

San José State University
ENGL or LLD 100A –Writing Competency Through Genres
Course Greensheet – Fall 2012¹

Instructor: Nicole Maranhas

Email: nmaranhas.sjsu@gmail.com (7 a.m., 11 a.m., 6 p.m.)

Office: Faculty Offices Building, Room 128

Office Hours: M/W 10:30 a.m. to 12 noon; T 4:30-5:30 p.m.

Course Day/Time: M/W 9-10:15 a.m. (Section 1); 1:30-2:45 p.m. (Section 6)

Prerequisites: Passed ENGL 1B or equivalent; taken WST at least once without passing.

COURSE DESCRIPTION

Serves as alternative satisfaction of the WST requirement if passed with a C or better (C- or lower will not satisfy the WST). Prepares students for 100W through drafting, feedback, and revision to demonstrate writing competency. Develops ability to analyze written genres used in the students' chosen disciplines as well as write analytical and reflective essays.

COURSE GOALS

Engl/LLD 100A is one course taught in two different departments. It is designed with the goal of preparing you to succeed in 100W, other upper division classes, and your profession. You will have intensive practice in prewriting, drafting, revising, and editing academic writing. You will be asked to research, analyze, and reflect on various kinds of writing and to produce a minimum of 8000 words, including a rhetorical analysis, a report about writing in your chosen discipline, and a critical reflective essay on a book length work of non-fiction.

Student Learning OBJECTIVES (SLOs)

By the end of the course, students will be able to:

- a. Use correct and situationally appropriate sentence structure and grammar;
- b. Utilize feedback from instructor and peers to improve the accuracy and clarity of writing;
- c. Recognize, select, and use basic activities of the writing process, including prewriting, organizing, drafting, revising, editing, and peer review;
- d. Critically self-reflect about the writing process and about making context-appropriate rhetorical choices;
- e. Critically read, interpret, and synthesize multiple texts;
- f. Write well organized, well developed essays with a clear thesis;
- g. Identify how types of written texts in a variety of fields (genres) are influenced by audience, situation, and purpose;
- h. Employ research strategies to collect, analyze, and evaluate data from primary and secondary sources.

Required Textbooks and Materials

- Course reader, available at Maple Press, 481 E. San Carlos St., San Jose. (408) 297-1000
- Rose, Mike. (2004). *The Mind at Work*.
- A college-level English dictionary
- Internet access

¹ This course has been adapted from a similar one developed by Julian Heather and Fiona Glade at CSU Sacramento.

TUTORING and other RESOURCES

- Writing Center: 1st floor, Clark Hall, <http://www.sjsu.edu/writing-center>
- Peer Connections: The Learning Assistance Resource Center (LARC) and the Peer Mentor Program have merged to become Peer Connections. Locations include: SSC 600 (10th Street Garage); 1st floor Clark Hall; Living Learning Center (LLC) in Campus Village Housing Building B. Find more info at www.peerconnections.sjsu.edu
- Computer hardware and software assistance – Help Desk, 1st floor, Clark Hall

ONLINE RESOURCES

- **Turnitin.com:** We will be using Turnitin.com for the three main writing assignments.

Class ID: **5354909**
Password: **maranhas**

CLASS RULES AND PARTICIPATION

Please arrive on time and meet all deadlines. **You are responsible** for any information given in class during absences. **Missed in-class essays** may be made up during office hours if a doctor's note or advance notice of absence is provided. **Late journal assignments** will not be accepted.

You must qualify to submit a final portfolio and exam by earning 70 points during semester. The RA, DI, and CRR essays are worth 25 points each. Five (5) points will be deducted for each late or missing draft. **To avoid penalties for late drafts:** 1. Arrive on time to peer reviews with complete first draft; 2. Arrive on time to conferences with 2nd draft, incorporating revisions from peer review; 3. **Submit third draft to Turnitin.com before class start time and hard copy at beginning of class.**

Grading policy and ASSIGNMENTS

This is a portfolio-based writing class. Your final grade for the course will be based on scores given to your portfolio and your final exam.

During the first 14 weeks of the semester, you will earn eligibility points for each assignment and class participation. The maximum number of points is 100. You must have at least 70 points to be eligible to submit your portfolio and take the final exam. If you have not earned the minimum of 70 points by the 13th week of the semester, you will receive an F in the class and you will not be able to submit your portfolio. The points you receive prior to submitting your portfolio and the feedback you receive from your instructor on your drafts are intended to ensure that you have a complete portfolio, strong participation in the class, and improvement in your writing through feedback and drafting. The points you receive during this time will **not** be calculated as part of the final grade. They are a “pre-grade” that allows you to submit your portfolio and take the final exam.

You are encouraged to use the tutoring services on campus for additional support, but all work is expected to be your own. If the instructor has reason to believe otherwise, then he or she has the right to require additional evidence that the work is your own.

