper, but make sure I can follow what you are saying.
- NO CLASS: Dr. Halbert will be serving as Judge of Elections for the West Norriton 2-1 Polling Station.
- PLEASE REMEMBER TO VOTE.

Wednesday, November 3, 2021

- NO CLASS: We do not meet on Wednesdays.
- Last day to withdraw without faculty signature. After today, you'll need your professor to sign off on a withdrawal. See course policies for more details.

Thursday, November 4, 2021

- In-class essay. See handout for details.
- Withdrawal with faculty signature period begins.

Tuesday, November 9, 2021

- Research Paper prewriting due. Post a copy in the "Research Paper: Prewriting" forum and have a copy available in class.
- Library Orientation. Attendance is required. Absences count double.

Thursday, November 11, 2021

- Library Research Day. Work independently using the [MC3 Library Portal](#).
- Dr. Halbert will be available online in the Virtual Classroom to answer questions.

Tuesday, November 16, 2021

- Library Research Day. Work independently using the [MC3 Library Portal](#).
- Dr. Halbert will be available online in the Virtual Classroom to answer questions.

Thursday, November 18, 2021

- Annotated Bibliography due. Submit to Blackboard Drop Box and post to "Research Bank" on the discussion board.
- Two Minute presentations. If you miss today, you get a zero.
- Withdrawal with faculty signature period ends.

Friday, November 19, 2021

- NO CLASS: we do not meet on Fridays.
- Excused Withdrawal (WEX) period begins. From this point on in the semester, you will need to apply to Academic Affairs to withdraw from the course. The professor does not have any control over this type of withdrawal.

Tuesday, November 23, 2021

- First Draft of Research Paper Due. Post a copy to the "Research Paper: Draft 1" forum. Minimum of THREE pages required.
- Sign up for your final conference using Starfish/My Success Network.

Thursday, November 25, 2021

- NO CLASS: Thanksgiving Day.

Tuesday, November 30, 2021

- NO CLASS. Student Conferences. Post a revised and completed copy to the "Research Paper: Draft 2" forum.

Thursday, December 2, 2021

- NO CLASS. Student Conferences. Post a revised and completed copy to the "Research Paper: Draft 2" forum.

Tuesday, December 7, 2021

- NO CLASS. Student Conferences. Post a revised and completed copy to the "Research Paper: Draft 2" forum.

Thursday, December 9, 2021

- Final draft of Research Paper Due. See checklist for details.
- Last day to reconcile any missing assignments.
- Last Day of this class.

Monday, December 20, 2021

- Optional Major Paper Rewrites due by noon today.
- Please email your rewrite to Dr. Halbert and use the following subject line (substituting your course number for the "000"): "ENG 000 Major Paper Rewrite." Make sure the file is an MS Word file or it will not be regraded. See Assignments for specific expectations for a rewrite.

Wednesday, December 22, 2021

- NO CLASS: the class is over.
- Grades due by faculty at 11:59 PM.