

Course Information

Course: English 111
Section: Y84N (Hybrid)
Semester: Fall 2017
Date/Time: Fridays 11:00AM – 1:55PM
Location: CC Building, Room 109

Instructor Information

Name: Bret Nye
Email: bnye@nvcc.edu
Office Location: CT Building, Room 233

Office Hours

Type	Day	Time	Location
Walk-In	MW	11:30-12:30PM	CT 233
Appointment (online or in-person)	Any	Anytime, just make an appt. with me	

Course Description

This course will introduce you to critical thinking and the fundamentals of academic writing. Through the writing process, you will learn to refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay.

Course Objectives

Upon successful completion of this course you will be able to:

- produce an effective essay through an organized and coherent process.
- explain, describe, and inform in expository writing and identify the purpose of the mode of argument in persuasive writing.
- analyze and investigate ideas and present them in well-structured prose appropriate to a particular purpose and audience.

Recommended Pre-requisites

You qualify for this course by:

- achieving appropriate scores on placement tests, SAT, IBT or ACT;
- having satisfactorily completed required ENF English courses; or
- having satisfactorily completed required ESL courses.

Course Textbooks

There are two required texts that you will need to purchase or rent for this course:

- Matthew Parfitt's *Writing in Response*, Second Edition
- Diana Hacker and Nancy Sommers' *Rules for Writers*, Eighth Edition with tabs

Weekly Learning Activities/Assignments

Week	In-Class Assignments/Activities	Online Assignments/Activities	Due Date
Week 1 (10/18-10/20)	-Introductions, Syllabus, Hybrid Course Elements, Blackboard -Reading and Writing Inventory -Close Reading Follow-Up /Annotation Activity	Module 1 - Close Reading an Essay	Oct. 20, 11AM
Week 2 (10/23-10/27)	-Close Reading -Expository Writing	Module 2 – Analyzing a Text -Close Reading Analysis Essay Final Draft (due by Monday, Oct. 30 by midnight)	Oct. 27, 11AM
Week 3 (10/30-11/3)	-Composing an Essay: Style, Structure, Organization -Introduction to MLA Style and Documentation	Module 3 – Expository and Exploratory Writing -Personal Expository Essay Rough Draft -Personal Expository Essay Final Draft (due Tuesday, Nov. 7 by midnight)	Nov. 3, 11AM
Week 4 (11/6-11/10)	-Practice with Argumentative Writing -Argumentative Styles -Counterarguments/Viewing All Sides of an Issue	Module 4 – Introduction to Argument -Public Issue Argumentative Essay Rough Draft	Nov. 10, 11AM
Week 5 (11/13-11/17)	-Final Words on Argument/Uses in Research Writing -Introduction to Research Methods -Library Research/Academic Research -Evaluating Sources	Module 5 – Writing Argumentatively -Public Issue Argumentative Essay Final Draft (due by midnight)	Nov. 17, 11AM
Week 6 (11/20-11/24)	NO FACE-TO-FACE CLASS THIS WEEK (Thanksgiving Holiday)	Module 6 – Introduction to Research	Nov. 27, Midnight
Week 7 (11/27-12/1)	-Peer Review and Options for Instructor Meetings on Research Project	Module 7 – Academic Research -Annotated Bibliography -Exploratory Research Essay Zero Draft/Prospectus	Dec. 1, 11AM
Week 8 (12/4-12/8)	-Revision and Editing -Presenting a Research Project/Report -Evaluations	Module 8 – Revision and Editing -Exploratory Research Essay Final Draft (due Tuesday, Dec. 12 at 5pm)	Dec. 8, 11AM
Friday, December 15 (10:00AM)	Exam Period – Presentation of Research Projects	Materials for Research Project Presentation	Beginning of Exam Period (12/15, 10:00AM)

Assignments

Close Reading Analysis Essay

The Close Reading Analysis is a formal essay that features an extended close reading analysis that you'll perform on a written text of your choice. This three-page essay will begin with your close, textually-analytical reading of this text you've chosen, then you'll develop your questions and interpretations about the text through rereading and further study of the text, and finally you'll report and write up your analysis in an essay format.

This essay will be worth 10% of your overall grade, and will be due on Monday, October 30 at midnight.

