

**San José State University**  
**ENGL 100A –Writing Competency Through Genres**  
**Course Greensheet – Fall 2013**

**Instructor:** Nicole Maranhas

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**Office:** Faculty Offices Building, Room 112

**Office Hours:** T + Th 10:30 – 11:30 a.m.

**Course Day/Time:** T + Th 9:00 – 10:15 a.m. (Section 2), 12:00 – 1:15 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**

- Lam, Andrew. (2010). *East Eats West*. Heyday. ISBN 978-1597141383
- Internet access to course blog at [maranhas100a.blogspot.com](http://maranhas100a.blogspot.com) for assignment sheets and hand-outs.
- A college-level English dictionary
- Stapler for hard-copy essays and journals, green book(s) or clean-edge notebook paper for in-class essays

### **TUTORING and other RESOURCES**

- **Writing Center:** 1st floor, Clark Hall, [http://www.sjsu.edu/writing\\_center](http://www.sjsu.edu/writing_center)
- **Peer Connections locations:** 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](http://www.peerconnections.sjsu.edu)
- **Help Desk** for computer hardware and software assistance: 1st floor, Clark Hall

### **ONLINE RESOURCES**

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

Class ID: **6747260**  
Password: **maranhas**

- **Course blog:** Assignments + key course information will be posted at [maranhas100a.blogspot.com](http://maranhas100a.blogspot.com).

### **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 only if a doctor's note or advance notice of absence is provided. To avoid penalties for late drafts: 1. Arrive on time to any peer reviews or conferences with a complete draft; 2. 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.

Eligibility points: During the first 14 weeks of the semester, you will earn eligibility points for each assignment or activity that is required as well as for 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 end of the 14<sup>th</sup> 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.

Final grade: In the final weeks of the semester, you will assemble your portfolio, write a brief cover letter, 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). To receive a C or higher for course, you must receive at least 70% out of 100% on your portfolio and final exam combined. **(Please note: The eligibility points are not calculated as part of your final grade).**

**Description of Assignments**

<b>Assignment</b>	<b>Description</b>	<b>Word count</b>	<b>Assessment</b>
<b>Rhetorical Analysis</b>	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
<b>Discipline Investigation</b>	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 (MLA).	1750	Maximum 25 points
<b>Critical Reading Reflection</b>	Throughout the semester, you will read essays from Andrew Lam's <i>East Eats West</i> and respond to the book 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 a Critical Reading Reflection.	2000	Maximum 25 points
<b>Cover Letter</b>	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.	200-300	Maximum 5 points
<b>Homework, journals &amp; participation</b>	Points awarded for complete journals, respectful class conduct, and overall quality of peer review feedback and draft edits	1500	Maximum 20 points
	<b>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.</b>		
<b>Final Portfolio</b>	The portfolio must include the following: <ul style="list-style-type: none"> <li>• The Portfolio Affidavit initialed and signed by both student and instructor;</li> <li>• A final, clean copy of three pieces of polished, revised writing for the three main writing assignments (see above);</li> <li>• First and intermediate draft of each of the three main writing assignments with instructor's comments and marked rubric;</li> <li>• Two in-class journals</li> <li>• The assignment sheets for all assignments;</li> <li>• A clean, final draft of the cover letter.</li> </ul>	6500+ words of final, polished writing (including cover letters and journals)	Scored according to the scoring rubric by two readers. <b>Worth 70% of your grade.</b>
<b>Final Exam</b>	An in-class, timed essay, common across all sections of 100A.	500 words	Scored according to the scoring rubric by two readers. <b>Worth 30% of your grade.</b>

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

**THE WRITING:**

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

**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** (Check course blog for updates to schedule and assignments.)

WEEK	TUESDAY	THURSDAY
Week 1 8/22		Intro to 100A*
Week 2 8/27 – 8/29	<b>Diagnostic essay in-class (Journal 1)</b>	HW: Find professional document in your field of study for RA assignment
Week 3 9/3 - 9/5		Intro to Rhetorical Analysis (RA)*
Week 4 9/10 – 9/12		<b>RA 1st DRAFT Full-class Workshop</b>
Week 5 9/17 – 9/19		<b>RA 2nd DRAFT Peer Review</b>
Week 6 9/24 – 9/26	Intro to Discipline Investigation (DI) * HW: Find professional in your field of study for DI	<b><u>RA 3rd DRAFT DUE</u> in class (hard copy) and to turnitin.com to receive portfolio eligibility points</b>
Week 7 10/1 – 10/3	<b><i>East Eats West Journal 2</i></b>	
Week 8 10/8 – 10/10		<b>DI 1st DRAFT Peer Review</b>
Week 9 10/15 – 10/17	<b>DI 2nd DRAFT for Group Workshops</b>	<b><i>East Eats West Journal 3</i></b>
Week 10 10/22 – 10/24		<b><u>FINAL DI DUE</u> in class (hard copy) and to turnitin.com to receive portfolio eligibility points</b> Intro to Critical Reading Reflection (CRR)*
Week 11 10/29 – 10/31		<b>CRR 1st DRAFT</b>
Week 12 11/5 – 11/7	<b>CRR 2nd DRAFT</b>	
Week 13 11/12 – 11/14		<b><u>CRR 3rd DRAFT DUE</u> in class (hard copy) and to turnitin.com to receive eligibility points</b>
Week 14 11/19 – 11/21	Intro to Portfolio Cover Letter (PCL)*	<b>Portfolio Workshop for eligible students</b> Students notified if they are not eligible for the portfolio and final exam.
Week 15 11/26 – 11/28	<b>In-class FINAL EXAM: Tuesday, 11/26</b> <b>Last Day of Class: Tuesday, 11/26</b>	
Week 16 12/2 – 12/6	<b>PORTFOLIO SUBMISSION DEADLINE: Monday, 12/2**</b> <b>Portfolios returned with results to students: 12/10</b>	

\* “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 points earned. Please follow up with me during office hours or visit the blog 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](http://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/](http://www.sjsu.edu/academic_programs/calendars/academic_calendar/). The **Late Drop Policy** is available at [www.sjsu.edu/aars/policies/latedrops/policy/](http://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/](http://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](http://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](http://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](http://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](http://www2.sjsu.edu/senate/S04-12.pdf) and [academicdishonesty.sa.sjsu.edu/download/judicial/Academic\\_Dishonesty\\_Policy.pdf](http://academicdishonesty.sa.sjsu.edu/download/judicial/Academic_Dishonesty_Policy.pdf)).
  7. Evacuation plan for the classroom. See posted information in classroom.