

San José State University
LLD 100A-1 (30324) Summer 2016 –Writing Competency Through Genres
Course Greensheet –

Instructor:	Sherri Harvey	Office:	Faculty Office 212
Email:	sherri.harvey@sjsu.edu	Cel Phone:	650.269.1288
Course Time:	TuTh 1:00-3:00	Course Location:	Sweeney Hall 414
Office Hours:	By appt for summer		
Canvas:	http://sjsu.instructure.com		

Prerequisites: Passed ENGL 1B or equivalent; taken WST at least twice without passing.

COURSE DESCRIPTION

Serves as alternative satisfaction of the WST requirement if passed with a C or better (C- or lower will not satisfy the WST). Prepares students for 100W through drafting, feedback, and revision to demonstrate writing competency. Develops ability to analyze written genres used in the students' chosen disciplines as well as write analytical and reflective essays.

COURSE GOALS

ENGL/LLD 100A is one course taught in two different departments. It is designed with the goal of preparing you to succeed in 100W, other upper division classes, and your profession. You will have intensive practice in prewriting, drafting, revising, and editing academic writing. You will be asked to research, analyze, and reflect on various kinds of writing and to produce a minimum of 5000 words, including a rhetorical analysis, a report about writing in your chosen discipline, and five critical reflective journals on a book-length work of fiction or non-fiction.

STUDENT LEARNING OBJECTIVES (SLOs)

By the end of the course, students will be able to:

- a. Use correct and situationally appropriate sentence structure and grammar;
- b. Utilize feedback from instructor and peers to improve the accuracy and clarity of writing;
- c. Recognize, select, and use basic activities of the writing process, including prewriting, organizing, drafting, revising, editing, and peer review;
- d. Critically self-reflect about the writing process and about making context-appropriate rhetorical choices;
- e. Critically read, interpret, and synthesize multiple texts;
- f. Write well organized, well developed essays with a clear thesis;
- g. Identify how types of written texts in a variety of fields (genres) are influenced by audience, situation, and purpose;
- h. Employ research strategies to collect, analyze, and evaluate data from primary and secondary sources.

REQUIRED TEXTBOOKS AND MATERIALS

- *Rhetoric and Composition: Stacey Knapp* on Magcloud [order here](http://www.magcloud.com/browse/issue/680464)
<http://www.magcloud.com/browse/issue/680464>
- Coelho, Paulo (1993). *The Alchemist* [download for free here](#)
- A college-level English dictionary
- Internet access

RECOMMENDED

- Wilson, Paige. (2003). *Writing Essentials*. Heinle Cengage. ISBN 978-1-4130-0000-9

TUTORING AND OTHER RESOURCES

- Writing Center: 1st floor, Clark Hall, <http://www.sjsu.edu/writing center>

- Peer Connections locations: <http://peerconnections.sjsu.edu/>
 - 1st floor, Clark Hall
 - Student Services Center 600
 - Living Learning Center, Campus B village, 1st Floor
- Computer hardware and software assistance – please see Help Desk, First floor, Clark Hall

Online Resources

● **Canvas:** We will be using Canvas throughout the course. **Login URL:** <http://sjsu.instructure.com>
Please note that it should NOT have the “www” at the start of the URL like many other websites. It is recommended that you visit the eCampus Canvas website at <http://www.sjsu.edu/at/ec/canvas/>. This website offers a number of Quick Start Learning Guides to help you navigate Canvas tools. Also, detailed guides can be found at <http://guides.instructure.com/>.

Username: SJSU 9-digit ID number.

Password: Self-generated password for your SJSUOne account

● **Turnitin.com:** We will be using Turnitin.com for the main writing assignments. The turnitin software is already embedded within Canvas, so you do not need an additional password to access turnitin.com.

CLASS RULES AND PARTICIPATION

- Please be considerate and turn off your cell phones before you enter the classroom.
- Please get classmates’ contact information just in case you miss a class or you are not clear about an issue.

GRADING POLICY AND ASSIGNMENTS

This is a portfolio-based writing class. Your final grade for the course will be based on scores given to your portfolio and your final exam.

