

Fall 2019

HUM 099-005: English Composition - Reading, Writing

Risa Gorelick

Follow this and additional works at: <https://digitalcommons.njit.edu/hum-syllabi>

Recommended Citation

Gorelick, Risa, "HUM 099-005: English Composition - Reading, Writing" (2019). *Humanities Syllabi*. 202.
<https://digitalcommons.njit.edu/hum-syllabi/202>

This Syllabus is brought to you for free and open access by the NJIT Syllabi at Digital Commons @ NJIT. It has been accepted for inclusion in Humanities Syllabi by an authorized administrator of Digital Commons @ NJIT. For more information, please contact digitalcommons@njit.edu.

HUM 099: English Reading and Writing

Professor: Dr. Risa Gorelick

Phone: (973) 596-5868

Email: Gorelick@njit.edu

Office Hours: Monday 2:30-3:30 PM, Wednesday 9:15-9:45 AM, & by appointment

Office: Cullimore 426

Term: Fall 2019

Meeting Times:

HUM 099-005: Monday/Wednesday 1:00-2:15 PM 315 Cullimore Hall

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% correct on the objective test.

Required Texts:

- Moore, Miriam, and Susan Anker. *Real Writing Essentials*. Boston: Bedford/St. Martin's, 2018.
 - Please bring your textbook to every class.
- A college dictionary/thesaurus (can be a downloadable app)
- Free Subscription to the *New York Times*

Register with NY Times for your FREE subscription:

REGISTER: All users must first register at [NY Times Group Pass](#) using their NJIT email address. You must be logged into NJIT's network on campus to register.

CONNECT: Once you have a login you can connect directly to [NYTimes.com](#) on the web from any device.

- You may also download and use *NY Times* apps on other devices, using this same login.
- To search the archive all the way back to 1851, you must use a browser rather than the mobile app.

EXPIRATION: Your account will expire within a year from initiation and renewal will be required through the same Group Pass URL.

PREFERRED BROWSERS: Use Chrome or Firefox.

Required Materials:

- A college-level **dictionary/thesaurus** (can be a free downloaded app)
- A **notebook and writing instrument (pen/pencil)** to take notes in class
- A **writing instrument that is a color other than red** to make notes on peer response papers
- A **stapler to staple your assignments together**
- You can bring your laptop/tablet on days where we write in class.

Assignments & Assessment

Students must receive a grade of C or higher to advance into HUM 101.

Diagnostic Essay (not graded but required)	0%
Homework and in-class activities	10%
Unit quizzes on mechanics, usage, sentence structure	20%
Writing (paragraphs/essays)	50%
Mid-term Exam (timed in-class essay)	10%
Final Exam (timed in-class essay)	10%

NJIT's Grading Scale:

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

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 (2 classes) without penalty. Every subsequent unexcused absence will result in the deduction of participation points. **More than six unexcused absences (three weeks of the course) can result in the automatic failure of the course.**

If you are absent for legitimate reasons (family emergency, illness) you must provide a doctor's note or a note from your dean.

Attendance on workshopping days is mandatory. If you know in advance that you will miss one of these days, please meet with me to arrange an alternative solution. **If your group does not complete reviewing everyone's paper, you must find a time outside of class in which to meet to review each other's drafts.**

Students who expect to miss classes because of religious observance must submit to their instructors a written list of dates that will be missed by the end of the second week of classes, September 13, 2019 (per university policy). Students are expected to make up missed work within a week.

Please contact your classmates for missed work. Take 5 minutes to meet 3 people and get their contact information. You may add this information to your phone's contact list.

Class Contacts: Please contact your classmates for missed work. Take 5 minutes to meet 3 people and get their contact information.

Name	Phone	Email

**Please be courteous when contacting a classmate.



NEED HELP? KNOW WHO TO CALL

Please note following important numbers that will come in handy in case of emergency:

