TEXTS:

Required Text:


Suggested Supplemental Text:


A NOTE ABOUT THIS CLASS:

This class is part of the FALC program designed for the freshman football team. Policies and requirements for this class are specific to the FALC program and are explained in the contract students received before the beginning of the semester.

COURSE DESCRIPTION:

This three-credit course strives to familiarize students with the writing process, empowering them to effectively produce polished, coherent academic essays, which employ critical, analytical and research skills. This course applies a holistic approach to academic writing while helping students to develop clear, thoughtful essays in standard academic forms. Specifically, students' writing experience will culminate in the production of a properly organized, fully documented research paper.

As a class, we will ask and examine the following five questions (and many, many more):  
- How well represented is the notion of writing on a worldly basis?  
- What social, cultural, and anthropological elements affect writing?  
- What constitutes “good writing” and how/why does it change over time?  
- Why is it useful to analyze how college papers are both produced and understood?  
- How do newer approaches to writing differ from more antiquated approaches?
OFFICIAL COLLEGE LEARNING OBJECTIVES:

The objectives of this course are for students to:

1. To establish writing and thinking competency in each of the following forms: expository writing, précis writing, argumentative writing, and research writing.
2. To compose a précis of a work, in connection to the research assignment, demonstrating ability to present a concise yet critical/analytical summary of a scholarly work.
3. To examine an issue and present well-planned, carefully supported arguments in a research essay on an approved topic in the form of a 5-7 page (minimum) original, fully documented academic essay in MLA style utilizing at least 5-6 sources.
4. To enable students to critically analyze their own writing and thought processes for bias and flawed logic, striving to correct these.
5. To utilize various forms of print and electronic references, evaluating each of these for logic, validity, and reliability.
6. To base style and language choice upon sound analyses of audience and purpose.
7. To subject a hypothesis to critical analysis utilizing data, facts, and authoritative expertise either to confirm or refute individual points of view.
8. To evaluate critically the underlying assumptions behind generally accepted viewpoints and “conventional wisdom.”
9. To recognize that effective writing involves processes of: thinking, discovering, planning, revising, editing, and proofreading.
10. To improve mechanical and stylistic aspects of writing while utilizing various means of discovery and research.
11. To understand the protocol of writing in standard, formal English for academic and professional purposes.
12. To demonstrate the ability to communicate effectively both orally and in writing through careful reading and listening.
13. To approach the issues presented in class with professionalism and an open mind, using sound logic in thinking and expression of views. While students are encouraged to present their ideas, they should do so with an awareness of the way sexism, racism, homophobia, etc., negatively affect classmates and instructor.
14. To make informed decisions on moral questions, particularly those involving plagiarism, cheating, or lying.
15. To complete the writing process independently, when needed, and cooperatively, when applicable.
16. To participate in peer editing as a tool for polishing writing.
17. To demonstrate effective research and information management skills.
18. To demonstrate perseverance and learn from mistakes as students self-direct life-long learning.
19. To appreciate writing as a creative outlet while recognizing the power and authority of the written word as it has both political and personal implications.
20. To utilize various forms of print and electronic references, evaluating each of these for logic, validity, and reliability.
21. To compose in an electronic environment and using the resources of word processing software to improve writing.
22. To compose work to be included in Student Credential Portfolios.
23. For more information on portfolio policy, see the Lackawanna College Student Handbook and Lackawanna College Writing Guide.
**COURSE METHOD:**

Because this is an English class, students will be expected to not only read and write, but also to think. Students are to complete all readings PRIOR to the start of class (and no, this doesn’t mean in the hall in the 10 minutes before class formally begins).

Students are also expected to dedicate enough time to each reading so as to allow the ability to sit and think about what was read. Reading, supplemented with classroom activities, will result in understanding. One cannot remove either of these elements and still attain the same level of understanding as with them both.

Further, students are expected to dedicate enough time to proofreading and making corrections to any writing assignments submitted. Students should not simply print and submit the first version that flows from their fingers to the keyboard. Instead, ample time should be dedicated to reviewing, reflecting upon, and making appropriate changes to writing assignments.