In the final weeks of the semester, you will assemble your portfolio and write an in-class final essay. **Your final grade will be based on the scores given to your portfolio and final exam by two readers. The portfolio is worth 70% and the final exam is worth 30% of the final grade. (See grading rubric and grading scale included in this greensheet.)**

Description of Assignments

Assignment	Description	Word count	Assessment
Rhetorical Analysis	For this assignment you will analyze a piece of professional writing in your major or field or work, describing the rhetorical strategies that were used by the author and how these strategies contributed to the purpose of the document.	1750	Maximum 25 points
Discipline Investigation	In this assignment, you will write a report about working in your major field. This reports will describe an interview you will have with a professional in your chosen field; you will also write about information you collect from at least two outside sources (articles), following appropriate citation and reference styles (APA or MLA).	1750	Maximum 25 points
Critical Reading Reflection	Throughout the semester, you will read sections of a full length work of fiction or non-fiction (in Fall 2012 it is <i>The Mind at Work</i>) and respond to what you read in a series of reflective journals. Two of these will be written in class. At the end of the semester, you will draw on these reflections to write the Critical Reading Reflection.	2000	Maximum 25 points
Cover Letter	This is a letter to readers of your portfolio in which you explain which of the three above assignments is your best work, and why, citing evidence of your improvement from first to last draft.	500	Maximum 5 points
Homework, quizzes, journals & participation	Points awarded for participation in class discussions, ability to meet assignment deadlines and guidelines, and quality of peer review feedback and draft edits	1500	Maximum 20 points
	By the 14th week, you must have earned at least 70 points by doing all of the above work, including drafts, peer editing, revisions, etc. If you have not earned at least 70 points, you will not be allowed to submit your portfolio and you will receive an F.		
Final Portfolio	The portfolio must include the following: <ul style="list-style-type: none"> • The Portfolio Checklist initialed and signed by both student and instructor; • A final, clean copy of three pieces of polished, revised writing comprising at least 6500 words of revised, polished writing for the three main writing assignments (see above); • First and intermediate draft of each of the three main writing assignments which show instructor's comments and a rubric marked by the instructor; • The assignment sheets for all assignments; • A clean, final draft of the cover letter. 	6000 words of final, polished writing	Scored according to the scoring rubric by two readers. Worth 70% of your grade.
Final Exam	An in-class, timed essay, common across all sections of 100A.	500 words	Scored according to the scoring rubric by two readers. Worth 30% of your grade.

Grading Rubric to be used in evaluating both the portfolio assignments and the final exam.

THE WRITING:

4	<ul style="list-style-type: none"> • meets all expectations in the rhetorical choices of the assignment, including genre, purpose, format, evidence, tone, and conventions. • is well-organized and thoroughly developed. • shows good or superior control of grammar, including syntactic variety, range of vocabulary, etc. • intelligently addresses the assignment.
3	<ul style="list-style-type: none"> • meets most of the rhetorical expectations of the assignment, including purpose, format, etc. • is somewhat organized but may require more development. • contains some grammatical errors, inappropriate word choice, or incorrect usage that rarely obstruct reader's understanding. • may address some parts of the assignment better than others.
2	<ul style="list-style-type: none"> • meets few rhetorical expectations of the assignment. • shows weak development and cohesion and/or inappropriate rhetorical choices. • shows an accumulation of grammar and syntactical errors that interfere with readers' understanding. • omits or misunderstands major parts of the assignment.
1	<ul style="list-style-type: none"> • fails to meet the rhetorical expectations of assignment. • fails to organize and develop ideas. • contains grammar and syntactical errors that seriously interfere with readers' understanding. • fails to address the assignment.

Guide to the four categories

- Rhetorical expectations, including purpose, format, tone, etc.
- Development and organization
- Grammar and syntax
- Addressing the assignment or topic

Letter grade to percentage scale

A+	98-100	
A	94-97	
A-	90-93	
B+	86-89	
B	82-85	
B-	78-81	
C+	73-77	
C	70-73	Serves as alternative satisfaction of the WST
C-	66-69	Does not serve as alternative satisfaction of the WST
D+	62-65	
D	58-61	
D-	54 or lower	
F	Not eligible for portfolio and final exam	

