

Ocean County College

School of Language and the Arts

ENGL 091 – Reading & Writing I

# Dr. T. Madison Peschock

# Semester: Fall 2015

**Office:** Russell 228

**Office Phone:** 732-255-0400 ext. (If not in, leave a message)

**English Dept:**  732-255-0400 ext. 2097

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**Office Hours:** (Mon/Thurs 1-2, Tues/Fri 2-3 and Wed 9-10) & by appt.

**Sections, Days:** (Sections 1 Mon/Thurs 8-9:40, and section 5 10:00-11:40)

**NOTE:** Do NOT email me through E-companion. Please use outlook in Ocean Cruiser.

**CATALOG DESCRIPTION**: This course is required for students whose placement test results indicate they need to develop their reading and writing skills before beginning college-level coursework. While some attention will be paid to improving study skills, the focus in this course is on improving students’ vocabulary and reading comprehension as a means for improving their ability to express ideas in writing. The course recognizes the organic connection between reading and writing**:** students will read a text and then write about it as preparation for the kinds of reading and writing they will do in their other college courses. A minimum grade of “C” must be earned to progress to the next course in the composition sequence.

**REQUIRED TEXT and OTHER MATERIALS:**

* Langan, John and Zoe L. Albright. English Skills with Readings Ninth Edition. New York:

McGraw Hill, 2014. Print.

* Notebook
* Flash Drive
* Blue/Black Pens, pencils
* 2-pocket folder for writing assignments and 1 for handouts
* Mini stapler
* A printer at home OR a go print card with money on it to print papers

**COURSE OBJECTIVES:**

1. Develop an outline for a writing assignment. Write coherent, unified, and well-organized short paragraphs following an outline or invention document.
2. Accurately and clearly identify a thesis and supporting details from course readings and writings.
3. Demonstrate ability to use college-level vocabulary.
4. Recognize and use standard sentence structure, grammar, and punctuation.
5. Use functional editing skills to revise paragraphs
6. \*Read college-level material with improved perspectives with increasing critical capability.
7. \*Respond to others’ spoken or written perspectives with increasing critical capability.
8. \*Demonstrate improved study skills and attitudes (purposeful reading, note-taking, assignment planning, time management, test-taking, etc.)

**NOTE:** \*The skills noted with an asterisk will be assessed through classroom assignments rather than through the institutional assessment of the course.

**POLICIES AND PROCEDURES**

**PLAGIARISM:**

Plagiarism is the use of another writer’s words or ideas without disclosure of the source. All essays and papers submitted by students for credit in English courses at Ocean County College must make honest and full disclosure of any sources used, including but not limited to books, print articles, films, and other media, the Internet, and professional or non-professional co-writers. Failure to make full disclosure of sources will subject students to penalties prescribed by Plagiarism policy #5180. See the current student handbook for further explanation. If a student is caught copying information directly from the internet and pasting the information in papers without citing or giving credit to the source, he/she will FAIL THE COURSE.

**ABSENCE AND LATENESS:**

Class participation and preparedness are essential components to any course. Students that miss classes will significantly lower their grade. It is not necessary to inform me of expected absences in advance; however, it is good practice to do so. (Please email me if you are going to be absence, and be responsible and ask what you will miss and what will be due the next class). Missing one to three classes will lower your participation grade; missing four to six classes will lower your final grade for the course a full letter grade; missing seven or more classes will result in failure of the course. Class will begin promptly at the start time. **It is imperative that you arrive to class on time.** Three times late will equal one absence. Habitual lateness will be reflected in lowered participation grades or, in egregious instances, counted as an absence. Attendance in lab is mandatory and recorded. Failure to attend lab may result in a failing course grade. You may miss 4 courses for whatever reason. Once you miss 5 absences, you will lose 10 points per miss. **Once you miss 6 absences you will be automatically dropped from the course.**

**LATE ASSIGNMENT POLICY:**

Submitting assignments by or before the assigned due date is an essential element in ensuring student understanding of the concepts covered. **Absenteeism cannot be used as an excuse** for not handing in an assignment on time or not being prepared for the next class. LATE homework will not be graded or given credit. **Home work is DUE ON THE DATED LISTED IN THE SYLLABUS**, even if you are absent. It is the responsibility of the student to acquire the make-up work that he or she has missed. Check our course schedule daily. If it is on the syllabus, stated verbally by me in class/posted on the board and/or posted in the course, you are responsible to have the assignment completed. Essays turned in late without a previously arranged extension, will be dropped a full letter grade. (Extensions are only given in dire emergencies and proof will be required).

**COURSE ASSIGNMENT POLICIES:**

**HOMEWORK:**

* All textbook work MUST be completed by the date listed on the syllabus or stated by me verbally. I DO NOT accept late work. If you are absent from class on the day something is due, you should email me the work OR hand it in at the beginning of the very next class period.

**THE WRITING CENTER WORKSHOPS:**

Students will be required to attend one workshop held by the Writing Center. This will count towards a student’s class participation grade. Students may attend other workshops for additional help and extra credit.

