

**Hibbing Community College**  
**ENGL 1065-01 Composition 1**  
**Fall 2020**  
**MWF 1:00-1:50 p.m.**  
**F-112**

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**Instructor:** Jane Doe

**Office:** F-18

**Office Hours:**

MW 12:00-1:00

TTh 11:00-12:00

Or by appointment

**Phone:** 218-262-7362

**Email:** janedoe@hibbing.edu

### **Course Description**

This course teaches students to write college-level essays, with a focus on analytical academic writing. Students learn to focus and organize essays, make an argument in response to readings, effectively revise, and carefully edit and proofread. They will become comfortable responding to other people's ideas and incorporating research in their writing while avoiding plagiarism. To meet graduation requirements, students must earn a C or better. Prerequisite(s): Satisfactory performance on English placement examination and/or completion of ENGL 0900 with a grade of "C" or higher.

### **Textbook**

Graff, Gerald, Cathy Birkenstein, and Russel Durst. *They Say, I Say, with Readings*. 4th ed. New York: Norton, 2018.

### **Materials**

binder or folder for class handouts

notebook

pen or pencil

highlighter(s)

### **Assignment Information**

Please word-process, print, and turn in essays on their due dates for full credit. Handwritten assignments are appropriate for in-class work or if you have a printing emergency. Formal essays may be submitted either in hardcopy or to the assignments folder in D2L. Please avoid emailing assignments, as I will not be expecting them there. Reading quizzes must be taken on the day administered for full credit. *Late* assignments lose 50% of their value if not submitted on the due date. All students begin the semester with one "free late" pass to use as needed. This can also be saved and applied to an assignment or participation points at the end of the semester. Late work will be accepted up to *one week* after the due date.

## Course Evaluation

Using the grading policy outlined in the Course Catalog, the following percentages will apply:

- A – 90% or higher
- B – 80-89%
- C – 70-79%
- D – 60-69%
- F – 50% & below

I do not issue plus (+) or minus (-) shading. I round up for .50 or greater.

Your final grade will be determined by the following percentages:

Formal Writing	40%
Process assignments	30%
Participation	20%
Final exam	10%

Assignments may include in-class language skills practices, critical thinking and writing exercises, respectful in-class discussion and feedback in response to writings, informal and formal writing assignments, quizzes, and journals.

## Recommended Study Habits

Aim to attend class well-prepared and on time, having completed (or at least attempted) all assignments, ready to discuss and explore pertinent issues and raise questions about matters of interest or issues that you do not understand.

Please honor your educational commitment by turning off and stowing away cell phones and other personal electronic devices. Participation points are tied to both your attendance and attentiveness during class; therefore, you will benefit only from your full engagement during class time.

If you let me know in advance of an absence, you may visit during office hours or attend Thursday's study table to recover partial participation points. After two weeks of missed classes, the HCC retention team will be notified.

## Statement of Academic Integrity

Academic honesty and integrity are highly valued in the HCC community. Students who enroll and remain at Hibbing should, therefore, realize that to submit work which is not academically honest violates the purpose of the college. The penalty for cheating, plagiarism, and other violations of academic integrity will depend on the severity of the case, up to and including failure of the assignment and/or dismissal from the course.

An important part of my job is helping you understand how to appropriately use source materials. If you're ever unsure, please ask!

**Disability Services**

If you have a documented disability and are in need of services, please contact Jen Boben, Director of Disability Services in room M-128.

Contact:       jenniferboben@hibbing.edu   218-262-7363

**Academic Center**

If you are interested in free tutoring in any subject or would like to become a tutor, contact the Academic Center, which is located next to the Library in M-160.

Contact:       toriekutz@hibbing.edu       218-262-6745

**Library**

The HCC library is open 8-4 Monday-Friday, and is located near the commons. Library staff can assist you with finding resources in the library or through library online databases. In addition, the library's webpage has links to databases, other library catalogs, and comprehensive collections of periodical literature in different fields.

<p>Hibbing Community College is committed to promoting equal educational and employment opportunities without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, reliance on public assistance, or organizational membership.</p>
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