Fundamentals of Writing, Reading and College Success
English 97/107: Fall 2013

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Office Hours:
Mon./Wed. 12:30-1:30
Tues./Thurs 12:00-1:00
Tues. 9:30-10:00

Additional hours available by appointment

WELCOME TO ENGLISH 97/107!
This course will provide an overview to reading, writing and college readiness. The course will provide you with the basic skills required for college success, which will empower you to become more responsible and actively engaged in your own education. You will learn and practice basic reading skills such as annotation, think-aloud, word attack, and main idea identification. You will also be introduced to the writing process and learn a variety of methods such as free writing, invention, essay planning, drafting, and revision. In addition, you will learn strategies to assist you in successful college completion by learning the following skills: time management, goal setting, note taking, active learning, organization, and motivation.

Materials You’ll Need

- On Course by Skip Downing
- Building Vocabulary Skills by Sherrie Nist
- A book of your choice (more info on this later)
- Four pocket folders for turning in projects
- A three-ring binder for class notes, handouts, and work
- Loose-leaf paper
- Five dividers for your binder
- Three packs of 3x5 cards (look at the Dollar Store for cheap ones)
- A zip/jump/thumb drive for saving your typed work (Note: you can use financial aid to pay for this if you buy it at the bookstore) OR knowledge of GoogleDocs and a good Internet connection
Course Outcomes
By the end of this class you should be able to. . .
- write a well-organized, thesis-driven essay
- demonstrate the writing process including idea generating, drafting, revising and editing
- analyze a variety of readings using written strategies
- understand vocabulary in context and integrate new vocabulary into writing and conversation
- identify the main idea and supporting details of what you’re reading
- demonstrate the reading process from previewing to summarizing
- understand and use a variety of study and organizational strategies for college success
- develop effective short and long term goals
- analyze and reflect on your strengths and weaknesses in reading, writing, and college success
- see yourself as a good reader, writer and college student

Course Mastery: The 80% Rule
In order to be fully prepared for ENG 99 and the rest of your courses, you need to master the skills taught in this class. To feel confident that you have that mastery and to pass this course, you must earn at least an 80% for each component of the course. That means you must earn at least an 80% on each major project and for your overall homework grade. You must also attend at least 80% of our class meetings. If you do not make an 80% for each component, you will not receive a 2.0 and must repeat the course. Repeating the course will give you the time and instruction you need to get your skills up to the mastery level before moving on to ENG 99.

Attendance
Please note that coming to class every day will make a HUGE difference in your performance in the class. When you are in class, you are present for all the material and information given in class, plus you have a chance to ask any questions you might have and often the chance to get started on assignments. Attendance is also 10% of your grade. Right now, you have a 4.0 for this part of the class. Every class you miss, however, will lower this grade. Arriving late or leaving early will also hurt this grade.

Please note, that there is no such thing as an excused absence—there are only absences. If you must be absent, however, whatever the reason, you should
contact me to let me know and then talk with members of your pod about what you have missed. They should also have collected any handouts that were distributed. In the end, however, you are responsible for any assignments, handouts or other course information that you missed. (See, it’s not worth it to be gone—make the choice to come to class every day!!)

Assignments
You are expected to complete all the work for the course on time. Written assignments are due at the beginning of class on the date specified, unless you are specifically told otherwise. Assignments turned in after the due date are considered late and will not receive full credit. Final drafts of essays will be lowered by 5% for each class period that they are late. However, because life does occasionally interfere with our best intentions, you may turn in one major writing assignment one class period late with no penalty. If you have a conflict which may interfere with a scheduled assignment due date, please see me in advance.

Courtesy
In this class you will learn lots of skills you need for the rest of your college career. Therefore, you will want to give the course your full attention at all times. Additionally, this class is very active and student-centered, so you will want to participate in and listen carefully to our discussions. This cannot happen if you are texting or surfing the web; therefore, cell phones must be put away during class. Additionally, personal laptops should not be used in class except when we are working on drafts or checking Moodle together. For more information on NMC’s policies, a copy of the Student Rights & Responsibilities handbook is available at http://www.nmc.edu/about/policies/board-staff/D-602.01.html

Email
One of the main ways that NMC instructors (including me) and offices (like financial aid) communicate with students is through email. You are required to use your NMC email for all correspondence with me and the college. You should also get in the habit of checking your NMC email every day. You can access your email account by going to the NMC homepage (www.nmc.edu), clicking on “myNMC” in the upper right hand corner and then entering your NMC id and password when prompted. From that next page, scroll down to “Login to student email.” Your email address is your NMC id followed by “@mail.nmc.edu” (blare22@mail.nmc.edu).

