**SYLLABUS**

**Code:** English 121  
**Title:** English Composition: The Writing Process

**Division:** English & Reading  
**Department:** English

**Course Description:** English 121 is an introductory writing course where students compose and revise narrative and expository essays and prepare for the study of literature by using writing to analyze texts. Through a writers’ workshop approach, students explore the writing process, respond to a variety of texts and learn to communicate their ideas effectively and confidently in writing.

**Prerequisites:** ENGL 095 or ENGL 097 with a grade of C or better.

**Credits:** 3  
**Lecture Hours:** 3  
**Lab/Studio Hours:** 0

**REQUIRED TEXTBOOK/MATERIALS:** Textbooks and supplies to be determined by the Instructor.

**ADDITIONAL TIME REQUIREMENTS:** Students may be required to use the Writing Center at the instructor’s discretion.

**Course Learning Outcomes:**

Students will compose and revise essays that:

- Demonstrate original and well supported content;
- Illustrate a clear focus on an assigned topic;
- Demonstrate editing and revision;
- Provide a clear pattern of organization;
- Utilize transitions to lead the reader effectively through the essay;
- Evaluate personal ideas and issues carefully, as well as those of others clearly in writing;
- Provide appropriate levels of support for the topic or idea;
- Exhibit proficiency of various types of writing (rhetorical modes) such as narrative, exposition, analysis and argumentation.

Students will use writing in a learning environment in which they:

- Recognize that successful writing is an ongoing process that requires thinking, writing, revising and editing.
- Employ writing as a tool for exploring ideas and analyzing texts.
- Evaluate and think critically about topics and articulate their ideas in writing.
- Demonstrate an awareness of the impact of audience and purpose in a text and in their own writing.
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• State share ideas and discuss their writing and respond to other writers and their texts.

GRADING STANDARD:

Final grades will reflect the quality of writing produced during the term, as well as the completion of all assignments, and the degree and quality of the student class participation. Grades also include credit for attendance, class participation in discussions, workshop, revision, and writing activities.

Students should review the specific grading scheme of their individual instructor to determine their final grade. Approaches vary as to point systems, percentage based, raw calculation or a combination in between that contributes to a student's FINAL GRADE in the course, but in all cases, course essays and other writing comprise 80% of the final course grade.

Evaluation: To receive a passing grade in ENGL 121, students must meet the learning outcomes as stated on page one of the syllabus and satisfy any other requirements listed on the individual instructor's syllabus.

A: To achieve a grade of A, students must be in 100% compliance with course assignments and instructor expectations. In addition, essays must demonstrate an excellent degree of competence in the following criteria:

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<tr>
<th>Focus</th>
<th>Thesis</th>
<th>Unity</th>
<th>Organization</th>
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</thead>
<tbody>
<tr>
<td>Coherence</td>
<td>Development</td>
<td>Insight</td>
<td>Clarity/Grammar</td>
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A-: To achieve a grade of A-, students must be in 95% compliance with course assignments and instructor expectations. In addition, essays must demonstrate a high degree of competence in the following criteria:

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<th>Organization</th>
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</thead>
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B+: To achieve a grade of B+, students must be in 90% compliance with course assignments and instructor expectations. In addition, essays must demonstrate a very good degree of competence in the following criteria:

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</thead>
<tbody>
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<td>Insight</td>
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B: To achieve a grade of B, students must be in 85% compliance with course assignments and instructor expectations. In addition, essays must demonstrate a clearly competent manner in the following criteria:

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<th>Unity</th>
<th>Organization</th>
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<td>Development</td>
<td>Insight</td>
<td>Clarity/Grammar</td>
</tr>
</tbody>
</table>

B-: To achieve a grade of B-, students must be in 80% compliance with course assignments and instructor expectations. In addition, essays must demonstrate a competent manner in the following criteria:
Focus     Thesis    Unity    Organization
Coherence  Development  Insight  Clarity/Grammar

C+: To achieve a grade of C+, students must be in 75% compliance with course assignments and instructor expectations. In addition, essays must demonstrate a **beyond satisfactory manner** in the following criteria:

Focus     Thesis    Unity    Organization
Coherence  Development  Insight  Clarity/Grammar

C: To achieve a grade of C, students must be in 70% compliance with course assignments and instructor expectations. In addition, essays must demonstrate a **satisfactory manner** in the following criteria:

Focus     Thesis    Unity    Organization
Coherence  Development  Insight  Clarity/Grammar

D: Students who have completed the course but whose work, as evaluated by the instructor, does not meet the “Satisfactory” (C) level, will receive a course grade of “D” and will have to take the course over.

