



COURSE SYLLABUS

COURSE TITLE: CRITICAL READING AND WRITING **TERM & YEAR:** Spring 2016

COURSE NUMBER: ENG 1003.

TIME & PLACE: MWF 1:00-1:50 217 Taylor Hall

NUMBER OF CREDIT HOURS: 3-1-3

INSTRUCTOR: Dr. Alison Witte

OFFICE LOCATION/HOURS: 215 Taylor Hall
M/W/F 9:00-11:00
T/R 9:30-11:00
Additional Hours by Appointment

OFFICE PHONE: (260) 665-4774

EMAIL: wittea@trine.edu

COURSE DESCRIPTION: This course emphasizes students reading skills necessary to successfully participate in course discussion, do research, and understand assignment instructions and requirements. Students will also respond in writing to assigned readings.

PREREQUISITES:

Successful completion of Trine's ESL program or recommendation of academic advisor

REQUIRED TEXTS:

Henry, Kindersley, & Brady, *Effective Reader/Writer*, 1st edition 2014. Longman ISBN-10: 0205890954, ISBN-13: 9780205890958

Kelly & Zetzsche, *Found in Translation: How Language Shapes Our Lives and Transforms the World*, 2012. Perigee Books ISBN-13: 9780399537974

LEARNING OUTCOMES: Upon completion of this course, the student should be able to:

1. Read academic texts to identify main themes and concepts
2. Orally discuss concepts from readings in response to the instructor's questions or classmates' comments
3. Identify key components of assignment instructions and respond to those instructions appropriately
4. Demonstrate knowledge of paragraphs and paragraphing by composing coherent paragraphs and appropriately breaking longer texts into paragraphs
5. Compose texts that demonstrate awareness of English grammar and sentence construction

HABITS OF THE MIND

As you progress in your academic and professional careers, you will be expected to do more writing on your own and to write about topics and information that more original and unique than simply reporting or regurgitating other people's information. To be successful as a writer, you'll need to develop more than your knowledge of paragraphs and vocabulary. You need to develop habits that will help you accomplish all sorts of writing tasks.

In this class, we will focus on:

Critical Reading: Successful students read texts of all kinds for both what they say and how they say it to learn about the world around them, about what people think about that world, and how people use writing to describe and influence that world.

Listening: Successful students listen to their professors and fellow students to learn new information and to prepare to respond to questions and to participate in discussions.

COURSE REQUIREMENTS:

Syllabus Quiz

You will need to demonstrate that you understand the main policies of the course and what is expected of you during the semester. The quiz will ask questions about the course requirements, attendance policy, grading and other course policies.

Module Practice Activities

Each week we will work on one Module from *The Effective Reader/Writer*. You will need to bring your textbook to class to complete these activities and submit these activities for grading.

Module Review Tests

Each Friday you will take a Review Test for the Module we have been working on for that week. These exams will be hand-written in class.

Grammar Module Reviews

Each week we will work on grammar modules from Unit 6. You will need to complete the review activities for those modules as assigned in Moodle.

Reading Responses

During the semester we will be reading from *Found in Translation: How Language Shapes Our Lives and Transforms the World*. You will write 1-2 paragraph responses in class or on Moodle, as directed by your instructor. In these responses, you will need to identify (1) new vocabulary words you have learned and their meanings; (2) the main ideas of the assigned reading; (3) what you think about the reading; and (4) questions you have after completing the reading.

Weekly Topic Discussion & Report

Each week we will spend time discussing the assigned readings or a topic assigned by the instructor. You are required to participate in two ways: (1) by speaking during the discussion and (2) by completing a discussion report.

Mid-Term Exam,

Your mid-term exam will review the concepts we have practiced in class and the reading we have done from *Found in Translation*.

Final Exam

For your final exam, you will read an academic essay and write an essay that summarizes the main ideas and shares your opinion about the essay.

ATTENDANCE/PARTICIPATION

Attendance in this class is expected. You need to arrive on time and prepared for class—having done your reading and any additional homework—to be considered in attendance. When you come to class unprepared you inhibit my ability to teach, as I prepare for each class assuming you have done your reading and work, and you waste not only my and your classmate's time, but your own.