Personal Expository Essay

The Personal Expository Essay gives you an opportunity to practice two traditional styles of essay-writing in one assignment: the personal, narrative essay and the formal expository essay. Though you will probably be familiar with each of these essay styles, we will look at various interesting and genre-bending examples in (and out of) class to expand upon your notions of the informational, expository essay.

This essay will be worth 15% of your overall grade, and will be due on Tuesday, November 7 at midnight.

Public Issue Argumentative Essay

This essay assignment will ask you to choose a public issue of your choice (narrowed down by certain parameters that I'll set ahead of time, such as the issue's region of interest, the part of society/culture/demographics affected by the public issue, etc.) and write a well-structured, well-composed argumentative essay about it. This assignment will require some very preliminary research and a developed sense of how to write effectively using argumentative modes.

This essay will be worth 20% of the overall grade, and will be due on Friday, November 17 at midnight.

Exploratory Research Essay

The final major essay assignment in the course will be the Exploratory Research Essay, which will require you to choose a research question to spend a couple of weeks on and perform academic research on, using the university's library resources and tools for academic research that we'll build through the final weeks of the class.

This essay will be worth 25% of the overall grade, and will be due on Tuesday, December 12 at 5pm.

You can also find the due dates for each of these major essay assignments in the course schedule above. And for each of these assignments, I'll also provide a detailed sheet of guidelines discussing my expectations for the assignment, as well as a rubric specific to each essay, when we come to that assignment during the semester.

POSTING OF GRADES

Students' assignments will be evaluated within a week, and grades posted to Blackboard within two weeks of the assignment due date.

Revisions

Everyone will have the option to revise one of their essays from the semester for a better grade, if they wish. We will discuss revision as an important aspect of composition and academic writing in class, but I also strongly suggest you meet with me, either in the office or through an online meeting, to discuss an effective approach for your revision before

you hand the essay back in. Revisions also must be accompanied by a page-long reflection detailing your strategy for revising the piece. Revisions can be submitted to me at anytime, but I will stop accepting them at the beginning of our exam period, Friday, December 15 at 10 a.m.

Hybrid Activity Details

Each week, you will have a new module to complete. These will serve as additional online, self-directed and self-paced learning experiences, or additional “classes,” complete with various readings, collected websites or other links for reference and further reading, short writing assignments, and prompts for your response on the discussion forum on Blackboard. You will always be expected to respond to your classmates’ responses on the discussion forum in addition to composing your own responses and short writing activities/assignments. We will also carry out half of our peer review sessions through these weekly assignment modules (and we’ll finish our peer review sessions in the classroom on Fridays). Finally, many weekly modules will ask you to complete a rough draft of a major essay assignment, or a short, preliminary assignment that will lead later to the major essay assignment that it’s connected with (i.e., an annotated bibliography) that we can then look at in groups during our classroom time on Fridays. These weekly modules will be due by the beginning of our in-class time each Friday, at 11AM. The completion of these eight modules will, in total, make up 20% of your overall grade for the course.

In-Class Participation

You will also be graded on your in-class participation during our in-class sessions on Friday mornings. Your participation will be made up of many small grades given to in-class writing and group work activities, peer-review sessions we’ll hold during class, and general participation during class sessions. The in-class participation grade makes up 10% of your overall grade for the course.

Most of these in-class writing and group activities can be made up for half credit. You will have to complete them on your own time and let me know when you’ve submitted them to Blackboard, so that I can grade them for participation points. In some cases, certain activities that require your in-class presence, such as peer-review sessions, cannot truly be made up. Please let me know if you’ll be missing class, so that you can stay caught up with the rest of the class as we go through the semester.

Assessment and Grading Scale

Assessment	Points	Total Points	Percentage		
Close Reading Analysis	100		10%		
Personal Expository Essay	100		15%		
Public Issue Argumentative Essay	150		20%		
Exploratory Research Essay	150		25%		
Weekly Modules	400 (50 per module/week)		20%		
In-Class Participation	100 (total for semester)		10%		
		1000 Total Points			
				Grading Scale	
				A	900-1000
				B	800-899
				C	700-799

				D	600-699
				F	599 and below

Academic Dishonesty

Academic Dishonesty **will not** be tolerated. Academic dishonesty includes cheating, plagiarism, and other forms of dishonorable conduct. Penalties can range from failing grades (on an assignment, an exam, or the course) to being referred to the Dean of Students for further disciplinary action, including possible expulsion from the college.

