

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring 2011

COURSE NUMBER: ENG 111 (5H1, 5H2, 5H1E)

INSTRUCTOR: Mitch W. Butts

COURSE TITLE: Expository Writing

OFFICE NO: Building 4, Room 4

CREDIT HOURS: 3

OFFICE/VIRTUAL HOURS:

Monday: 8-10 a.m. & 12 – 1 p.m.

CONTACT HRS/WK: 3

Tuesday: 8-10 a.m. & 12 – 1 p.m. 5-6 p.m.

Wednesday: 8- 10 a.m. & 12 – 1 p.m.

PREREQUISITES: ENG 090 and RED 090 or appropriate score on placement test.

Thursday: 8 – 10 a.m.

Friday: 8- 10 a.m. & 12 – 1 p.m.

COREQUISITES: None

PHONE NO: Phone: (252) 789-0217

FAX: (252) 792-0826

E-MAIL: mbutts@martincc.edu

COURSE DESCRIPTION:

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 written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

PROGRAM LEARNING OUTCOMES:

1. Apply critical thinking skills to problem-solving.
2. Demonstrate appropriate use of discipline-related technology.
3. Exhibit effective oral and written communication skills.

COURSE LEARNING OUTCOMES:

1. Apply the conventions of standard written English.
2. Compose unified, coherent essays.
3. Apply the fundamentals of research.

REQUIRED TEXTBOOKS:

Wyrick, Jean. (2011) 11th ed. *Steps to writing well*. Boston:Wadsworth.

SUPPLEMENTAL RESOURCES (required):

- A flash stick (a USB drive)*
- A three-ring binder**
- High-lighters in at least 3 different colors**

LEARNING/TEACHING METHODS:

- Reading Assignments
- Writing Assignments
- Research
- Outside Reading Assignments

ASSESSMENTS/METHODS OF EVALUATION:

Outside Reading Assignment	10%
Writing Exercises/Quizzes /Homework	20%
Essays	40%
Oral Presentations	10%
Final Essay	20%

NOTES: If you make a D, you may graduate from Martin Community College ; however, a D may not be transferred. If you make a D, you will have to retake the course and earn at least a C to receive transfer credit.

GRADING POLICY:

Grading Scale:

A 93 – 100

B 85 – 92

C 77 – 84

D 70 – 76

Below 70 – F

COURSE OUTLINE: (Timing is subject to change.)

Week 1:	Chap. 8 (Reading/Writing Connection)
Week 2:	Summary & Paraphrase
Week 3:	Works Cited Page & Documentation Chap 14 (research)
Week 4:	Chap 1 (prewriting) Chap 2 (thesis)
Week 5:	Chap. 3 (body paragraphs) Chap. 4 (beg. & endings)
Week 6	Chap 5 (drafting & revision)
Week 7& 8:	Chap 9 (definition)
Week 9 & 10:	Chap. 16 (writing about literature)
Week 11:	Chap. 9 (causal analysis)
Week 12 & 13:	Chap. 10 (arg./persuasion)
Week 14,15 & 16:	Chap 19 (business writing)

STUDENT ATTENDANCE POLICY:

1. Absences:

The maximum number of absences for this class is ten percent of the class contact hours. Try not to miss class. Each day is a new learning experience. An excused absence will be considered for the following:

- *Verifiable death of an immediate family member.
- *Verifiable hospitalization of self or immediate family member.
- *Documented emergency at the discretion of the instructor.

(Definition of “immediate family member:” mother, father, sibling, spouse, child, grandparents.)

AN EXCUSED ABSENCE DOES NOT MEAN I DO NOT COUNT THE ABSENCE. “EXCUSED” MEANS I WILL ALLOW YOU TO TAKE A MISSED TEST. I WILL COUNT YOU AS ABSENT.

Students will be counted absent from the date of registration. Students must be present in at least one class during the first ten percent of a course in order to be considered enrolled in the course. Students will be administratively withdrawn from the course for the following attendance issues:

- a. If a student has not attended at least one class by the ten percent census date.
- b. If a student is absent for more than ten percent of the class meetings.

Students who are administratively withdrawn from the course must submit the paperwork to officially withdraw before the last date of withdrawal in order to avoid a “WF.” The “WF” is equivalent to an “F” when calculated into the student’s GPA. The last day to officially withdraw before receiving an “F” is published in the academic calendar for each academic year.

(2) Tardy:

Three tardies equal one absence. A tardy occurs if the student is more than 10 minutes late for class. Leaving class early will also result in a tardy.

(3) Request for Excused Absences for Religious Observances*

In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a maximum of two excused absences per academic year for religious observances required by the student’s faith. The policy limits the excused absences to a maximum of two days per academic year. Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The ***Request for Excused Absences for Religious Observances*** form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

(4) Hybrid Course – attendance

This is a hybrid course, meaning one hour of class time per week will be taught online. ***These online hours will count in your contact hours for the course. If you do not complete a weekly assignment in Blackboard, you will be counted absent for those hours.*** Although experience in online course-taking is not required, students should prepare themselves for the unique setting of online learning. Online learning is ***reading and writing intensive*** and requires some basic technical skills. Successful online learners are good at scheduling their time in an organized fashion.

