

ENGLISH 161

# Instructor Information

Instructor: Patricia Graves

Classroom: 301

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Office Phone: (440) 204-1701 Ext. 318

Office Hours: 8th period and 2:30-3 pm daily

# Course Information

English 161 equals three college credit hours and one high school credit. This course is delivered in the classroom and meets daily for 50 minutes. The following course components are available in Canvas: Syllabus and Grades

**REQUIRED TEXTS AND TECHNOLOGY**

The Language of Composition (BFW Publishers) (Print and Digital Access)

Purdue Owl for MLA/APA Support

**CATALOG DESCRIPTION**

An introduction to fundamental college-level skills in academic reading and writing. Summary, analysis, synthesis and research documentation are emphasized, along with critical thinking and collaborative learning. *English Core Course*

**COURSE DESCRIPTION**

College Compositionis an holistic approach to the study of critical thinking, reading and writing through the development of student writing communities, collaborative teaching/learning, and intensive skills building, including an introduction to the research process. Completion of ENGL 161 and ENGL 162 fulfills the requirement for freshman composition.

**TOPICAL OUTLINE**

1. Reading: Advanced strategies for critical thinking, evaluation and response; increased emphasis upon disciplinary perspectives and interpretation
2. Writing: Designing, drafting, editing, revising from paragraphs to essays, including summary, analysis, synthesis, critique, argument
3. Research: Search strategies for gathering primary and secondary sources critical evaluation of sources; standard documentation styles and conventions for presentation

**MAJOR ASSIGNMENT TYPES**

* Summary/Response
* Analysis
* Analysis/Synthesis
* Literary Analysis/Interpretation
* Final Exam (In-Class Essay)

**ADDITIONAL ASSIGNMENTS**

* Drafts/Revisions of all assignments
* Quizzes
* Homework
* Class Participation / Collaboration
* In-Class writing assignments

## grading procedures

**GRADING POLICY**

Per LCCC, ninety percent of your semester grade must be derived from essay/writing assignments.

**GRADING SCALE – NO PLUSES/MINUSES APPEAR ON YOUR LCCC TRANSCRIPT**

| Grade | Range |
| --- | --- |
| A= | 90 – 100 (%) |
| B= | 80 – 89 (%) |
| C= | 70 – 79 (%) |
| D= | 60 – 69 (%) |
| F= | 59 and less (%) |

## Course policies

**STUDENT ACCEPTABLE BEHAVIOR**

In all things related to this class, you must conduct yourself in a mature and professional manner. We will be engaging in academic discourse, which requires you show respect to others’ work, opinions, and ideas.

**STUDENT INTERACTION AND PARTICIPATION**

During the course of the semester, students are expected to contribute to class discussion which may include discussion of reading and analysis of writing. Furthermore, we will often be evaluating student work in class, both as a whole class and in small groups, you must be an active and helpful participant in that process. Be aware that your writing might be under discussion by your classmates.

**STUDENT CODE OF CONTACT - LCCC**

This classroom will maintain an environment conducive to academic pursuit and achievement, as outlined in LCCC’s Code of Conduct. Students are expected to adhere to the rules, regulations, and policies set forth in this Code, especially those related to academic misconduct and/or dishonesty, plagiarism, and classroom behavior. The complete Code of Conduct is available online at <https://www.lorainccc.edu/policies/campus-policies/code-of-conduct/>

**LATE WORK**

This is a college course, which means that all DUE DATES STAND. Assignments are due even if you have an excused absence unless I have received notice from you BEFORE class (an email or voicemail is fine.) then I will consider allowing an assignment to be turned in after the deadline. If you have extenuating circumstances, please contact me before an assignment is due.

**ATTENDANCE POLICY**

Attendance is crucial for success in a college course. This is an interactive writing course which relies on collaboration for much of the writing process, and in order to reap the full benefits of this learning community, absences should be limited to only the absolutely necessary. If you know you are going to be absent, please speak with me in advance. If you are unexpectedly absent, consult our schedule on Google Classroom and stay current with the work.

**POLICY ON PLAGIARISM**

All academic work submitted by a student to the instructor is expected to be a result of the student’s own thought, research, or self-expression. When a student submits work purporting to be his or her own, but which in any way borrows ideas, organization, wording, or anything else from another source without appropriate acknowledgement of the fact, the student is guilty of plagiarism. In any case in which a student is unsure about a question of plagiarism involving written work, he or she is obliged to consult the instructor on the matter before submitting the work. The penalty for plagiarism will ordinarily be a zero on the assignment for each student involved. This may result in failure of the course.

**TWO WEEK ATTENDANCE REPORTING**

On or before September 17, I must report attendance in this course to LCCC. If you plan to drop without penalty, you must do so by that date.

**FAMILY EDUCATION AND RIGHTS PRIVACY ACT (FERPA)**

FERPA guarantees your academic progress remains confidential between you and your professor. Under FERPA, your professor may not disclose your educational records to any other person, including your parent/guardian, without your written consent.

**ACCESSIBILITY ACCOMODATIONS**

LCCC strives to make all learning experiences as accessible as possible. If you require accommodations because of a disability, please let me know immediately so we can privately discuss options. To establish reasonable accommodations, I will request that you register with Accessibility Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. [Accessibility Services](https://www.lorainccc.edu/accessibility-services/) is located in the College Center, room 234, and can be reached at (440) 366-4058 or accessibility@lorainccc.edu.

**ACCESSIBILITY STATEMENTS FOR COURSE TECHNOLOGY**

LCCC is committed to maintaining a fully accessible digital learning environment. Please find the accessibility statements for course technologies below.

[Canvas Accessibility Statement & VPAT](https://www.canvaslms.com/accessibility)

[Microsoft Office Accessibility Statement](https://www.microsoft.com/en-us/accessibility#microsoft)

[Google Products Accessibility Statement](https://www.google.com/accessibility/initiatives-research.html) (i.e., Google Docs, Drive, YouTube, etc.)

**WITHDRAWALS AND FAWS**

According to LCCC’s Withdrawal policy, the last day to withdraw from a regularly scheduled semester class is Friday of the 12th week of the semester. A withdrawal form must be completed in its entirety and the completed form submitted to the Enrollment, Financial and Career Services division for processing. Withdrawal from the College consists of withdrawing from all enrolled courses. Students who withdraw from all courses cease to be LCCC students for the semester from which they have withdrawn.

A student who stops attending any class without following the withdrawal procedure continues to be enrolled with the exception of those students who have been issued a Failure Administrative Withdrawal (FAW) grade. For withdrawn classes, a grade will be assigned and no refund of instructional or of any other fees will be considered.