



Nia, oya g t-taccui am hab e-ju.
(See, our dream fulfilled.)

Syllabus: WRT 101 – Writing 1

Course Information	
Course Prefix/Number: WRT 101	Class Days: Saturdays
Course Title: Writing 1	Class Meeting Times: 7:00 to 9:30am
Credit Hours: 3	Class Meeting Room: Main, GSK- 1
Semester: Fall, 2019	First Day of Class: August 24
Campus: S-cuk Du'ag Maşcamakuđ	Final Day of Class: December 7, 2019

Instructor Contact Information			
Name:	Duff (Duffy) Galda	Office Hours:	Tuesday, Wednesday, Thursday 1:30 - 3:15
Office Phone & Voice Mail:	520-383-1085	Office Location:	Ha-Maş Kamdam Ha-Ki, Room 121
Cell Phone	520-609-1877	Instructor Appointments:	The instructor is available to meet with you by appointment.
E-mail:	dgalda@tocc.edu		

Course Description
Principles and practices of writing. Includes writing college-level essays, review of basic writing skills, and written works. Also includes narrative/descriptive, expository, and persuasive writing.

Student Learning Outcomes (SLOs)
After completion of the course students will be able to...
<ol style="list-style-type: none"> 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.

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:	
August 19	Fall Semester Begins Welcome/Blessing, 8:15 a.m. – <i>S-cuk Du'ag Maşcamakuđ</i>
August 19 - 23	Add without Instructor's signature
August 24	1st Class
August 26th to 30th	Add with Instructor's signature
August 31	2nd Class
September 2	Labor Day - College Closed
September 3	Drop/Full Refund Deadline
September 7	3rd Class
September 14	4th Class
September 21	5th Class
September 27	O'odham Taş - College Closed
September 28	6th Class
September 30- October 4	Fall Holiday for most TOCC students
October 3	45 th Day Census - Watch for 45 th Day Progress Reports
October 4-St. Francis Day	College Closed
October 5	7th Class
October 12	8th Class
October 19	9th Class
October 26	10th Class
November 2	11th Class
November 4	Withdrawal Deadline
November 9	12th Class
November 11	Veteran's Day – College Closed
November 16	13th Class
November 16	14th Class
November 23	15th Class
November 28-December 1	Thanksgiving Weekend – College Closed
December 9th to 13th	Final Exam Week
December 7	Final Class
December 17	Final Grades are Submitted by TOCC Instructors
December 25 – Jan. 1	Winter Break – College Closed



Course Objectives

- Students will review the conventions of academic writing
 - Mechanics
 - Capitalization
 - Punctuation
 - Spelling
 - Sentence Structure
 - Syntax
 - Grammar
 - Paragraph Development
 - Essay Development
- Students will utilize writing for a variety of purposes
 - Communication
 - Self-expression
 - Self-reflection
- Students will utilize the *Writing Process* to produce a written text
- Students will identify examples of how written language informs and shapes our culture and society, as well as our everyday lives and practices
- Students will describe reading and writing as reciprocal skills, and as such are inextricably interrelated
- Students will explore and critically analyze short texts

Course Structure

Course Organization

This course is designed around 15 learning modules. One learning module is completed each week of the semester. Progress through the course modules is facilitated through three components; in-class activities, in class writing, and out-of-class readings, activities, and assignments.

In-Class Activities

The class meets once a week for lectures, discussions, and group activities. Students are expected to attend all class meetings and to actively participate in all class activities.

Out-of-Class Student Preparation

Students are expected to access our [Canvas](#) course site multiple times each week and independently complete required out of class readings, homework activities, and written reflections that are part of each module's requirements. The course PowerPoint presentations, supplementary readings, and course assignments can only be accessed through [Canvas](#).

Learning Activities

This course will consist of several different types of learning activities including lectures (supported by PowerPoint presentations), Readings, reflective writing activities (discussions, in-class group work and activities, videos, and student presentations).

Turn-Around Time

The instructor strives to have assignments, written papers and quizzes graded and returned to the students within one week after the due date. E-mail and phone messages will be returned within two days, Monday through Friday.

Texts and Materials
 This class utilizes open source readings, which will be provided to you in class or through our [Canvas](#) course shell. You will not have to purchase a text.

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 Calculations		
	Submission of signed Syllabus Acknowledgement Form	5
	Attendance and Participation (20 points per class, must be on time and actively participate in all class activities/discussions)	300
	Reflective Journal (12 reflections)	120
	Written Assignments (10 written assignments)	200
	Evidence of the use of a Writing Process in production of written assignments for TOS History course	100
	Final Project	75
Regular Points Possible		800
Extra Credit		
Extra Credit Points	Perfect Attendance	30
	TOCC Himdag Committee Events - 10 points per event (Must attend entire event for credit) and an additional 10 points for a 1 page written description of the event)	10-60
	A maximum of 3 extra reflective journal entries	30
Extra Credit Points Possible		0-120



Did you know...

