

San José State University
English and Comparative Literature
LLD/ENGL 100A: Writing Competency through Genres, Section 6
Fall 2020

Course and Contact Information

Instructor:	Helen Meservey
Office:	[FOB114] Virtual via Zoom for Fall 2020
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Office Hours:	11:30am-12:30pm (Pacific Time) Tuesday and Thursday and by appointment
Class Days/Time:	1:30-2:45pm (Pacific Time) Tuesday and Thursday
Classroom:	Online via Canvas and Zoom
Prerequisites:	ENGL 1B or equivalent; taken WST at least once without passing.
Canvas:	http://sjsu.instructure.com

Course Description

LLD/ENGL100A serves as alternative satisfaction of the WST requirement if passed with a C or better (C- or lower does **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.

This semester, our course is being conducted exclusively online—but don't worry that you'll be trapped on Zoom for hours every week. During conference weeks (see Course Schedule, below), class time will be devoted to one-on-one consultations. Other weeks, we may not meet as a class one of the days: for those times, you will find on Canvas instructional materials and assignments to complete at your convenience before our next class meeting.

Readings

Required

- *The Alchemist* (25th Anniversary Edition), by Paulo Coelho, available at Spartan Bookstore and elsewhere. ISBN: 9780062315007. You may use any other edition, though page numbers specified in assignments might not align.
- Other readings as assigned, available via course Files.

Recommended

- *Pocket Style Manual (8th Edition)*, by Diana Hacker, available at Spartan Bookstore and elsewhere. ISBN: 9781319057404
- *On Writing Well: The Classic Guide to Writing Nonfiction*, by William Zinsser, available via our Canvas course site; a print version of this book is available at Spartan Bookstore and elsewhere. Note: Campus bookstore has 30th anniversary edition, but you may find useful any of the many earlier editions. ISBN: 9780060891541

Course Goals

LLD/ENGL 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 5,000 words, including a rhetorical analysis, a report about writing in your chosen discipline, and five critical reflective journal entries on a book-length work of fiction and instructor-selected readings.

Course Learning Outcomes (CLO)

Upon successful completion of this course, students will be able to:

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

Technology

- **Canvas:** We will be using Canvas throughout this course. Login URL: <http://sjsu.instructure.com>. Please note that the URL should NOT have the “www” at the start of the address 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: your 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.
- **Zoom:** For fall 2020, Zoom is our classroom. [This same link](#) will connect you to class every week. [Get help with Zoom here.](#)

Course Requirements and Assignments

LLD/ENGL100A 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 14th 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 simply an entry ticket that allows you to submit your portfolio and take the final exam.

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.

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, pp. 6, 7). To receive a C or higher for this course, you must receive at least 70% out of 100% on your portfolio and final exam combined.

After the portfolio and final exam are scored, the instructor may choose to petition a low-pass portfolio or final exam for a higher score if she or he believes the score is inaccurate. To be considered for such a petition, the student must be in good standing in the course and have excellent, consistent participation in all classroom activities. Students who fail the portfolio may, on the recommendation of the instructor, have one more opportunity to revise during finals week.

Final Examination and Portfolio Submission

Thursday, November 19, 2020

University Credit Hour Requirement

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

Deliverables

Assignment	Description	Word count	Assessment
Rhetorical Analysis Essay	For this assignment, you analyze a piece of professional writing in your major or field or work, describing the rhetorical strategies that are used by the author and how these strategies contribute to the purpose of the document.	1,500	Maximum 25 eligibility points
Discipline Investigation Essay	For this assignment, you write a report about working in your major field. This report describes 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).	1,500	Maximum 25 eligibility points
Five Critical Reading Reflection Journals	During the semester, you will read a full length work of fiction, <i>The Alchemist</i> , and other readings selected by your instructor and respond to this reading in a series of required reflective journals. Most of these will be timed essays written in class. At the end of the semester, you will include these journals in your portfolio.	2,000	Maximum 25 eligibility points
Cover Letter	This is a 1-2 paragraph letter to readers of your portfolio in which you explain which of the two above assignments (RA or DI) is your best work and why.	200-300	Maximum 5 eligibility points
Homework, quizzes, and participation	Your instructor determines how to assign these points to your class work and participation (see pp. 2, 3, 6)		Maximum 20 eligibility points
	By the end of 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 for the course.		Maximum 100 points; minimum 70 points
Portfolio	The portfolio must include: <ul style="list-style-type: none"> • The Portfolio Checklist initialed and signed by both student and instructor (digital documents pending); • A clean, final draft of the cover letter – 200-300 words • A final, clean copy of two main assignments comprised of at least 3,000 words of revised, polished writing (see above); • First and intermediate draft of each of the two main writing assignments which show instructor's comments and/or a rubric marked by the instructor; • Five CRR journals. 	3,200 words of final, polished writing	Evaluated by two readers according to scoring rubric. Worth 70% of your grade.
Final Exam	An in-class, timed essay, common across all sections of 100A.	500 words	Scored by two readers according to scoring rubric. Worth 30% of your grade.

