San José State University
ENGL 100A: Writing Competency through Genres, Sections 1 & 2
Fall 2022

Course and Contact Information

	Section 1	Section 2
Class Days/Time:	10:30-11:45am PT Tuesday and Thursday	1:30-2:45pm PT Tuesday and Thursday
Classroom:	Clark Hall 225B	Hugh Gillis Hall 227

Instructor:	Helen Meservey
Email:	Canvas message and/or helen.meservey@sjsu.edu
Office:	[Faculty Office Building 114] Virtual via Zoom for Fall 2022
Virtual **Office Hours**:	12-2pm Wednesdays (except 9/21 and 10/26) and by appointment
Telephone:	408.924.4323 (message only)
Prerequisites:	**Passing grade in ENGL 1B or equivalent; taken WST (Writing Skills Test) at least once without passing.**
Canvas:	http://sjsu.instructure.com

Course Description

ENGL 100A 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 and to write analytical and reflective essays.

Course Goals

ENGL 100A is designed with the goal of preparing you to succeed in 100W, in other upper division classes, and in your profession. The course offers intensive practice in prewriting, drafting, revising, and editing academic writing. You are asked to research, analyze, and reflect on various kinds of writing and to produce a minimum of 5,000 words, including a rhetorical analysis, a report about writing in your chosen discipline, and five critical reflective journal entries on a book-length work of fiction and instructor-selected readings.

Reading

- *The Alchemist* (25th Anniversary Edition), by Paulo Coelho, available at Spartan Bookstore and elsewhere. ISBN: 9780062315007
- Readings as assigned on Canvas
- Student-selected research materials

Course Learning Outcomes (CLO)

Upon successful completion of this course, students will be able to:

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

Technology Requirements

Canvas: We will be using Canvas throughout this course.
Login URL: http://sjsu.instructure.com. Please note that the URL should NOT have the "www at the start of the address like many other websites. It is recommended that you visit the eCampus Canvas website at http://www.sjsu.edu/at/ec/canvas/, which 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: your SJSU 9-digit ID number.
Password: Self-generated password for your SJSUOne account
Turnitin.com: We use 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.

- **Zoom**: Given the ongoing presence and threat of COVID-19, our course zoom link is intended to accommodate English 100A students who must attend class virtually due to virus exposure or other illness. Be advised that the link is ad hoc and that you must arrange virtual attendance with the instructor prior to class. Please note that the Zoom links for class and for my virtual office are different! Get help with Zoom here.

Course Requirements 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 13 weeks of the semester, you will earn eligibility points for each required assignment or activity and 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 14th week of the semester, 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.

Final grade: In the final weeks of the semester, you will assemble your portfolio, write a brief cover letter, and compose an in-class final essay. Your final grade is based on the scores given to your portfolio and final exam by two readers: the portfolio accounts for 70 percent, the final exam 30 percent (see grading rubric and scale below). To receive a C or higher for this course, you must earn a score of at least 70 percent (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.

University Credit Hour Requirement

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week with one of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

Assignment	Description	Word count	Assessment
Rhetorical Analysis Essay	For this assignment you 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 contribute to the purpose of the document.	1,500	Maximum 25 eligibility points
Discipline Investigation Essay	In this assignment, you write a report about working in your major field. This report describes an interview you will have with a professional in your chosen field; you also write about information you collect from at least two outside sources (articles), following appropriate citation and reference styles (APA or MLA).	1,500	Maximum 25 eligibility points
Five Critical Reading Reflection Journals	During the semester, you will read sections of a full length work of fiction, *The Alchemist,* by Paulo Coelho*,* and other readings selected by your instructor and respond to this reading in a series of required reflective journals. Most of these will be timed essays written in class. At the end of the semester, you will include these journals in your portfolio.	2,000	Maximum 25 eligibility points
Cover Letter	This is a one- or two- paragraph letter to readers of your portfolio in which you explain which of the two above assignments (RA or DI) is your best work and why.	200-300	Maximum 5 eligibility points
Homework, quizzes, and participation	Your instructor determines how to assign these points to your class work and participation (see pp. 2, 3, 6).		Maximum 20 eligibility points
	By the end of the 13th 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 for the course.		**Maximum 100 points; minimum 70 points**
Portfolio	The portfolio must include: • A clean, final draft of the cover letter (200-300 words) • A clean, final copy of two main assignments (at least 3,000 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/or a rubric marked by the instructor; • Five CRR journals.	3,200 words of final, polished writing	Evaluated by two readers according to scoring rubric. Worth 70% of grade.
Final Exam	A timed, in-class essay, common across all sections of 100A. **Portfolio Submission and Final Examination: Tuesday, November 22, 2022**	500 words	Scored by two readers according to scoring rubric. Worth 30% of grade.

