

**San José State**  
**University English or LLD 100A –**  
**Writing Competency through Genres**  
**Section 02, Spring 2016**

**Instructor:** Ellen Tara James-Penney (aka Professor E)  
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**Course Time/Location:**  
T/Th: 9:00-10:15, Boccardo Business Center,  
Room 221  
**Office Hours:** T/Th: 10:30-11:30  
**Prerequisites:** Passed ENGL 1B or equivalent; taken WST at least  
twice 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 5000 words, one rhetorical analysis, one discipline investigation, an oral presentation, and a final exam (cumulative).

**STUDENT LEARNING OBJECTIVES (SLOs)**

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

- a. Use correct sentence structure and grammar;
- b. Utilize feedback from instructor **to improve the accuracy and clarity of writing**;
- c. Recognize, select, and use basic activities of the writing process, including prewriting, organizing, drafting, revising, and editing;
- d. Critically read, interpret, and synthesize multiple texts;
- e. Write well organized, well developed essays with a clear thesis;
- g. Identify how types of written texts are influenced by audience, situation, and purpose;
- h. Employ research strategies **to collect, analyze, and evaluate data** from primary and secondary sources.

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

### **REQUIRED TEXTBOOKS AND MATERIALS**

*Fast Food Nation* by Erik Schlosser (order online!!!)

Notebook (you **MUST** take notes in my class)

Highlighters

Access to the Oxford English dictionary via King Library,

Internet access

(All articles for analysis will be available on Canvas)

### **TUTORING and other RESOURCES**

- Writing Center: 1st floor, Clark Hall, [http://www.sjsu.edu/writing center](http://www.sjsu.edu/writing%20center)
- Peer Connections locations: <http://peerconnections.sjsu.edu/>
- 1st floor, Clark Hall
- Student Services Center 600
- Living Learning Center, Campus B village, 1st Floor
- Computer hardware and software assistance – please see Help Desk, First floor, Clark Hall

### **ONLINE RESOURCES**

Canvas: We will be using Canvas throughout the course.

Login URL: <http://sjsu.instructure.com>

Please note that it should NOT have the “www” at the start of the URL like many other websites. It is recommended that you visit the eCampus Canvas website at <http://www.sjsu.edu/at/ec/canvas/>. This website offers a number of Quick Start Learning Guides to help you navigate Canvas tools. Also, detailed guides can be found at <http://guides.instructure.com/>.

Username: SJSU 9-digit ID number.

Password: Self-generated password for your SJSUOne account

**Turnitin.com: We will be using Turnitin.com for the main writing assignments. The turnitin software is already embedded within Canvas, so you do not need an additional password to access turnitin.com.**

### **CLASS RULES AND PARTICIPATION**

Attendance and Late Work Policy

Attendance and participation are **extremely important** to this course. Please observe the following rules:

- Show up on time and be here not just physically, but mentally. Students who make a habit of being late will be asked to leave the classroom. Tardiness is disrespectful to other students in class.
- **I do not accept late homework, assignments or late papers, period.** It is unfair to your other classmates who also have very difficult school, work, and personal obligations.

- If you miss a class, **you may not make up** homework, in-class essays, or receive an extension on an assignment that is due that day **unless you have documentation of your absence from an appropriate source (i.e. doctor's note; jury duty letter).**
- Be proactive about your learning, look ahead at your classes, use a scheduler, be on time, and be respectful to your fellow classmates. You will find this to be a rewarding class, one in which you grow as a writer and thinker and feel comfortable tackling any school or work assignment in the future.

#### About Email Correspondence

- **No homework or papers will be accepted via email.**
- Criteria for emailing me: Put your name and the name of our course in the Subject of your email. In your email, please address me by name, "Professor E." Also, you must write in your best prose: Write in complete sentences with capitalization, punctuation, Standard Written English, and no "text-messaging" abbreviations.

#### Classroom Protocol and Plagiarism

Protocol: Students are expected to conduct themselves in a manner appropriate to the college class, respectful of the instructor and other students. Any disruptive behavior will result in disciplinary action and the student will be asked to leave the classroom and the matter may be referred to the Dean of Student Services. Disruptive behavior includes talking while the instructor is lecturing, inappropriate language, and activities unrelated to the course and discussion at hand. **All electronic devices should be turned off, including cell phones, tablets, laptops, and iPods. If not, you will be asked to leave class and will receive no credit for that class time.**

**Plagiarism:** To plagiarize is to use the language and thoughts of another author and represent them as your own. When borrowing information from outside sources, you must credit the author; neglecting to do so is an act of academic dishonesty and in violation of the university's Office of Student Conduct's Academic Integrity Policy (Please see the Academic Integrity Policy at <http://info.sjsu.edu/static/catalog/integrity.html>). Plagiarism will result in automatic failure of the assignment and may be reported to the Office of Student Conduct for possible additional penalty. We will review in class what constitutes plagiarism and discuss the appropriate documentation formats for your discipline.

#### **GRADING POLICY AND ASSIGNMENTS**

Your final grade for the course will be based on scores given to for your essays/analyses, participation, oral presentation and your final exam.

Tutoring: You are encouraged to use the tutoring services on campus if you or your instructor feels that you need 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.

