Fall 2019

HUM 099-001: English Composition, Reading, Writing

Martin Port

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Instructor: Martin Port
Term: Fall 2019
Time & Location: Tu and Fri 10:00 – 11:30, Cullimore 315
Office Hours: after class
Email: port2010@njit.edu

Course Description
Humanities 099 is a basic writing course designed to prepare you for First Year Writing. It focuses on principles of grammar, usage, and sentence structure, and concepts of paragraph and essay writing.

Course Goals
During this course you will:
1. Write sentences that demonstrate correct usage of the parts of speech, punctuation, and capitalization.
2. Demonstrate precision and variety in choice of words.
3. Write sentences, paragraphs, and essays free of sentence errors.
4. Write sentences, paragraphs, and essays free of shifts in person and errors in verb tense.
5. Determine the audience and purpose of a paragraph or essay.
6. Demonstrate the ability to write a clear focus statement for both a paragraph and an essay.
7. Demonstrate the ability to develop ideas and arguments in appropriate order to produce an effective, unified, coherent paragraph and/or essay.
8. Demonstrate the ability to write a well-developed multiple-paragraph essay (300–600 words). Performance will be satisfactory if the writing sample effectively communicates a whole message to the specified audience for the stated purpose.
9. Demonstrate the ability to proofread and revise paragraphs and essays.
10. Complete the timed essay. Performance will be satisfactory if the writing sample effectively communicates a whole message to the specified audience for the stated purpose and if the student scores 70 percent correct on the objectivetest.

Required Texts

Assignments & Assessment
Students must receive a grade of C or higher to advance into HUM 101.
Your semester grade will be based on the following:

- Homework, attendance, in-class activities, portfolio 10%
- Unit tests on mechanics, usage, sentence structure 20%
- Writing (paragraphs and essays) 50%
- Midterm (timed essay) 10%
- Final writing exam (timed essay) 10%

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>100-90</td>
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<td>B+</td>
<td>89-87</td>
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Portfolio Requirement
Maintain a portfolio of all assignments: homework, essays, paragraphs, quizzes, etc. Keep these all in one folder/container. I will check your portfolio at the end of the course and maybe in the middle of it. Using this portfolio,
we can review any topic that we need to; also we will be better able to compare current work to previous work in order to determine what kind of progress you have made.

**Attendance**

Attendance is critical to your success in this class. Participation in in-class activities, discussions, and workshops will contribute to your knowledge, ability, and performance. Participation cannot be demonstrated by chronic absences or sickness, similar to the professional world. At a minimum, this means showing up on time, being prepared, and contributing to class discussions. Your level of engagement with the material will subsequently impact how much you get from the class.

You may miss up to one week of class without penalty. Every subsequent unexcused absence will result in the deduction of participation points. If you are absent for legitimate reasons (family emergency, illness) you must provide a doctor’s note or a note from your dean.

**Please contact your classmates for missed work.**

**Assignment Submission**

All assignments must be submitted in typed hard copy. *I will not accept emailed work.* Specific formatting guidelines may vary according to each assignment, so please follow the explicit guidelines found on individual assignment sheets.

Assignments are due at the beginning of class. Late class work and homework will only be accepted if your absence is excused.

**Technology**

If you need to get a hold of me email is my preferred method. I will respond to your emails within 24 hours. Please plan accordingly. Remember to maintain an appropriate tone in all school-related correspondence. This means to include an appropriate SUBJECT line and your NAME in all emails. I will not respond to emails that do not include the sender’s name.

Cell phones should not be used during class unless needed for a specific activity. Please set them to silent as a courtesy to your classmates and instructor.

Laptops should only be open when we are drafting. For discussions and presentations they should remain closed.

**NJIT University Code on Academic Integrity**

The New Jersey Institute of Technology is an institution dedicated to the pursuit of knowledge through teaching and research. We expect out graduates to assume positions of leadership within their professions and communities. Honesty in your academic work will develop into professional integrity.

The NJIT Code of Academic Integrity embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the university and represents the highest possible expression of shared values among the members of the university community.