Timeliness is also a part of attendance. I will take attendance at the beginning of class, before any other activity. If you are not present when I take attendance, you will be marked absent for that day. If you arrive late, you must speak to me after class and ask me to mark you present; I will not do this automatically. If you fail to speak to me; you will be considered absent.

If you must miss class for any reason, you **MUST** contact me ASAP concerning your absence if you expect to stay on track to complete the course. **You may miss up to 3 classes**, but choosing to miss class may mean missed in-class work that will negatively impact your final grade. For each class you miss beyond the 3, you may have 10 points deducted from your final grade.

You are also responsible for completing any reading or work that is assigned on the calendar for the days you miss and for the day you will return to class. Again, failing to come to class prepared wastes both my time and yours.

GRADING/EVALUATION:

Assignment	Percentage of Total Grade
Syllabus Quiz	5%
Module Practice Activities	10%
Module Review Tests	15%
Grammar Module Reviews	10%
Reading Responses	10%
Weekly Discussion & Discussion Reports	15%
Mid-Term Exam	15%
Final Exam	20%

You must complete

- ✓Syllabus Quiz
- ✓Mid-Term Exam
- ✓Final Exam

To pass the course.

Even if it is mathematically possible for you to pass the course without completing one or more of these assignments, you must complete the above assignments to pass the class.

Final Grade Percentage	Letter Grade
90-100%	A
87-89%	B+
80-86%	B
77-79%	C+
70-76%	C
67-69%	D+
60-66%	D
Less than 60%	F

OTHER POLICIES:

ACADEMIC MISCONDUCT

The University prohibits all forms of academic misconduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip or computer tampering. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to Student Life.

PLAGIARISM

You are expected to submit your own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and will result in an F for that assignment. A deliberate act of plagiarism, such as having someone else do your work, or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), will at least result in an F for that assignment and could result in an F for the course.

LATE WORK

Late work reflects poorly on your work ethic as a student and will prevent you from successfully completing the course.

Homework submitted within 24 hours of the due date will be accepted, but will receive NO feedback, only a grade. Without this feedback it will be difficult for you to successfully improve your work. Homework will not be accepted more than 24 hours past the due date.

Quizzes and exams cannot be missed. If you are absent on the day of a quiz or test for any reason (other than a University-sponsored activity), you cannot make it up and will receive a 0.

COURSE MATERIALS

You must bring your textbooks, writing utensils and a notebook to class every day. We will use your textbooks regularly to complete **graded** assignments and if you do not have the materials to complete the assignment, you will receive a 0 for the assignment. Being prepared for class is an essential part of being successful as a student.

EMAIL

You are expected to send professional e-mail to professors and any other people you contact on or off-campus as part of this class. Professional emails should be polite with a greeting and signature, use complete sentences, and use correct grammar, spelling and punctuation.

I check my email regularly during business hours (7am-8pm). I will respond to your email as quickly and thoroughly as possible during these times. However, keep in mind that I teach other classes during the day besides yours, so I may not respond to you immediately. After 8pm, I'm on my own time. I may check my email, but I may not. So if you have questions or concerns after that time, feel free to email me knowing you may not hear from me until the following day. So plan your email communications accordingly.

OFFICE HOURS

I will make every attempt to be available to meet with you during my office hours on campus. I can also be available by email, Skype or Google Plus by appointment.

If you make an appointment to meet with me, please be respectful of my time and that of your classmates by arriving on time and prepared for your appointment. If you must cancel, please let me know ASAP so that I don't wait for you and that I can give that time to someone else.

ELECTRONIC DEVICES

Electronic devices (phones, iPods, tablets, etc.) are not allowed during class. You need to turn them to silent or off and keep them in your pockets, backpacks, purses, etc. during class. You need to give your complete focus to class and to participating in class and these devices generally prevent you from actively participating and from paying attention to important information like assignment instructions and deadlines.

ALL OTHER POLICIES ARE CONSISTENT WITH UNIVERSITY POLICIES.