College courses are weighted not only by the number of hours you are *in* class each week, but also by the number of hours you are expected to spend *outside* of class each week completing assignments and studying for the course.

For every hour you spend *in* class for a course, you should be spending a minimum of 2 hours completing course readings and assignments *outside* of class.

This is a 3-credit course. You will be spending *3 hours a week in class* and should dedicate a minimum of *6 hours a week out of class* studying for the course. You should schedule a total of 9 hours a week just for this course.

Students who take 12 credits a semester are considered to be “full-time students” because they spend 12 hours a week in class and 24 hours a week outside of class studying for their classes. They are expected to be actively engaged for 36 hours each week with their college courses. It is, essentially, a “full-time” job for these students!

Himdag Cultural Component

The Himdag is the unique worldview of the Tohono O’odham people. Within it, the values and beliefs of the O’odham are deeply embedded and passed from one generation to the next.

If the Himdag, which has been taught by O’odham elders to their youth for thousands of years, is to survive and flourish in this ever-changing world, it must be central in the education of O’odham people.

In order to ensure that the education of its youth is grounded in the Himdag, the Tohono O’odham Nation established a college that would privilege the O’odham Himdag by keeping the curriculum it develops and delivers centered in the worldview and the values of the culture. The faculty and staff of TOCC strive to integrate the curriculum we teach within the culture of the Tohono O’odham.

Through this class, class members will work together (*I-we:mta*) to develop a solid understanding of written communication. In order to work together efficiently and effectively, class members are expected to demonstrate *T-Pi:k Elida* (their deepest respect) of one another, the College, and the philosophy, language, and culture of the Tohono O’odham. Students will demonstrate *T-Pi:k Elida* by coming to class regularly, interacting with classmates, contributing to the class by supporting the learning of their peers, and by

working diligently to grow and develop as a student and person. As they face challenges related to developing new and advanced writing skills, students will be encouraged to draw on *T-Wohocudadag*, which will provide balance, strength, and the ability to respect themselves and others.

Since the instructor is not O'odham, students will be encouraged and expected to make relevant cultural inferences to the material being presented. This practice will help prepare them to incorporate the Himdag in their own personal and professional endeavors as they develop the skills and knowledge necessary to follow their dreams and achieve their educational goals. In doing so, students will be supporting the attainment and maintenance of *T-Apedag* for themselves, the people around them, their families and communities, and for the Nation.

Policies and Expectations

Attendance Policy

Please note; attendance is more than just sitting in class; it involves active participation for the ENTIRE class period. You must arrive to class on time and remain in class until class is dismissed to be counted "present" for the class.

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).

- Students are required to be in class and seated prior to the start time.
 - For every 2 tardy arrivals, the student will accrue one unexcused absence
- Students must remain engaged in class until the class is dismissed
 - For every 2 "early exits," the student will accrue one unexcused absence

There are two types of absences, excused and unexcused. However, please keep in mind that an absence IS an absence, regardless of the reason you miss class and you miss valuable learning opportunities when you are absent.

1. Excused Absences

An excused absence is typically an absence that the student schedules in advance with permission from the instructor. The following are the types of absences you **must request IN ADVANCE** for the instructor to excuse:

- religious observances and practices
- a funeral for a close family member (funeral program/death certificate/obituary and/or airline/bus tickets are required as verification by the instructor)
- a college-sanctioned activity as a member of an athletic team for a game, to attend a field trip for another class, or to represent TOCC in some capacity (official TOCC documentation is required as verification by the instructor)

- jury duty (jury duty summons is required as verification by the instructor)
- work-related travel (workplace paperwork documenting the travel dates is required as verification by the instructor)

The following are examples of the types of absences you may request after the fact for the instructor to excuse:

- **Extreme** medical emergencies may also be considered **if, and only if**, valid documentation is provided (a physician's note on professional letterhead, a bill for medical services rendered on the day of the absence, or an emergency room visit/hospital admittance form)
- Personal or family emergencies may also be considered, **if, and only if** valid documentation is provided

2. Unexcused Absences

An unexcused absence is an absence that was not requested in advance and authorized by the course instructor or an absence that was not verified through proper documentation

- Students who miss a class, must send a courtesy e-mail to the instructor on the day of the absence
 - **DO NOT** ask if you have missed "anything important;" the instructor considers EVERYTHING that goes on during class to be important, and she should not be expected to respond with a list or play-by-play report \of important learning experiences and opportunities you have missed
- Students who miss a class are responsible for **contacting a classmate to obtain class notes or any class updates**; the instructor has already disseminated the information *in class* and is NOT responsible for re-delivering it to an absent student
- Students who miss a class are responsible for making up any missing work, activities, or class assignments and turning them by the due date

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 45th 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.