**HELPFUL INFORMATION:**

* Individual conferences can be scheduled at any time to review your progress. Contact me by email or at ext. 2274
* Keep all returned work in a separate folder—not the folder you turn essays in.
* Keep all typed assignments saved on a flash drive, which you need to bring with you to each class and lab meeting.
* If school closings occur due to weather or other conditions, you are responsible to follow the “Announcements” that will be posted within our course. All assignments will be required the day class resumes.
* In the event that I am absent, you will be emailed as soon as possible and an announcement will be posted containing instructions regarding assignments and course work.

**CIVILITY STATEMENT:**

Ocean County College defines civility primarily as the demonstration of respect for others, basic courtesy, reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment in which to learn and to work. [See [www.ocean.edu/civility.htm](http://www.ocean.edu/civility.htm)]

The Trustees of the College and the College Administration set the tone for civil behavior through their professional conduct and through their leadership of the institution. All members of the college community create a positive environment characterized by considerate and principled conduct.

While no civility statement can guarantee considerate and principled conduct, the values set forth herewith represent institutional ideals and should serve as guide posts:

1. Respect for the work of all persons
2. Courteous discourse (oral, verbal, non-verbal and electronic)
3. Honest interactions and utterances
4. Fair and just treatment
5. Integrity and keeping promises
6. Commitment to the community college philosophy: Access, transfer, career preparation, workforce development, partnering, and community outreach. (<http://www.ocean.edu/welcome/mission_vision.htm>).
7. Open professional communications
8. Diversity, professionalism, and collegiality
9. Free expression of views without meanness or a desire to do harm
10. Tolerance of differing points of view
11. Zero tolerance for any forms of cyber stalking, cyber bullying, or cyber sexual harassment (see the Attorney General’s letter).
12. A culture of honor that enhances our students’ ethical and moral development and clearly communicates and consistently adheres to the definitions of and sanctions for academic dishonesty.

These ideals are consistently modeled by those in leadership positions in the administration, staff, faculty, and student body, and should provide direction for all members of the college community.

**CLASSROOM CONDUCT:**

* All cellular phones and electronic devices are to be turned off, and all headphones are to be removed while class is in session. Anyone caught texting or listening to music, playing games during class will receive a zero for the day for class participation AND you may be asked to leave class.
* Be aware that during class discussions you are responsible to conduct yourself in a professional and academic manner. Your means of communicating to each other through ideas and suggestions for improving work will be part of your class participation grade.
* CHEATING will NOT be tolerated. Cheating will result in a ZERO for all parties involved. Depending on the severity of the offense you may fail the course. If entire papers are copied or plagiarized you will FAIL the course.
* Talking excessively among each other about non-class topics, or using cell phones during a quiz or exam will result in a zero.
* Disruptive behavior **will NOT be tolerated**. I will warn you 1 time. A second offense will result in the student being moved up to the front of the room permanently. The third offense will result in the student being asked to leave the class/withdrawn from the class.

**CAMPUS RESOURCES and SERVICES:**

Tutoring is available in the Writing Center for writing assignments in all subject areas, not just English courses, and in the Mathematics Tutoring Center. Tutoring information for all other subjects can be found on the Tutoring page on the college website.

**STATEMENT OF ACCOMMODATION:**

If there is any student in this class who has special needs because of learning disabilities or other kinds of disabilities, please feel free to come and discuss this with me, or you may also discuss this with a staff member in the Center for Academic Excellence.

**DISCLAIMER:**

Individual faculty members may make reasonable changes to this course outline exclusive of course requirements, course calendar, and grading procedures. ALL individuals should not assume that anything received, sent, or stored in this course or in any course is private. Students’ written work, assignments, and test results may be used anonymously for college assessment purposes. Course content, support materials, and communications (including chats, discussions, emails, and any other forms of communication) may be used for quality assurance purposes by authorized college administrators.

**IMPORTANT NOTES:**

Ocean Cruiser is the official email communication for students at OCC: ([firstname\_lastname@occ.mailcruiser.com](mailto:firstname_lastname@occ.mailcruiser.com))

* All email correspondence for this course MUST take place within the course online.
* Failure to pay for a course may result in your being dropped for non-payment.

**USEFUL OUTSIDE RESOURCES:**

* It contains numerous interactive exercises to help you strengthen areas of grammar, spelling, sentence mechanics and research skills: <http://owl.english.purdue.edu/>

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**GRADING:** Percentage Points

Quizzes 20% 200 points

3 guided paragraphs 15% 50 pts each = 150 pts

Class activities, participation & conference 20% 200 points

Midterm 10% 100 points

2 newspaper summaries 10% 50 pts each x 2 =100

Class participation & homework 5% 50 points total

Final ILP portfolio 20% 200 points

**Final Grades will be totaled and grades assigned using the following grading scale:**

**900-1000 = A**

800-899 = B

700 – 799 = C

600 -699 = D

599 and below = F

**Have an Interesting, Stimulating, and Great Semester!**