Eligibility points: During the first 7 weeks of the summer, you will earn eligibility points for each assignment or activity that is required as well as for participation. The maximum number of points is 100. You must have at least 70 points to be eligible to submit your portfolio and take the final exam. If you have not earned the minimum of 70 points by the end of the 7th week of the summer, you will receive an F in the class and you will not be able to submit your portfolio. The points you receive prior to submitting your portfolio and the feedback you receive from your instructor on your drafts are intended to ensure that you have a complete portfolio, strong participation in the class, and improvement in your writing through feedback and drafting. The points you receive during this time will **not** be calculated as part of the final grade. They are simply an entry ticket that allows you to submit your portfolio and take the final exam.

You are encouraged to use the tutoring services on campus if you or your instructor feels that you need additional support, but all work is expected to be your own. If the instructor has reason to believe otherwise, then he or she has the right to require additional evidence that the work is your own.

Final grade: In the final weeks of the summer, you will assemble your portfolio, write a brief cover letter, and write an in-class final essay. Your final grade will be based on the scores given to your portfolio and final exam by two readers. The portfolio is worth 70% and the final exam is worth 30% of the final grade. (see grading rubric and grading scale included in this greensheet). To receive a C or higher for this course, you must receive at least 70% out of 100% on your portfolio and final exam combined.

After the portfolio and final exam are scored, the instructor **may choose** to petition a low-pass portfolio or final exam for a higher score if she or he believes the score is inaccurate. To be considered for such a petition, the student must be in good standing in the course and have **excellent, consistent participation** in

all classroom activities. Students who fail the portfolio may, on the recommendation of the instructor, have one more opportunity to revise during finals week.

DESCRIPTION OF ASSIGNMENTS

Assignment	Description	Word count	Assessment
Rhetorical Analysis	For this assignment you will analyze a piece of professional writing in your major or field or work, describing the rhetorical strategies that were used by the author and how these strategies contributed to the purpose of the document.	1500	Maximum 25 points
Discipline Investigation	In this assignment, you will write a report about working in your major field. This report will describe an interview you will have with a professional in your chosen field; you will also write about information you collect from at least two outside sources (articles), following appropriate citation and reference styles (APA or MLA).	1500	Maximum 25 points
Five Critical Reading Reflection Journals	Throughout the semester, you will read sections of a full length work of fiction or non-fiction (<i>The Alchemist</i>) and respond to what you read in a series of reflective journals. Two of these will be timed essays written in class. At the end of the semester, you will place two of these journals in your final portfolio.	2000	Maximum 25 points
Cover Letter	This is a one paragraph letter to readers of your portfolio in which you explain which of the two above assignments is your best work and why.	200-300	Maximum 5 points
Homework, quizzes, & participation	Your instructor will decide how to assign these points to your class work and participation.		Maximum 20 points
	<i>By the end of the 8th week, you must have earned at least 70 points by doing all of the above work, including drafts, peer editing, revisions, etc. If you have not earned at least 70 points, you will not be allowed to submit your portfolio and you will receive an F.</i>		Maximum 100 points; minimum 70 points
Final Portfolio	The portfolio must include the following: <ul style="list-style-type: none"> • The Portfolio Checklist initialed and signed by both student and instructor; • A clean, final draft of the cover letter – 200-300 words • A final, clean copy of two main assignments comprised of at least 3000 words of revised, polished writing (see above); • First and intermediate draft of each of the two main writing assignments which show instructor's comments and a rubric marked by the instructor; • Three CRR journals, including two in-class, handwritten journals; • The assignment sheets for all assignments; 	3200 words of final, polished writing	Scored according to the scoring rubric by two readers. Worth 70% of your grade.
Final Exam	An in-class, timed essay, common across all sections of 100A.	500 words	Scored according to the

			scoring rubric by two readers. Worth 30% of your grade.
--	--	--	--

GRADING RUBRIC to be used in evaluating both the portfolio assignments and the final exam.