Determination of Grades

ENGL 100A is graded A-F only. CR/NCR is not an option, as "credit" in 100A does not satisfy the WST requirement: Grade C or higher fulfills this requirement. Further, no "incomplete" grades are given in this course. **To receive full credit, assignments must be completed on time by the posted due date. Please note that no unexcused late work will be accepted. If you cannot make a deadline, you must contact me BEFORE THE DUE DATE.**

Scoring Rubric *to be used in evaluating both the portfolio assignments and the final exam.*

4	• meets all expectations in rhetorical choices of 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. • addresses assignment intelligently.
3	• meets most rhetorical expectations of 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	• meets few rhetorical expectations of assignment. • shows weak development and cohesion and/or inappropriate rhetorical choices. • shows accumulation of grammar and syntactical errors that interfere with reader's understanding. • omits or misunderstands major parts of assignment.
1	• fails to meet rhetorical expectations of assignment. • fails to organize and develop ideas. • contains grammar and syntactical errors that seriously interfere with reader's understanding. • fails to address 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-	57 or lower	
F	Not eligible for portfolio and final exam	

Classroom Protocol

Writing can be a solitary enterprise, but the critical thinking and habits of mind that go into such work can be developed and enriched in community. Thus, it is imperative that you attend class every day and participate in class activities and discussions. Class participation entails: (1) demonstrating that you've completed the readings, (2) contributing to discussions, and (3) completing in-class assignments and activities. Electronic resources such as laptops, tablets, and phones may be used during class only to compose select assignments, or access course materials on Canvas. Please be sure that social media and other distractions not related to our course pursuits are turned OFF during class.

University Policies

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' Syllabus Information web page at http://www.sjsu.edu/gup/syllabusinfo/"

IMPORTANT COURSE POLICIES

You are encouraged to use the tutoring services on campus, but all work in ENGL 100A is expected to be your own. If the instructor has reason to believe otherwise, he or she has the right to require additional evidence that the work is your original writing.

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. 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:

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

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 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. https://libguides.sjsu.edu/plagiarism/how-to-avoid-plagiarism

Student Resources

Library Liaison

Peggy Cabrera   Phone: 408.808.2034   Email: peggy.cabrera@sjsu.edu

SJSU Peer Connections

Please see the [Peer Connections web page](https://peerconnections.sjsu.edu/) [https://peerconnections.sjsu.edu/] for virtual support during the Fall 2022 semester.
Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while learning to successfully navigate their university experience. You are encouraged to take advantage of these services, which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to small group, individual, and drop-in tutoring for a number of undergraduate courses, Peer Connections offers consultation with mentors on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is available in three locations: SSC, Room 600 (10th Street Garage, corner of 10th and San Fernando Street); on 1st floor entrance of Clark Hall; and in Living Learning Center (LLC) in Campus Village Housing Building B. Visit the [Peer Connections website](http://peerconnections.sjsu.edu) at http://peerconnections.sjsu.edu for more information.

SJSU Writing Center

Please see the [SJSU Writing Center web page](https://www.sjsu.edu/writingcenter/) [https://www.sjsu.edu/writingcenter/] for virtual support during the Fall 2022 semester.

The SJSU Writing Center now has two locations: Writing Specialists conduct drop-in tutoring sessions in **Clark Hall, Suite 126** and hold regularly scheduled tutoring sessions on the **second floor in the MLK Library.** All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the [Writing Center website](http://www.sjsu.edu/writingcenter) at http://www.sjsu.edu/writingcenter. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. Note: You need to have a QR Reader to scan this code.