EXTERNAL RESOURCES	AVAILABILITY	CONTACT NUMBER
Suicide Prevention	24 hrs/ 7 days a week	(973) 623-2323 (University Hospital-Newark)
Drug/ Alcohol Addiction	24 hrs/ 7 days a week	(877) 630-8262
Crime Victim Compensation Office	Monday – Friday 8 AM – 8 PM	(877) 658-2221
Rape Care Center	24 hrs/ 7 days a week	(877) 733-2273 (Essex County)
Sexual Assault Hotline	24 hrs/ 7 days a week	(800) 656-HOPE (National)
Psychiatric Emergency	24 hrs/ 7 days a week	(973) 924-7416 (Newark Beth Israel Hospital)
NJIT RESOURCES	AVAILABILITY	CONTACT NUMBER
NJIT Public Safety	24 hrs/ 7 days a week	(973) 596-3111 (Emergency) (973) 596-3120 (Non-Emergency)
Dean of Students (TITLE IX – Sexual Misconduct Report/Response)	Monday – Friday 8:30 AM - 4:30 PM	(973) 596-3466
Counseling and Psychological Services (CAPS)	Monday – Friday 8:30 AM - 5 PM	(973) 596-3414
Student Health Services (SHS)	Monday – Friday 8:30 AM - 4:30 PM	(973) 596-3621

Assignment Submission

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

In addition to the typed hard copy, you will need to post your assignment to Canvas in either a MS Word or Google Docs (if Google Docs, make sure you give me permission to access/edit the document).

Late Work

Late work will be severely penalized (one grade per day—not class—late). Assignments are due at the beginning of class. Late class work and homework will only be accepted if your absence is excused. If you are having difficulty completing an assignment, please see me prior to its due date. It is better to hand in an assignment you may not be happy with and revise it later than to hand it in late.

Technology

If you need to get a hold of me email is my preferred method. I will respond to your emails within 48 hours (usually sooner). 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. **Please email me with your NJIT email and let me know that you're in my HUM 099 class.**

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 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 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. **Students must contact NJIT's Student Disability Services each semester to receive their accommodations.**

The Writing Center

The Writing Center (G17 Central King) is available for 40 minute individual and group appointment with professional and peer writing tutors. This FREE resource is indented to help you improve your communication and writing skills. Tutors help with planning assignments, improving your writing, refining an essay or multimedia project, or other communication-based needs.

It is best to make regular use of the services in the Writing Center. You need to schedule your own appointments, after setting up an account with the Writing Center. Keep in mind that the center gets busy when students have assignments due, so make your appointments well in advance. For more information, please visit: <https://www.njit.edu/writingcenter/>

What if my tutor tells me to revise differently than Dr. Gorelick did?

Tutors work hard to help you based on the limited information they have about your assignment and the course. A tutor might nudge you toward a good idea that comes up during your session, but YOU are ultimately the author of your paper. Make decisions that will give you the best product possible. You can help your tutor to help you by bringing your assignment sheet, any drafts with comments, and handouts from class to your scheduled meeting.

PAPER FORMAT: All papers must be typed/word processed, double-spaced, no "weird" margins/fonts (1 inch margins; 12 point Times New Roman). Papers must be handed in printed on paper (no emailed copies)

and in Canvas. Please **number papers & STAPLE pages together.** In the upper right-hand corner, please put your name, course name, time, section, professor's name, and date. All papers must have a creative title that gives your audience a clue about your subject matter. Make sure you spell check and proofread your work. Check for grammatical mistakes.

Please keep all drafts to hand in at the end of the term so you and I can monitor your progress. **Do NOT discard ANY work from this course! Keep your drafts in a safe place. Never hand in the only copy of an assignment. Always keep a copy for your files in case something happens and an assignment is misplaced. This way you will always have a copy of something as important as a college assignment.**

If you work in Google Docs, you should be able to access your work from any computer/mobile device. Additionally, Google Docs automatically saves the document for you. In a pinch, you can access a Google Doc on a mobile device, even during a power outage.

Out of class assignments must be word processed. Make sure you save your work on at least 2 places (hard drive/cloud/flash drive) so you always have a copy of your work. **Make a print out of your paper before you turn off your system so if something goes wrong you only have to retype what you've written rather than going through the entire writing process again. Email a copy of your paper to yourself so you can access it from the writing center and other computer labs. Update your computer virus protection weekly and do weekly virus scans of your computer.**

Revision: All essays that do not earn the grade of "C+" or higher **MAY be revised** by the end of the semester and put in your portfolio with the original, graded draft. If you do not see a way to improve your paper other than to "fix" the grammatical errors I indicate, your revision will not receive a higher grade than the original. **You need to do more than merely respond to my comments or corrections; you must re-conceptualize your presentation (e.g. the logic, sufficiency, and clarity of your argument and the sources you cite). Revision can improve your grade; putting in the commas where I said they go does not constitute a revision. Revision means re-seeing and re-thinking along with re-writing!**

For revisions to count, you must make an appointment at the Writing Center and/or set up a conference with Dr. Gorelick. Additionally, you must write a memo to me detailing what you learned by doing the revision (e.g. how you improved your understanding of commas or subject-verb agreement).

