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|  | **Course name: Introduction to College Writing**  **Course number:831-103**  **Course Syllabus** |
| **Course Information** | |
| Course description: Introduction to College Writing is designed to prepare you for Written Communications  Number of credits: 3  Pre-/co-requisites: COMPASS Test  Required and recommended textbooks and materials: Wordsmith 5th Edition by Pamela Arlov (Green) | |
| **Instructor Information** | |
| Name: Michael Langdon  Email address: mlangdon@blackhawk.edu  Phone number: 608-757-6326  Office hours: See attached handout  Division: ASD  Dean or Supervisor: Darian Snow or Dr. Gabrielle Banick  Physical office location for instructor: HHS (2304) (Just up the hall from the bookstore)  **I will make every attempt to return your email or phone call within 24 – 48 hours.** | |
| **Important Dates** | |
| Course start and end dates: See the schedule provided to you by BTC  Add/Drop/Withdrawal dates: *See the Student Handbook for further information on adding, dropping and withdrawing from classes and on the college’s refund policy.* | |
| **Attendance / Participation** | |
| Course attendance/participation policy: You are allowed to miss three (4.5 hours) of classes throughout the semester. You will lose 500 points for each additional absence (1.5 hours).  What to do in case of instructor absence: Continue working on homework. What to do in case of student absence: Ask another student about what was done.  Guidelines for tardiness: You will lose 10 points for every minute of class that you are late or leave early.  \*\*\*Texting during class will result in an absence for that day of class.  \*\*\*Cell Phones must be turned off or set to “vibrate” during class. You may leave the classroom at any time to accept a call, answering a call while in class will result in an absence for that day of class.  *See the Student Handbook for further information on the Non-Attendance/No Show policy.* | |
| **ADA Statement** | |
| If you have a documented disability and would like information about support services and accommodations, please contact disability support staff at (608) 757-7796 or in room 2209 at Central Campus. Please discuss your approved accommodations with me during office hours or after class and be sure to allow at least one week for arranging appropriate classroom or testing accommodations. | |
| **Grading Plan** | |
| The grading scale is a scale of points possible and / or weighting of points that equate to a grade and what is acceptable for successful completion of the class.  Policies on late assignments and makeup tests: **Late assignments and makeup tests are not accepted and will not be graded. You are required to turn in all assignments for a passing grade.**   |  |  |  |  | | --- | --- | --- | --- | | **Grade** | **Percent Attained** | **Points Needed** | | | **Lower Limit** | **Upper Limit** | | A | 96% | 2592 | 2700 | | A- | 94% | 2538 | 2591 | | B+ | 92% | 2484 | 2537 | | B | 88% | 2376 | 2483 | | B- | 86% | 2322 | 2375 | | C+ | 84% | 2268 | 2321 | | C | 80% | 2160 | 2267 | | C- | 78% | 2106 | 2159 | | D+ | 76% | 2052 | 2105 | | D | 72% | 1944 | 2051 | | D- | 70% | 1890 | 1941 | | F | 0% | 0 | 1889 | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Assignments and Assessments** | **Points per Activity or Percentage** | **# of Activities** | **Total Points Possible / Percentage** | | Paragraphs | 100 | 5 | 500 | | Summary Reports | 200 | 2 | 400 | | Email | 100 | 1 | 100 | | Weekly Reports | 25 | 15 | 375 | | Essays | 500 | 2 | 1000 | | Final Test | 325 | 1 | 325 | |  |  |  |  | | **Total Points / Percentage Possible:** | | | 2700 | |  | | |  | | |
| **Plagiarism / Cheating** | |
| Original Work: All students must be honest and forthright in their academic studies. To falsify the results of one’s research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither provide nor receive unauthorized assistance. Any violation of this standard must be reported to the Judicial Affairs Officer and the Department Dean. The faculty member, in consultation with the Department Dean and the Judicial Affairs Officer, will decide whether the matter should be processed through the Student Conduct System or resolved without a formal hearing. In the latter case, the faculty member must have the agreement of all students directly affected.  See BTC’s Student Code of Conduct in the student handbook for more information. Depending on the severity of the violation of the Student Code of Conduct, the result can be anything from a warning to failure of the assignment to being dropped from the course or program or even the college.  Guidelines for citing copyrighted materials will be discussed within the classroom. | |