SJSU Counseling Services

Please see the [SJSU CAPS (Counseling and Psychological Services) web page](https://www.sjsu.edu/counseling/) [https://www.sjsu.edu/counseling/] for virtual support during the Fall 2022 semester.

The SJSU Counseling Services is located in the Student Wellness Center, 3rd Floor, Room 300B, (corner of 7th and San Carlos St., across from the Event Center). Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate, or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling Services website at http://www.sjsu.edu/counseling.

ENGL 100A: Writing Competency through Genres, Sections 1 & 2
Fall 2022 Course Schedule

Schedule subject to change; any updates will be communicated with fair notice in class and via Canvas.
All Discussion Posts and Quizzes are due 11:59pm Friday on the weeks they are assigned.
All other homework and reading assignments should be completed by the date on which they are listed.

Week	Date	Tuesday	Thursday
1	8/23-25	Course introduction Prep for Journal 1 (1pt.) Rhetorical situations, discourse communities, rhetorical analysis	In-class writing: Journal 1 (4pt.) Discussion Post 1 (1pt.)
2	8/30-9/1	Rhetorical Analysis assignment (RA Essay), rhetorical appeals Read Rhetorical Analysis assignment and formatting documents	Quiz 1 (3pt.) Document analysis (2pt.)
3	9/6-8	Prep for Journal 2 (1pt.) Rhetorical strategies Read *The Alchemist* through p. 23, including Forward (pp. VII-X) and Prologue (pp. 1-2)	In-class writing: Journal 2 (4pt.) Interview candidate document (2pt.)
4	9/13-15	Rhetorical strategies, paragraphing (2pt.) Read *The Alchemist* pp. 23–45, paragraph handout **View/Listen:** PIE Paragraph podcast (2pt.)	Quiz 2 (3pt.) **Peer Review Workshop: RA Essay, First Draft** (4pt.)
5	9/20-22	Conferences: RA Essay, Second Draft (4pt.) **No class meetings** Quiz 3 (3pt.) Read *The Alchemist* pp. 45-67 and Discipline Investigation assignment (DI)	
6	9/27-29	**MLK LIBRARY SESSION RM 213** (5pt.) Read *The Alchemist* pp. 67-86	**DUE: RA Essay, Semi-Final Draft** (8pt.) Discussion Post 2 (1pt.)
7	10/4-6	Interview questions (2pt.) Read *The Alchemist* pp. 86-107	Quiz 4 (3pt.) Interview practice (3pt.)

Week	Date	Tuesday	Thursday
8	10/11-13	Prep for Journal 3 (1pt.) Read *The Alchemist* pp. 107-127	In-class writing: Journal 3 (4pt.) Discussion Post 3 (1pt.)
9	10/18-20	DI format review (2pt.) Read *The Alchemist* pp. 127-148	**Asynchronous class** Quiz 5 (3pt.) **Virtual** Peer Review Workshop: **DI Essay, First Draft** (4pt.)
10	10/25-27	Conferences: DI Essay, Second Draft (4pt.) **No class meetings**	
11	11/1-3	Prep for Journal 4 (1pt.) Read *The Alchemist*, pp. 148-171 (end)	**DUE: DI Essay, Semi-Final Draft (8pt.)** In-class writing: Journal 4 (4pt.) Discussion Post 4 (1pt.)
12	11/8-10	Prep for Journal 5 (1pt.) Writing business letters Letter analysis (1pt.)	In-class writing: Journal 5 (4pt.) Discussion Post 5 COVER LETTER (3pt.)
13	11/15-17	Eligibility Notifications Prep for Final Exam	**Peer Review Workshop: Cover Letter** (2pt.)
14	11/22-24	**DUE: Portfolio** **Final Exam** **Last class**	**Thanksgiving Holiday Campus Closed**
15	11/29 and later	Results, Conferences	
		Congratulations! **Enjoy your year-end break.**	