

Writing 121: English Composition
CRN 37324 | T/R 11:30-12:50 p.m. | IA-232
& CRN 37240 | T/R 1-2:20 | IA-233

Instructor: Jenn Kepka

Office: NSH-215

Office Hours: Thursday: 9:30-11:30

Phone: 917-4565

I listen to voice mails during office hours only.

E-mail: jennifer.kepka.6882@mail.linnbenton.edu

I check e-mail at least once every weekday between 8 and 5 and will do my best to respond within 24 hours. I do not check my e-mail on weekends or holidays. You must either use or forward your linnbenton.edu e-mail account – this is the account I will use to contact you!

This is an introductory course meant to both expand your knowledge of good essay form and your confidence in your ability to create concise, clear, and cohesive college essays. We'll look at several different forms of essays and destroy many great pieces of writing in order to learn how the heck we can do that stuff ourselves.

Please expect to do **up to 6 hours of work** outside of class each week.

COURSE OBJECTIVES: At the completion of WR121, successful students should be able to write thoughtful expository prose, demonstrating competence in organization, mechanics, and the writing process (as detailed in the objectives available on the English Department Web site: linnbenton.edu/departments/English).

PREREQUISITE: Placement in WR121 is determined by pre-enrollment testing or by passing WR115 with a grade of 'C' or better. Students may challenge their mandatory placement, with an advisor's approval, by signing a self-placement form through a counselor. Before entering WR121, students are assumed to have basic competence in grammar, mechanics, sentence structure and in developing related ideas in a unified, coherent paragraph and/or short essay. These skills may be reviewed in WR121, if needed.

MATERIALS: Our **required textbooks** are available for purchase (new or used) or rental in the LBCC bookstore at both centers and in Albany. The book is also available for short-term loan on reserve at the LBCC library and is available in the main campus Writing Center; they may also be available for brief use in the writing center at the satellite campuses.

- Kennedy, X.J., Dorothy M. Kennedy, and Jane E. Aaron. *The Bedford Reader*. 11th Ed. New York: Bedford St. Martin's, 2012.
 - Please see me immediately if you end up with the red (10th) edition of the Bedford Reader.
- Aaron, Jane E. *LB Brief*. 4th Ed. New York: Longman, 2010.

Other Materials:

Paper and pen/pencil

Stapler and staples

E-mail account.

Regular (at least two times a week) access to a computer with a writing program and Internet access. *NOTE: A Smartphone does not qualify as a computer!*

ACADEMIC HONESTY POLICY: All work submitted must be your own and must be original to this class. If you copy OR paraphrase from an outside source without citation, copy from or collaborate with a classmate on an explicitly individual assignment, ask anyone else to complete your written work for you, or recycle old work of your own to complete a new assignment, this is a violation of academic honesty. Violations of this nature and plagiarism will result in failure of the assignment and possible failure of the entire course. I will pursue every case of plagiarism to the fullest extent.

I will use software called TurnItIn to check for plagiarism. All of your essays will be submitted using this online tool, and both you and I will be immediately alerted to any passages that are taken directly from other sources. The process for using TurnItIn will be discussed in class during Week 1.

Most plagiarism and cheating occurs because a student is pushed against a deadline and turns to a quick, dishonest solution instead of being honest about his or her problem with the instructor. Please talk to me if you find yourself in such stress that cheating seems like a solution.

COMMUNICATION WITH INSTRUCTOR: Contact me immediately if you are having difficulties in class. I check and respond to my LBCC e-mail at least once a day, every weekday, and will reply to your message as soon as I am able. I check my LBCC voice mail only during office hours, but I will also reply to messages left there as soon as I can. Any changes in assignments, due dates, class meeting schedule, etc., will be announced via e-mail, in addition to being announced in class (when possible). Please make sure that you either regularly check or have forwarded your @mail.linnbenton.edu e-mail address to an address you use.

When writing an e-mail to any instructor, please include your name and the time/days of your class. Messages sent without a signature and with text such as “wht up in class this wk” most likely won’t receive a response; in addition, messages without text that are sent with attachments will most likely end up in my spam filter.

Please remember when you’re writing your message that you’re dealing with a Class 9 Grammar Nerd. Punctuation, even when used incorrectly, is greatly appreciated; capitalization is not optional.

TECHNOLOGY and MOODLE: This class will make extensive use of computer writing programs and some Internet research resources. In addition, I will communicate with the class via e-mail and Moodle, and I may require response or submission via these media. Familiarity with and access to a reliable e-mail address and the Internet is required to succeed in this class.