Inclement Weather Policy
If the weather makes it unsafe to attend class, missed work may be completed without penalty by the next class meeting. Notification of college closing is reported on radio and television stations and the NMC web site. You can also sign up through
self-service to get text message alerts. For evening classes, a decision is usually made by 3:00 PM. For individual course cancellations (in other words, to see if this class is cancelled for any reason), call the college or check the web site. Please remember, when area schools are closed, that does not mean that NMC is closed. For the full policy please see http://www.nmc.edu/about/policies/board-staff/ D-506.03.html.

**Academic Dishonesty**
Students at Northwestern Michigan College are expected to maintain high standards of integrity. Any student committing plagiarism (presenting other people’s ideas and work as your own) or cheating will receive a grade of zero for the assignment and possibly for the course and be reported as outlined in the Student Code of Conduct.

**Course Assignments and Grading**
Your progress and achievement will be assessed using a variety of tools and methods. The approximate percentage of your final grade for each component of the course is listed below.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocabulary quizzes/activities</td>
<td>20%</td>
</tr>
<tr>
<td>Attendance/participation</td>
<td>10%</td>
</tr>
<tr>
<td>Homework</td>
<td>25%</td>
</tr>
<tr>
<td>Projects</td>
<td>45%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Evaluation Scale for Course Work and Final Grade Determination**

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>96-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>92-95%</td>
<td>3.5</td>
</tr>
<tr>
<td>88-91%</td>
<td>3.0</td>
</tr>
<tr>
<td>84-87%</td>
<td>2.5</td>
</tr>
<tr>
<td>80-83%</td>
<td>2.0</td>
</tr>
<tr>
<td>75-79%</td>
<td>1.5</td>
</tr>
<tr>
<td>70-74%</td>
<td>1.0</td>
</tr>
<tr>
<td>Less than 70%</td>
<td>0.0</td>
</tr>
</tbody>
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**Academic Assistance**
NMC is committed to helping students develop the skills necessary to be successful by creating a supportive learning environment that fosters growth. The following services are available to help you succeed. Please take advantage of them.
• **Writing and Reading Center (WRC):** We have a TA assigned to our class from the WRC. She will be in class two days a week to help you with all elements of the course. Additionally, you can meet with her or any of the readers in the WRC outside of class for extra help in this class or any other class. The WRC is on the second floor of Scholars Hall. For more information or to make an appointment, stop in to Scholars Hall 221, call 995-1189, or visit [www.nmc.edu/writingcenter](http://www.nmc.edu/writingcenter).

• **Student Success Center:** The Student Success Center, located in the Osterlin Building, offers open computers and a wide variety of software and applications. Like the computers in the main section of the library, the computers are available for online research and word processing. Drop in or call for an appointment at (231) 995-1138. For more information visit their website at [http://www.nmc.edu/centerforlearning](http://www.nmc.edu/centerforlearning).

• **Students with Disabilities Support.** Northwestern Michigan College offers a wide range of services for students that have appropriately documented disabilities and/or need accommodations in order to achieve their academic goals. Support Services is located in the Center for Learning. For further information visit [http://www.nmc.edu/students/tutoring-support/support-services.html](http://www.nmc.edu/students/tutoring-support/support-services.html) or call (231) 995-1138. If you have a documented disability and qualify for special accommodations, please talk to me TODAY regarding the best ways I can help ensure your learning this semester.

**General Education Outcomes**

All courses at NMC integrate one or more general education outcomes (those that we expect all students at NMC to achieve during their course of study) into the learning objectives for the class. As an introductory course, English 97/107 specifically incorporates outcomes in Communications and Critical Thinking. More information about general education outcomes can be found in the college catalog and on the NMC web site.

**Transferability**

The ENG 97 portion of this class is focused on building your skills so you are ready for college-level writing. As a result, it is not a transferable class. The ENG 107 portion, however, is transferable. More information on transferability can be found online at [http://www.nmc.edu/student-services/advising-center/transfer-guides/index.html](http://www.nmc.edu/student-services/advising-center/transfer-guides/index.html).