



Syllabus: Writing 101, Section 3 (Writing I)

Course Information

Course Title: Writing I
Course Prefix/Number: WRT 101-3
Semester: Summer 2022
Class Days/Times: Aynchronous online
Credit Hours: 3

Instructor Information

Name: Tristan Ettleman
Phone/Voice Mail: (602) 459-0525 (**Note:** This is my personal number, but the best way to contact me is through the college email address.)
E-mail: tettleman@tocc.edu
Office location: (virtual)
Office hours: If you should need to see me, please schedule a one-to-one Zoom-meeting appointment.

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

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 through the Canvas course space asynchronously. An electronic journal assignment will be required based on the reading

assignments as well as posted discussions in Canvas. Furthermore, PowerPoint presentations will be provided based on relevant rhetorical approaches to writing.

Class participation is very crucial for academic success. Please come prepared to discuss issues raised in the course.

Course Learning Materials and Textbook Information

- Kennedy, X.J., Dorothy M. Kennedy, Jane E. Aaron, and Ellen Kuhl Repetto. *The Brief Bedford Reader*. (Fourteenth Edition) Bedford/St. Martin's, 2020.

Online Text:

The OWL at Purdue

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

(This is an online handbook that will teach you MLA [Modern Language Association] 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.)

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

WRT 101 Course Assignments and Important Dates

Summer 2021

PLEASE NOTE: Timelines and assignments are an approximation; the instructor may change due dates and assignments as needed because of unforeseen circumstances due to class progress, interests, unexpected college closures, instructor absence, etc. You will be notified of any changes as they occur. Furthermore, because of unforeseen circumstances, any changes in due dates for essays, curricular adjustments, etc., should not be construed as a lessening of academic responsibility and/or rigor. Indeed, academic rigor is not synonymous with rigidity. All assignments will be due by 11:59 on Sunday of any given week. The modules and the assignments they contain in Canvas are designed to be followed in order and specifics on assignments and details can be found within them.

Important Due Dates:

June 19: Midterm Examination

June 26: Short Paper #1 (Narration-Description Method)

July 3: Short Paper #2 (Process Analysis Method)

July 10: Short Paper #3 (Persuasion Method)

July 18: Personal Review Cover Memo/ePortfolio

July 18: Final Examination

Note: Quizzes will be given throughout the Summer Session at various times.

Note: Journal entries are due throughout the Summer Session at various times.

Note: Discussion posts are due throughout the Summer Session at various times.

Evaluations 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:

- ***All work handed in as individual work must be done individually.*** This means that you need to be careful in writing your own words rather than “borrowing” words, phrases, or

ideas from other students with whom you may have discussed an assignment. See the statement on Academic Integrity below.

Key Performance Areas in Individual and Group Work:

a. Readiness Quizzes.....	60 pts.
b. Short Papers.....	300 pts.
c. Journal.....	60 pts.
d. Midterm Examination.....	100 pts.
e. Final Examination.....	100 pts.
f. Personal Review Cover Memo/ePortfolio.....	100 pts.
g. Discussion Posts.....	50 pts.
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Total	770 pts.

- **Points Range:**

770-693 points=A
 692-616 points=B
 615-539 points=C
 538-462 points=D
 Below 462 points=F

Explanations of Assignments and Grading in each Key Performance Area

- **Readiness Quizzes:**

Several times during the Summer Session, you will be given a short objective quiz over the reading material you were to have prepared for that week. The quizzes will be given through a timed session in Canvas.

Note: It is best to take quizzes as scheduled in Canvas. In the case of unavoidable delay or absence, students must email the instructor immediately with an explanation of the situation in order to make alternative arrangements. Supplemental documentation may be required.

- **Short Papers:**

Course assigned essays are due at regular intervals during the Summer Session and are to be electronically submitted to the Turnitin system. (**Note:** If you should encounter technical difficulties with Turnitin such as logging in, etc., please raise a service ticket with their staff, immediately. Please refer to this hyperlink regarding raising a technical service ticket: <https://www.turnitin.com/self-service/support-form.html?okay=ok>.)

Additionally, please notify the course instructor and a college IT staff member through email message, immediately, if you encounter a technical issue with logging in, etc., with Turnitin.)

Note: Please do not make it a habit of continually submitting essays or journal entries through Word attachments in email messages or by sharing coursework items in Google Docs. If there is a technical issue that prevents electronic submission, then it is acceptable to turn in your work through Google Docs or Word attachments in emails, but please avoid continuing this practice.

Three papers (**three to five full-pages in length**) on assigned topics will be due at regular intervals during the session, and they are designed to give you practice in developing and sustaining a clear thesis statement, narrating-describing, explaining a process, and defending an argumentative position or a line of thought (e.g., narrative-descriptive, process analysis and persuasion) and to enhance further general writing skills in achieving clarity.

