



## ENG 101: English Composition

### Student Syllabus for the Adult Degree Programs

#### Course Description

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ENG 101: English Composition provides the fundamentals of expository writing and offers practice in reading, interpreting, and responding to texts.

#### Course Introduction

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ENG 101 is designed to meet the composition needs of beginning and returning college students. The primary aim of ENG 101 is to understand academic writing as entering a conversation. For this course, students will engage in a single, complex conversation on Christianity and science for each of the primary essays, so that students will be able to dig deeper into one academic conversation of significance to the intersection of faith and learning.

#### Course Outcomes

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Upon completion of this course, the learner will be able to:

1. Understand academic writing as a conversation to be joined.
2. Identify the idea and format of an academic paper as the means to participating in ongoing conversations.
3. Identify and implement the basic structure of an academic paper.
4. Enter the conversation by starting with ideas or views that have already been expressed by others.
5. Present others' ideas as well as his or her own while clearly distinguishing whose voice is being presented.
6. Discuss a diverse array of ideas in respectful and critical ways.
7. Engage in argument through the analysis of others' arguments and the construction of one's own arguments.
8. Combine the voices of others to strengthen one's own position and points of emphasis.
9. Effectively write summary, response, analysis, and synthesis essays.

#### Course Texts

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Graff, G., & Birkenstein, C. (2018). *They say/I say: The moves that matter in academic writing* (4<sup>th</sup> ed.). W. W. Norton & Company.  
ISBN-13: 978-0393631678  
ISBN-10: 0393631672

## *Textbook Disclaimer*

The textbooks for this course were chosen because their primary content directly relates to the objectives of this course. At times, there may be items or issues that are not presented from a proper Christian worldview. As such, the textbooks do not represent an endorsement by Geneva College or the relevant academic department at Geneva College.

## *Fair Use Disclaimer*

This course contains copyrighted material, the use of which has not always been specifically authorized by the copyright owner. In accordance with our nonprofit educational mission, we are making such material available in order to advance understanding of the fundamentals of expository writing through reading, interpreting, and responding to texts. We believe this constitutes a 'fair use' of any such copyrighted material as provided in Section 107 of the US Copyright Law. In accordance with Title 17 U.S.C. Section 107, the material in this course is distributed without profit to students officially enrolled in the ENG 101 course. Students officially enrolled in ENG 101 should make only one printed copy of the given articles and chapters. Course participants are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

## Archiving of Online Courses

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In order to provide the best service and to eliminate bandwidth bottlenecks, online courses will be removed from Moodle according to a scheduled archiving process. Students will have access in Moodle to courses taken during the current academic year and one previous academic year. Once a course is removed from Moodle, students will no longer have access to their coursework for the archived course. In preparation for the archiving of online courses, students are advised to save copies of their papers and other important coursework offline on a personal computer or other file storage location. Geneva College is not responsible for student files once a course has been archived offline.

## Learning and Physical Disabilities Policy

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Geneva College values diversity and inclusion and recognizes disabilities as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable, and inclusive, ultimately leading to the success of our students in and beyond college. Therefore, Geneva College complies with the ADA as well as Section 504 of the Rehabilitation Act by affording reasonable accommodations to qualified students with disabilities. Any student with a disability who needs academic accommodations should contact Geneva's Student Success Center (SSC) to arrange a confidential appointment with the Director of the SSC before or during the first week of classes. (Some accommodations may take time to put into place, so it is advised to request this appointment as early as possible.) Legally, no retroactive accommodations can be provided.

Accommodations for disabilities are available only as recommended by the SSC. For more details, visit the [Student Success Center website](#), call 724-847-5005, or stop by the SSC office. The SSC is located on the second floor of the Student Center. Students who have questions about their right to benefits or have grievances under these statutes should contact the Director of the SSC.

## The Grading System in the Adult Degree Program

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The grading scale for the Adult Degree Program is A, B, C, D, and F. Geneva includes pluses (+) and minuses (-) in the determination of the grade point average (GPA). Grade points are assigned for each semester hour of credit earned according to the following system:

Letter Grade	Percentage	GPA	Explanation
A	93.00% - 100.00%	4.0	Excellent
A-	90.00% - 92.99%	3.7	
B+	87.00% - 89.99%	3.3	
B	83.00% - 86.99%	3.0	Good
B-	80.00% - 82.99%	2.7	
C+	77.00% - 79.99%	2.3	
C	73.00% - 76.99%	2.0	Satisfactory
C-	70.00% - 72.99%	1.7	
D+	67.00% - 69.99%	1.3	
D	63.00% - 66.99%	1.0	Less than Satisfactory
D-	60.00% - 62.99%	0.7	
F	< 60.00%	0.0	No Credit Given
WX, WP, WF			Withdrawal

## Policy on Academic Honesty

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Because honesty is expected in all college relationships, any form of cheating on exams or any plagiarism in formal written work is punishable by failure in the course. Repeated violations may result in expulsion from the college. Please read the Academic Integrity Guidelines in Appendix A of the ADP Student Handbook.

Students may appeal any disciplinary action by following the procedure laid out in the Academic Integrity Guidelines in the ADP Student Handbook.

Students are encouraged to visit [www.plagiarism.org](http://www.plagiarism.org) in order to clarify what constitutes plagiarism as well as a number of other academic standards. This website also provides directives as to how to avoid committing this act and how to properly cite academic sources.