#### Out-of-Class Essays

First drafts: First drafts are critical to the writing process. These drafts are mandatory. Points are taken off of your final papers for not participating in first drafts. You must make sure to proofread manually (spellcheck is NOT enough!), and go to the Writing Center if you have grammar/sentence structure issues. Such repetitive mistakes will affect the assignment's grade.

Final Drafts: Final Drafts are due in class on the day that is indicated on the syllabus. You will submit one hard copy to me on this day, as well as upload to Canvas. All final drafts will adhere to MLA format. **Again, you must make sure to proofread manually (spellcheck is NOT enough!), and go to the Writing Center if you have grammar/sentence structure issues. Such repetitive mistakes will affect the assignment's grade.**

## **DESCRIPTION OF ASSIGNMENTS**

### **Rhetorical analysis (1500 words; 25 points maximum)**

For this assignment you will analyze a piece of professional writing in your major or field of work, describing the rhetorical strategies that were used by the author and how these strategies contributed to the purpose of the document.

### **Discipline Investigation (1500 words; 25 points maximum)**

In this assignment, you will write a report about working in your major field. This report 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), and will follow the MLA format.

### **Short analyses, presentations (30 points maximum):**

(This includes 10 writing activities and homework assignments.)

### **Participation (20 points):**

This does NOT mean coming to class and being quiet. **In order to receive credit, you must participate by asking questions and offering input.**

### **Final exam (100 points):**

This is a cumulative final exam encompassing grammar and analysis.

**TOTAL POINTS POSSIBLE: 200**

**GRADING RUBRIC** to be used in evaluating all assignments.

THE WRITING:

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- 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
- 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
- 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
- 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.

### ENGL 100A COURSE SCHEDULE, SPRING 2016

#### Notes:

1. **Assignments and due dates are subject to change.** Such changes will be announced in class and via Canvas at least one class meeting in advance.
2. All reading assignments and homework are due the dates they are listed below. Come to class having completed any assigned homework and/or reading and be prepared to participate in class.
3. All reading assignments not in your textbook will be given to you in class. If you are not in class to receive the handout, you are responsible for finding the reading assignment in Canvas, printing it out, reading it, and bringing it to class.
4. Bring *Fast Food Nation* with you to class each day.
5. I will use Canvas to post announcements, assignments, and supplementary reading materials. You will also need to submit your out-of-class essays on Canvas.

Week 1	Orientation, In-class writing exercise, Ch.1-3 of <i>Fast Food Nation</i>
Week 2	Ch. 4-6 of <i>Fast Food Nation</i> ; analysis of chapters 1-3; elements of analysis.
Week 3	First draft of rhetorical analysis; analysis of Chapters 4-6; grammar structure, and formatting.
Week 4	Revision of rhetorical analysis; Ch. 7-8 of <i>Fast Food Nation</i> ; research; paragraphs and outlines (if necessary).
Week 5	Ch. 9-10 of <i>Fast Food Nation</i> ; analysis of Ch. 7-8, Final draft of rhetorical analysis. Group activity.
Week 6	Analysis of Ch. 9-10; investigative research; introduction to the power of various mediums as modes of communication;

Week 7	Analysis of two sources used in <i>Fast Food Nation</i> ; grammar and formatting; first draft of discipline investigation.
Week 8	Interviewing; research
Week 9	Interview presentations; final draft of discipline investigation
Week 10	Group activity; application of various mediums.
Week 11	Group activity; Oral presentations
Week 12	Oral presentations cont'd
Week 13	Overview and Review
Week 14	Final!

### **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 <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic calendar web page located at [http://www.sjsu.edu/academic\\_programs/calendars/academic\\_calendar/](http://www.sjsu.edu/academic_programs/calendars/academic_calendar/). The Late Drop Policy is available at <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 <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:

1.2.1 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:

1.2.2 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

1.2.3 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 100A 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) St. Dennis 10

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 <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 requesting accommodations must register with the Accessible Education Center <http://www.sjsu.edu/aec/> to establish a record of their disability. AEC's phone number is 924-6000.

5. Consent for Recording of Class and Public Sharing of Instructor Material University Policy S12-7, <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor's permission to record the course.

- "Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material."

- It is suggested that the syllabus include the instructor's process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
- In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- "Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent."

#### 6. Time commitment

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in University Policy S12-3 at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

#### 7. Accommodation to Students' Religious Holidays

San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See University Policy S14-7 at <http://www.sjsu.edu/senate/docs/S14-7.pdf>.

#### 8. SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook.

9. Expectations about classroom behavior; see Academic Senate Policy S90-5 on Student Rights and Responsibilities. (<http://www2.sjsu.edu/senate/s90-5.htm>).

10. 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. (<http://www2.sjsu.edu/senate/S04-12.pdf> and

academic dishonesty

[http://sa.sjsu.edu/download/judicial/Academic\\_Dishonesty\\_Policy.pdf](http://sa.sjsu.edu/download/judicial/Academic_Dishonesty_Policy.pdf)).

11. Evacuation plan for the classroom. See posted information in classroom.

12. SJSU Counseling Services

The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling Services website at <http://www.sjsu.edu/counseling>.