Papers will be marked “**A**” (superior), “**B**” (above average), “**C**” (average), “**D**” (below average), “**F**” (failure), and “**R**” (paper must be rewritten). Appropriateness (whether the essay does what the assignment asks), structure and development of ideas, content, grammar, and mechanics will be considered in evaluating these short papers. A paper must receive a “**D**” or better to obtain credit.

Here are the following required procedural steps for essays that receive an “**R**”:

1. Before resubmitting a rewritten paper (“**R**”), students must schedule a one-to-one Zoom meeting appointment with the instructor to discuss their paper so that their rewriting will be productive and effective.
2. The one-to-one Zoom meeting appointment should be scheduled in a timely manner before one week has elapsed because of the shortness of the Summer Session.
3. Remember, papers marked with an “**R**” are due one week after you have received a review summary of them through Turnitin.
4. The grade for the rewrite will be the grade the student receives for the assignment.
5. **Please notify the course professor by email message when rewritten essays have been submitted electronically since Turnitin does not provide notifications.**

No paper may be rewritten more than once, and they are due by the agreed upon stated deadline between the course professor and the student.

Note: If the re-written essay is unsuccessful or not completed, then it shall receive either a grade based on not completing revisions or a grade of “F” at the course professor’s discretion.

The rewrite must be electronically submitted to the Turnitin website. Finally, the grade for the rewrite will be the grade the student receives for the assignment if a rewrite has been submitted after meeting with the course professor.

If you have any concerns regarding any essay assignment, please communicate in a timely manner with the course professor **before the specific essay’s deadline.**

I will distribute a style format handout before these assignments are due.

For backup purposes, please make sure that you save all your short papers on a USB flash drive or save with some other electronic means. In addition, please consider emailing yourself by placing the completed assignment (i.e., essays) in a Word document attachment.

Finally, two essays of your choosing and your Personal Review Cover Memo will comprise your ePortfolio for the Summer Session (see below).

Note: It is best to submit all essays on time as scheduled. **In the case of unavoidable delay or absence, students must email the instructor immediately with an explanation of the situation in order to make alternative arrangements.**

- **Journal**

For most weeks during the Summer Session, a specific topic prompt will be assigned for you to write on as an entry in your journal to practice forming opinions through writing and clarifying thinking about a topic by focusing on writing one paragraph only.

The main intent, indeed, of the journal entries is for you to track your own development as a writer and to enhance writing skills. Hence, it will serve as the major source for writing the final Personal Review Cover Memo in the electronic Portfolio (i.e., “ePortfolio”).

The electronic journal entries will be related to weekly discussions and they will be due at various times throughout the session.

Specific instructions will be distributed regarding this assignment.

Note: Please ensure that each journal entry follows the formatting instructions.

Note: If journal entries do not follow the physical formatting guidelines, or an entry exceeds one paragraph, it will be returned for revision.

For backup purposes, please make sure that you save your journal on a USB flash drive. In addition, please consider emailing yourself by placing the completed assignment (i.e., essays) in a Word document attachment.

Individual journal entries must be submitted to the Turnitin website in Word format only.

Note: It is best to submit the electronic journal assignment entries as scheduled. **In the case of unavoidable delay or absence, students must email the instructor immediately with an explanation of the situation in order to make alternative arrangements.** Supplemental documentation may be required.

- **Midterm Examination**

Through Canvas, the timed midterm examination will assess your comprehension of the course material from the beginning to the approximate midpoint of the Summer Session. The exam *may be* composed of the following sections: multiple choice; true or false; and, definitions.

Note: It is best to take an exam as scheduled. **In the case of unavoidable delay or absence, students must email the instructor immediately with an explanation of the situation in order to make alternative arrangements.** Supplemental documentation may be required.

- **Final Examination**

Through Canvas, the timed final examination will cover course material from the approximate Summer Session midpoint to the end. The exam *may be* composed of the following sections: multiple choice; true or false; and, definitions.

Note: It is best to take an exam as scheduled. **In the case of unavoidable delay or absence, students must email the instructor immediately with an explanation of the situation in order to make alternative arrangements.** Supplemental documentation may be required.

- **Directions for the Personal Review Cover Memo/ePortfolio**

The Personal Review Cover Memo for the ePortfolio is an opportunity for you to explore your development as a writer and a person throughout the session. Thus, students will analyze and evaluate their own voice and how it develops.

Use quotations from your short papers, the journal, and any other relevant sources that show changes or continuities in your writing style, voice, attitudes, beliefs, and subject matter.

This cover memo will be submitted along with two essays of your choosing and other items like the checklist (see below).

This constitutes the **ePortfolio** for the Summer Session. Specific instructions will be distributed to students before the assignment is due. Finally, please maintain objectivity by fairly analyzing your experiences that influenced your writing voice and refrain from expressing overly personalized bias.

