

INTRODUCTION TO ENGLISH 101

Welcome to your first college-level writing course. This class will prepare you to write the kind of full essays required in college coursework. Writing is a process, and this course will guide you through it. Hence, you will learn how to gather ideas, draft, write, revise, and proofread. During class, you will discuss your ideas and drafts with your peers and your instructor. You will also learn how to consider audience, voice, and purpose; how to synthesize and evaluate material; and then how to shape it into organized essays that support a thesis or central idea in vivid, effective language.

1. During the term you will do a good deal of formal and informal writing in response to various texts (written, visual, and aural). Formal writing will include an ungraded diagnostic in addition to a minimum of five graded essays including an in-class midterm and an in-class two-hour final exam. Two out of three take-home essays will integrate at least two sources, and the other essays, including those written in class (excluding the diagnostic), will integrate at least one source. Any failing essays, except the diagnostic and final, must be revised. Essays with a grade of "D" or above may be revised at your instructor's discretion (except for the diagnostic and final). Students must follow their instructor's policies for revisions. In-class and out-of-class essays must be a minimum of 600 words.
2. You must have met the prerequisites in order to take this course, such as passing the ACT Tests; see the "University Testing Policies and Procedures" section in the College Catalog.
3. You will need to buy the required text(s) and materials including a dictionary (which you may also use for in-class essays), appropriate size paper, and, if required by your instructor, a computer disk or USB stick (flash drive). During the semester, you should keep all of your papers.
4. Your instructor may ask that your essays be written on theme paper or typed. In your physical preparation of the manuscript - including titles, margins, spacing, and documentation - you will be required to follow MLA style.
5. You will discuss and analyze various types of texts for their style and content. Observing the ideas and strategies of writers and artists will help you make effective choices in your own writing.
6. Research plays a key role in college writing and beyond. To help you gain skills in this area, all essays (excluding the diagnostic) will integrate primary and/or secondary sources. You will attend a library orientation session in order to learn how to find books, newspaper, and magazine articles, and other sources to cite and discuss in your essays. Your instructor will guide you through the process of finding, evaluating, analyzing, and integrating relevant sources, using quotations, paraphrases, and summaries in your papers, and using correct MLA format for parenthetical documentation and the Works Cited page. You may be required to submit your sources for research essays. You will also learn to avoid plagiarism. Any student who plagiarizes will be given a failing grade.
7. Your instructor will respond to your papers in written, typed, and/or recorded comments, and/or in conferences. The instructor will evaluate and grade your written work according to content, organization, style, grammar, and/or other criteria. Your instructor will also make suggestions for revision. You must satisfy the requirements for each assignment. Your instructor may also require that you do supplementary work in grammar, including attending tutorial sessions in the Writing Center. Part of this feedback may come from in-class peer review.
8. Tutors in the Writing Center (E-III) are available for additional help in improving your writing skills. The Writing Center provides free tutoring in writing. You are encouraged to use the Writing Center to help you revise your essays, to practice your writing, and to work on areas that are giving you problems. Your instructor may require that you go to the Center to work on specific writing problems that s/he identifies.

9. Classroom learning is essential to this course. Therefore, class participation and punctuality are mandatory and are requirements for passing ENG101. You may have no more than four hours of absences. According to the College's 2007 - 2008 *Catalog*, "Absences are counted from the first day of class even if they are a result of late registration or change of program" (117).

10. In order to pass this course, you must complete all reading assignments and earn a passing grade on at least one draft of all written assignments, excluding the diagnostic. This means that, except for the diagnostic, you must pass all writing assignments, including the final in-class essay. The final in-class essay cannot be revised, and will be graded by another instructor to ensure departmental standards. Your course grade will be computed on the basis of the quality of the written work, e.g. essays, quizzes, tests, journals, ePortfolios, which you hand in on time. Your instructor will inform you of exactly how your grades will be determined. There are no incompletes in this course.

12. Your instructor will give you a detailed syllabus.

Your ENGLISH 101 instructor will:

1. Enable you to understand that writing is a process involving such strategies as pre-writing, drafting, revising, editing, and proofreading.
2. Enable you to demonstrate critical thinking skills, analyze texts, and employ such rhetorical strategies as comparison/contrast and argument by writing well-developed essays of varying lengths (between 600 and 1500 words).
3. Enable you to understand audience, voice, purpose, and a variety of writing contexts.
4. Guide you through the stages of the research process - including locating, evaluating, analyzing, and integrating sources.
5. Teach you to include quotations, summations, paraphrases, and citations in your essays and avoid plagiarism.
6. Teach you test-taking strategies to prepare you to write a passing two-hour final in-class essay.
7. Reinforce your knowledge of standard U.S. English and editing skills.

At the end of this course, you will:

1. Demonstrate understanding of writing as a process by using such strategies as pre-writing, drafting, revising, editing, and proofreading.
2. Demonstrate critical thinking skills, analyze texts, and employ such rhetorical strategies as comparison/contrast and argument in writing well-developed essays of varying lengths (between 600 and 1500 words).
3. Write essays demonstrating an understanding of audience, voice, purpose, and a variety of writing contexts.
4. Carry out the stages of the research process - including locating, evaluating, analyzing, and integrating sources.
5. Write essays that include quotations, summations, paraphrases, and citations *in* your essays and avoid plagiarism.
6. Write a passing two-hour final in-class essay.
7. Write essays that conform to standard U.S. English and reflect developed editing skills.

The English Department wishes you a productive semester strengthening your writing skills. Completion of this course will help to prepare you for the CPE Examination. It will also prepare you for a range of exciting literature, writing, and journalism courses offered by the English Department, including courses that lead to an Associate of Arts Degree in Writing and Literature. For further information, contact your instructor at the English Department at E-103 (718.482.5656), or visit our website at <<http://www.lagcc.cuny.edu/english/>>.

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