All assignments submitted shall be considered "graded work" and all aspects of your coursework are covered by the Code on Academic Integrity. All projects and homework assignments are to be completed individually unless otherwise specified.

The full text of the NJIT University Code on Academic Integrity can be found at [www.njit.edu/education/pdf/academic-integrity-code-pdf](http://www.njit.edu/education/pdf/academic-integrity-code-pdf).

**Special Needs**

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see me as early in the semester as possible to discuss the necessary accommodations, and/or contact Student Disability Services at 973-596-3420.
The Writing Center
The Writing Center (G17 Central King) is available for one-hour individual and group appointment with professional writing tutors both onsite and online. This resource is intended to help you improve your communication and writing skills. Tutors and help with planning assignments, improving your writing, refining an essay or multimedia project, or other communication-based needs. For more information, please visit: https://www.njit.edu/writingcenter/

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If you are absent, find out what you missed from a classmate:

Your Class Contacts
Name: ___________________________________________ Phone: _____________________
Email: ______________________________________________
Name: ___________________________________________ Phone: _____________________
Email: ________

SCHEDULE

Week 1  9/3 & 9/6
Course overview & Diagnostic Essay
Topics: Chapter 1, "Critical Thinking and Writing";
Chapter 5 "Narration:
Chapter 16 Fragments and Run-ons pp. 197-208

Week 2  9/10 & 9/13
Preparing for Essay #1, Personal Narrative
Chapter 2: Developing essays: narrowing a topic, brainstorming (these topics will be pursued throughout the course)
Paragraph written in class; outlining an essay; analysis of narrative essay (pp.69-75)
Discussion, exercises on fragments and run-ons

Week 3  9/17 & 9/20
Chapter 11 "Comparison and Contrast"
Thesis, topic, and support in a compare/contrast essay
"Organizing Your Main Point and Support" (Chapter 3)
Unity and cohesion in essays (Chapter 4)
(These topics will be pursued throughout the course.)
Quiz on fragments and run-ons
Begin discussion of subject-verb agreement (208-215)
Essay #1 due

Week 4  9/24 & 9/27
Peer review of compare/contrast paragraphs with focus on fragments and run-ons.
Expanding "compressed sentences": spelling out ideas; redoing overly complicated sentences as 2 or more sentences; use
of transitional expressions (see p. 60)

Week 5  10/1 & 10/4
Essay #2 "Compare and Contrast", due
Quiz on subject-verb agreement
Next rhetorical mode: Classification (Chapter 9) Analyzing things as different types.
Classification paragraphs; editing, peer review for grammar issues and clarity
Pronouns (Chapter 17 pp.223-230)

Week 6 10/8 & 10/11
Outlining classification essay
Pronoun exercises
Focus on revisions: unity, coherence, grammar

Week 7 10/15 & 10/18
Essay #3 "Classification", due
Pronoun quiz
Chapter 10 Definition Essays
Chapter 18, Punctuation and Capitalization (focus on the comma)

Week 8 10/22 & 10/25
Midterm: in-class essay
Outlining definition essay
Exercises in use of the comma

Week 9 10/29 & 11/1
Essay #4 "Definition" due
Introduce Chapter 13 Argumentation essays
Topic sentences, thesis statements, evidence
Exercises in developing topic statements and concluding observations
Quiz on commas

Week 10 11/5 & 11/8
Continued analysis of argument essays: identifying and evaluating evidence
Editing argument paragraphs for unity, cohesion, support
Further practice in punctuation: Chapter 18 pp. 248-256 (apostrophes, quotation marks, semicolon, colon, parentheses, dash, hyphen)

Week 11 11/12 & 11/15
Essay #5 "Argumentation" due
Punctuation quiz
Continued practice in developing Argumentation essays

Week 12 11/19 & 11/22
Punctuation quiz
In-class writing: paragraphs on Argumentation
Peer review, paragraph rewrites

Week 13 11/26 & 11/27 (11/27 is a Wednesday—Friday classes meet)
2nd Argumentation essay due
Review, meetings with students

Week 14 12/3 & 12/6
Meetings with students
Review
In-class writing & editing

Week 15 12/10 & 12/15
Review
Final in-class essay