Conferences: If you have questions about your assignments, please come see me to talk about them. If office hours are not convenient, let me know and we'll work out another time to meet. You are welcome to visit Dr. Gorelick about any writing concern.

"Your success is your responsibility. Take the initiative, do the work, and persist to the end." ~Lori Meyers

TIPS FOR SUCCESS AND FREQUENTLY ASKED QUESTIONS

What if I don't understand something?

- Ask Dr. Gorelick during class
- Ask Dr. Gorelick after class
- Email Dr. Gorelick to ask
- Work with a tutor UNTIL YOU UNDERSTAND
- DON'T JUST IGNORE IT AND HOPE IT WILL GO AWAY. If something is confusing, it is absolutely YOUR RESPONSIBILITY to address the problem.

How much time should I spend on my homework?

- When you have a reading assignment, you should spend enough time to read and annotate and then reread once again before class. If you cannot say what the main point of the reading is, you need to spend more time working on it. This will probably take at least two or three hours over a couple of days.

- When you have a homework assignment due, you should spend at least 45 minutes writing and proofreading it.
- When you have a draft due, you should spend several hours writing, revising, and proofreading on your own before you hand it in.
- When you have to revise, you should spend several hours adding, deleting, rearranging, and connecting ideas in your paper. Then, you should spend at least a half hour proofreading or rephrasing to make your writing as clear and concise as possible.
- If you are struggling, you should spend at least a 40 minutes (one session) each week working with a writing tutor.

What do you mean when you ask me to “revise” my essay?

- Reread the assignment
- Read Dr. Gorelick’s comments, especially the note at the end
- Read any peer review comments
- Review any sample essays we’ve discussed in class
- Make substantial changes to your paper so that it meets the goals of the assignment. Do not hand in something with only a few words or sentences changed—that is not a revision.

Dr. Gorelick HUM 099 SEMESTER UPDATED SCHEDULE (Subject to change, based on our progress, with written notification) Please check email and Canvas regularly for announcements and changes. For assigned readings: RWE = Real Writing Essentials		
Week 1		
	W 9/4	Course Overview: Introductions, expectations, review of syllabus and course requirements. In class Writing: Diagnostic Essay written in class (not graded but you must make this up if you miss the in-class essay.) HW: Read RWE Chapter 1 “Critical Thinking, Reading, and Writing” pp. 1-19; Journal Writing: What is your biggest obstacle to writing clearly? Why do you think you have it? How do you think you will overcome it?
Week 2	M 9/9	Discuss: Your journal entry and the reading. Overview of the writing process. Writing: Brainstorm Writing Assignment #1. Try to write it in complete paragraphs. HW Reading: RWE: Chapter 2 “Getting Ready to Write: Purpose, Form and Process” pp. 20-32; finish your journal entry and type it up for class. **Last day to drop a class!
	W 9/11	Discuss: Ch. 2 “Getting Ready to Write”; how do you get ready to write? Grammar: Ch. 15: “Basic Grammar: An Overview” pp. 189-195; Writing: Time to draft in class—bring your laptop or pen/paper. HW: Reading: Ch. 3 “Organizing Your Main Point and Support” pp. 33-48
Week 3	M 9/16	Writing: Time to draft in class—bring your laptop or pen/paper. HW: Reading: Ch. 5 “Narration: Writing That Tells Stories” pp. 66-76; Grammar: Ch. 16 “Fragments/Run-Ons” pp 197-206. Writing: Revise Essay 1
	W 9/18	Writing Workshop—bring 1 copy to class (printed out) Review Grammar: School House Rocks videos https://www.youtube.com/playlist?list=PLnU8rJEw1UuxwVzliV7FbEUJ4WwiWweWK Writing: Bring your draft in to class for a workshop. HW Reading: Ch. 16: “Subject-Verb Agreement” and “Verb Tense” (pp. 208-221); Writing: complete essay
Unit Two Topic: Language and Identity		
Week 4	M 9/23	Due: Writing Assignment #1 Narration Essay Due; Make sure you include your final draft and workshop draft with comments. Please label drafts, number pages & staple pages together prior to class. DISCUSS: Your writing process—what worked/what didn’t. Assign Essay #2: Compare/Contrast