Mandatory Minimum Requirements:

- I. A specific assignment sheet and/or checklist will be distributed for the Personal Review Cover Memo/ePortfolio. The electronic portfolio checklist must be included in the submission per the specific instructions for its placement.
Writing ePortfolios that do not include the checklist will not be accepted.
- II. The cover memo **must** be word processed and submitted electronically to Turnitin along with the other requested documents.
- III. Each subheading (see below) must be answered with a minimum of three sentences.
- IV. As with all writing assignments (e.g., journal entries, essays), please **proofread** the Personal Review Cover Memo for grammatical, spelling, and punctuation errors.
- V. In addition, you may be asked to rewrite the cover memo if it does not address the six questions below.

A Word document will “house” all of the requested items, i.e., electronic portfolio checklist, personal review cover memo, and essays are required materials for the Personal Review Cover Memo/ePortfolio.

ePortfolio items should be placed one after another in the Word document for electronic submission to Turnitin, and they should be placed one after another according to the checklist’s instructions and stated order.

The following questions must be used as subheadings in writing this cover memo for the ePortfolio:

1. What concerns (i.e., personal, social) did you contend with this Fall Session?;
2. What skills (i.e., writing, social) did you build on?;
3. What struggles did you overcome?;
4. What efforts are still unresolved?;
5. What moral or academic or social issues remain highlighted for you?; and,

6. How far have you progressed as a student, a writer, and a person?

Please address and answer all of the above questions in your cover memo. **Again, if the six questions are not addressed, it will be returned and it will need to be rewritten and resubmitted.** If you have any further questions about this assignment, please do not hesitate to contact the course instructor.

Note: It is best to submit the Personal Review Cover Memo/ePortfolio as scheduled. In the case of unavoidable delay or absence, students must email the instructor immediately with an explanation of the situation in order to make alternative arrangements. Supplemental documentation may be required.

- **Group Work**

In the spirit of *I-We:mta* (“Working Together”), students will be expected to post in discussion boards within Canvas. All group participants are expected to be engaged fully by not only posting their own thoughts, but collaborating with others.

To gain credit for your discussion, you must post your own original thoughts on each week’s board in addition to replying to someone else’s work.

Himdag Cultural Component

Tohono O’odham traditions and cultural beliefs will be discussed as relevant to course topics, and only as appropriate to the Tohono O’odham Nation’s traditional standards for sharing information as determined by the Himdag Committee.

Policies and Expectations

Attendance Policy

As an asynchronous online course, there are no attendance requirements. However, be sure to meet all of the assignment deadlines.

Incomplete Policy

"I" is a grade 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.

An incomplete contract must be completed by the student and instructor. The student and instructor must sign the agreement and submit to the Dean of Academics for final approval. Any "I" submitted for a student without this contract and without the Dean of Academic's approval will be automatically converted to a grade of "F".

Note: Furthermore, 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 for Incomplete Coursework" form will need to be completed which will stipulate specific time frames for when work will need to be submitted in a timely manner.

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

Instructor Withdrawals

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

If you miss **four or more assignment deadlines** without a valid excuse and without communicating with the instructor (e.g., e-mail message), you will be withdrawn. Students with four or more missed deadlines, indeed, are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion.

Students are responsible for contacting the course professor in a timely manner regarding any absences.

Student Withdrawals

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

Special Withdrawals (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.

Equal Access Statement/Disability Accommodations

Tohono O’odham Community College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations and guidelines with respect to providing reasonable accommodations as required to ensure an equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their disability, and being approved for services through the Disability Resources Office (DRO). It is the student's responsibility to make known to their instructor(s) the student’s specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

For more information or to request academic accommodations, please contact: Anthony Osborn, TOCC Disabilities Resource Coordinator, aosborn@tocc.edu, or 520-479-2300 for additional information and assistance.

Title IX

Tohono O’odham Community College encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed or being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students’ academic success and quality of life on campus and beyond. We encourage students who have experienced or witnessed 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 Title IX Coordinator/Counselor, Alberta Espinoza, M.Ed. located in I-We:mta Ki: Room 18. Phone 520-479-2300 email: aespinoza@tocc.edu.

Conduct: Bias, Bullying, Discrimination and Harassment

Tohono O’odham Community College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated.

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

Additional Course Policies:

- 1) Students are expected to meet assignment deadlines, except in the case of an excused emergency.
- 2) Students are expected to contact instructor prior to missed deadlines.
- 3) Unexcused missed deadlines 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) Failure to submit a project results in a grade of zero (0). An F is a better grade!
- 6) No work will be accepted after the last class.

Classroom Behavior:

- The college-identified Core Values (see college website) are adhered to in this class.
- 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 (if relevant) 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. Email and phone messages will be returned within two days. A student or the instructor may request a student conference at any time during the Summer Session. Quarterly grade reports will be provided to each student, either in person, by email or via the electronic system of Canvas.