

ENG 101 DC3F: ENGLISH COMPOSITION I—FALL 2023

DR. HAROLD WILLIAM HALBERT

MWF 11:15 AM to 11:45 AM, Location TBA



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WEBSITE: [HTTP://WWW.HALHALBERT.COM](http://www.halhalbert.com)

Email:

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OFFICE HOURS:

BLUE BELL: PARKHOUSE 441
MW 11:45 AM TO 12:15 PM
F 9:30 AM TO 10:00 AM

POTTSTOWN: SOUTH HALL 228, CUBICLE G
TTH: 11:45 AM TO 12:15 PM

ADDITIONAL APPOINTMENTS CAN BE SCHEDULE
INDIVIDUALLY VIA EMAIL REQUEST. I CAN DO ONLINE
OFFICE HOURS AS WELL.

Writing Center
Hours:
Blue Bell Campus:
MW 12:30 PM to
1:30 PM

COURSE DESCRIPTION:

ENG 101 is based on the premise that critical thinking generates clear writing. In this course, the student learns to read critically, a skill that involves distinguishing central ideas from supporting material and identifying an author's purpose, assumptions, attitudes, and biases. Additionally, the student in ENG 101 learns a writing process that involves generating ideas, drafting, composing, revising, and editing. The student also learns to locate, use, and accurately reference various sources of information. This course is worth three credit hours.

PREREQUISITE:

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

LEARNING OUTCOMES:

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Read critically.	Lecture Discussion Essays	Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common rubric
2. Evaluate a writing task for purpose, audience, context, and point of view.	Lecture Discussion Essays	Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common rubric

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
3. Use a rhetorical strategy appropriate to the writing task to address a topic.	Lecture Readings Discussion Peer Review Essays	Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common rubric

<p>4. Locate and use outside information sources with basic proficiency.</p>	<p>Lecture Discussion Essays</p>	<p>Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common rubric</p>
<p>5. Develop coherent and persuasive essays that present carefully developed and well supported theses.</p>	<p>Discussion Peer Review Essays</p>	<p>Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common rubric</p>
<p>6. Use formal, standard usage, grammar, and punctuation.</p>	<p>Lecture Exams Essays</p>	<p>Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common rubric</p>
<p>7. Cite the work of others using a standard model of documentation.</p>	<p>Lecture Peer Review Exams Essays</p>	<p>Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common rubric</p>
<p>8. Adopt ethical writing standards.</p>	<p>Lecture Discussion Essays</p>	<p>Write 15-20 pages of edited prose Final argumentative research paper using outside sources collected and scored by common</p>

		rubric
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COURSE THEME

While ENG 101 is a skills course requiring students to learn to write by studying techniques, planning out essays, writing, and revising, most college courses will focus on a specific topic and base its writing assignments throughout the semester on that topic. To parallel that kind of writing environment, I have built all of our assignments around a central topic: education and identity formation.

COURSE CONTENT

My courses are designed to deal with adult issues often centering on 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* (8th Edition)—Hacker and Sommers
- ❑ Downloaded Course Readings (provided by instructor via Canvas)
- ❑ Book-Tab Post-Its.
- ❑ Pen and paper for each class

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 four 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:

Major Research Paper	300 Points
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Final drafts of major papers	200 points
MS Word Formatting Assignment	21
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
Reading checks	5 points
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; 5 th 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.

GRADED DESIGNATIONS

INSTITUTIONAL GRADING SCALE

GRADES	QUALITY POINTS	DEFINITION	GRADES	NUMERICAL EQUIVALENCIES
A	4.00	SURPASSES EXPECTATIONS	A	93-100
A-	3.67		A-	90-92
B+	3.33	ABOVE EXPECTATIONS	B+	87-89
B	3.00		B	83-86
B-	2.67		B-	80-82
C+	2.33	MEETS EXPECTATIONS	C+	77-79
C	2.00		C	70-76
D	1.00	BELOW EXPECTATIONS	D	60-69
F	0.00	ACADEMIC FAILURE	F	0-59
XF	0.00	ACADEMIC MISCONDUCT	XF	0.00

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.

TURNING IN ROUGH DRAFTS

For each major paper, we will write a complete rough draft and then a final draft. 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. In-person classes also requires a printed copy for others to read. 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.

