




---

**Syllabus: WRITING 101 (3)**

---

**Course Information**

Course Prefix/Number: WRT 101  
 Semester: Fall 2019  
 Class Days/Times: Tue./Thur.: 5:15-6:30

Credit Hours: 3  
 Course Title: Writing 101  
 Room: Komckuḍ 'E-was:'osidk  
 Maşcamakuḍ: Room 504

**Instructor Information:**

Name: Wendi L. Cline, JD, MLIS

Phone/Voice Mail : 520-977-7325

E-mail : [wcline@tocc.edu](mailto:wcline@tocc.edu)

Office location:

Office hours: by appointment

**Course Description:**

This course focuses on the principles and practices of writing, and includes writing a variety of college-level essays. Students will develop ideas, consider the audience, review basic grammar, and use critical thinking skills to improve overall writing skills.

**Student Learning Outcomes**

After completion of the course, students will be able to: 1. Develop ideas about a topic for the purpose of writing, organizing, selecting, and relating ideas, and develop them in coherent paragraphs and essays. 2. Use a variety of writing styles for different audiences, and improve writing by correcting errors, restricting, and rewriting. 3. Write essays and other works to include drafts, journals, and in-class writing.

### **Course Structure**

This class will use an informal “lecture” format that emphasizes class participation, discussion and questions, and both individual and group work. A journal assignment will be required based on the reading assignments. Class participation and attendance are very crucial for academic success. Please come prepared to discuss issues raised in the course.

### **Texts and Materials:**

Kennedy, X.J., Dorothy M. Kennedy, Jane E. Aaron, and Ellen Kuhl Repetto. *The Brief Bedford Reader*. (Thirteenth Edition) Boston: Bedford/St. Martin’s, 2017.

### **Evaluation and Grading & Assignments:**

90 and above is an A  
80 - 89 is a B  
70 - 79 is a C  
60 - 69 is a D  
Under 60 is Failing

### **Your grade will be determined by the following:**

Course Grading Matrix; *how the course grade will be determined using above Full Letter grades only. (points, percentages etc.)*

### **Himdag Cultural Component:**

Students will be asked to write at least four journal entries concerning the “T-So:son” (“Our Core”) values (T-Wohocudadag—Our Beliefs, T-Apedag—Our Well-Being, T-Pi:k Elida—Our Deepest Respect, and I-We:mta—Working Together) developed by Tohono O’odham Community College. Journal entries will relate to specific essays and how the stories illustrate and/or do not illustrate the T- So:son. An in-class activity may be planned to further understand the meaning of the T-So:son values.

### **Policies and Expectations:**

#### **Attendance Policy**

You are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in withdrawal and a “W” or “Y” will be recorded. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent, please notify the instructor as soon as possible (approved by Faculty Senate April 2014).

### **Incomplete Policy**

Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. There must be an unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a "C" grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance. Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an F if the agreed upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed.

### **Instructor Withdrawals**

Students who have missed four consecutive classes (or the equivalent) not submitted any assignments nor taken any quizzes by the 45th day census report, due on [*date of 45<sup>th</sup> day found in Academic Calendar on TOCC website*] are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion. [Faculty members should be clear in their withdraw policy, if you do not withdraw students please note in appropriate sections].

### **Student Withdrawals**

Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by [*withdrawal deadline date found in Academic Calendar on TOCC website*] if you do not expect to complete the class, otherwise you may receive an "F" grade.

### **Special Withdrawal (Y) Grade**

The "Y" grade is an administrative withdrawal given at the instructor's option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. "Y" grades are discouraged since they often affect students negatively. Your instructor will not award a "Y" grade without a strong reason

### **Reasonable Disability Accommodations (Americans with Disabilities Act):**

TOCC seeks to provide reasonable accommodations for all qualified individuals with disabilities. The College will comply with all applicable federal, state and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to provide an equal educational opportunity. It is the student's responsibility to make known to the instructor his or her specific needs in order to determine reasonable accommodations. We will work together in order to

develop an Accommodation Plan specifically designed to meet the individual student's requirements.

**Title IX**

Tohono O'odham Community College faculty and all staff are dedicated to creating a safe and supportive campus. Title IX and our school policy prohibit discrimination on the basis of sex- this includes sexual misconduct; harassment, stalking, domestic and dating violence and sexual assault.

Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced any form of sexual misconduct to talk about their experience and seek the support they need.