## Turnitin Policy

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Students agree that by taking this course all required papers may be subject to submission for textual similarity review to [Turnitin.com](http://Turnitin.com) for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students must agree to the End User License Agreement (EULA) for Turnitin. Use of the Turnitin service is subject to the Usage Policy and Privacy Pledge posted on Turnitin.com. Assignments that are not submitted through Turnitin will not be graded and will not receive credit.

## Participation Policy

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In the online environment, **participation is marked by the completion of an academic event in each session (week) of the course.** Academic events include, but are not limited to, submission of a class assignment, participation in class discussion forum, or completion of a quiz/exam.

**If no academic event is completed within the first session (Week 1) of a course, the student will be administratively withdrawn from the course.** Beyond the first session, if no academic event is completed for a class session, the student will be considered as having not participated in that week of class, which in some cases may result in zeros on the missed assignments and a half-letter grade deduction from the student's final course grade.

**If a student does not complete an academic event for two consecutive sessions, the student will either be administratively withdrawn from the course or will receive a final course grade of F,** depending on how much of the course has transpired at the time of the second week of nonparticipation. For more details, please review Geneva's Student Handbook ([Undergraduate](#) and [Graduate](#)).

## Academic Grievance Policy

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For grievances related to grading and other course academic policies, the student should follow the published Grievance and Appeal Process in the ADP Student Handbook.

## Course Evaluation

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Criteria	Points Breakdown	Points
Discussion Forums (8)	30 points each	240 points

Exercises (4)	30 points each	120 points
Summary Essay	One Submission	60 points
Response Essay	One Submission	100 points
Analysis Essay	One Submission	60 points
Synthesis Essay	One Submission	100 points
Total		680 points

## Assignment Descriptions

### Discussion Forums

Class participation is monitored by postings and responses in the discussion forum. Typically, class participation is composed of two parts:

- a. Part 1 – Requires you to go to your discussion forum and post a response to a question or prompt that is written in your syllabus by 11:55 pm (EST) Wednesday of your scheduled session week. Your instructor will generally respond to your post within 24 hours. Depending on the nature of the assignment, the instructor may have a follow up question for you, ask you for clarification or further details, or direct your conversation to someone else for rebuttal.
- b. Part 2 – Respond back to your instructor's post. In addition, post a response to at least two of your fellow classmates' postings, using 1 or 2 paragraphs. Your response should further the discussion (e.g., ask a question, provide further information or examples, or introduce a different opinion). In particular, one response to a classmate **MUST** be in the form of a question that seeks to further the conversation. Your question must be posed by 11:55 pm (EST) Friday of the scheduled session week so that your classmate has adequate time to answer it.

Likewise, if a question is posed to you by Friday night, you are also required to answer it.

Part 2 of these online activities (response to instructor, response to classmates' questions of you, and responses to your classmates) must be completed by 11:55 pm (EST) Saturday of each session.

**NOTE:** How to earn full credit in discussion forums:

1. Become familiar with the discussion forum rubric, which is available to you in all of your Moodle classroom discussion forums.
2. Be thoughtful in your responses and incorporate examples from your personal and professional experiences and references to the course material (e.g., readings, lecture, videos, audio clips, scripture, etc.) when appropriate. Remember to cite all sources and references according to proper APA style.

3. Respond to the discussion contributions of at least 2 peers and be sure to adequately address all posts your instructor may pose to you throughout the week. This level of participation is REQUIRED as the minimum in all discussion forums (see the rubric for more detail).

Your posting and responses will be graded by your instructor. For a detailed description of your responsibility in discussion forum postings, please see the “Interacting in the Online Environment” section in the ADP Student Handbook.

## Exercises

During this course, there will be four assigned exercises. These exercises will help students practice key writing strategies or generate ideas for essays. Specific instructions for completing these exercises can be found in the course outline below.

- Session 1 – Exercise 1
- Session 2 – Exercise 2
- Session 4 – Exercise 3
- Session 7 – Exercise 4

All exercises are to be completed by 11:55 pm (EST) Saturday of the designated session week.

## Essays

Throughout this course, students will complete four written assignments that will challenge them to enter the same conversation through various modes of writing: summary, response, analysis, and synthesis. Specific instructions for completing these written assignments can be found in the course outline below.

- Session 3: Summary Essay
- Session 5: Response Essay
- Session 6: Analysis Essay
- Session 8: Synthesis Essay

Each of these written assignments will be graded on content, style, and timeliness. They should adhere to all page length requirements and typical APA style and formatting (double spacing, proper citations, etc.).

All written assignments are due by 11:55 pm (EST) Saturday of the designated session week.

## Professional Skills in Your Online Courses

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All courses in your Geneva College Online program will provide you with an opportunity to develop valuable skills that can positively influence your professional and career development. Each course at Geneva provides numerous opportunities to develop skills employers desire in their employees and job candidates in areas including, but not limited to, written communication, research, critical thinking, and decision-making. However, targeted skill sets are also developed through the learning in particular courses.

After successful completion of this course, you will be able to add these particular skills to your bank of professional assets:

### Written Communication Skills



Ability to organize knowledge and beliefs into convincing arguments and to convey meaning through well-constructed text

### Persuasive Communication Skills



Adept at using information, ideas, and influence to affect a desired outcome

### Synthesize/Integrate



Adept at forming structures, patterns, and connections from information, ideas, and images

### Research Skills



Skillful in compiling, organizing, and using data to enhance planning and effectiveness