Students involved in cheating will receive a grade of “F” on the activity during which cheating occurred and may fail the course.

Please read the section titled *Student Conduct, Rights, and Responsibilities: F. Academic Dishonesty* in the **Student Handbook**.

Academic dishonesty, as a general rule, involves at least one of the following acts:

1. Cheating on an examination or quiz; including the giving, receiving, or soliciting of information and the unauthorized use of notes or other materials during the examination or quiz.
2. Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.
3. Substituting for another person during an examination or allowing such substitution for one’s self.
4. Plagiarism. This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one’s own work. This includes any submission of written work other than one’s own.
5. Collusion with another person in the preparation or editing of assignments submitted for credit, unless such collaboration has been approved in advance by the instructor.
6. Knowingly furnishing false information to the College; forgery and alteration or use of College documents or instruments of identification with the intent to defraud.
7. Using materials from former assignments within your current assignments due for this course.

Minimum Technology Requirements and Skills

This course includes both classroom and online meetings. A portion of this course is delivered via the World Wide Web in lieu of traditional classroom hours. Students must have access to the Internet and access to Blackboard. A hybrid class requires additional work outside of the traditional lecture period. To that end, you will complete a series of assignments, one per week, which will take you about the same amount of time as you spend in class. This will require you to have access to a computer and reliable, preferably high-speed, Internet connection, and you should also expect to bring a laptop or tablet with you to our class sessions on Fridays as well (if you don’t have a laptop, we can work out another arrangement). Students should also have MS Office, which you can access for free through NOVA if you don’t already have it. We will use Microsoft Word specifically in this class, so you will need to have a basic working knowledge of this software for use in English 111.

Important Dates

Second 8-Week Session (Please visit [NOVA Academic Calendar](#) for further information)

Classes begin	October 18
Last day to drop a class with a tuition refund or change to audit (census date)	October 24
Last day to withdraw without grade penalty	November 27
Last week of classes	December 4-8
Final exam period for this course	Friday, December 15 at 10:00AM
Final exams end	December 17

Course Policies

- **Instructor/Student Communication Policy**

The **primary** means of communication outside the classroom between the Instructor and the student is via Blackboard Announcements and e-mail. Students should check Blackboard and their e-mail daily for any communications from me. Failure on the part of the student to check Blackboard and e-mail on a regular basis is not an excuse for missed /late assignments or exams. **My turn-around time to respond to messages and e-mails is 24-to-48 hours Monday through Friday, and not quite that quickly, necessarily, on weekends.**

Instructors receive a significant number of e-mails from students over the course of the semester. To specifically identify the course in which the student is enrolled, all e-mail from the student ***must include the course and section number*** (e.g., ACC211-000) in the **Subject** of the e-mail.

I will email you at the email address on my class list which is your VCCS email address. If you do not check this address frequently, I would recommend you set it up for automatic forwarding to an email address you do check more frequently. When emailing the instructor, always send email from your VCCS email address.

- **Attendance Policy**

This is a hybrid course where 50% of the coursework assignments are completed online. Students are expected to perform at least nine (9) hours of coursework per week to complete coursework expectations. **Students are required to log onto Blackboard at least three times a week**, to ensure awareness of assignment updates, coursework modifications and weekly announcements. Regular attendance is expected and an attendance record will be maintained for each class. Students who fail to attend class during the first 25 percent of the course will be administratively withdrawn from the course for failure to attend and make satisfactory progress in the course.

Absences will affect your grade due to your lack of participation in class/group discussions, which is necessary for you to be successful in this type of course. Arriving on time for class must be observed to maximize your benefits from course activities and to minimize disruption to the other students. Late arrival to class will have a negative impact on the class participation grade. Students missing more than thirty percent of the scheduled classes without an excused absence will receive zero points for the class participation grade. And keep in mind, class absences do not excuse you from meeting assignment due dates, or from making up in-class or online homework and discussion forum activities.

- **Turning in Assignments/Late Assignment Policy**

We will be using the class Blackboard site to turn in all of our major assignments and their rough drafts, and all of our homework activities/reading responses/peer critiques/etc. for that matter. For all of our major writing assignments, please attach a Microsoft Word document where the assignment is posted on the Blackboard site ("Assignments" tab). I will go over this process in class so that no one is confused about this procedure. Please double-space all Word documents, and format them in a readable 12-point font.

