INSTRUCTOR: KATHRYN MONTENARE
COURSE: EG 101-332: Standard Freshman Composition
CRN: 96837: Tuesday/Thursday 8:00 am-9:15 am
OFFICE HOURS: BY APPOINTMENT
E-MAIL: montenk@sunysuffolk.edu

GENERAL COURSE OBJECTIVES: Upon successful completion of this course the student will be expected to:
1. Apply communication theory and critical reading and thinking skills to the composing process.
2. Demonstrate an awareness of language as a tool for learning and communication.
3. Develop strategies for making independent, critical evaluations of student and published texts.
4. Collect, analyze, and critically evaluate information to produce writing with appropriate documentation.
5. Apply strategies for the composition process, such as drafting, collaboration, revision, and peer evaluation, to produce written documentation.
6. Write a well-organized essay with a firm thesis and a clear introduction, body, and conclusion. Demonstrate an ability to
   • engage in pre-writing activities, including narrowing a topic, generating ideas, determining the audience and the relationship between audience and content, and determining an appropriate tone.
   • develop, order, and use logic in the presentation of the essay that is appropriate to different rhetorical modes, including exposition, argumentation, and analysis.
   • support a thesis statement with valid reasons and evidence (such as specific examples and details).
   • follow the standards of written English, specifically in regard to sentence structure, punctuation, grammar and usage, and spelling.
   • revise to develop ideas and achieve the quality expected of the completed writing.

REQUIREMENTS:
1. Responsible adult behavior is expected at all times.
2. The student is responsible for all material taught or assigned by the instructor. **It is the student’s responsibility to obtain any missed assignments from a classmate. You may not email me for an assignment**; therefore, you are encouraged to share your cell phone numbers and e-mail information with other students during the first class meeting. The space provided below is for this purpose. Note: the exchange of information is purely voluntary on your part and is not considered a class requirement, but it may be important if you need an assignment. **All students are responsible for assigned work on the due date. An absence does not excuse you. If an assignment is due and you are not going to attend class, please make arrangements for your work to be delivered to the main office by the end of business hours.**

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3. The methods of instruction employed in this course include **extensive readings, discussions,**
lectures, writings and extensive revisions. Participation is extremely important. This is the student’s opportunity to ask questions, discuss ideas and employ critical thinking. Students are strongly advised to come to class prepared. Read the material in advance, make reading notes, formulate questions, viewpoints and opinions and actively participate in topic discussions.

4. In addition to homework assignments, class work, and class discussions, the student is also responsible for submitting a final writing portfolio which will include five academic essays: three expositions and two arguments, all of which will creatively explore rhetorical modes and stylistic devices. All essays are typed (Times New Roman), double spaced, and handed in during class. No e-mails or computer disks are accepted.

5. In order to treat all students fairly, late papers cannot be accepted for a grade higher than a 60; however, the paper must be submitted at the next class meeting and be determined to be acceptable (acceptable means the paper, if handed in on time and graded, would have received a passing grade) to avoid receiving a zero. The student must complete all papers to pass the course. In case of a legitimate problem, contact me before the due-date of the paper. If you miss class, arrange to have someone turn in the paper for you.

6. Students should follow school policy regarding withdrawal deadlines. If a student stops coming to class and does not withdraw, the class grade will be an F.

7. Plagiarism of any form will not be tolerated. Anyone caught plagiarizing will fail this course. Forms of plagiarism or academic dishonesty include the following items: using previously published materials without properly citing them, using papers taken from electronic bulletin boards or internet sites specifically tailored towards cheating (i.e. School Sucks), using another student’s paper, or having another student write the paper for you. Letting other people read and edit your papers and helping you revise them is not considered plagiarism.

8. Save written work on multiple computer disks (at least two), as well as on the hard drive of your computer. Save often during composition. Always print out two hard copies of your paper, one for the professor and one for your file.

9. In the unlikely event that a class should be cancelled, any given assignment is due at the next class meeting. If students arrive for class and the professor is not there, students are required to wait twenty minutes before leaving.

10. No cell phone calls are permitted during class.

**ATTENDANCE POLICY:**

All students are expected to attend every session of each course for which they are registered. Excessive absence [for this class, more than two (2) will be considered excessive] may result in student failure. Three late arrivals [arriving after the twenty minute start time] will equal one absence. If a student has a serious illness or an accident, it is his/her responsibility to bring the appropriate documentation [a doctor’s note] on the return to class so that arrangements can be made to keep the student’s status in class on the passing side. However, if a student has taken two absences and then a serious illness or an accident occurs resulting in more absences, the student may end up in academic jeopardy.
GRADING PRACTICES:
The grade for each student is based upon the quality of the work done, and the timely manner of its submission. Essays will be graded according to a rubric distributed and discussed in class. The final course grade will be computed on the following basis.

| Class Participation: | 20% (attendance, proactive participation, completed homeworks) |
| Portfolio:           | 80% |

TEXTBOOKS:
A good beginning for any writer is his/her reference collection. Each student in this course is responsible to acquire a thesaurus, a dictionary, and a book of quotes. In addition, the required texts are The Student Writer Editor and Critic by Barbara Fine Clouse, ninth edition, McGraw Hill Higher Education and Writing First by Laurie G. Kirszner and Stephen R. Mandell, fourth edition, Bedford/St. Martin’s.

Course Outline:

I. The Art of Language: Exploring Syntax
   A. Writing Effective Sentences
   B. Solving Common Sentence Problems
   C. Understanding Basic Grammar

II. Expository Writing: Shaping Information: Using the Rhetorical Modes
   A. The Reading Writing Connection
   B. Getting Started
   C. Organizing and Drafting
   D. Revising for Content and Organization
   E. Revising for Effective Expression

III. Using the Patterns of Development:
   A. Conducting Research
   B. Writing with Sources and Using Proper Documentation
   C. Writing about Literature