COURSE CALENDAR/SCHEDULE:

ERW=Effective Reader/Writer

FIT=Found in Translation: How Language Shapes Our Lives and Transforms Our World

WEEK 1 Module 1: An Introduction to Reading & Writing		
1/11	IN CLASS: Course Introduction Getting to know one another	FOR NEXT CLASS: ✓ Read: <i>ERW</i> pages 3-6; 10; 14; 19
1/13	IN CLASS: Module 1 Practice 1: Connect Reading & Writing	FOR NEXT CLASS: ✓ Prepare for Syllabus Quiz ✓ Prepare for Module 1 Review Test
1/15	IN CLASS: Syllabus Quiz Module 1 Review Test	FOR NEXT CLASS:
WEEK 2 Module 2: Develop a Reading/Writing Strategy		
1/18	NO CLASS-MLK DAY	FOR NEXT CLASS: ✓ Read: <i>ERW</i> pages 31-34; 42-47
1/20	IN CLASS: Module 2 Practice 2: Apply the After Reading-Prewriting Strategy: Before, During and After Reading	FOR NEXT CLASS: ✓ Prepare for Module 2 Review Test
1/22	IN CLASS: Module 2 Review Test Weekly Discussion	FOR NEXT CLASS: ✓ Weekly Discussion Report ✓ Read: <i>ERW</i> pages 72-82; 90-93; 99-100; 102

WEEK 3 Module 3: Learning & Using New Words		
1/25	DUE: Weekly Discussion Report (1) IN CLASS: Module 3 Practice 1: Using Context Clues to Comprehend a Point Example (103)	FOR NEXT CLASS: ✓ Read: <i>FIT</i> : Introduction and pages 1-6
1/27	IN CLASS: Discuss Reading Grammar Module 28: Nouns & Pronouns	FOR NEXT CLASS: ✓ Read: <i>FIT</i> pages 6-15 ✓ Grammar Module 28 Review ✓ Prepare for Module 3 Review Test
1/29	DUE: Grammar Module 28 Review IN CLASS: Module 3 Review Test Weekly Discussion	FOR NEXT CLASS: ✓ Read: <i>ERW</i> pages 122-127; 130;134; 138; 141; 144
WEEK 4 Module 4: Word Choice, Tone & Purpose		
2/1	DUE: Weekly Discussion Report (2) IN CLASS: Module 4 Practice 3: Use Subjective & Objective Words to Comprehend and Make a Point Practice 5: Determine the General Purpose	FOR NEXT CLASS: ✓ Read: <i>FIT</i> pages 16-25
2/3	IN CLASS: Discuss Readings Grammar Module 17: Subjects, Verbs, and Simple Sentences Grammar Module 25: Subject/Verb Agreement: Present Tense	FOR NEXT CLASS: ✓ Read: <i>FIT</i> pages 25-32 ✓ Grammar Modules 17 & 25 Reviews ✓ Prepare for Module 4 Review Test
2/5	DUE: Grammar Module 17 & 25 Reviews IN CLASS: Module 4 Review Test Weekly Discussion	FOR NEXT CLASS: ✓ Read: <i>EWR</i> pages 162-165;171-175-178 184-185
WEEK 5 Module 5: Stated Main Ideas in Reading & Writing Paragraphs		
2/8	DUE: Weekly Discussion Report (3) IN CLASS: Module 5 Practice 1: Identify the Parts of a Paragraph Practice 3: Identify the Topic Practice 4: Identify the Topic Sentence Practice 7: Identify the Central Idea and Thesis Statement	FOR NEXT CLASS: ✓ Read: <i>FIT</i> pages 33-41
2/10	IN CLASS Discuss Readings Grammar Module 33: End Punctuation Grammar Module 23: Fragments	FOR NEXT CLASS: ✓ Read: <i>FIT</i> pages 41-50 ✓ Grammar Modules 23 & 33 Reviews ✓ Prepare for Module 5 Review Test
2/12	DUE: Grammar Modules 33 & 23 Reviews IN CLASS: Module 5 Review Test Weekly Discussion	FOR NEXT CLASS: ✓ Read: <i>ERW</i> pages 196-200; 206-207; 215-219

