

Fall 2019

HUM 101-103: Writing, Speaking, Thinking I

David Tress

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Humanities 101: Writing, Speaking, Thinking

Instructor: David Tress
Office: N/A (variable)
Office Hours: By appointment

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Course Description

HUM 101 focuses on developing student's written and oral communication skills; emphasizes writing expository and research essays; preparing oral reports; drafting, revising, editing; evaluation and proper documentation of source material; and using rhetorical strategies such as narration and argument.

All of these aspects of the course will be discussed in-class, in conjunction with numerous readings and homework assignments.

Prerequisites

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.

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

Required Texts

O'Neill, Megan. **Humanities 101: Introduction to Academic Writing (NJIT Custom Textbook; ISBN: 978-1-68036-887-1). 2019.**

Assignments & Assessment

Your grade breakdown is as follows:

Attendance / Participation / In-Class Assignments	20%
Narrative Essay	20%
Analysis Essay	25%
Argument Essay	25%
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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Attendance

Attendance is critical to your success in this class. Participation in in-class activities, discussions, and peer reviews 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. Students who expect to miss class for religious observances must submit to me a written list of dates that will be missed by September 6, 2019 (per university policy). **Six or more unexcused absences (six weeks of the course) will result in the automatic failure of the course. No exceptions.**

Attendance on peer review days is vital. If you know in advance that you will miss one of these days, please meet with me to arrange an alternative solution.

Assignment Submission

Assignments are due at the beginning of class. Late class work and homework will only be accepted without a grade reduction penalty (see below) if your absence is excused. I will accept either typed hard copies or emailed copies, though if you email your work to me, you must send a Microsoft Word file – PDFs or other file types will not be accepted.

Specific formatting guidelines will vary according to each assignment, so please follow the explicit guidelines found on individual assignment sheets.

Late Work

For each day that an assignment is late, I will take off one letter grade. This means if your paper was an A, submitting it a day late will make it a B, and so on. If you know in advance that you are having trouble completing an assignment, please contact me as early as possible. Requests for extensions made within 24 hours of an assignment being due *will not be considered*, except for EXTREME emergencies.

Technology

If you need to get a hold of me, email is my preferred method. I will respond to your emails within 24-48 hours. Please plan accordingly. Remember to maintain an appropriate tone in all school-related correspondence. I will not respond to emails that do not include the sender's name, and will likely not respond to emails that come from a non-NJIT email address.

Cell phones should not be used during class unless needed for a specific activity. Using them for research during an in-class assignment is okay. Using them while I'm talking is rude. Please set them to silent as a courtesy to your classmates and to me.

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.

Special Needs

Every attempt will be made to accommodate qualified students with special needs. If you are a student with documented special needs, 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 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>