Students are expected to not only pay attention and participate in classroom activities, but also to take notes, ideally in a notebook dedicated to this course. Notes should encompass material covered in lecture, examples reviewed in the classroom, and any in-class activities, either done independently, in small groups, or as a whole class.

**REQUIREMENTS/EVALUATION:**

Student progress will be assessed through a combination of writing assignments, homework activities, periodic content quizzes, and classroom participation.

As the course progresses, students will be expected to complete numerous writing assignments, including, but not limited to, free writing, expository writing, argumentative writing, précis writing, and research writing. Additionally, students will complete a research literacy assignment, a peer review assignment, and an MLA assignment.

Finally, students will be expected to actively participate in the course. Students who fall asleep, use their cell phone or other prohibited electronic devices during class, or who are otherwise physically or mentally absent from the course will be penalized accordingly.

**ATTENDANCE POLICY:**

Students in the FALC program are not permitted to miss a class without an excused absence. For an absence to be excused, students must provide medical documentation from their own doctor or from the on-campus Wright Center. No other absences are permitted.

Even with a medical excuse, though, one is still responsible for missed work and assignments.
The program reserves the right to determine whether a student is abusing the ability to accumulate excused absences with documentation from the Wright Clinic. Participation in football may be denied based on an excessive amount of excused absences.

**NOTE:** Students are allowed only **5 total absences across all courses** in which they are enrolled. The FALC Program Mentor will monitor attendance across all classes.

Attendance tracking begins the first day of class and will be taken at the start of each class meeting.

The penalties associated with unexcused absences are as follows:

- 1 unexcused absence – unable to participate in football for one week
- 2 unexcused absences – unable to participate in football for two weeks
- 3 unexcused absences – student removed from football team

Do not schedule meetings with members of college faculty/administration during class time. Unless there is a medical issue, a student’s first priority during the scheduled time for the course is to attend class. Appointments are to be made during a time other than when class is in session.

**WITHDRAWAL POLICY:**

A student has the privilege of withdrawing from any courses or from the College itself without academic penalty up to and including the final date for withdrawal indicated on the College calendar.

To withdraw officially from a course or from the College, a student must obtain the proper withdrawal form from the Student Affairs Office or Center Director, complete this form, and submit it to the Registrar’s Office before the final day for withdrawal without academic penalty as indicated on the College calendar. If a student stops attending a course for which the student is registered after the published census date (end of drop/add) without having officially withdrawn from the course, the student will be assigned an AW (penalty-grade failure) for the class. No exceptions will be made.

Students who violate the College’s Academic Integrity Policy and fail a course in consequence may not exercise the withdrawal privilege in that particular course.

Students in the FALC program are not permitted to withdraw from a class without speaking with their mentor and an advisor in the Student Affairs office.

Financial obligations to the College will be determined according to the Refund Policy.
INSTRUCTOR’S POLICIES:

Class begins promptly at the start time, with attendance taken at this time. Do not come in late on a consistent basis; if one does arrive late, enter the classroom without causing a disruption.

If a student arrives late for an assessment (quiz, exam, etc.) and there is not sufficient time to complete the assignment, they will be given a zero on that particular assessment.

If a student leaves early, s/he will be marked absent.

If the instructor is not there promptly at the start time, students are to wait 15 minutes before leaving. Review the text; study for an upcoming exam; be productive. If class has to be canceled for some reason, students will either know well in advance or will be notified via email.

Calling out is not permitted; one must raise one’s hand if one wants to be heard.

Students needing further clarification or who do not fully understand something are encouraged to meet with the instructor during office hours, or to make an appointment for a meeting during study hall or other mutually convenient time.

Students are encouraged to limit their reasons to leave the classroom during a class meeting. When class begins, please be prepared to remain in the classroom for the duration.

Students are not permitted to leave the room during an exam or quiz; if one leaves during a formal assessment, one is not permitted to return.