WEEK 6 Module 6: Supporting Details in Reading and Writing Paragraphs		
2/15	DUE: Weekly Discussion Report (4) IN CLASS: Module 6 Practice 3: Identify & Outline Major and Minor Details	FOR NEXT CLASS: ✓ Reading Response (1) ✓ Read: FIT pages 50- 61
2/17	DUE: Reading Response (1) IN CLASS: Discuss Readings Grammar Module 30: Commas	FOR NEXT CLASS: ✓ Read: FIT pages 63-73 ✓ Grammar Module 30 Review ✓ Prepare for Module 6 Review Test
2/19	DUE: Grammar Module 30 Review IN CLASS: Module 6 Review Test Weekly Discussion	FOR NEXT CLASS: ✓ Read: ERW pages 232-238; 243; 252
WEEK 7 Module 7: Implied Main Ideas in Reading and Writing Paragraphs		
2/22	DUE: Weekly Discussion Report (5) IN CLASS: Module 7 Practice 1: Infer the Main Idea Practice 3: State the Implied Main Idea Practice 6: Identify the Implied Central Idea	FOR NEXT CLASS: ✓ Read: FIT pages 73-81
2/24	IN CLASS: Discuss Readings Grammar Module 22: Comma Splices & Fused Sentences	FOR NEXT CLASS: ✓ Read: FIT pages 81-91 ✓ Grammar Module 22 Review ✓ Prepare for Module 7 Review Test
2/26	DUE: Grammar Module 22 Review IN CLASS: Module 7 Review Test Weekly Discussion	FOR NEXT CLASS: ✓ Read: ERW pages 268-273; 286; 295-299; 302-303-
WEEK 8 Module 8: Understanding the Essay		
2/29	DUE: Weekly Discussion Report (6) IN CLASS: Module 8 Practice 1: The Writing Situation Practice 3: Identify & Generate Details	FOR NEXT CLASS: ✓ Reading Response (2) ✓ Read :FIT pages 93-103 ✓ Prepare for Module 8 Review Test
3/2	DUE: Reading Response (2) IN CLASS: Module 8 Review Test	FOR NEXT CLASS: ✓ Prepare for Mid-Term Exam
3/4	IN CLASS: MID-TERM	FOR NEXT CLASS: ✓ Read: ERW pages 314-316; 321-322; 328; 334; 344
WEEK 9 SPRING BREAK		
3/7-3/11	SPRING BREAK	

WEEK 10 Module 9: Time Order & Space Order Patterns		
3/14	IN CLASS: Module 9 Practice 3: Comprehend a Main Idea Using Time & Space Order: Narration Practice 5: Comprehend a Main Idea Using Time Order & Space Order: Process	FOR NEXT CLASS: ✓ Read: <i>FIT</i> pages 103-112
3/16	IN CLASS: Discuss Readings Grammar Module 31: The Apostrophe	FOR NEXT CLASS ✓ Read: <i>FIT</i> pages 112-122 ✓ Grammar Module 31 Review ✓ Prepare for Module 9 Review Test
3/18	DUE: Grammar Module 31 Review IN CLASS: Module 9 Review Test Weekly Discussion	FOR NEXT CLASS: ✓ Read: <i>ERW</i> pages 364-367; 373; 381-383;
WEEK 11 Module 10: The Classification Pattern		
3/21	DUE: Weekly Discussion Report (7) IN CLASS: Module 10 Practice 1: Comprehend a Main Idea Using the Classification Pattern Practice 3: Identify Relevant Details Using the Classification Pattern	FOR NEXT CLASS: ✓ Reading Response (3) ✓ Read: <i>FIT</i> pages 123-137 ✓ Prepare for Module 10 Review Test
3/23	DUE: Reading Response (3) IN CLASS: Module 10 Review Test	FOR NEXT CLASS:
3/25 NO CLASS	NO CLASS for Good Friday	FOR NEXT CLASS: ✓ Read: <i>ERW</i> pages 398-404; 407; 413
WEEK 12 Module 11: The Example Pattern		
3/28	IN CLASS: Module 11 Practice 1: Identify Example Patterns, Transitions, Signal Words, and Topic Sentences Practice 3: Identify Relevant Details Using Example Patterns	FOR NEXT CLASS: ✓ Read: <i>FIT</i> pages 137 -153
3/30	IN CLASS: Discuss Readings Grammar Module 29: Adjectives & Adverbs	FOR NEXT CLASS: ✓ Read: <i>FIT</i> pages 153-165 ✓ Grammar Module 29 Review ✓ Prepare for Module 11 Review Test
4/1	DUE: Grammar Module 29 Review IN CLASS: Module 11 Review Test Weekly Discussion	FOR NEXT CLASS: ✓ Read: <i>ERW</i> 442-445; 452; 460; 463

