Brookdale Community College

English Composition: The Writing Process
English 121

Syllabus

Course Description - English 121 is an introductory writing course where students compose and revise narrative and expository essays and prepare for the study of literature by using writing to analyze texts. Through a writer's workshop approach, students explore the writing process, respond to a variety of texts, and learn to communicate their ideas effectively and confidently in writing. 3 credits
(Prerequisite: ENGL 095 or acceptable score on the Accuplacer Placement Test or SAT Score)

Additional Course Information - All students entering English 121 will complete a writing sample to demonstrate competence in development and organization of ideas into effective paragraphs, competence in sentence and verb form and use of correct punctuation, diction, spelling and capitalization. If the student is not proficient in any of these areas, the instructor may recommend transfer to another course, regular work in the Writing Center or any other appropriate measures. Textbooks and supplies to be determined by the instructor.

Course Goal - To learn about the relationship of writer, reader, subject, and language, and to produce a portfolio that demonstrates your competence as a writer.

Objectives/Core Competencies

- to communicate information and ideas clearly and effectively in written form
- to become familiar with your particular writing process
- to recognize writing as a recursive process, which requires thinking, writing, revising, and editing
- to trust and use your own experiences and ideas in your writing
- to use writing as a way of exploring ideas and analyzing texts
- to develop questioning and critical thinking skills and use them to make decisions about your writing
- to become aware of different purposes and audiences and how they influence your writing
- to share and discuss your own writing and to respond to other writers and their texts
**Attendance Policy** – At all levels and at every stage of a student’s progress, the writing program at Brookdale emphasizes the developmental nature of writing by attention to (1) discovery through regular journal writing, (2) focused, participatory discussion in both large and small group settings, and (3) workshopping for peer reaction and critical analysis.

Writing courses differ from others in that they cannot be completed successfully through textbook study alone and results cannot be assessed by testing. In fact, our approach relies on members of a class being present when that class is in session.

We believe that learning through writing best occurs when students complete assignments in sequence and submit them on time. We expect students to be present when a class is scheduled to begin, assignment in hand, ready to participate in the day’s work.

Students who have to miss a class because of an emergency must speak to their instructor in time to attend the following class fully prepared and up-to-date.

Individual instructors have additional attendance requirements. It is the student’s responsibility to be aware of these requirements.

**Evaluation** - During the last few weeks of the semester, you will be required to submit a portfolio of your writing. The portfolio will contain a **minimum** of two revised class assignments and one final in-class paper, the topic of which will be determined by your instructor.

Your final grade will reflect the degree and quality of your participation in the course, the progress exhibited in your writing, and the grade you earn on your portfolio.

**Grade Levels**

**A - Excellent**

**Course**
To achieve an A, you must meet all the course objectives and requirements. You must also exhibit originality, independence and creativity in your writing.

**Portfolio**
The work in your portfolio must demonstrate an authorial voice, and you must be able to write for a variety of audiences and purposes. The portfolio must encompass a range in variety and techniques. It should also be thought-provoking and insightful. The language should be fluid and sophisticated, and the writing must be virtually free of errors.
B - Good

Course
To achieve a B, you must meet all the course objectives and requirements. You must also demonstrate a clear understanding of your writing process as represented by your journals, drafts, workshops, and participation.

Portfolio
The work in your portfolio must demonstrate an authorial voice and control of the language. It should also demonstrate variety, originality, and complexity in content. Errors should not distract the reader or interfere with meaning.

C - Satisfactory

Course
To receive a C, you must meet all the course objectives and requirements.

Portfolio
The work in your portfolio must demonstrate a clear sense of focus, coherent development and organization of ideas, an awareness of audience, control of language, and a level of competence in mechanics that does not interfere with the understanding of the text.

D - Marginal
Students who have completed the course, but whose work, as evaluated by the instructor, does not meet the "Satisfactory" (C) level, will receive a course grade of "D."

F - Unsatisfactory
Students who fail to meet the course objectives and requirements will receive a course grade of "F."

Note: A grade of "C" or better is required in English 121 as a prerequisite for English 122. Note: As of fall, 2005, both B+ and C+ are now options as a potential grade. Each instructor will explain his/her criteria.

Department Policies:

Plagiarism: A student has an obligation to exhibit honesty and high ethical standards in carrying out academic assignments. Submitting the work of another person in a manner that represents the work as one's own constitutes plagiarism.

NOTE: Refer to Answers Student Handbook for Brookdale's Academic Integrity Code, Student Conduct Code and Student Grade Appeal Process.

Computers: Computers are used to help facilitate the writing process. Intentional misuse or mistreatment is strictly forbidden. Please see your instructor for all technical assistance.
**Notification of Services for Students with Disabilities** -
"If you have a documented disability and would like to request accommodations and/or academic adjustments, contact the Disability Services Office at (732) 224-2730 (voice) or (732) 842-4211 (TTY). Brookdale provides support services for all students. In addition, individual accommodations can be arranged for students with disabilities. Any student with a disability can contact the Disability Services Office to make an appointment to request accommodations. Each student with a disability who has an Alert Form with accommodations listed is encouraged to make an appointment with Elaine Foley, Director of Disability Services, as soon as possible. It is important that you (the student) work together early in the semester to be sure that needed help is given before problems arise. She will be available to discuss any arrangements that need to be made for approved accommodations." (Statement provided by Disability Services Office)

**Available Support:**

**Department Secretary** - (732) 224-2513  
**Office location:** East Wing of Larrison Hall - LAH 222.  
**Hours:** 8:30 A.M.-5:00 P.M. Monday through Friday.

**Writing Center** - The Writing Center offers additional assistance to improve your writing. A half-hour appointment in the Writing Center assures you of one-on-one time with a learning assistant. They can work with you at any stage of the writing process, whether you've just started a paper or when you've already finished a draft and are ready to revise. You will make an appointment in the Writing Center whenever your ENGL 121 instructor asks you to work with a learning assistant or whenever you want individual help with your writing. The Writing Center is located in Larrison Hall, Room 118. Phone: (732) 224-2941.

**Writing Center Hours** -
- Monday – Thursday 9:00 - 8:00  
- Friday 9:00 - 5:00  
- Saturday 10:00 - 2:00  
(NO summer Saturday hours)

**Writing Center assistance is also available at the following extension sites – call for Center hours:**

Asbury Park (732) 774-3363  
Bayshore (732) 224-2725  
Long Branch (732) 224-2757  
Western Monmouth (732) 224-2713

**Writing Center Appointments**
Writing students must use TutorTrac to schedule and cancel Writing Center appointments. TutorTrac is the Web-based appointment scheduling, tracking, and reporting software used by the Brookdale Community College Writing Centers (Lincroft, Asbury Park, Bayshore, Long Branch, Western Monmouth-Freehold).

To schedule or cancel a Writing Center appointment, go online using any Internet browser (Explorer must be version 5.5 or higher) and type in the following Web address to go to the TutorTrac login screen: [http://tutortrac.brookdalecc.edu](http://tutortrac.brookdalecc.edu)
- **Enter User Name:** Your first initial followed by your last name (no spaces, all lowercase).
- **Enter Password:** The last 6-digits only of your Brookdale Community College ID number (located on your student ID card and the upper left corner of your class schedule).

Detailed TutorTrac instructions are available in the Writing Centers and on the English Department Web page.

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