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 Assignment on Canvas as either an MS Word 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.*** You must submit the paper to Turnitin.com as well: papers not submitted to Turnitin.com will be given a zero.
- Post a copy to the discussion board in the "Final Draft" topic for that paper.

I will mark the first draft extensively for two reasons: to give you clear guidance should you choose to submit the [optional major paper rewrite](#) and for you to use as a guide on what to improve in subsequent drafts. Other major papers will receive fewer comments since they generally repeat

issues from the first paper. The final paper will not receive any written comments unless you explicitly request it since they will be submitted at the end of the semester.

EMAIL and 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.

Each student is responsible for checking his or her email accounts at least every other day during the semester. During the last week of class, reading day, and the entire final exam period (until Dr. Halbert announces that final grades have been posted), students should check their email every day in order to make sure there are no issues or concerns about your grade that need to be addressed. Failure to check your email may negatively affect your grade because messages about the class generally are generally important information about assignments.

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 with academic honesty issues). You are also responsible for the [Acceptable Use of Technology policy](#).

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 the [Student Academic Code of Ethics policy](#).

For this class, plagiarism or cheating includes, but is not limited to, the following:

- Copying and/or pasting materials from another source word-for-word without quotation marks and a citation, no matter how small the amount of text.
- Using someone's ideas, data, or facts without attributing the source.
- Buying a paper, whole or in part, from an individual, organization, or web site and presenting it as your own work.
- Receiving a free paper whole or in part, from an individual, organization, or web site and presenting it as your own work.
- Getting a friend, stranger, family member, lover, enemy, or any other person to rewrite sections of your paper.
- Using any material generated by an artificial intelligence (A.I.) service in your assignments.**
- Submitting a paper written for another course, even if you wrote it.
- Lying to your professor.
- Writing or rewriting papers for your classmates outside of the context of a peer review.

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 is found at <http://www.mc3.edu/about-us/policies/8581>

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. Please see the [Student Code of Conduct policies and procedures for more information.](#)

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 Disabilities web site at <https://www.mc3.edu/about-mccc/policies-and-procedures/students-with-disabilities>.

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 **Wednesday, November 1, 2023**, deadline) or an automatic F in the course (after the **Wednesday, November 1, 2023**, 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.

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 on the [Registration Calendar](#).

Should you wish to withdraw from the course, the deadline to withdraw without my signature is Wednesday, November 1, 2023. If you do not formally withdraw, you will receive an F for the course even if you stop attending. ***After Wednesday, November 1, 2023, 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 Friday, November 17, 2023. After that, all requests to withdrawal must be made directly to the Dean of Arts and Humanities.

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.

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: Free subject-area tutoring, academic workshops, and study skills specialists are available at Blue Bell Campus's Tutorial Services in College Hall 180, across from the Cafeteria. Tutorial Services helps students develop learning strategies based on their unique learning styles with the goal of creating successful students and independent learners. Contact them at 215-641-6452 or log into the portal and find us online: [Tutorial Services hours and services](#). Please note that Tutorial Services houses the Writing Center where faculty-tutors are more than happy to assist with revising papers.

UPDATES TO SYLLABUS:

As the semester unfolds, Dr. Halbert may have to adjust the syllabus due to unforeseen circumstances. Such changes will be announced in class and via Blackboard: once they are announced on Blackboard, students must update their personal copies of the syllabus/daily assignments and are to

be held to the new syllabus due dates. Dr. Halbert will make every effort to not change major assignments (papers, tests, in-class essays, etc.) even when changes are needed out of respect for those folks who plan ahead, but he reserves the right to do so if no other options are available.

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

KEY ONLINE RESOURCES AT THE COLLEGE

You may find the following resources helpful here at Montgomery County Community College:

- [MCCC's Library Resources](#)
- [Registration Calendar](#)
- [Academic Calendar](#)
- [Spring 2023 Final Exam Schedule](#)
- [Acceptable Use of Technology policy](#)
- [Student Success Resources](#)
- [Wellness Resources](#) (physical and mental health resources)

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.

FINAL WORD:

I enjoy teaching Composition 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

Please note: assignments are due at the start of class on the date above the bulleted list of tasks for a specific day (unless otherwise indicated).

Wednesday, August 30, 2023

- First class.

