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## Syllabus: ***WRT 101, Writing I***

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<b>Course Information</b>	
Course Prefix/Number: WRT 101, Semester: Fall 2019 Class Days/Times: <b>Tuesday (online)            &amp; Thursday 2:30 p.m.-3:45 p.m.            (Hybrid)</b>	Credit Hours: 3 Course Title: <i>Writing I</i> Room: <i>match scedule posted on            website</i>

<b>Instructor Information:</b> Name: Diona Williams Text: 520-255-1709, Be sure to include your name in the text.	Phone/Voice Mail: E-mail: <a href="mailto:dwilliams@tocc.edu">dwilliams@tocc.edu</a> Office location: # Ha-mascamdham Ha-Ki Office hours: Thursday's 8:30 a.m.-1:30 p.m.
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<p><b>Course Description:</b> This course will cover the principles and practices of writing, and it includes writing college-level essays, review of basic writing skills, and written works. Furthermore, Writing 101 will also focus on narrative/descriptive, expository, and persuasive writing. It may be offered in modules.</p>
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<p><b>Course Objectives:</b></p>
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<p><i>Provided by approved Curriculum Course Development Form (request from Dean, Area Chair or Lead Faculty)</i></p>
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### **Student Learning Outcomes (SLOs):**

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*. (Thirteen Edition) Boston: Bedford/St. Martin's, 2017.
- Hacker, Diana, and Nancy Sommers. *Rules for Writers*. (Ninth Edition). Boston: Bedford/St. Martin's, 2019.
- *Merriam-Webster's Vocabulary Builder* text.
- Also, the instructor may distribute short articles, essays, and other relevant reading material for the course in class.
- Please bring **loose-leaf paper** for each class meeting to be used for in-class writing activities, etc.
- Additional Required Materials:

In addition to the text, students will be required to have access to the Internet and a thumb or flash drive.

Recommended Materials: Thumb Drive, 2 pocket folder, spiral-bound notebook for journal writing in class. Also, please ensure that you have access to Microsoft Word. Schedule time to use the computer lab if you do not have a computer at home. All drafts of essays, final drafts of essays, journals, and the cover memo must be typed. **Handwritten work will not be accepted.**

Keep a spare ink cartridge for your printer at home and plenty of printer paper so you do not run out at a crucial moment. If a home computer and a printer are unavailable, the Student Success Center and the college library have computers and printers available for student use.

Online Text:

The OWL at Purdue

<http://owl.english.purdue.edu/owl/resources/557/01/>

(This is an online handbook that will teach you Modern Languages Association [MLA] format for college writing. You can also look up punctuation, grammar, writing process ideas, and other useful information such as citing secondary sources. You can also use this resource for *any* class you take that requires writing.)

#### **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:**

*Grading will be determined by the work assigned. These assignments are subject to change based on time requirements and other factors*

#### **Himdag Cultural Component:**

How would you apply the T-So:son values to any of the stories in the course? Choose at least four pieces of literature (e.g., a poem, a short story, or a play) that you believe illustrate (or not) each of the T-So:son values, and then write a paragraph (or more, but not to exceed two pages) stating why the piece of literature exemplifies (or does not) a particular value. An in-class and/or an optional, credit activity may be planned to further understand the meaning of the T-So:son values.

#### **Policies and Expectations:**

- **Academic Honesty**

I encourage you to talk to each other about the readings and ideas brought up in class. **However, in all assignments to be graded as individual work you are expected to do your own written work.** It is best to express the ideas you use in your own words.

**In the case of both individual and group work, words or ideas that come from someplace or someone else must be cited:** “A good rule of thumb is this: Whenever you consciously borrow any important element from someone else, any sentence, any colorful phrase or original term, any plan or idea—say so, either in a footnote, bibliography, or parenthesis” (from “Academic Honesty in the Writing of Essays and Other Papers,” Carleton College, 1990).

**Plagiarism** is defined as “taking another person’s ideas or work and presenting them as your own” and “is especially intolerable in academic culture. Just as

taking someone else's property constitutes physical theft, taking credit for someone else's ideas constitutes intellectual theft" (*Your College Experience: Strategies for Success*, 162). As the Tohono O'odham Community College *Student Handbook*, Academic Year 2010-2012, states, "Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor" (26).

Any instance of plagiarism is unacceptable and is grounds for an automatic failing grade on a specific assignment. Indeed, "Submitting a paper you purchased from an Internet source or from an individual will cause you to miss out on the discovery and skill development that research assignments are meant to teach" (*Your College Experience: Strategies for Success*, 207).

**Search engines (and other electronic methods such as Turnitin) can easily detect instances of plagiarism, so please do not plagiarize.**

- **Incompletes**

I=Generally, in order to be considered for an Incomplete, you must successfully pass and complete over 75% of the coursework with a "C" grade average or better, and then submit a written request to substantiate the "I" grade.

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.

The incomplete, however, is awarded at the sole discretion of the instructor, and each case is judged on individual merit and extenuating circumstance(s), **but the request must meet all three requirements above.**

**Note: The instructor requires that a brief written and dated request be either submitted before or by 4:30 p.m., Thursday, July 11<sup>th</sup>, 2019. A request, however, for an incomplete to the above email address is also acceptable.** You must state the circumstances of your request and why you feel you qualify for an Incomplete. Students, indeed, are responsible for requesting an incomplete grade from the instructor in a timely manner.

