

Fall 2019

# HUM 101-079: Writing, Speaking, Thinking I

Randi Hawkins

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# **HUM101: 079 FA19 Writing, Speaking, Thinking I**

Instructor: Professor Randi Hawkins [rhawkins@njit.edu](mailto:rhawkins@njit.edu) (please use email and not Canvas msg)  
Office and Hours: by appointment

**Course Description** HUM101 is an introduction to college level writing. In this course, students are introduced to writing's rhetorical dimensions; they are asked to consider the purpose, audience, occasion, and genre that are called for in a variety of writing, speaking, or visual assignments. The course also focused on the writing process, including asking students to brainstorm topics, to write drafts, and to revise their writing based on feedback and reflection. Writing and reading go hand in hand, so students are asked to read challenging articles, essays, and prose, and to consider paintings, films, or other visual compositions. Academic writing begins from the assumption that written, visual, and spoken texts can be in conversation with each other. Thus, the readings serve as both models of effective communication and as beginning places for students' own arguments and analyses.

**Prerequisites and Grade Requirements** Permission of the Humanities Department is required to take HUM101. Entrance is determined by placement score or completion of HUM99 with a grade of C or better. To advance to HUM102, you must pass HUM101 with a C or higher final course grade.

**Course Goals** During this course, students will

- Gain knowledge of writing's rhetorical dimensions
- Use writing as a tool for critical thinking and reflection
- Practice writing as a process using various brainstorming, invention, revision and editing strategies
- Write in several genres that utilize analysis, reflection, narrative, critique, and argument skills
- Practice using the conventions of written, spoken, and visual composition

## **Required Texts**

O'Neill, Megan. Humanities 101: Introduction to Academic Writing 2019-2020 (NJIT Custom Textbook) ISBN 978-1-68036-887-1. This non-digital book can only be purchased at the NJIT Campus Bookstore. Access to Canvas.

**Assignments and Assessment** Grades will be computed using scores from the following assignments:

Attendance and Class Professionalism	10%
Short Writing Assignments incl. HW	10%
Essay #1 – Narrative Essay*	20%
Essay #2 – Proposal Essay*	20%
Essay #3 – Synthesis Essay*	25%
*First drafts are 1/3 of the grade, and final drafts are 2/3 of the grade.	
Oral Presentation	10%
Reflective Essay	5%

Individual and group work will be evaluated according to the NJIT grading scale.

A=100-90	B+=89-87	B=86-80	C+=79-77	C=76-70	D=69-60	F=<59
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**Attendance** Attendance is critical to student success in HUM101. Participation in in-class activities, discussions, and workshops will contribute to your knowledge, ability, and performance. Professionalism can be demonstrated by regular attendance and active participation. At a minimum, this means attending on time, being prepared, and contributing to class discussions. Your level of engagement is directly related to how much you learn from the course.

*From the Provost: All undergraduates are expected to attend all regularly scheduled classes.*

*Students who expect to miss classes or exams because of religious observance must submit to their instructors, by the end of the second week of classes, a written list of dates that will be missed. Students are expected to make up missed work. Faculty are expected to make reasonable attempts to accommodate students who appropriately follow this policy.*

*Instructors are not obligated to make allowances for student absences unless those absences are due to illness or similarly unavoidable circumstances. This information must come from the Dean of Students Office directly.*

*When, in the opinion of the instructor, a student is jeopardizing successful completion of the academic requirements of a subject due to excessive absences, the instructor will initiate an absence warning (Academic Warning Notice). FYW: For excessive, undocumented absences, the Advising Success Center will be notified.*

You may have one week of unexcused absences, so in this case two classes, without penalty. Every subsequent absence will result in a ½ point deduction from your final course grade. The absence count includes lates, but not college approved absences. Your instructor makes final decisions regarding what qualifies as an excused absence.

Absences are for illness or real personal issues. They are not days off. Attend every class so that you may use your unexcused absences when you really need them. If you are absent, consult Canvas and a classmate so you can make up missed work.