THE WRITING:

4	<ul style="list-style-type: none"> • meets all expectations in the rhetorical choices of the assignment, including genre, purpose, format, evidence, tone, and conventions. • is well-organized and thoroughly developed. • shows good or superior control of grammar, including syntactic variety, range of vocabulary, etc. • intelligently addresses the assignment.
3	<ul style="list-style-type: none"> • meets most of the rhetorical expectations of the assignment, including purpose, format, etc. • is somewhat organized but may require more development. • contains some grammatical errors, inappropriate word choice, or incorrect usage that rarely obstruct reader's understanding. • may address some parts of the assignment better than others.
2	<ul style="list-style-type: none"> • meets few rhetorical expectations of the assignment. • shows weak development and cohesion and/or inappropriate rhetorical choices. • shows an accumulation of grammar and syntactical errors that interfere with readers' understanding. • omits or misunderstands major parts of the assignment.
1	<ul style="list-style-type: none"> • fails to meet the rhetorical expectations of assignment. • fails to organize and develop ideas. • contains grammar and syntactical errors that seriously interfere with readers' understanding. • fails to address the assignment.

Guide to the four categories

- Rhetorical expectations, including purpose, format, tone, etc.
- Development and organization
- Grammar and syntax
- Addressing the assignment or topic

Letter grade to percentage scale

A+	98-100
A	94-97
A-	90-93
B+	86-89
B	82-85
B-	78-81
C+	73-77
C	70-73

Serves as alternative satisfaction of the WST

C- 66-69 Does not serve as alternative satisfaction of the WST
 D+ 62-65
 D 58-61
 D- 54 or lower
 F Not eligible for portfolio and final exam

Week	Tuesday	Thursday
Week 1 June 7/9	<ul style="list-style-type: none"> • Course introduction to Canvas and Criterion <p>Introduction to key concepts: discourse communities, genres, and rhetorical analysis</p> <p>HW: Start <u>The Alchemist</u></p>	<ul style="list-style-type: none"> • Introduction of Rhetorical Analysis (RA) -Finding an academic article- Bring CR to class: <p>□• HW for next class – bring possible documents for analysis for the RA</p> <p>Finish Part 1 of <u>The Alchemist</u></p>
Week 2 June 14/16	<p>Due: bring two possible documents for analysis for the RA</p> <p>□Diagnostic essay in-class (Journal 1)□Bring large, blue-green testing booklet and a Dictionary</p> <p>HW: continue reading <u>The Alchemist</u></p>	<p>DUE: First draft of RA: Peer Review</p> <p>Lecture: Analyzing vs. Summarizing: A discussion on Critical thinking; paragraph development□</p> <p>HW: Find someone to interview for your DI essay</p> <p>Keep reading: <u>The Alchemist</u></p>

Week 3 June 21/23	DUE: Second Draft of RA RA conferences (class does not meet)	DUE date: Second Draft of RA Conferences
Week 4 June 28/30	DUE date: Second Draft of RA Start The Alchemist discussion Discussion of diagnostic essays - Subject-Verb Agreement □ Introduction of Discipline Investigation (DI) HW: Find someone to interview Finish <u>The Alchemist</u>	Due: The Alchemist worksheet #1 Discussion on the reading - Verb Tense and Form
Week 5 July 5/7	Lecture: Summarizing, paraphrasing, and quoting; words, phrases, and transitions	DUE: First draft of DI: Peer Review Journal 3 (in-class essay) on <i>The</i> <i>Alchemist</i>
Week 6 July 12/14	DUE: <i>Second draft of DI</i> DI conferences (class does not meet)	DUE: <i>Second draft of DI</i> DI conferences (class does not meet)
Week 7 July 19/21	Due: Journal 4: Discussion of the reading - Word choice and wordiness	DUE: Final draft of Discipline Investigation Cover Letter Assigned
Week 8 July 26/28	Cover letter due in class for review Bring all work to class Portfolio workshop	Final Exam DONE In Class- Counts as Journal #5/5 PORTFOLIO SUBMISSION DEADLINE
Week 9 Aug 2/4	Conferences	Conferences
Week 10 Aug 9/11	NO MORE 100A (WHOLE) CLASS MEETINGS AFTER 7/28! SUBMIT PORTFOLIOS ON JULY 28	
	RESULTS CONFERENCES, PORTFOLIOS RETURNED TO STUDENTS (8/9-8/11)	