- You must sign into your course regularly and do the assigned work on time to be successful.

- *The deadlines for assignments are absolute; there will be no make-up assignments for those missed. Papers are due on the assigned day. I do not accept late papers. Plan accordingly.* You will have the option of submitting the on-line work to me via e-mail, or you may bring it to class on the day assigned.
- Students who miss class or do not sign into the course for two contiguous weeks (15%) with no contact made to the instructor may be administratively withdrawn from the class by the instructor and given a grade of “WF.” The “WF” will be equivalent to an “F” when calculated into the student’s GPA. The instructor may also administratively withdraw a student when it becomes mathematically impossible for that student to pass the course.
- Students may remove a “WF” by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an “F.” The last day to officially withdraw without receiving an “F” is published in the academic calendar for each academic year.
- Students must sign into the course during the first ten percent (10%) of the course in order to be considered enrolled in the class. If a student has not signed into the course by the ten percent census date, the instructor will administratively withdraw the student.
- Attendance will be taken at seated class meetings and during specified Blackboard logins.

COURSE POLICIES:

- All work must be typed using a *12-point font in Times New Roman*, 1 inch margins, black ink, and *double-spaced*. Save documents as rich text format (.rtf) or Word documents (.doc). You are responsible for saving for yourself a copy of all work submitted to me. Keep these for the entire semester.
- Keep up with all reading assignments! These are the basis for your assignments. Work slowly and steadily. You should have plenty of time to read the assigned materials before your assignment due dates.
- Your writing, your thoughts, your design, your ideas must be your own! I expect honesty and integrity in your work. Dishonesty, including plagiarism, will be subject to disciplinary action. Evidence of **plagiarism** will result in a zero for the assignment and possible suspension from the class. It may also result in suspension from the college. **Plagiarism** is the use of another person's ideas as if they were your own. This includes copying another student's paper, copying words or ideas from a book or the Internet, and not documenting sources properly.
- Late Papers/Missed Tests: The instructor will assign due dates for graded papers. Papers will be due at the **beginning of class** on the assigned date. Work not turned in at the assigned time will not be accepted. Quizzes are not given if missed. Missed tests must be taken within 2 days. If you miss a test, you are responsible for seeing the instructor in order to make the test up.

- Missed tests may be made up in the following circumstances:
 - Verifiable death of an immediate family member
 - Verifiable hospitalization of self or immediate family member
 - Documented emergency at the discretion of the instructor
 (Definition of “immediate family member:” mother, father, sibling, spouse, child, grandparent)

NO OTHER ASSIGNMENTS WILL BE EXCUSED IF MISSED.

In order to succeed in this class, it is imperative that each student do his/her own work. Please do all your own work; this includes revision and proofreading. It also means that each student must do his/her own work on the computer. Failure to adhere to this policy will result in a loss of credit for the assignment in question.

- Your writing, your thoughts, your design, your ideas must be your own! I expect honesty and integrity in your work. Dishonesty, including **plagiarism**, will be subject to disciplinary action. Evidence of deliberate **plagiarism** will result in a zero for the assignment and possible suspension from the class. It may also result in suspension from the college. **Plagiarism** is the use of another person's ideas as if they were your own. This includes copying another student's paper, copying words or ideas from a book or the Internet, and not documenting sources properly.
- No children or pets will be allowed in class at any time (see page 44 of the MCC Catalog for details).
- Please turn off your cell phone and/or pager in class; text-messaging from a cell phone while in class is prohibited. **DO NOT ANSWER THE PHONE WHILE IN CLASS; DO NOT GET UP AND LEAVE CLASS IN ORDER TO ANSWER THE PHONE; DO NOT CHECK YOUR PHONE TO SEE WHO IS CALLING.** Put the phone away. Leave it alone.
- **GROUPS:** You will be part of a study group made up of 4-5 students. If you are absent, call members of your study group to get any assignments you missed by not being in class. You should also get homework assignments. Being absent does not excuse you from not having required homework ready when you return to class.
- **Outside Reading Assignment:** Everyone will read one of the three chosen books this semester. You will have weekly questions to submit based on the chapters I have assigned on Blackboard. When on Blackboard, please note the dates for submitting work. I do not accept late work on Blackboard. The three readings are:
 - The Good Earth* (Pearl Buck) (ISBN 0671729896)
(If you have not read this book in a previous class of mine, you must select *The Good Earth* as your reading.
 - A Tree Grows in Brooklyn* (Betty Smith) (ISBN 9780060736262)
 - The Collected Stories of Eudora Welty* (Eudora Welty) (ISBN 0156189216)

- **E-MAIL:** Use my regular school e-mail to submit assignments: mbutts@martincc.edu
Use my personal e-mail for emergencies: mitchbutts@yahoo.com

- **REMINDERS:**
 1. Always save a copy of your essays.
 2. Do not wait until the night before to start an assignment.
 3. Call or e-mail me if you have a problem.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at 252-789-0246 or 252-789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.