Disrespectful classroom behavior will not be tolerated under any circumstances. This includes talking out of turn, using lewd or vulgar language, or behaving in any way that is unprofessional or unbecoming of a college student. If any student (or group of students) cannot abide by these guidelines, appropriate actions will be taken, up to and possibly including permanent removal from the course. No one has the right to interfere with another’s education.

Please remember that everyone is entitled to an opinion. With that said, no one has the right to attack others (instructor included) or insult others’ opinions. Disagreements and arguments are likely to arise, but these are always to be carried out in a professional manner. Attacks and/or disrespectful behavior simply will not be tolerated and will result in disciplinary action.

Food is not permitted during class. Beverages (water, soda, coffee, etc.) are permissible. Students are encouraged to have their meals before and/or after class.

Students are expected to leave the classroom in the condition it was in upon arrival, if not better. All trash needs to be disposed of; all chairs need to be returned to their correct position (i.e., push them in).
Cellular phones and texting are off limits once class begins. Period. Electronic devices are to be kept out of sight during the entire class. If one has a personal emergency and may need to step out of the classroom during the class meeting, one needs to inform the instructor at the start of class. The instructor will only address a student’s cellular phone usage once; any further infractions will be met with appropriate disciplinary action, including, but not limited to, referral to the Dean of Students or removal from the course.

Students’ success in this class depends a great deal on communication. If one feels lost or confused by a particular lesson, for instance, one is advised to contact the instructor as soon as possible. It is the instructor’s goal to facilitate student learning; efforts are much more effective when students verbalize (either in person or via email) how assistance can be provided.

Students are strongly encouraged to contact the instructor at any time with concerns, questions, or problems.

**OTHER COURSE POLICIES:**

**Meeting Course Requirements:**

Students in the FALC program must complete all major assignments for each of their courses, including but not limited to tests, quizzes, projects, papers, speeches, etc.

- Miss 1 major assignment – mandatory meeting with mentor, creation of educational plan, and return to class
- Miss 2 major assignments – unable to participate in football for two weeks
- Miss 3 major assignments – student removed from football team

**Behavior:**

Students are expected to behave respectfully and professionally at all times, most especially within the classroom.

Inappropriate behaviors include sleeping in class, disrupting the classroom atmosphere, texting, using foul language in the classroom, and behaving disrespectfully toward the instructor and/or other students.

- 1 behavioral incident – mandatory meeting with mentor, creation of behavioral plan, and return to class
- 2 behavioral incidents – unable to practice, play, dress, or travel with the football team for two weeks
- 3 behavioral incidents – student removed from football team

The football program reserves the right to withdraw a student from a class or from the program immediately if behavior is determined to be egregious in nature.
WRITING ASSIGNMENTS:

All writing assignments are to be typed in black ink on 8.5” by 11” white paper. The font to be used is Times New Roman, size 12. Margins are to be 1” on all sides, double-spaced throughout. Papers not meeting these guidelines will not be accepted. Assignments can be printed and submitted or uploaded electronically to the Portal. Assignments are not accepted via email.

MAKE-UP POLICY:

Make-ups for in-class quizzes, exams, and/or assignments will not be provided unless students have a documented medical excuse.

LATE ASSIGNMENTS:

Late assignments will be accepted at a penalty of one letter grade per day.

GRADING: The following breakdown of grades will be utilized in the course:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals and Free Writing (Six assignments, 10 points each)</td>
<td>60 points</td>
</tr>
<tr>
<td>Content Quizzes (Three assessments, 10 points each)</td>
<td>30 points</td>
</tr>
<tr>
<td>Expository Writing</td>
<td>30 points</td>
</tr>
<tr>
<td>Peer Review</td>
<td>20 points</td>
</tr>
<tr>
<td>Source Evaluation Assignment</td>
<td>20 points</td>
</tr>
<tr>
<td>MLA Assignment</td>
<td>30 points</td>
</tr>
<tr>
<td>Précis Writing</td>
<td>20 points</td>
</tr>
<tr>
<td>Research Paper (and its various components)</td>
<td>190 points</td>
</tr>
<tr>
<td>- Outline (15 points)</td>
<td></td>
</tr>
<tr>
<td>- Annotated Bibliography (25 points)</td>
<td></td>
</tr>
<tr>
<td>- Draft (50 points)</td>
<td></td>
</tr>
<tr>
<td>- Final paper (100 points)</td>
<td></td>
</tr>
<tr>
<td>Participation/Attendance</td>
<td>100 points</td>
</tr>
<tr>
<td>Possible Point Total</td>
<td>500 points</td>
</tr>
</tbody>
</table>
In determining students’ final grades, the following guidelines will be utilized:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Range</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>96-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-95</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>60-66</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>0.0</td>
</tr>
</tbody>
</table>