If a student is awarded an “I,” **it is the student’s primary responsibility to maintain communication with the course professor for any further requirements for completion of coursework.** For any awarded “I” grade, a “Learning Agreement” form will need to be completed which will stipulate specific time frames for when remaining work will need to be submitted.

For further clarification of the “I” grade, please refer to the current Tohono O’odham Community College Catalog that is officially in use.

- **Withdrawals**

**W**=If you have not completed your course work in a timely manner, you may be withdrawn from the course at the discretion of the instructor.

**NOTE:** If you miss **four or more class meetings without a valid excuse** communicated to the instructor in a timely manner, you will be withdrawn, and a “W” or “Y” will be recorded.

- **Chronic Lateness**

**Persistent and chronic tardiness will not be tolerated since key information is usually given at the beginning of class.** It is unfair, disruptive, and inconvenient for the instructor and your colleagues to repeat statements made at the start of the class session.

Please try to arrive on time for each class meeting. Indeed, **if a student is more than 15 minutes late to a class meeting without a valid excuse, the student will be considered absent.** Chronic and persistent tardiness will not be tolerated.

**Supplemental documentation may be required regarding tardiness.**

- **Absences**

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 or have been absent, **please notify the instructor as soon as possible.**

You have seen from the explanations above that absences are not a good idea in this course. While one or two missed class meetings will not harm your opportunity to do well, a large number of absences—particularly unexcused ones—will. **It is always a student’s choice to attend or not, but the course instructor strongly urges class meeting attendance on a regular basis.**

**Please do not schedule outside appointments that conflict with the class meeting times and days.**

However, if you have extenuating circumstances, please communicate with the instructor about

your particular situation as soon as possible. Supplemental documentation, however, may be required regarding absences.

- **Americans with Disabilities Act (ADA) Compliance**

Tohono O’odham Community College strives to comply with the provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. If you have a learning problem, physical disability, or medical illness that requires you to have any special arrangements, please inform the instructor as soon as possible at the start of the term.

- **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 the following: 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:  
Ms. Naomi Tom  
Dean of Student Services

- **Cultural/Religious Observance & Accommodations**

The college recognizes the importance of the religious and Native American cultural observances and practices of its students unless it will result in undue hardship for college programs. *At least two weeks before the religious observance, students must submit to the instructor a written statement that contains the date of the observance.* Absences for religious and cultural observance and practices do not count in the number of absences allowed by an instructor.

- **Email College Account and Communication:**

**Please strive daily to check your Tohono O'odham Community College (TOCC) assigned email account.** The college conducts most of its business through email communication. Indeed, important information such as general announcements, weather-related college closure announcements, etc., are communicated through your college-assigned email account. If you are having difficulty accessing your email account, please contact the appropriate college IT staff member to support your obtaining email account access.

- **General Classroom Behavior**

Students should behave and speak in a mutually respectful, mature, and courteous manner when addressing other students and the instructor. Indeed, the classroom experience and environment should encourage positive feelings and thoughts and your full attention is required. Because of this, any disruption of the lecture and usual classroom activities will not be tolerated.

In addition, during class lecture and other activities, *students must turn off cellular telephones. Text messaging is forbidden during the entire class meeting time.*

**Note: Computer laptops, computer tablets, MP3 players, iPads, and iPods are not to be used during the entire class meeting time. Please do not listen to music while class is in session.**

Again, all electronic devices are not permitted during the entire allotted class meeting time unless permitted verbally by the course instructor for class meeting-related work only. Before an electronic device is used, **permission from the course instructor must be granted first**, and the device must be used for course-related work only.

- **Coursework Submission:**

**Please notify the course instructor by email communication** when coursework (including any rewritten coursework) has been submitted either by electronic means (i.e., essays, journal entry assignment submissions) to Turnitin (including the course professor's email address) or by hand if submitted to the course professor's mailbox (i.e., portfolio assignment).

### **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 will be withdrawn.

### **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

### **ADA Statement:**



**Reasonable Disability Accommodations:**

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 Syllabus statement**

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:**

- I. Writing college-level essays
  - A. Process of prewriting, writing, revising, and editing
  - B. Organization and outlining
  - C. Writing several essays (minimum 750 words)
  - D. Reading, analyzing, and discussing model writers
    1. Professional/academic writings
    2. Student writings
- II. Review of basic writing skills
  - A. Mechanics
  - B. Sentence structure and variety
  - C. Paragraph development
- III. Written Works
  - A. Drafts
  - B. Essays
    1. Narrative-Descriptive
    2. Process Analysis
    3. Persuasion
  - C. Journals

**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.

**Important Dates**

First Day of Classes: Aug. 19, 2019

Add without Instructor's signature Aug. 19-23, 2019

Labor Day – College Closed: Sept. 2, 2019

Add with Instructor's signature Aug. 26-30, 2019

Drop/Full Refund Deadline: Sept. 3, 2019

O’Odhams - College Closed: Sept 27, 2019

Fall Break: Sept 30- Oct 3, 2019

45th Day Census; Oct 3, 2019

St. Francis Day- College Closed Oct. 4, 2019

Withdrawal Deadline Nov. 4, 2019

Veterans Day- College Closed: Nov. 11, 2019

Thanksgiving-College Closed: Nov. 28 & 29, 2019

Last Week of Classes/Final Exam Dec 9-13, 2019

Final Grades Due Dec 17, 2019