| **BTC Core Abilities** | |
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| **Technology Assistance** | |
| Blackhawk Technical College provides a **student email account** for all students. Students are responsible for checking their email accounts regularly. Student email can be accessed at hhttps://webmail.blackhawk.edu. Course information from Blackboard and college updates will be sent to this student email account**.**  **For technical assistance with your BTC computer login/ BTC email, or Banner** please contact the BTC help desk. Help desk personnel provide BTC computer support in person at the Central campus and by phone at (608) 757-7711. For up to date hours and times see <http://www.blackhawk.edu/InformationTechnology/HelpDeskSupport.aspx>.  **For Blackboard technical assistance** contact the Blackboard help desk. They are available 24 hours a day, seven days a week to answer technical questions about Blackboard at 1-866-588-8279 or at <http://d2.parature.com/ics/support/default.asp?deptID=8073> . You may also contact erezel@blackhawk.edu for help with Blackboard. For questions about course content or organization, contact your instructor. | |
| **Tutoring** | |
| Blackhawk Technical College provides tutoring assistance, at no cost, to students enrolled at the college. Tutoring is available at all BTC Campuses and Centers upon request. Services are provided in cooperation with the college’s academic and student service departments and utilize a variety of methods to achieve student success.  Academic tutoring in math, science, reading, communication, writing, and study skills is available through the Academic Support Division. For information call Bonnie Dittmer at 608-757-7676 or go to room 2209 at Central Campus. One-on-one tutors, study groups, and online tutoring may be available for Accounting, Criminal Justice, IT, Business, Nursing, Medical Terminology, Automotive/Diesel and a variety of other courses by contacting (608) 757-7666 or by emailing [ttann@blackhawk.edu](mailto:ttann@blackhawk.edu). | |
| **Course Specific Technology Use** | |
| Use of Blackboard and/or other software:  All assignments and tests must be submitted through Blackboard and through Blackboard only. Assignments that are emailed will be deleted and considered late.  Additional technology requirements: Access to a computer and email. Assignments must be uploaded as **MS Word Documents (DOCX) or Adobe’s Portable Document Format (PDF) only. No other formats will be accepted and will be marked as a zero.** | |
| **Course Calendar** | |
| |  |  |  |  | | --- | --- | --- | --- | | Week # | **Due Date** | Readings or Preparatory Work | Assignments Due, Test, etc. or Important Notes | | 1 | 1/15/2013 | Syllabus | Pre-Assessment Writing | | 2 | 1/22/2013 | Review | Weekly Report | | 3 | 1/29/2013 | Chapter 1 & 30 | Formal email  Weekly Report | | 4 | 2/05/2013 | Chapter 2 & 29 | Weekly Report | | 5 | 2/12/2013 | Chapter 3 & 28 | Example Paragraph Weekly Report | | 6 | 2/19/2013 | Chapter 4 & 27 | Comparison Paragraph Weekly Report | | 7 | 2/26/2013 | Chapter 5 & 26 | Descriptive Paragraph Weekly Report | | 8 | 3/5/2013 | Chapter 6 & 25 | Cause and Effect Paragraph  Weekly Report | | 9 | 3/12/2013 | Spring Break |  | | 10 | 3/19/2013 | Chapter 7 & 24 | Process Paragraph Weekly Report | | 11 | 3/26/2013 | Chapter 8 & 23 | PBS Documentary Summary Report Weekly Report | | 12 | 4/2/2013 | Chapter 9 & 22 | Non-fiction Book Summary Report Weekly Report | | 13 | 4/9/2013 | Chapter 10 & 21 | Weekly Report | | 14 | 4/16/2013 | Chapter 11 & 20 | Weekly Report | | 15 | 4/23/2013 | Chapter 12 & 19 | Comparison Essay Weekly Report | | 16 | 4/30/2013 | Chapter 17 & 18 | Weekly Report | | 17 | 5/7/2013 | Chapter 15 & 16 | Weekly Report | | 18 | 5/14/2013 | Chapter 13 & 14 | Expository Essay Due Final Exam taken in class on the last day of class. | | |

***Syllabus changes: As your instructor, I retain the right to make changes based on the timeline of the class, feedback from learners, and/or logistical issues and will inform you as soon as changes are made.***