DROPPING THE COURSE

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's Catalog Policies section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic calendar web page located at http://www.sjsu.edu/academic_programs/calendars/academic_calendar/. The

[Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes. If you pass the WST after the drop deadline, you will not be able to drop 100A or withdraw without penalty. You will only be allowed to withdraw for the reasons specified in the late drop policy.

Information about the latest changes and news is available at the Advising Hub at <http://www.sjsu.edu/advising/>.

GRADING: 100A is graded A-F. CR/NCR is not an option in this course because a “credit” in 100A will not serve as alternative satisfaction of the WST requirement (students must receive a C or better in order to fulfill the WST requirement).

INCOMPLETES: No incompletes will be given for 100A.

OTHER IMPORTANT COURSE POLICIES

1. Statement of Plagiarism: The LLD and English Departments would like to emphasize that we adhere strictly to the rules against plagiarism as set forth in the SJSU Catalog. The Catalog defines plagiarism as follows:
 - 1.2.1 Plagiarism. At SJSU, plagiarism is the act of representing the work of another as one’s own (without giving appropriate credit) regardless of how that work was obtained, and submitting it to fulfill academic requirements. Plagiarism at SJSU includes but is not limited to:
 - 1.2.2 The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another’s work, without giving appropriate credit, and representing the product as one’s own work; and
 - 1.2.3 Representing another’s artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures or similar works as one’s own.(available at <http://info.sjsu.edu/static/catalog/policies.html> - Student Responsibilities - Discipline – Policy on Academic Dishonesty – 1.0 Definitions of Academic Dishonesty)

Should a student plagiarize in any ENGL or LLD 100A course, the instructor will report the student to the University’s Office of Student Conduct and Ethical Development. Also, points will be deducted from the assignment/course depending on the severity of the policy violation.

How to avoid plagiarism. It is not always easy to recognize whether you are legitimately citing the work of others or whether you have “crossed the line” into plagiarism. To become acquainted with what plagiarism is and how to avoid it, the following SJSU website offers definitions, policies, and links to useful websites offering guidelines in plagiarism prevention. Students are fully accountable for understanding these policies. www.sjlibrary.org/services/literacy/info_comp/plagiarism.htm

2. Academic integrity statement (from Office of Judicial Affairs): Your own commitment to learning, as evidenced by your enrollment at San José State University and the University’s Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Judicial Affairs. The policy on academic integrity can be found at <http://www2.sjsu.edu/senate/S04-12.pdf>
3. Academic Honesty: Faculty will make every reasonable effort to foster honest academic conduct in their courses. They will secure examinations and their answers so that students cannot have prior access to them and proctor examinations to prevent students from copying or exchanging information. They will be on the alert for plagiarism. Faculty will provide additional information,

ideally on the green sheet, about other unacceptable procedures in class work and examinations. Students who are caught cheating will be reported to the Judicial Affairs Officer of the University, as prescribed by Academic Senate Policy S04-12.

4. Campus policy in compliance with the Americans with Disabilities Act: If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the Accessible Education Center <http://www.sjsu.edu/aec/> to establish a record of their disability. AEC's phone number is 924-6000.
5. Expectations about classroom behavior; see Academic Senate Policy S90-5 on Student Rights and Responsibilities. (<http://www2.sjsu.edu/senate/s90-5.htm>).
6. If you would like to include in your paper any material you have submitted, or plan to submit, for another class, please note that SJSU's Academic Integrity policy S04-12 requires approval by both instructors. (<http://www2.sjsu.edu/senate/S04-12.pdf> and academic dishonesty http://sa.sjsu.edu/download/judicial/Academic_Dishonesty_Policy.pdf).
7. **Credit hours:** Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours per the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.
8. Evacuation plan for the classroom. See posted information in classroom.