WEEK 13 Module 12: The Comparison/Contrast Pattern		
4/4	DUE: Weekly Discussion Report (8) IN CLASS: Module 12 Practice 1: Comprehend a Main Idea Using Comparison/Contrast Order Practice 2: State a Main Idea Using the Comparison/Contrast Pattern	FOR NEXT CLASS: ✓ Read: <i>FIT</i> pages 166-176
4/6	IN CLASS: Online Grammar Module 34: Capitalization Online Grammar Module 18: Compound & Complex Sentences	FOR NEXT CLASS: ✓ Grammar Modules 34 & 18 Reviews ✓ Prepare for Module 12 Review Test
4/8	DUE: Grammar Modules 34 & 18 Reviews IN CLASS: Module 12 Review Test	FOR NEXT CLASS ✓ Read: <i>ERW</i> pages 476-479; 486; 496
WEEK 14 Module 13: The Cause & Effect Pattern		
4/11	IN CLASS: Module 13 Practice 1: Comprehend a Main Idea Using the Cause & Effect Pattern Practice 2: State a Main Idea Using the Cause & Effect Pattern	FOR NEXT CLASS: ✓ Read: <i>FIT</i> pages 176-186 ✓ Reading Response (4)
4/13	DUE: Reading Response (4) IN CLASS: Discuss Readings Grammar Module 20: Sentence Clarity	FOR NEXT CLASS: ✓ Read: <i>FIT</i> pages 186-197 ✓ Grammar Module 20 Review ✓ Prepare for Module 13 Review Test
4/15	DUE: Grammar Module 20 Review IN CLASS: Module 13 Review Test Weekly Discussion	FOR NEXT CLASS: ✓ Read: <i>ERW</i> pages 512-518; 521; 526-527; 540
WEEK 15 Module 14: Fact & Opinion		
4/18	DUE: Weekly Discussion Report (9) IN CLASS: Module 14 Practice 1: Distinguish Between Fact & Opinion Practice 2: Comprehend & State a Main Idea Using Facts & Opinions	FOR NEXT CLASS: ✓ Read: <i>FIT</i> pages 199-210
4/20	IN CLASS: Discuss Readings Grammar Module 24: Misplaced & Dangling Modifiers	FOR NEXT CLASS: ✓ Read: <i>FIT</i> pages 210-223 ✓ Grammar Modules 24 Review ✓ Prepare for Module 14 Review Test
4/22	DUE: ✓ Grammar Modules 24 Review IN CLASS: Module 14 Review Test Weekly Discussion	FOR NEXT CLASS: ✓ Read: <i>ERW</i> pages 554-558; 564-567; 577; 580-582

WEEK 16		Module 15: Argument	
4/25	DUE: Weekly Discussion Report (10) IN CLASS: Module 15 Practice 1: Comprehend a Main Idea Practice 2: State a Main Idea Using Argument	FOR NEXT CLASS: ✓ Read: <i>FIT</i> pages 223-232 ✓ Reading Response (5)	
4/27	DUE: Reading Response (5) IN CLASS: Discuss Reading Grammar Module 32: Quotation Marks	FOR NEXT CLASS: ✓ Grammar Module 32 Review ✓ Prepare for Module 15 Review Test	
4/29	DUE: ✓ Grammar Module 32 Review IN CLASS: Module 15 Review Test	FOR NEXT CLASS: ✓ Prepare for Final Exam	
WEEK 17		FINAL EXAMS	
FINAL EXAM	Wednesday 5/4	2:00-4:00pm	

ADDITIONAL INFORMATION:

WRITING CENTER

The Writing Center offers free one-on-one help with papers for any class to all main campus students. Tutors in the Writing Center can assist with choosing a topic, developing a thesis statement, organizing a paper, basic research, and issues with grammar and usage.

The Writing Center is located in the Academic Success Center on the first floor of the LINK, and is open Monday-Friday. Advance appointments can be made at [0](#). Depending on the availability of tutors, walk-ins are welcome, but students with appointments receive preference.

CANCELLATION POLICY

If you cannot attend a scheduled appointment, you must cancel 24 hours before your scheduled appointment by emailing the Writing Center at writingcenter@trine.edu or logging into your TrineWrite.com account and cancelling. Failing to cancel in a timely manner takes appointments from students who need them and prevents others from getting the help they need.

Students who fail to cancel or cancel less than 24 hours before their appointments 3 times will be prohibited from making additional appointments.