



Karl von der Ehe
Office Hours: by appointment &
T-F 7:15-7:45 am; M-Th 2:15-3:00 pm
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CC English 4B

Course Description:

CC English 4B emphasizes the process and strategies of writing with critical attention to purpose, audience, and style. Students write analytical essays based on readings, observations, and ideas; develop their inventiveness and voice; and edit for style conventions of standard usage. Students will engage in an overview and practice of the principles and applications of technical communication.

Course Objectives

Throughout the course students will learn the skills needed to produce effective academic writing. Upon completion of this course, the student should be able to:

- Write thesis-driven, analytic essays for an academic audience
- Demonstrate rhetorical awareness through use of structure, paragraphing, voice, and tone.
- Evaluate, analyze, synthesize own ideas and the ideas of others.
- Read critically for inquiry, learning, thinking, and communicating.
- Make basic but effective use of sources in an academic documentation format, including in-text citation and a bibliography.
- Develop flexible strategies for generating, revising, editing, and proofreading essays.
- Demonstrate awareness of grammar and usage conventions in academic writing.
- Demonstrate basic computer literacy skills.
- Learn to critique own and others' work.

Textbooks and Required Materials

Bruce Ballenger, *The Curious Writer*, Second Edition, Pearson Longman, 2008, 13-Digit ISBN: 978-0-205-53146-2; 10-Digit ISBN: 0-205-53146-6

Mike Markel, *Technical Communication*, Tenth Edition, Bedford St. Martins, 2012.

The Little Seagull Handbook by Richard Bullock and Francine Weinberg (or compatible MLA style guide)

Additional course materials will be provided by MTCHS (novels, plays, etc.)

Grading Policy

Students will be graded on the grading scale set forth in the MTCHS Handbook

A 90-100

B 80-89

C 70-79

NC 69 or less

A majority of your grade will come from four essays, totaling 80% of your final grade. The remaining 20% will be determined through assignments, quizzes, and active participation. All students must contribute to class discussions.

Late Work Policy

Students may receive no more than 70% for any late assignment. Any missing or late assignment may be submitted up to two (2) school business days after the assignment is marked missing in PowerSchool. Exceptions to this policy may be requested by the student in writing or email. The instructor will make the final determination on extension requests and will inform the student of the decision in writing or email. The individual teacher will determine due dates on make-up/redo assignments.

All late work submitted for grading must be accompanied by an email to the instructor, stating the name of assignment submitted.

Redo Work

If a student receives below a 70% on an assignment, a student may redo that assignment for a grade up to 70%. The instructor will determine due dates on make-up/redo assignments and which assignments can be made up. Incomplete work may not be redone for credit.

ODOT (One Day, One Time) Pass: Computers crash, people get sick, documents get lost in cyberspace. Each student gets one twenty-four hour grace period on one essay. After that essays can earn a maximum of 70%. Once you've already used up your ODOT Pass, I suggest planning ahead in case "life" strikes twice.

Competencies

Competencies must be passed in order to receive credit for the course. A student who fails a competency must pass the competency within two weeks of the failed attempt. A maximum of two retakes for a total of three attempts will be allowed to pass the competency. Course competencies will be identified to students.

Course Expectations

Methods of Communication

The instructor will communicate with students through established office hours and by appointments. Students are encouraged to be proactive and communicate with instructor through face-to-face discussions and email. Course content will be provided through Moodle, lecture and student-led discovery.

Methods of Assessment and Turnaround Time

You will be writing an essay approximately every 3-4 weeks, and you will have a number of requirements prior to each essay submission. I will respond to your work as soon as possible,

within a week whenever I can. Because so much of the work for this class is lengthy and written, and because I want to give you detailed feedback to help you improve for future assignments, it may take up to two weeks to respond to major essays. My commitment to you is that you will always receive feedback on the prior major essay before the next essay is due.

Technical Glitches

All students need a backup plan in case your computer fails. Please be proactive and have a secondary option readily available to you. Please note if your computer stops working or your internet is down, you are still responsible for participating in the course and meeting ALL due dates. Go to the library, go to a friend's house, or attend MTCHS study labs if needed.

Behavioral Expectations

Students will follow the behavior expectations and policies in the MTCHS Student Handbook.

Every student has the right to a respectful learning environment. In order to provide this right to all students, students must take individual responsibility to conduct themselves in a mature and appropriate manner and will be held accountable for their behavior. Students who disrupt the class or behave inappropriately or disrespectfully, as determined by the instructor, may be asked to leave the classroom.

Academic Dishonesty

All work submitted by a student must represent his/her own ideas, concepts, and current understanding. All material found during research must be correctly documented to avoid plagiarism. Cheating or plagiarism in any form is unacceptable and violations may result in disciplinary action ranging from failure of the assignment to failure of the course

Plagiarism

Distinguishing your words and ideas from those of someone else is an important skill for this class. Any plagiarized material, even a key word in a sentence or someone else's published idea which is not properly documented could result in a failing grade for the assignment. A case of extensive plagiarism (full paragraphs lifted from someone else's work), repeated plagiarism or "recycling a paper" will result a zero. No exceptions will be made. If you are ever uncertain about the rules for using a source, please ask me! Some examples of plagiarism are the following:

- Using a phrases or a sentence from a book or magazine article in your essay without acknowledging your source (without putting quotation marks around the quoted material and without mentioning the author)
- Borrowing specific ideas from another writer without acknowledging your source, even if you write the ideas in your own words
- Cutting and pasting into your own paper information from the internet, without acknowledging the source
- Submitting a paper someone else has written

(During ALL research, automatically put quotation marks around any information you copy AND make a note of the title and author.)

Content Clarification/Extra Help

Students are strongly encouraged to attend before and/or after school labs for extra help or enrichment activities.