Confidential support and academic advocacy can be found with: Student Services

**Course Outline: Important Dates**

<b>WEEK</b>	<b>TOPIC</b>	<b>READING</b>
1	Introductions, Syllabus, Housekeeping items, etc.	N/A
2	Critical Reading	Chapt. 1
3	The Writing Process ( <b>Labor Day Mon. 9/2</b> )	Chapt. 2
4	Academic Writing	Chapt. 3
5	Narration: Telling a Story <b>Short Paper #1 "Tell me a story"</b>	Chapt. 4 Amy Tan: "Fish Cheeks" Alexie's "Indian Education" ( <b>provided</b> )
6	Description: Writing with Your Senses <b>Short Paper #1 due</b> <b>Review Short paper #2 Descriptive</b>	Chapt. 5 Manning's "Arm Wrestling with My Father" Momaday's "The Way to Rainy Mountain"
7	<b>FALL BREAK</b>	
8	Pointing to Instances <b>Midterm Review</b>	Chapt. 6 Staples' "Black Mena and Public Space" Rae's "The Struggle"
9	Comparison and Contrast: Setting Things Side by Side <b>Midterm</b>	Chapt. 7 Sedaris' "Remembering My Childhood on the Continent"
10	Process Analysis: Explaining Step by Step <b>Short Paper #2 Due</b>	Chapt. 8 Melbys' "How to Make a Sno-Cone"

11	Division or Analysis: Slicing into Parts	Chapt. 9 Parkers' "Our Zombies, Ourselves"
12	Classification: Sorting into Kinds	Chapt. 10 Bakers' "The Plot against People"
13	Cause and Effect: Asking Why	Chapt. 11 Javdanis' "Plata o Plomo"
14	Definition: Tracing Boundaries	Chapt. 12 Leongs' "Being a Chink"
15	Argument and Persuasion: Stating Opinions and Proposals ( <b>THANKSGIVING Thurs. 11/28</b> ) <b>Review Short Paper #3: Argument/Persuasion</b>	Chapt. 13 Jensens' "Forget Shorter Showers"
16	Final Review	N/A
17	Final Exam/Paper due	N/A

**DISCLAIMER:** This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.

**Course Policies:**

- 1) Students are expected to attend each class., arriving on time, except in the case of an excused emergency.
- 2) Students are expected to contact instructor prior to absences, coming late to class or leaving early.
- 3) Unexcused late arrivals or early departures will count against attendance record.
- 4) Class participation and preparation are essential to student success. Students must read textual material, prepare for projects, complete required research as stated on the course schedule.
- 5) Students are expected to come to class prepared for class and having done any preliminary work required as per the course schedule.
- 6) Students are expected to stay in class and work diligently throughout the whole time. Sleeping, frequent/continued exiting from the class during the class period will constitute one (1) absence.

- 7) No cell phone use is allowed during class. Use of cell phones during class, unless permitted by instructor, is a violation of the T-So:son.
- 8) Late work is marked down 10 points for each day of tardiness.
- 9) Failure to submit a project results in a grade of zero (0). An F is a better grade!
- 10) No work accepted after the last class

### **Classroom Behavior**

- Visitors may be only allowed at class sessions or on field trips with instructor approval, visitor's safety and behavior are the responsibly of the student.
- Possession of drugs, alcohol or firearms on college property is illegal.
- Food and beverages are allowed in classrooms at discretion of the instructor.
- Cellphones should be turned off during class, unless the instructor is allowing students to use their tools (calculator, internet access).
- Students creating disturbances that interfere with the conduct of the class or the learning of others will be asked to leave.
- Student behavior is also detailed in student handbook under Student Code of Conduct Violations

### **Make-up policy:**

Late assignments that can be made up will be accepted but will be penalized 25%. Laboratories cannot be made up except in the case of college closure. At the instructor's discretion, extra credit opportunities and optional activities may be provided.

### **Academic Integrity:**

Violations of scholastic ethics are considered serious offenses by Tohono O'odham Community College, the Student Services Department, and by your instructor. Students may consult the TOCC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure. Copies are available at Tohono O'odham Community College.

All work done for this class must be your own, or the original work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. You may use work from books and other materials if it is properly cited. Copying from a book without proper reference or from a person under any circumstances will result in an "F" for the assignment, and at the instructor's discretion, possibly an "F" for the course. If you are uncertain about proper citations ask your instructor or the librarian.

### **Course Feedback:**

All assignments will be graded and returned to the students promptly, typically within a week after the assignment is closed for handing in. E-mail and phone

messages will be returned within two days. A student or the instructor may request a student conference at any time during the semester. Quarterly grade reports will be provided to each student, either in person, by email or via the electronic system of Canvas.