Of course, if the Blackboard site provides you with trouble you can always email the assignment to me directly at bnye@nvcc.edu. If all technology fails, then you need to get a hold of me in some way. Issues with Blackboard or email or technology in general will not be accepted as an excuse for an assignment not being turned in on time.

For the major essay assignments, they will be downgraded by 5 percentage points per day that they are submitted late. So, if I gave you an 85% on an essay that you turned in, but you turned it in two days after the assignment deadline, you'd lose 10 percentage points for that, giving you a final score of 75% (C) on the assignment. Extreme circumstances regarding the reason for assignments being turned in late will be considered, most certainly, but you need to contact me and tell me the reason the assignment will be/has been turned in after the deadline.

As for the modules, these will all of course be due on a weekly basis in Blackboard. Most of these assignments can be turned in late, for half-credit. Certain activities that require some amount of in-class participation, such as peer-review writing or addendums to in-class group work, can either be made up for half-credit or cannot really be made up late. Please let me know if you'll be missing our face-to-face class during any week of the semester, so that you can stay caught up.

- **Cellphones, Smartphones, Laptops and Other Electronic Devices**

I expect professional, courteous and considerate behavior from the students in both the physical and "online" classroom. This relates to the use of technology during our face-to-face class sessions, which will be an integral part of the learning and working experience of each class period. Laptops and tablet devices are necessary, and smartphones are allowed for backup academic use, but clear misuse of these learning tools during class will result in me asking you to put them away.

- **Student Professionalism**

All students are considered adults and will conduct themselves in a professional manner at all times. Please read the section titled ***Student Conduct, Rights, and Responsibilities: B. Student Conduct*** in the Student Handbook.

- **Netiquette**

"Netiquette" is an abbreviation for "Internet etiquette" – simply, basic rules of the road for the "Information Superhighway." Online learning involves much communication using email, bulletin boards, chats and other methods.

Anonymity – While anonymity is often, and justifiably, desired in many Internet communications, maintaining your identity is essential in an online course. If at any time you have concerns about your privacy in an online course, please let your instructor know. Make sure you include your name on all your emails as some messaging systems will not include this and many email addresses do not indicate the name of the sender.

Brevity – Very few people want to read long messages. Other than for special situations, try to keep most of your communications brief and to the point. Others will thank you, and you'll be equally grateful to everyone else.

Communication – Use the Subject Line. Make your entry in the Subject Line concise and informative. Focus on one subject per message and always include a pertinent subject title for the message; that way the user can locate the message quickly. Include your name at the bottom of email messages. Be careful when using sarcasm and humor. Without face to face communications, your joke may be viewed as criticism.

Emoticons – Emoticons are simple sideways faces, also known as smileys. Here are a few examples:

:) happy face
:(unhappy face
;) wink

Inappropriate material – Suggestive or pornographic content or links do not belong in online courses, nor does anything promoting hatred or discrimination.

Large files – Avoid sending unnecessarily large files and attachments. Many of those cute screen savers and computer games circulated via email place a heavy load on email systems and create large downloads, particularly for those who are on slower modems or using older computers. They often may also carry malicious content such as viruses.

Privacy – It is simple to forward a message you have received from someone else. However, unless it is clear you have their permission to do so, check first. This is particularly important when you post a private message sent to you from someone else to a public bulletin board or email list.

Readability – Try to format your messages with lots of breaks and headings. One long paragraph that fills someone's full screen with no breaks will very likely not be read. Watch for errors: a careful read as well as a spell-check will solve most problems--lots of mistakes are extremely annoying.

Shouting – What is shouting? THIS IS: TYPING A MESSAGE IN CAPITAL LETTERS IS TYPICALLY UNDERSTOOD AS THE EQUIVALENT OF SHOUTING AT SOMEONE. It is perceived as rude and will usually result in a request by others to "Stop yelling" or worse, a "flame"--a flurry of angry responses that will bombard your email inbox.

Adapted from <http://www.jibc.bc.ca/onlineLearning/online/online/net.htm>.

Student Support Resources

- **IT Helpdesk**

The IT Help Desk provides first-level technical support to all faculty, staff and students of Northern Virginia Community College. Additional details and resources are located at <http://www.nvcc.edu/ithd/>.

HOURS OF OPERATION

Monday - 8:00 a.m. to 9:00 p.m.