F: Students who fail to meet the course requirements will receive a course grade of “F”.

**COURSE CONTENT:**

Topics for student essays will vary in each course section and will be determined by their instructor. Topics for papers may include:

- A detailed exploration of a reading or topic using definition, description, cause and effect, and/or narrative modes.

- A focused analysis of a text or film that explores elements such as character, theme, and symbolism.

- Analysis of a contemporary topic through argument, persuasive or process analysis.

Upon completion of this course, students will:

- Compose and revise at least four, 4-5 page college level essays that demonstrate the ability to write various types of essays.

- Revise essays to ensure that they demonstrate writing proficiency and critical thinking skills.

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Synthesize information from texts, lectures, and discussions effectively and demonstrate application of course instruction in revision.
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Articulate ideas clearly in writing.

Utilize writing as a tool for thinking and exploration.

DEPARTMENT POLICIES:

Attendance
Attendance is integral to student success in this course and has a significant impact on the final grade. During class sessions, students are expected to participate in discussions, workshops, and related class work. As such, it is of the utmost importance that students make every effort to attend every class.

Please review your individual instructor’s addendum for specific information and clarification on student’s attendance expectation and regulations.

Academic Dishonesty/Plagiarism
In an academic community, nothing is taken more seriously than intellectual honesty. As a Brookdale student and member of the community of scholars, students must take responsibility for their own work and refrain from taking credit for someone else’s intellectual property. Intentionally submitting the work of another in a way that represents it as one’s own constitutes plagiarism. This can result in the student’s grade being lowered, failure of the course, and/or reporting to the appropriate academic officer.

Behavior
Students must act in a manner befitting a college classroom. Any behavior that interferes with other students’ ability to do their work will not be tolerated.

Computers & Computer Access
Computers are used to help facilitate the writing process. Intentional misuse or mistreatment is strictly forbidden. Computers are available for student use outside the classroom in the Bankier Library and The Writing Lab LAH118

COLLEGE POLICIES:
For information regarding:
♦ Brookdale’s Academic Integrity Code
♦ Student Conduct Code
♦ Student Grade Appeal Process

Please refer to the BCC STUDENT HANDBOOK and BCC CATALOG.

NOTIFICATION FOR STUDENTS WITH DISABILITIES:
Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

ADDITIONAL SUPPORT/CENTERS:
Writing Center
A Writing Center appointment assures students of specific time for individual tutorial instruction. Writing Center learning assistants can help at any stage of the writing process, whether you’ve just started a draft or you’ve already finished a draft and are ready to revise. These half hour conferences will help build on skills you’ve practiced in class and help you develop new skills to use when revising and proofreading your essays.

Students need to schedule an appointment to meet with a learning assistant.

Location: LAH 118
Phone: 732-224-2941
Hours: Monday through Thursday 9:00 AM to 8:00 PM
       Friday          9:00 AM to 5:00 PM
       Saturday      10:00 AM to 2:00 PM

Writing Center learning assistants are also available at the Brookdale Higher Education Sites in Eastern Monmouth/Neptune, Northern Monmouth/Hazlet, Long Branch, Wall, and Western Monmouth.

- Eastern Monmouth/Neptune  732-774-3363
- Northern Monmouth/Hazlet  732-739-6010
- Long Branch              732-229-8440
- Wall                     732-280-7090
- Western Monmouth         732-625-7002
Making Writing Center Appointments
Writing students must use TutorTrac to schedule and cancel Writing Center appointments. TutorTrac is the Web-based appointment scheduling, tracking, and reporting software used by the Brookdale Community College Writing Centers (Lincroft, Asbury Park, Bayshore, Long Branch, Wall, and Western Monmouth-Freehold).

To schedule or cancel a Writing Center appointment, go online using any Internet browser (Explorer must be version 5.5 or higher) and type in the following Web address to go to the TutorTrac login screen: http://tutortrac.brookdalecc.edu

Enter User Name: Your first initial followed by your last name (no spaces, all lowercase).

Enter Password: The last 6-digits only of your Brookdale Community College ID number (located on your student ID card and the upper left corner of your class schedule).

Detailed TutorTrac instructions are available in the Writing Centers and on the English Department Web page.