

Fall 2019

HUM 101-017: Writing, Speaking, Thinking I

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Recommended Citation

Hamai, Crystal, "HUM 101-017: Writing, Speaking, Thinking I" (2019). *Humanities Syllabi*. 189.
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Office Hours: Tues/Thurs by appointment

Humanities 101: Writing, Speaking, Thinking

Course Description

HUM 101 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 focuses on the writing processes, asking students to brainstorm topics, to write drafts, and to revise their writing based on reflection and peer feedback. 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.

Course Goals

During this course you will:

- Gain knowledge of writing's rhetorical dimensions
- Use writing as a tool for critical thinking and reflection
- Practice writing as a process by 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
- Practice writing and creating in digital environments

Prerequisite

Permission of the Humanities Department is required. Entrance is determined by placement score or completion of HUM 099 with a grade of C or better.

Required Texts and Materials (to be brought to every class)

NJIT Custom Textbook- Available at the campus bookstore

O'Neill, Megan. *HUM 101: Introduction to Academic Writing 2019-2020*. Newark: NJIT, 2019.

Selected Readings- Provided by your instructor, available on your class Canvas site throughout the semester

A 3-ring binder with loose leaf paper or a spiral notebook with clean-tear pages

Pens that work

Helpful websites

- [Canvas](#)
- [Writing Commons](#)
- [WAC Clearinghouse Writing Resources](#)
- [Purdue OWL](#)
- [The Writing Center](#)

What to Expect

Students will produce essays in a variety of rhetorical modes (such as argumentation or exposition) and genres (such as autobiography or creative non-fiction) using writing to explore

ideas, observations, and experiences. Students will share their writing with their peers, receive feedback on drafts, and revise as they progress through process-driven writing.

How to Succeed

Your level of success is determined by how much effort you put into the class. I expect you to be thoughtful in your work, ask questions when you are unsure, and show respect to everyone in the classroom. Be prepared to discuss ideas in class. I reserve the right to quiz you on required reading assignments as I see fit.

Assignments and Assessment

The following grading policy will be in effect:

Attendance /Participation /Response Journals	10%
Personal Narrative Essay	25%
Analysis Essay	25%
Report (or other*) Essay	30%
Oral Presentation	10%

Individual and group work will be evaluated according to the university's grading scale.

A = 100-90	B+ = 89-87	B = 86-80	C+ = 79-77	C = 76-70	D = 69-60	F = 59-0
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Essays

Writing is very dynamic. For each essay assignment you will bring in a working draft to be peer reviewed. This draft should be substantial and near completion, not a paragraph and list of resources. The working draft itself will not receive a grade, but it will count towards your final grade on the assignment.

Attendance on workshopping days is mandatory. Absence or failure to bring in completed work on a workshop day will impact both your attendance and assignment grades. If you know in advance that you will miss one of these days, please meet with me to arrange an alternative solution.

All essay assignments will be submitted on Canvas by the assigned due date. Essays should be submitted as a Word document. Google docs links will not be accepted. **I do not accept papers by email.**

Late Work

Late papers will only be accepted after a conference with me, and with the understanding that your grade will be lowered accordingly. For every day that your paper is late, your grade will be lowered by one full letter grade. PLEASE NOTE that all essays, including in-class writing must be submitted in order to pass the class. You cannot elect to "miss" a writing assignment. If you are missing any written assignments, you cannot pass the course.

You will have the opportunity to rewrite one of your essays to improve your grade.

Oral Presentations

Each student will give an oral presentation. These will be approximately 10 minutes in length.

The Writing Center at NJIT

The Writing Center (G17 Central King) is available for 45-minute individual and group appointments with professional writing tutors both onsite and online. This resource is intended to help you improve your communication and writing skills. Tutors can help with planning assignments, improving your writing, refining an essay or multimedia project, or other communication-based needs. To make an appointment, please visit <https://njit.mywconline.com/>

Attendance

All students are expected to attend all regularly scheduled classes. 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.

