COURSE OUTLINE

Course Title	Course Reference Number
ENG 101: Writing and Research	84093

Instructor's Name	College Email and Phone
Meredith Markolovic	mmarkolovic@pnwboces.org; 914-248-2484

Class Meeting Days/Times	Class Meeting Location
M,T,W,TH/ 11:00-12:00	Main Tech 114

Office Hours and Location
7:45 AM-8:00 AM   Room 123

Course Description

Students in English 101 conduct research and write proposals, annotated bibliographies or literature reviews, and research essays. They develop research topics and questions; identify, summarize, analyze, evaluate, and synthesize relevant sources; and present arguments based on their findings. Students document where information and ideas come from by using MLA style. They enter academic conversations by doing research that builds upon existing knowledge.

Prerequisite: A score of 8 on Writing Placement Exam, or grade of A in Writing for College 1 (ENG 91), or passing grade in Writing for College 2 (ENG 92) or Introduction to Academic Writing (ESL 122). Offered every semester.

Course Textbook and Required Materials

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. 3d ed. Chicago: U of Chicago, 2008. Print.

Graff, Gerald, Cathy Birkenstein, and Russel K. Durst. *"They Say / I Say": The Moves That Matter in Academic Writing, with Readings*. New York: W.W. Norton, 2015. Print.

Kirszner, Laurie G., and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. Boston: Bedford/St. Martin's, 2015. Print.

 Other class readings and novels will be provided for you.

Student Learning Outcomes & Objectives

SLO/Objectives - Upon successful completion, students will be able to:	This outcome will be **measured** by the following instruments (exercises, tools, observations):
SLO 1: Demonstrate understanding of writing as a multistage process	**Research proposal, Annotated Bibliography (or Literature Review), and Research Essays**, together totaling a minimum of 4,000 words, equivalent to 16 double-spaced pages
Objective 1 Use writing for inquiry, learning, thinking, and communicating	
Objective 2 Develop strategies for pre-writing, composing, revising, editing, and proofreading	
SLO 2: Produce texts that present ideas effectively	**Research proposal, Annotated Bibliography (or Literature Review), and Research Essays**, together totaling a minimum of 4,000 words, equivalent to 16 double-spaced pages
Objective 1 Focus on a controlling idea or question	
Objective 2 Support ideas with reasoning and evidence	
Objective 3 Summarize others' ideas clearly, accurately, and thoroughly	
Objective 4 Integrate their own ideas with the ideas of others	
Objective 5 Synthesize information and ideas from multiple sources	
Objective 6 Organize ideas to clarify and support a controlling idea or question	
SLO 3: Use appropriate research methods	**Research proposal, Annotated Bibliography (or Literature Review), and Research Essays**, together totaling a minimum of 4,000 words, equivalent to 16 double-spaced pages
Objective 1 Develop and refine a research topic and question	
Objective 2 Evaluate the credibility and reliability of sources	
Objective 3 Identify, analyze, and evaluate arguments in sources	
Objective 4 Document where information and ideas come from using MLA style	

Major Course Requirements and Schedule
Students will complete two (2) research cycles that include: research proposals, annotated bibliography, research paper and research talk. A timeline with specific dates will be distributed in class and will be posted electronically.

All assignments, regardless of attendance, must be electronically submitted on posted due date.

Assessment Policy

Assignments/Homework	35%
Essays/Presentations	35%
Attendance/Participation	30%
Total	100%

Mid-Semester Warning (from the 2015-16 Faculty Handbook):
"A student whose work is not satisfactory should be so informed by the instructor by mid-semester. An informal conference with the student should be held to discuss the difficulties the student is having, and a plan of action toward satisfactory achievement by the end of the semester should be made. Students in jeopardy of failing the course should be so advised prior to the ninth week of the course to allow the student the option of withdrawal from the course without an "F" grade" (21).

WCC Grading Scale
(from "Academic Standards, Procedures and Policies" in College Catalog)

Grade	Numerical Equivalent
A	90-100
B+	85-89
B	80-84
C+	75-79
C	70-74
D	60-69
F	Below 60
FN	Failure, insufficient attendance
IF	Incomplete that became an F

Attendance Policy
Attendance/Preparedness/Participation Policy

- Absences and Tardiness must be kept at a minimum. The course is designed to help you achieve your objectives primarily by in-class activities; therefore, excessive absenteeism and tardiness will affect your grade. In addition, you are responsible for the work missed due to absences.

- This is largely an experiential course; much learning takes place in the class environment, through discussions, activities and lectures. If you are absent, late for class, or leave early, you are missing important learning experiences which cannot be "made-up.

- Absences or tardiness require written permission from a parent/guardian.

- Additional absences will reduce the final course grade by negatively affecting the Class Participation portion of your grade; grades on assignments due in class may also be lowered. Each time you are late will lower your daily participation grade by 15 points.

- Leaving class early is only permitted with parent/guardian written notification.

- Arriving to class without required assignments or supplies indicates that you are not prepared to do the work of that session, and will lower your daily participation points.

- In addition to the Cell Phone Use and Texting in Class Policy below, inappropriate cell phone use will result in a daily participation grade of 60%.

Late Submission and Make-Up Policies

- All assignments (essays/presentations and homework) will be accepted up to one week past the posted deadline. Late submissions will be penalized by 10 points.
- Extenuating circumstances must be communicated to the instructor and will only be accepted at the instructor's discretion.
- If you are absent on a day that an assignment is due, you are still responsible for submitting the assignment electronically or the assignment will be considered late as per the above policy.

Weather Cancellation Information
Follow your district schedule for weather related delays and closures. If your district is transporting students, and The Tech Center is open, you are expected to attend class.