If you are absent on the date an assignment is due, the assignment due date does not change. Extensions for due dates and decisions about what constitutes an excused absence are made entirely at the discretion of your instructor.

If you have not completed an assignment, and you are thinking of skipping class on its due date, please re-think that decision. Don't make a bad situation (incomplete assignment) worse by combining it with an absence and missed learning.

**Assignment Submission** All assignments will be submitted on Canvas, unless otherwise specified. Emailed assignments will not be accepted. You will occasionally be required to print an assignment; you can use free college printers in the campus center or library. Assignments are due at the start of class. Late assignments will only be accepted subject to a grade reduction, usually one grade step per day late. For example, an A paper that is submitted a day late will earn a B+ grade.

If you have an excused absence, or know in advance that you will need extra time to complete an assignment, please contact me before the due date.

**In-Class Personal Technology** Cell phones should not be used in class unless they are needed for a class-related activity. Please set them to silent as a courtesy to your classmates (and yourself).

If you have a laptop, bring it to every class, but only have it open when we are drafting.

**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 our 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. Suspected violations of this code will be reported directly to the Dean of Students for adjudication. 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).

From you instructor: It is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will face disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at [dos@njit.edu](mailto:dos@njit.edu)

**Center for Counseling and Psychological Services (C-CAPS).** To talk with a counselor or psychologist just call (973) 596-3414 or stop-by Campbell Hall, Room 205 for an appointment. Services include, but are not limited to, confidential counseling, crisis intervention, academic and career counseling, addiction counseling and referral, cross and multicultural counseling, LGBTQ counseling, workshops on test anxiety and study skills, and a soothing Relaxation Space.

**Student Accommodations** Every attempt will be made to accommodate qualified students. Please see me as early as possible in the semester to discuss necessary accommodations, and also contact Student Disability Services at 973-596-3420. Accommodations are not retroactive, so please register for qualified services early in the semester.

**Dean of Students** Dr. Marybeth Boger is the NJIT Dean of Students and Campus Life. Contact Dr. Boger if you are experiencing difficulties, or wish to share a suggestion for improving NJIT, or are simply unsure of where to turn for help. Explore the Dean of Students webpage to learn more about their services. <https://www.njit.edu/doss/> (this information from their webpage)

**The Writing Center** The Writing Center is CKB G17. Services are free, but appointments are required. Professional writing tutors are available for one-hour individual and groups appointments, both onsite and online. The Writing Center is intended to help students improve communication and writing skills. Tutors can help plan assignments, improve writing, refine an essay or multimedia project, or other communication-based needs. For information or to schedule and appointment, visit [www5.njit.edu/writingcenter/schedule-writing-center-appointment/](http://www5.njit.edu/writingcenter/schedule-writing-center-appointment/)

**Weather Emergencies:** If the college closes because of bad weather, please check your email and Moodle for updates about assignments. Even if the college closes, assignments are still due that day and should be submitted.

**Registration:** It is the student's responsibility to be registered for classes through the Registrar's Office and cleared through the Bursar's Office. Students who attend classes and who are not properly registered and cleared will not be reinstated into the class and will not receive credit.

**Class Schedule:** Below are the major due dates for this semester. All assignment instructions and a complete list of due dates will be on Canvas. All due dates are subject to change at instructor's discretion

Date	Assignment Due
9/3	First day of classes at NJIT.
9/4	First day our HUM101 class meets.
9/30	Essay 1 – Final Draft Due
10/23	Essay 2 – Final Draft Due
11/20	Essay 3 – Final Draft Due
11/27 – Wednesday	Friday classes are being held 11/27, so our class will not meet.
12/2	Presentations Due
12/11	Reflective Essays Due at End of Class Last Regular Day of Classes
12/22	Grades due

Late assignments will be accepted at the discretion of the instructor and subject to grade reduction. Cluster submitted assignments may not be accepted, and are subject to grade maximums and reductions. In class assignments should be made up within one week of your return to class.

If you fall behind, or before you fall behind if possible, talk to your instructor. Our shared goal is for you to successfully complete all assignments.