Knowledge of a computer writing program is required for success in this class. Microsoft Word is the supported word processing program at LBCC, and you may use it at any of the library or lab computers. If using a word processor may be a challenge, consider taking one of LBCC's five-week Business Technology courses before or while enrolled in Writing 121.

You must use your linnbenton.edu e-mail address for this course; you can either check it regularly or you can forward it to an address that you do use.

GRADING: Grades are as follows: A: 90-100; B: 80-89; C: 70-79; D: 60-69; F: 0-59
Your overall grade will be based *mostly upon your writing and writing process*. It will follow this approximate breakdown:

Attendance/Participation: ~7%	Essay 1: ~10.5%
Reading Presentation: ~7%	Essay 2: ~14%
Reading Quizzes: ~10.5%	Essay 3: ~21%
Final Exam: 30%	

THREE ESSAYS will be assigned during the term. The guidelines for each will be distributed either via Moodle, my instructor web site, or in class. Rough breakdowns of expectations are as follows:

- Essay 1: Personal Essay. Length: 3-5 Pages. Due: Week 3 & 4
- Essay 2: Comparison Essay. Length: 4-6 Pages. Due: Week 6 & 7
- Essay 3: Research /Argumentative Essay. Length: 4-7 Pages. Due: Week 9 & 10.

Essay grades can/will include not only the graded final draft but also the accompanying class work: in-class pre-writing, peer-editing, and other exercises may be used and graded as a part of each essay cycle. **It is not enough to turn in a single, polished final draft.** Failure to participate in all parts of the essay cycle may result in a below passing grade.

THE FINAL EXAM will be explained in class. It will require you to complete in-class reading and writing during the first two days of Finals Week (Monday, 12-12:50 and Tuesday, 11:30-12:20). You will be required to cite provided sources within your paper. We will discuss the time and location in class.

READING PRESENTATION: During the first week of class, you'll be asked to sign up for a day and piece to present to the class. Along with any classmates who might also sign up for this piece, you'll be asked to lead a 15-20 minute discussion of a short essay that we read in class.

READING QUIZZES: One quiz will be given every week over the readings, including assigned chapters and short essays. **Quizzes may not be retaken or made up.** If you're absent on the day a quiz is given, you will receive a 0. Your lowest quiz score during the term will be dropped from your final quiz score average.

FORMATTING: All assignments must be typed and submitted using MLA format. An example of this appears in both of your textbooks: *LB Brief* page 483; *Bedford Reader*, end of Chapter 3.

Rough drafts are unacceptable for classroom submission. The paper should be at its best before you present it to your peers or your instructor. I will discuss papers and assignments before their due date, in class.

LATE WORK: Late papers and assignments receive an automatic one-letter grade deduction. No assignments will be accepted after one week. **Computer failure is never an excuse for a late paper.** Plan ahead and save often. If you are in many classes with written assignments, please consider investing in an off-site backup program (like Dropbox.com, which allows 1GB of free space online, or Mozy.com, which allows electronic back-ups under 2GB for free) that will protect your work against crashes, viruses, fire, and theft. I have sympathy for many things; computer trouble (and by extension, printer trouble) is not one of them.

ATTENDANCE AND PARTICIPATION: Your attendance and participation in our class is vital not only to your own learning but to that of your classmates, who will benefit from your input. In-class work, including quizzes and peer editing, that you miss while absent **cannot be made up.** Those students who do not bring a complete draft to peer editing days may be asked to make better use of their time by completing their paper elsewhere during our class time.

Assuming you have not been eaten by a bear, you should be in class. If the bear takes the form of the H1N1 virus, please don't come to class, but do bring a doctor's note to regain credit for missed work. I will require written documentation of illness or injury.

When you have missed class, it is up to you to obtain the notes and assignments handed out that day. Work due must be submitted at the beginning of class to be counted "on time."

AMERICANS WITH DISABILITIES ACT: If you require assistance due to a disability, please see me as soon as possible to arrange for necessary or helpful accommodations.

WRITING CENTER: From initial ideas to final drafts, the LBCC Writing Center can help you take your writing to the next level. Please feel free to drop in during regular hours to work one-on-one with one of the supportive Writing Assistants. In addition to your draft, please bring your assignment and any questions you have. You may also submit your work online. Links are available at our class Moodle site.

LBCC COMPREHENSIVE STATEMENT OF NON-DISCRIMINATION: LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (For further information <http://po.linnbenton.edu/BPsandARs/>) Board Policy P1015