Topic Outline

Wk 1	What is persuasive writing? How can I write an effective persuasive essay? Review persuasive writing techniques: thesis, writing structure, intro & conclusions Assignment: Persuasive Essay
Wk 2	What is a narrative essay? What elements make up a successive narrative? Assignment: College Essay Unit
Wk 3-Wk 4	What are the components of a research paper? How can I choose my topic? Choosing a Research Topic, Steps 1-5 Assignment: Choosing a Research Topic packet
Wk 5	Choosing a Research Topic How can I tell if my sources are credible?

	How to write a Research Proposal Assignment: Research Proposal
Wk 6- Wk 7	How to write an Annotated Bibliography Research credible articles Assignment: Annotated Bibliography
Wk 8	How can I effective use (introduce, analyze) quotes and evidence into my research Paper? How do I properly use MLA format in my research paper?
Wk 9	Peer edit Assignment: Research paper (first draft) due
Wk 10	Research Paper due
Wk 11	Begin research cycle II: Assignment: Choosing a Research Topic
Wk 12	Assignment: Research Proposal Assignment: Responding to comments due
Wk 13-14	Assignment: Annotated Bibliography
Wk 15	Peer editing Assignment: Research paper (first draft) due
Wk 16	Assignment: Research Paper How can I create an effective presentation?
Wks 17-18	Assignment: Responding to comments due Research Talk presentation

Tutoring and Academic Support
The Academic Support Center (Library, lower level) provides free tutorial assistance in writing (as well as reading, science, math, ESL, computer science, test-taking and study skills), in a warm, supportive environment. For more information, see the College website at http://www.sunywcc.edu/student-services/asc/ .

College Classroom Conduct Policy (for face-to-face courses; for online courses, see the Online Student Policies and Procedures Manual at http://www.sunywcc.edu/academics/online-education/student-resources/online-student-policies-and-procedures-manual/ .)

This class will be conducted in accordance with the College's Student Code of Conduct. Behavior that is disruptive to the class or that interferes with instruction will not be accepted.

In the interest of establishing and maintaining an appropriate learning environment, maximizing the educational benefit to all students, maintaining an atmosphere of safety and comfort, and clarifying the faculty and students' expectations of classroom conduct, the College has established the following policy:

1. Students are expected to arrive on time. If you are unavoidably late and the instructor permits you to enter, please do so quietly and seat yourself quickly.

2. Students are expected to refrain from participating in personal conversations during class.

3. Every student is expected to focus on the class lesson. Please refrain from doing other class work, reading newspapers or magazines, eating, drinking or sleeping.

4. Students are expected to use appropriate language at all times and be polite to one another.

5. Students are expected to remain seated during class, unless the student has notified the instructor or in case of an emergency.

6. Students must silence cell phones prior to the beginning of class. In the event of a college-wide emergency, this provides access to notification by the emergency alert system. (See also "Cell Phone Use and Texting in Class," below.)

7. Visitors are only allowed with permission from the instructor. Children are not permitted in class at any time.

8. Students are expected to refrain from packing up and preparing to leave until the instructor has dismissed the class. (It is the instructor's responsibility to dismiss the class at the proper time.)

    (From the "Student Affairs and Policies" section of the College website - http://www.sunywcc.edu/student-services/policies/#classconduct)

For more details about the College's Student Code of Conduct (including issues of harassment, disruptive behavior, etc.), please visit the college website:

http://www.sunywcc.edu/cms/wp-content/uploads/2013/06/StudentCodeofConduct.pdf

Cell Phone Use and Texting in Class
As a courtesy to other students, all cellphones should be turned off or set to vibrate at the beginning of class. Students should refrain from texting during class lectures and activities, unless asked to do so by the instructor. If you must send or receive a message during class, please leave the room quietly to minimize interference with class instruction. If you cause a distraction by texting in class, you will be asked to leave the room.

Plagiarism and Academic Honesty
This class will be conducted in accordance with the college's standards of academic

honesty. Cheating, plagiarism, or any other form of academic dishonesty will not be tolerated.

Plagiarism is defined by the College as follows:

Plagiarism is the act of presenting another person's ideas, research, or writing as your own. Examples include:

· Copying another person's actual words without both the use of quotations and documentation.

· Presenting another person's ideas or theories in your own words without documentation.

· Using information that is not considered common knowledge without acknowledging the source.

· Using a paper writing "service" or having a friend write the paper for you.

Note: The guidelines that define plagiarism also apply to information secured on web sites. Internet references must specify precisely where the information was obtained and where it can be found.

According to "Student Affairs and Policies" section of the College website,

If a student is found guilty of academic dishonesty, faculty members have the right to either:

1. Fail the student for the assignment/test.

2. Fail the student for the course.

3. File a letter of complaint, describing the infraction, with the Associate Dean of Student Development and Support Services, or any combination of the above.

PLEASE NOTE: **The English Department's policy on plagiarism REQUIRES that the instructor fail the assignment in question, and report the incident to the Dean of Student Support Services.**

Students with Disabilities
Westchester Community College provides services for students with documented learning disabilities, psychiatric disabilities, physical disabilities, visual, hearing, and other health impairments.

If you register with the Disabilities Services Office (Library, lower level), you may be eligible for extended time on quizzes, exams and other in-class graded writing assignments. To find out how, see the "Procedures to Request Academic

Accommodations" document at http://www.sunywcc.edu/cms/wp-content/uploads/2015/03/Procedurestorequestaccommodations.pdf

To learn more about disability services, visit the College website at http://www.sunywcc.edu/student-services/disability-services/