PORTFOLIO AND COURSEWORK:

Lackawanna College will empower you to experience learning by inspiring your critical thinking, assessing your talents and skills, motivating you toward a career choice, and encouraging you to make a difference. In evidence of this learning, the College requires a graduation portfolio containing Career Documents, including a resume, two letters of recommendation, and a career exploration, Core Coursework, including a research paper from College Writing, three sample papers or projects from Major Coursework, and a Lackawanna College reflection paper.

DISABILITY STATEMENT:

Lackawanna College is an Affirmative Action, Equal Employment Opportunity institution. Students with disabilities and other needs should contact the instructor privately if there are services and adaptations which can be made to accommodate specific needs.

Students who are having difficulties with class material are strongly advised to seek assistance in the Reading and Writing Lab in Angeli Hall, Suite 110. If a student feels they have a disability that has not been formally documented, they may meet with Mrs. Christine Kiehart in the Disability Services Office in Angeli Hall, Suite 110, to discuss their options.

Please note that disability services do not include exemption from participation requirements in courses considered part of the School of Distance Education, including online and hybrid courses.
ACADEMIC INTEGRITY:

Academic dishonesty in any form, such as plagiarism and cheating, will not be tolerated either in the online or traditional classrooms. Sanctions will include an automatic F for plagiarism, but the severity or frequency of the violation may result in dismissal from the College as well.

The following are among the forms of dishonesty for which sanctions may be applied:

- Using books, notes, or other materials during an examination, unless expressly permitted
- Using purchased essays, term papers, or preparatory research for such papers
- Copying others' work or engaging in unauthorized cooperation during an assignment or examination
- Allowing another student to copy from an examination or other assignment intended to be performed independently
- Borrowing from published works, whether material is taken verbatim or with minor alterations, without proper and/or sufficient acknowledgement
- Submitting as one's own work originally done by someone else
- Submitting the same written report in more than one course without prior approval from the instructor(s) involved
- Stealing examinations or assignments
- Supplying or selling examinations or assignments
- Misrepresenting statements concerning work submitted
- Falsifying or fabricating experimental data or results
- Falsifying or fabricating the need for extensions on papers or make-up examinations
- Misrepresenting identity in an online course

Please see the student handbook for more information.

LACKAWANNA COLLEGE NOTICE OF NONDISCRIMINATION:

Lackawanna College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Title IX of the Education Amendment of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. Lackawanna College is committed to providing an educational and work environment that is free from unlawful sexual discrimination including sexual harassment, sexual violence, and gender-based harassment.
In accordance with Title IX of the Education Amendments of 1972, Lackawanna College will not tolerate any forms of sexual misconduct, including, but not limited to, sexual harassment, sexual assault, sexual violence, and gender-based harassment by employees, students, or third parties. This includes prohibiting discrimination against pregnant and parenting students.

The College also prohibits retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. This policy applies to admissions, employment, treatment, and access to all programs and activities that take place either on or off the campus at Lackawanna College.

Lackawanna College will fully and promptly investigate all allegations of sexual misconduct and will take action reasonably designed to resolve the complaint in an equitable manner, end a hostile environment if one has been created, prevent its recurrence and, when appropriate, take steps to remedy its effect on individuals and the college community.