Students who expect to miss class for religious observances or sports activities must submit to me a written list of dates that will be missed by the end of the second week of classes (as per university policy). Attendance is graded as follows: 0-2 absences: 10 points; 3 absences, 9 points; 4 absences, 8 points; 5 absences, 7 points; 6 absences, 6 points. More than six unexcused absences (three weeks of the course) can result in the automatic failure of the course.

Please contact your classmates for missed work.

Class Rules and Procedures

- As this is a skills-based course, attendance is crucial. You will do a great deal of writing in this class. Nearly every class session will have time devoted to some form of writing, some of which will be collected. I do not expect a masterpiece in a five minute writing exercise, but I do expect your best effort. Work you miss in class cannot be made up.
- If I have not received your paper on the due date, it is late. If there is an extreme mitigating circumstance, speak with me as soon as possible.
- Lateness is disrespectful to your classmates, your professor and yourself. Make every effort to be on time.
- Readings should be read by the first class of the week. Be sure to complete all reading assignments and be prepared to discuss them in class. How much (or how little) you participate in class will have a definite impact on your overall grade.
- This course utilizes the Canvas learning environment. If you are having difficulty accessing Canvas please contact me as soon as possible and contact the NJIT computing services for assistance.
- Turn cell phones, iPods, etc. to silent and put them away before class starts. If you are using a laptop to take notes, turn off all instant messaging programs.
- Email is my preferred method of communication. I will make every effort to reply to your email within 24 hours. 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 a message and the sender's name within the body of the email.

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.

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

Accessibility

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 necessary accommodations, and/or contact Student Disability Services at 973-596-3420.

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

Your Class Contacts

Name: _____ Phone: _____

Email: _____

Name: _____ Phone: _____

Email: _____

Name: _____ Phone: _____

Email: _____

The course schedule is subject to revision. Readings will be added throughout the semester and will be announced on Canvas as well as in class. CT stands for custom text.

		In Class Topic/Work	Work/Readings Due
Week 1	9/2	Welcome/ Syllabus Introduction to the writing process What Are Academic Literacies? In class written response	CT Chapter 1: Academic Literacies
Week 2	9/9	What are narratives? Workshop: Outlining and Body Paragraphs Theme readings TBD Reading journals <i>Paper 1: Narrative Essay assigned</i>	CT Chapter 2: Literacy Narratives
Week 3	9/16	How to Read Critically Understanding Style Guides Theme readings TBD <i>Pape 1 draft exercise in class</i>	Style guide assignment
Week 4	9/23	Drafting strategies Introduction to peer review workshops Narrative Essay Peer Review	Paper 1 draft
Week 5	9/30	What is the Rhetorical Situation? Understanding the revision process Analyzing Texts Theme readings TBD <i>Paper 2: Analysis Essay assigned</i>	CT Chapter 3: Reading Rhetorical Situations DUE: Paper 1 Narrative Essay
Week 6	10/7	What is Rhetorical Analysis? Understanding the writing process Theme readings TBD	CT Chapter 4: Analysis
Week 7	10/14	Thesis statements and claims Arguing analytically Paper 2 draft exercise	Paper 2 draft
Week 8	10/21	Using sources to support claims Revision strategies	CT Chapter 5: Framing Argument

Week 9	10/28	How to properly cite sources Analysis Essay Peer Review <i>Assign Essay 3 (report, review, critique)</i>	DUE: Paper 2 Analysis Essay
Week 10	11/4	Understanding other academic genres	
Week 11	11/11	Reading and analyzing examples of (report, review, critique)	
Week 12	11/18	Using multiple sources to make an argument	Paper 3 draft
Week 13	11/25*	Oral presentation skills Essay 3 Peer Review	
Week 14	12/2	Presentations	
Week 15	12/9	Presentations Thursday 12/12 Last day of classes	DUE: Essay 3

* Note on Thanksgiving week changes: Tuesday follows a Thursday schedule; Wednesday follows a Friday schedule