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

Tentative Course Outline

The following is a tentative week-by-week outline of the course activities. Please be aware that course pacing and student interest might result in altering this outline. Students will be advised in class of any changes to this outline.

	Topic	Activities/Reading
Week 1	Introduction, Housekeeping, Writing Sample What is College? What is the purpose of College?	Ice Breaker Introduction/Course Overview Writing Sample...Who are you? Reflection Log – What is a reflection? Discuss Prof. Pierce's writing assignments

Week 2	The interrelated nature of Reading and Writing Critical Reading/Technical Writing	Deconstructing Seal's <i>Kiss from a Rose</i> Prof. Pierce's 1 st reflection paper
Week 3	Cultural Influences on Writing Writing Mechanics <ul style="list-style-type: none"> • Sentence structure • Syntax • Capitalization 	"Writing in 3s" <ul style="list-style-type: none"> • 3 parts of a sentence • Sentence syntax • Chronological (temporal)Order
Week 4	Literal and Figurative speech	Deconstructing " <i>Waterfalls</i> " Prof. Pierce's 2 nd reflection paper
Week 5	Introduction to the Academic Paragraph	Parts of a sentence Parts of a paragraph
Week 6	Types of Writing <i>The Journalistic Ws</i>	Deconstructing " <i>What's Going On?</i> "
Week 7	The Writing Process	Using the writing process with assigned writings in Prof. Pierce's class
Week 8	Paragraph Development	Deconstructing " <i>Don't Fear the Reaper</i> "
Week 9	Paragraph Review Joined paragraphs	Applied writing process Prof. Pierce's 3 rd reflection paper
Week 10	4-Paragraph Essay – reporting on an event <i>Journalistic Ws</i> application	Applied writing process Chronological order
Week 11	4-Paragraph Essay -	Applied writing process Topic: Self-expression, Himdag component
Week 12	4-Paragraph Essay -	Applied writing process Topic: Persuasion
Week 13	Critical Reading/Writing	Deconstructing " <i>Jaberwocky</i> "
Week 14	Finals Prep	Prof. Pierce's 4 th reflection paper
Week 15	Finals Prep	
Week 16	Final Exam/Final Presentations	

Policies and Expectations

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, and 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) Failure to submit a project results in a grade of zero (0). An F is a better grade!
- 9) No assignments will be accepted after the 15th week of class

Classroom Behavior

THIS IS A COLLEGE COURSE; everyone has the right to engage in the learning process and to be in a safe and non-distracting learning environment. College students are expected to:

- take responsibility for their own learning
- maintain the integrity of the learning environment so that they and their classmates are free to learn with minimal disruption or distraction
- be respectful of their peers and professors, and
- assume responsibility for conducting themselves as mature individuals

As such, in this class:

- Students are expected to conduct themselves in a courteous, respectful, and mature manner at all times
- Students are required to power down and **secure out of sight all** personal electronic devices, **including cell phones** (in a backpack or handbag), during class time unless the instructor expressly gives permission for students to take out, power up, and use the devices (calculator, internet access)
- Behavior viewed as disruptive by the instructor will not be tolerated
 - If a student engages in behavior that the instructor deems as disruptive to the teaching and learning process, she will address the situation immediately by notifying the student that the behavior being exhibited is disruptive to the teaching/learning process or the learning environment or is in violation of the course policies
 - If the student continues to engage in disruptive behavior, the student will be removed from the class for the remainder of the class period, will be subject to disciplinary actions, and may be withdrawn from the course

- **Note: A lack of engagement with the class activities and materials, accessing and/or using personal electronic devices, making inappropriate comments, using profanity, making threats and verbally posturing, and failing to follow instructor directions are a few examples of behaviors that are deemed disruptive to the learning process**
- Students are expected to participate fully in all active learning activities
- Students are expected to work collaboratively, teach and learn from one another, and to present to the class
 - Students are expected to work collaboratively and collegially in cooperative activities
 - Students are expected to be open and listen to new ideas and perspectives
 - There can be more than one way to get view a situation or interpret a problem. Classmates and the instructor have a lot of insight if you allow yourself to listen and be open
 - Visitors may be allowed at class sessions or on field trips **only with instructor approval**. The 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 the discretion of instructor.
 - Student behavior is further detailed in the Student Handbook under Student Code of Conduct Violations.

Make-up policy

Missed assessments (quizzes, exams) may be made up within two days of the exam date **only if they are missed due to an excused absence**.

Late assignments that can be made up will be accepted but will be penalized by automatically being docked 25% of the total points possible.

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

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.