Lackawanna College complies with Title IX and all other federal laws and regulations that prohibit discrimination in education programs or activities receiving federal financial assistance.

Reports or inquiries regarding nondiscrimination should be made to Title IX Coordinator/Executive Director of the Student Wellness Program, Marsha Pigga, Angeli Hall, Room 102, 501 Vine St., Scranton, PA 18509; (570) 955-1466 or (570) 677-7589; piggam@lackawanna.edu

Reports or inquiries regarding Equal Opportunity and Affirmative Action should be made to Georgia Egan, Affirmative Action Officer/Director of Continuing Education, Angeli Hall, Room 300C, 501 Vine St., Scranton, PA 18509; (570) 961-7815; EganG@lackawanna.edu; or Tony Ferrese, Affirmative Action Officer/Seeley Hall Residence Director, Seeley Hall, First Floor, North Washington Ave., Scranton, PA 18509; (570) 504-1760; ferreset@lackawanna.edu

Additional information regarding Title IX requirements and how to file a complaint with the Office of Civil Rights can be found at www2.ed.gov/ocr; by calling 800-421-3481; or via the Office for Civil Rights, U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323; (215) 656-8541; OCR.Phadelphia@ed.gov
**SEQUENCE OF TOPICS:**

Schedule is tentative, of course. Students are advised to maintain a student calendar/planner with important due dates recorded.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Course Objective</th>
<th>Related Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Course, Grammar</td>
<td>10, 11, 12</td>
<td>Free Writing, Journals</td>
</tr>
<tr>
<td>2</td>
<td>Grammar and Mechanics</td>
<td>10, 11, 12</td>
<td>Free Writing, Journals, Grammar/mechanics quiz</td>
</tr>
<tr>
<td>3</td>
<td>The Writing Process</td>
<td>1, 6, 9, 15, 21</td>
<td>Expository Writing, Writing process quiz</td>
</tr>
<tr>
<td>4</td>
<td>Proofreading</td>
<td>4, 9, 18</td>
<td>Expository Writing, Journals</td>
</tr>
<tr>
<td>5</td>
<td>Peer Review</td>
<td>15, 16</td>
<td>Peer Review Assignment</td>
</tr>
<tr>
<td>6</td>
<td>Research Writing, Argumentative Writing</td>
<td>1, 7, 13</td>
<td>Free Writing, Journals</td>
</tr>
<tr>
<td>7</td>
<td>Paraphrasing and Summarizing, Using Sources</td>
<td>8</td>
<td>Journals, Source Evaluation Assignment</td>
</tr>
<tr>
<td>8</td>
<td>MLA Format</td>
<td>14</td>
<td>Journals, MLA Assignment</td>
</tr>
<tr>
<td>9</td>
<td>Précis Writing</td>
<td>5, 20</td>
<td>MLA Format Quiz</td>
</tr>
<tr>
<td>10</td>
<td>Research Writing</td>
<td>1, 2</td>
<td>Précis Writing</td>
</tr>
<tr>
<td>11</td>
<td>Research Writing</td>
<td>1, 3, 17, 22, 23</td>
<td>Annotated Bibliography</td>
</tr>
<tr>
<td>Date</td>
<td>Course</td>
<td>Chapters</td>
<td>Assignment</td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
<td>------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>12</td>
<td>Research Writing</td>
<td>1, 3, 17, 22, 23</td>
<td>Research Paper Outline</td>
</tr>
<tr>
<td>13</td>
<td>Research Writing</td>
<td>1, 3, 17, 22, 23</td>
<td>Research Paper Draft</td>
</tr>
<tr>
<td>14</td>
<td>Research Writing</td>
<td>1, 3, 17, 22, 23</td>
<td>Final Research Paper Due</td>
</tr>
<tr>
<td>15</td>
<td><strong>Final Exams</strong></td>
<td></td>
<td>Students are <strong>required</strong> to attend the scheduled final exam session on <strong>Wednesday, December 6, at 8:00 a.m.</strong> There are <strong>no exceptions</strong> to this.</td>
</tr>
</tbody>
</table>