Friday:

Saturday: 8:00 a.m. to 5:00 p.m.

Phone: Toll-Free (855.259.1019), Local Number (703.426.4141), Local Annandale Campus IT Number (703.323.4259)

Email: ithelpdesk@nvcc.edu

- **Computer Usage and Ethics Agreement**

Please read the section titled ***Student Conduct, Rights, and Responsibilities: H. Information Technology Ethics Agreement and NOVA Computer User Agreement*** in the Student Handbook.

- **Disability Services for Students:**

The College is committed to the goal of providing each qualified student an equal opportunity to pursue a college education regardless of disability. Efforts will be made toward meeting reasonable requests for services to students with disabilities eligible under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Please read the section titled ***Disability Services for Students*** in the Student Handbook.

Students requiring special needs in accordance with the American's With Disabilities Act must provide to the professor the ***NOVA Accommodation Form***. Every effort will be made to meet student's special needs when the student makes those needs known appropriately. It is the student's responsibility, not a counselor's, to present the ***NOVA Accommodation Form*** to the professor. ***Accommodations will begin as soon as the form is received and are not retroactive.***

Please visit the [Disability Support Service \(DSS\)](#), [Disability Documentation Guidelines](#), and [Disability Services Intake Packet](#) NOVA website pages for additional details and list of Disability Counselors by Campus.

Northern Virginia Community College, Disability Services
<http://www.nvcc.edu/current-students/disability-services/>

- **Campus Resources**

Our campus has many academic support centers designed to help you succeed in your courses. There's the Language Center and also the Reading and Writing Center, both located on the 4th floor of the CG building, which can help via one-on-one tutoring sessions and workshops. Check these links to find out more information and to make appointments if necessary: Reading and Writing Center (<http://www.nvcc.edu/annandale/asc/writing/index.html>), Language Center (<http://www.nvcc.edu/annandale/asc/language/index.html>).

There are also counseling resources available on campus that can help with a variety of academic and personal concerns. Please see this link for more information: <http://www.nvcc.edu/advising/index.html>.

NOVA Cares is another great resource for NOVA students. During your time at NOVA, you may experience challenges including struggles with academics, finances, or your personal wellbeing. NOVA has support resources available. Please visit <http://www.nvcc.edu/novacares> if you are seeking resources and support or if you are concerned for a friend or classmate.

- **Emergencies**

Anyone observing an emergency situation should contact the Campus Police Office or the dean of students.

ANNANDALE CAMPUS

Campus Police:	703-764-5000
Student Services:	703.323.3400

- **Classroom Emergency Response Procedures**

All classrooms have an evacuation plan and directions (showing the route to the nearest building exit) posted next to the light switch by the doorway of each room. When the fire alarm sounds, immediately evacuate the classroom or lab with all of your belongings in accordance with the Evacuation Plan. Do not take the elevator. Do not activate cell phones or radios and please help assist the disabled. For more detailed information about campus emergency procedures, please visit this link, which you can also find on our Blackboard site: <http://www.nvcc.edu/emergency/>.

You may also register for NOVA Alert to have weather and emergency-related alerts texted directly to your cellphone: <https://www.getrave.com/login/nvcc/>. You can always check the NOVA webpage for alerts and updates as well.

- **Inclement Weather Policy**

You may find out whether the college is closed by checking the web site, the TV or radio news, or by signing up for text message announcements. Please visit <http://www.nvcc.edu> for detailed information. Individuals may also call the College Call Center at 703-323-3000, NOVAConnect Phone at 703-323-3770, or in Prince William County 703-330-3770. Do not call individual offices.

If weather conditions cause the College to close, all NOVA campuses and off-campus locations are closed.

- **Emergency Procedures for Class Continuance**

In the event of a College-wide emergency, course requirements, classes, deadlines, and grading schemes are subject to changes that may include alternate delivery methods, alternate methods of interaction with the instructor, class materials, and/or classmates, a revised attendance policy, and a revised semester calendar and/or grading scheme. In case of a College-wide emergency, please refer to the following about changes in this course:

Website: Blackboard

For general information about an emergency situation, please refer to: <http://www.nvcc.edu> or 703-450-2540
Nova Emergency Alert Registration: <https://alert.nvcc.edu>

In event of an emergency just regarding this class, check Blackboard for announcements regarding course progress/assignments.