Determination of Grades

LLD/ENGL 100A is graded A-F only. CR/NCR is not an option, as “credit” in 100A does not satisfy the WST requirement: Grade C or higher fulfills this requirement. Further, no “incompletes” are given in this course. **To receive full credit, assignments must be completed on time by the posted due date. Please note that no unexcused late work will be accepted. If you cannot make a deadline, you must contact me BEFORE THE DUE DATE.**

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

4	<ul style="list-style-type: none"> • meets all expectations in rhetorical choices of 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 assignment.
3	<ul style="list-style-type: none"> • meets most rhetorical expectations of 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 assignment. • shows weak development and cohesion and/or inappropriate rhetorical choices. • shows accumulation of grammar and syntactical errors that interfere with reader’s understanding. • omits or misunderstands major parts of assignment.
1	<ul style="list-style-type: none"> • fails to meet rhetorical expectations of assignment. • fails to organize and develop ideas. • contains grammar and syntactical errors that seriously interfere with reader’s understanding. • fails to address 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

C- 66-69

D+ 62-65

D 58-61

D- 57 or lower

F Not eligible for portfolio and final exam

Serves as alternative satisfaction of the WST

Does not serve as alternative satisfaction of the WST

Classroom Protocol

Writing can be a solitary enterprise, but the critical thinking and habits of mind that go into such work can be developed and enriched in community. Thus, it is imperative that you attend every scheduled class session and participate in class activities and discussions. Class participation entails: (1) demonstrating that you've completed the readings, (2) contributing to discussions, and (3) completing in-class assignments. As this is an online course, the use of laptops, tablets, and phones may be used during class but only to participate directly in activities as assigned.

University Policies

Per University Policy S16-9 (<http://www.sjsu.edu/senate/docs/S16-9.pdf>), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on Syllabus Information web page (<http://www.sjsu.edu/gup/syllabusinfo>), which is hosted by the Office of Undergraduate Education. Make sure to visit this page to review and be aware of these university policies and resources.

IMPORTANT COURSE POLICIES

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 LLD/ENGL 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. <https://libguides.sjsu.edu/plagiarism/how-to-avoid-plagiarism>

Student Resources

Library Liaison

Peggy Cabrera

Phone: 408.808.2034

Email: peggy.cabrera@sjsu.edu

SJSU Peer Connections

Please see the [Peer Connections web page](https://peerconnections.sjsu.edu/) at [https://peerconnections.sjsu.edu/] for virtual support during the Fall 2020 semester.

Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while learning to successfully navigate their university experience. You are encouraged to take advantage of these services, which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to small group, individual, and drop-in tutoring for a number of undergraduate courses, Peer Connections offers consultation with mentors on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is available in three locations: SSC, Room 600 (10th Street Garage, corner of 10th and San Fernando Street); on 1st floor entrance of Clark Hall; and in Living Learning Center (LLC) in Campus Village Housing Building B. Visit the [Peer Connections website](http://peerconnections.sjsu.edu) at http://peerconnections.sjsu.edu for more information.

SJSU Writing Center

Please see the [SJSU Writing Center web page](https://www.sjsu.edu/writingcenter/) [https://www.sjsu.edu/writingcenter/] for virtual support during the Fall 2020 semester.

The SJSU Writing Center now has two locations: Writing Specialists conduct drop-in tutoring sessions in **Clark Hall, Suite 126** and hold regularly scheduled tutoring sessions on the **second floor in the MLK Library**. 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](http://www.sjsu.edu/writingcenter) 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. Note: You need to have a QR Reader to scan this code.



SJSU Counseling Services

Please see the [SJSU CAPS \(Counseling and Psychological Services\) web page](https://www.sjsu.edu/counseling/) [https://www.sjsu.edu/counseling/] for virtual support during the Fall 2020 semester.

The SJSU Counseling Services is located in the Student Wellness Center, 3rd Floor, Room 300B, (corner of 7th and San Carlos St., across from the Event Center). 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](http://www.sjsu.edu/counseling).

LLD/ENGL 100A: Writing Competency through Genres, Section 6

Spring 2020 Course Schedule

Schedule below subject to change; any updates will be communicated with fair notice in class and via Canvas.

<i>Week</i>	<i>Date</i>	<i>Tuesday</i>	<i>Thursday</i>
1	8/18-20	<i>Pre-instruction activities – no class</i>	Course introduction
2	8/25-27	Journal 1: Diagnostic	Introduction to key concepts: discourse communities, rhetorical analysis, and genres
3	9/1-3	Rhetorical Analysis assignment (RA)	Rhetorical analysis Rhetorical triangle Discuss <i>The Alchemist</i>
4	9/8-10	Discourse Communities and Genres What employers expect	Prep for Journal 2 Discuss <i>The Alchemist</i>
5	9/15-17	Journal 2	PEER REVIEW WORKSHOP: First draft of Rhetorical Analysis
6	9/22-24	CONFERENCES: Second Draft of Rhetorical Analysis No class meeting	CONFERENCES: Second Draft of Rhetorical Analysis No class meeting
7	9/25-10/1	Introduction to Discipline Investigation (DI)	DEADLINE: Semi-Final draft of Rhetorical Analysis Discuss <i>The Alchemist</i>
8	10/6-8	Halfway! Prep for Journal 3	Journal 3
9	10/13-15	Prep for Journal 4 Finish <i>The Alchemist!</i>	Journal 4
10	10/20-22	PEER REVIEW WORKSHOP: First draft of Discipline Investigation	CONFERENCES: Second draft of Discipline Investigation No class meeting

<i>Week</i>	<i>Date</i>	<i>Tuesday</i>	<i>Thursday</i>
11	10/27-29	CONFERENCES: Second draft of Discipline Investigation No class meeting	DEADLINE: Semi-final draft of Discipline Investigation Portfolio cover letter
12	11/3-5	Prep for Journal 5 Cover letter	Journal 5
13	11/10-12	PEER REVIEW WORKSHOP: Cover letter draft Prep for Final Exam	WORKSHOP: Portfolio
14	11/17-19	Eligibility notifications Prep for Final Exam	DEADLINE: Portfolio Final Exam Last class
15	11/24-26	No more regular 100A class meetings	Thanksgiving Holiday Campus Closed
16	12/1-3	No more regular 100A class meetings	
	12/8 or later	RESULTS CONFERENCES PORTFOLIOS RETURNED TO STUDENTS	
		Congratulations! Enjoy your year-end break.	