COURSE SCHEDULE

Week	Monday	Wednesday
Week 1 8/20 - 22		Intro to 100A*
Week 2 8/27 – 8/29	Diagnostic essay in-class (Journal 1)	Intro to Rhetorical Analysis (RA)*
Week 3 9/3 – 9/5	Labor Day (CAMPUS CLOSED)	
Week 4 9/10 – 9/12		Peer Review RA 1st DRAFT
Week 5 9/17 – 9/19	RA 2nd DRAFT	Mind at Work Journal 2 (Chapter 1)
Week 6 9/24 – 9/26	Intro to Discipline Investigation (DI) *	<u>FINAL RA DUE</u> In-class Mind at Work Journal 3 (Chapters 1-5)
Week 7 10/1 – 10/3		Mind at Work Journal 4 (Chapters 6-7)
Week 8 10/8 – 10/10		Peer Review DI 1st DRAFT
Week 9 10/15 – 10/17	DI 2nd DRAFT	In-class Mind at Work Journal 5 (Chapter 8)
Week 10 10/22 – 10/24	<u>FINAL DI DUE</u> Intro to Critical Reading Reflection (CRR)*	
Week 11 10/29 – 10/31	Peer Review CRR 1st DRAFT	
Week 12 11/5 – 11/7	CRR 2nd DRAFT	Intro to Portfolio Cover Letter (PCL)*
Week 13 11/12 – 11/14	Veteran’s Day (CAMPUS CLOSED)	<u>FINAL CRR DUE</u> Peer Review PCL DRAFT
Week 14 11/19 – 11/21	Students notified if they are not eligible for the portfolio and final exam.	Portfolio Workshop for eligible students PORTFOLIO SUBMISSION DEADLINE
Week 15 11/26 – 11/28	IN-CLASS FINAL EXAM	
Week 16 12/3 – 12/7	Portfolios returned to students	

* “Intro” days will prepare you for the final portfolio (worth 70% of final grade). If you are late or absent, please note **you are responsible for all information** covered in class. Failure to follow assignment guidelines will affect your scores. Please follow up with me during office hours (not via email) or seek help from a classmate for missed information.

Dropping the course

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's Catalog Policies section at info.sjsu.edu/static/catalog/policies.html. Add/drop deadlines can be found on the current academic calendar web page located at www.sjsu.edu/academic_programs/calendars/academic_calendar/. The **Late Drop Policy** is available at www.sjsu.edu/aars/policies/latedrops/policy/. Students should be aware of the current deadlines and penalties for dropping classes. **If you pass the WST after the drop deadline, you will not be able to drop 100A or withdraw without penalty.** You will only be allowed to withdraw for the reasons specified in the late drop policy. Information about the latest changes and news is available at the Advising Hub at www.sjsu.edu/advising/.

GRADING: 100A is graded A-F. CR/NCR is not an option in this course because a "credit" in 100A will not serve as alternative satisfaction of the WST requirement (students must receive a C or better in order to fulfill the WST requirement).

Incompletes: No incompletes will be given for 100A.

OTHER IMPORTANT COURSE POLICIES

1. Statement of Plagiarism: The LLD and English Departments would like to emphasize that we adhere strictly to the rules against plagiarism as set forth in the SJSU Catalog. The Catalog defines plagiarism as follows:
 1. Plagiarism. At SJSU, plagiarism is the act of representing the work of another as one's own (without giving appropriate credit) regardless of how that work was obtained, and submitting it to fulfill academic requirements. Plagiarism at SJSU includes but is not limited to:
 2. The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work; and
 3. Representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures or similar works as one's own. (Available at <http://info.sjsu.edu/static/catalog/policies.html> - Student Responsibilities - Discipline – Policy on Academic Dishonesty – 1.0 Definitions of Academic Dishonesty)

Should a student plagiarize in any ENGL or LLD 96 course, the instructor will report the student to the University's Office of Student Conduct and Ethical Development. Also, points will be deducted from the assignment/course depending on the severity of the policy violation.

How to avoid plagiarism. It is not always easy to recognize whether you are legitimately citing the work of others or whether you have "crossed the line" into plagiarism. To become acquainted with what plagiarism is and how to avoid it, the following SJSU website offers definitions, policies, and links to useful websites offering guidelines in plagiarism prevention. Students are fully accountable for understanding these policies. www.sjlibrary.org/services/literacy/info_comp/plagiarism.htm

2. Academic integrity statement (from Office of Judicial Affairs): Your own commitment to learning, as evidenced by your enrollment at San José State University and the University's Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Judicial Affairs. The policy on academic integrity can be found at www2.sjsu.edu/senate/S04-12.pdf
3. Academic Honesty: Faculty will make every reasonable effort to foster honest academic conduct in their courses. They will secure examinations and their answers so that students cannot have prior access to them and proctor examinations to prevent students from copying or exchanging information. They will be on the alert for plagiarism. Faculty will provide additional information, ideally on the green sheet, about other

- unacceptable procedures in class work and examinations. Students who are caught cheating will be reported to the Judicial Affairs Officer of the University, as prescribed by Academic Senate Policy S04-12.
4. Campus policy in compliance with the Americans with Disabilities Act: If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities register with DRC to establish a record of their disability. DRC's phone number is 924-6000.
 5. Expectations about classroom behavior; see Academic Senate Policy S90-5 on Student Rights and Responsibilities. (www2.sjsu.edu/senate/s90-5.htm).
 6. If you would like to include in your paper any material you have submitted, or plan to submit, for another class, please note that SJSU's Academic Integrity policy S04-12 requires approval by both instructors. (www2.sjsu.edu/senate/S04-12.pdf and academicdishonesty.sa.sjsu.edu/download/judicial/Academic_Dishonesty_Policy.pdf).
 7. Evacuation plan for the classroom. See posted information in classroom.