Friday, September 1, 2023

- Read and sign the class contract (see Handouts section of class web page)
- Complete the contact information survey.
- Read and mark the following handouts (located in Course Materials of class web page):
 - "How to Really Read this Book"—Frechie, 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
- REMEMBER: this first reading check will be your first major impression on Dr. Halbert
- Be prepared to have your photograph taken.

Monday, September 4, 2023

- No Class (Labor Day)

Tuesday, September 5, 2023

- No Class: We do not meet on Tuesdays.
- Last day to add without signature.

Wednesday, September 6, 2023

- Read and mark the following handouts:
 - 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

Friday, September 8, 2023

- Freewriting activity for Paper #1. Post a copy on the Discussion Board in the "Paper 1: Freewriting" section.
- Bring your reading packet to class.
- Read and mark "The Comma" in *Hacker (A Pocket Style Manual)* 54-61. 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 Format; sample research paper" (*Hacker* 176-186) and skim the sample essay to visually see how a paper should look in this course.

Monday, September 11, 2023

- First draft of Paper #1 due. Bring two copies to class and post a copy to the discussion board in the "Paper #1: Draft 1" forum. Set up your conference with me using Starfish/My Success Network on the MC3 Portal.

Wednesday, September 13, 2023

- NO CLASS. Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum.

Friday, September 15, 2023

- NO CLASS. Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum.

Monday, September 18, 2023

- NO CLASS. Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum.

Tuesday, September 19, 2023

- No Class: We do not meet on Tuesdays.
- Last day to drop without signature.

Wednesday, September 20, 2023

- NO CLASS. Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #1: Draft 2" forum.
- [Withdrawal](#) without signature period starts

Friday, September 22, 2023

- Third draft of Paper #1 due. Bring two copies to class and post a copy to the discussion board in the "Paper #1: Draft 3" forum.

Monday, September 25, 2023

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

Wednesday, September 27, 2023

- Read and mark pages 258-262 of Paulo Freire's "The 'Banking' Concept of Education" (located in the Course Materials section of class web site). Stop at the beginning of the paragraph that begins, "Implicit in the banking concept."
- **WARNING:** This reading is incredibly difficult. You will need to budget at least two hours to read these three pages. Read the requirements of the Formal Response assignment before you begin reading. Use a dictionary and write questions you have about the text in the margins along with your other comments.

Friday, September 29, 2023

- Finish reading and marking Paulo Freire's "The 'Banking' Concept of Education."

Monday, October 2, 2023

- 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 the entire "Research" section in *A Pocket Style Manual* (87-106): core concepts include "Finding Appropriate Sources," "Avoiding Plagiarism," and "Evaluating Sources." Please put a Post-it book tab next to the ellipsis mark, brackets, long quotations, and signal phrases.
- Read and mark "Integrating Sources" and "Integrating Literary Quotations" in *A Pocket Style Manual* (116-132).

- 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* (132-176). Put a Post-It book tab on page 134 ("List of MA in-text citation models" and "list of MLA Works Cited Models"). Place a Post-it book tab next "One Selection from an Anthology," " Work from a Web Site," and "A Database."

Wednesday, October 4, 2023

- First draft of Paper #2 due. Bring 2 copies and post a copy in the "Paper #2: Draft 1" forum.
- Bring your copy of Freire and *A Pocket Style Manual* to class.
- Set up your conference with me using Starfish/My Success Network on the MC3 Portal. Do not select "tutoring" sessions for your conference.

Friday, October 6, 2023

- NO CLASS: Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum.

Monday, October 9, 2023

- NO CLASS: Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum.

Wednesday, October 11, 2023

- NO CLASS: Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum.

Friday, October 13, 2023

- NO CLASS: Required conferences. Bring a REVISED second draft and post a copy to the discussion board in the "Paper #2: Draft 2" forum.

Monday, October 16, 2023

- Third draft of Paper #2 due. Bring 2 copies and post a copy in the "Paper #2: Draft 3 (MWF ONLY)" forum.
- Bring your copy of Freire and *A Pocket Style Manual* to class.

Wednesday, October 18, 2023

- Read and selection from *Lies My Teacher Told Me*—Loewen (see course materials on class web site).
- Warning: This reading is long.

Friday October 20, 2023

- Paper #2: Draft 3 Due. Post a copy to the discussion board topic "Paper #2: Draft 3" and bring a printout to class.