		Review Grammar reading. HW Reading: Ch. 6, Illustration: Writing the Gives Examples; Ch. 17 “Pronouns”
	W 9/25	Grammar Quiz #1: Basic Grammar Writing: Time to draft in class—bring your laptop or pen/paper. Review homework exercises. Writing Assignment for Ch. 6. Continue Compare/contrast draft. HW Reading: review Ch. 1-6; continue writing your Narration draft
Week 5	M 9/30	ROSH HASHANNAH—NO CLASS! —Instead of meeting f2f, please do the reading and the homework assignment on Canvas. HW Reading: Ch. 17, Other Grammar and Style Concerns, Coordination and Subordination. Classroom Activities: Revise and edit Narration draft. Review homework exercises. Writing Assignment: Narration paragraph.
	W 10/2	Grammar Quiz #2: Fragments/Run Ons Writing: Work on Compare/Contrast draft Due: Reading: Ch. 11: Compare and Contrast
Week 6	M 10/7	DUE: Writing Assignment #2 Compare/contrast essay due Writing: Assign Writing Assignment #4 Illustration essay; brainstorm and start drafting Due: Reading: Ch. 18, Punctuation and Capitalization, Commas. Classroom Activities: Revise and edit comparison/contrast paragraph draft. Review homework exercises.
	W 10/9	YOM KIPPUR—NO CLASS! —Instead of meeting f2f, please do the reading and the homework assignment on Canvas. Consider a trip to the Writing Center for more help; (you can meet today since there is no class). HW: Writing: Revise and edit comparison/contrast paragraph draft.
Week 7	M 10/14	DUE: Writing Assignment #2 Compare/contrast essay due Writing: Assign Writing Assignment #4 Illustration essay; brainstorm and start drafting HW: Revise draft based on comments;
	W 10/16	Writing: Practice In-Class Essay to prep you for the mid-term
Week 8	M 10/21	In-Class Mid-term Exam
	W 10/23	Assignment #3 Illustration essay due; Writing: assign #4 Argument/Persuasion essay Writing: Brainstorm/start writing HW Reading: Ch. 13, Argument: Writing That Persuades. Argument essay draft.
Week 9	M 10/28	Writing: time to work in class on #5 Argument/Persuasion essay HW: Reading: Ch. 17, Other Grammar and Style Concerns, Sentence Variety
	W 10/30	Grammar Quiz #3: S/V Agreement, Pronouns Writing: time to work in class on your draft on #5 Argument/Persuasion essay HW: Revise draft based on comments; consider a trip to the Writing Center for more help.
Week 10	M 11/4	Writing: time to work in class on your draft on #5 Argument/Persuasion essay HW: Revise draft based on comments; consider a trip to the Writing Center for more help.
Week 10	W 11/6	Assignment #4 Argument/Persuasion essay due Begin Revision of Assignments 1-3
Week 11	M 11/11	Writing: Revision—bring your laptop or pen/paper **Last day to withdraw with a grade of “W”
	W 11/13	Writing: Round Robin Workshop: come to class with one complete, printed draft of Assignment 1-5. Arriving without a draft will earn you an absence and negatively impact your paper’s final grade. HOMEWORK: Revise draft based on comments; consider a trip to the Writing Center.
Week 12	M 11/18	FILM (TBA)
	W 11/20	Practice In-Class Writing Prompt

Week 13	M 11/25	Practice In-Class Writing Prompt
	W 11/27	Friday classes meet – no HUM 099 class meeting Happy Thanksgiving!
Week 14	M 12/2	Practice In-Class Writing Prompt
Week 14	W 12/4	Writing: Round Robin Workshop: come to class with one complete, printed draft of Assignment 1-5. Arriving without a draft will earn you an absence and negatively impact your paper's final grade. HOMEWORK: Revise draft based on comments; consider a trip to the Writing Center.
Week 15	M 12/9	Practice In-Class Writing Prompt All Revisions due today. You must include a reflective letter, addressed to Dr. Gorelick, about what you learned in the class and what you specifically learned by doing each revision.
	W 12/11	Last Class: Final In-Class Essay ** NOTE: We will not meet for the Final Exam Period—UNLESS WE DO NOT FINISH ALL PRESENTATIONS BY TODAY!