

SYLLABUS for English 101-Online-Fall 2010

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Office Hours: on-line office hours determined by the schedules of members of course; also, by appt.

Texts: *Bare Essentials*, 12th edition by Hayes-Scott
Suzi-Q, by Shepherd

NOTE FOR STUDENTS NOT ON FINANCIAL AID:

If you wish, you can purchase the textbooks for this course from the online store of MARKETINGNEWAUTHORS.COM <www.MarketingNewAuthors.com>. This will be to your convenience. All you will have to do is order via the secure site and the books will be mailed to you! You just need to look at the left-hand side of the homepage under "MANA MENU," and you will see the different "departments/categories." You will not have to drive to any store; you just can order online. The process will be cost-effective. Furthermore, one of these texts will be offered as an e-Book; this will be even more to the advantage of the budget-conscious. See below for more information.

The textbook, *Bare Essentials*, will be available as an e-Book and as a hard copy on the web site <MarketingNewAuthors.com> in its online store under the category of "Educational Resources." You will see this listing on the left-hand side under "MANA MENU." Once into this category, scroll down to *Bare Essentials*. Once on the book's web page, you can make your choice for e-Book or hard copy. Also, the other book for this course, *Suzi-Q*, also, can be purchased at the same web site under the category of "Children's" under "MANA MENU."

NOTE FOR STUDENTS WHOSE FINANCIAL AID IS NOT IMMEDIATELY AVAILABLE:

Now, do NOT worry about having your copy of *Bare Essentials* on the first or fifth day of class. You will need only Chapters 8 for the first two or three weeks. And this chapter is on another web site for your convenience. Follow the directions below:

1. go to www.RobbieDeanPress.com
2. once at the starburst of the site, click onto the file "Orientation for Mott Students"
3. once into the file, you will see a lot of valuable information. Chapters 8 and 9 are in this file. Click and you will see the pdf file of these chapters. 101 Students only need to focus on Chapter 8.

By the 3rd week, if you have ordered the hard copy of *Bare Essentials*, you should have your book along with your other order of *Suzi-Q*.

CATEGORIES OF ASSIGNMENTS FOR THE COURSE:

1. Reading assignments—they should be read on the date they are listed on the syllabus
2. Tasks—they should be completed on the date they are listed on the syllabus
3. Writing assignments—they should be completed on the date on the syllabus

You will find these assignments specified later on in this syllabus. So, keep on reading :).

Directions and Key Details for the Course:

1. All work submitted to Dr. Fairy must, must be typed. Also, these papers should be double-spaced.
2. The length of all themes, except for the research theme (3-5 pp., not including the outline and works cited page), should be 2 to 3 pp.
3. With every theme be sure to submit an outline.
4. ANY ASSIGNMENT that should be sent to Dr. Fairy as one paragraph, SHOULD NOT be sent as an attachment. Just place it in the e-mail or in the thread of the Discussion Board. LET ME REPEAT: DO NOT SUBMIT A PARAGRAPH AS AN ATTACHMENT!
5. All assignments sent to Dr. Fairy via attached file MUST BE a MICROSOFT WORD document; it should not end with "docx." It must end with "doc." So, be sure to save it so that it ends with "doc." Why? Since some of your work will need to be posted on Blackboard and Blackboard does NOT support Word files that end in "docx," this is why. Also, your classmates will not be able to read your work and provide comments to help you improve your work.

How do you avoid your file ending with "docx"? You need to save the file in an earlier version, for example, 1999 or 2003 or 2007.
6. Dr. Fairy emails students within a twenty-four hour time period letting them know that she has received their home work. If a student does NOT receive such an e mail, s/he should email Dr Fairy ASAP!
7. Dr. Fairy does not accept late work. Let me repeat: NO LATE WORK! NO LATE WORK! NO LATE WORK!
8. If a student requests for his/her work to be accepted late, Dr. Fairy will lower the grade for the next assignment 100 points.
9. Be sure to SAVE all attached files that you email to Dr. Fairy's e-mail address with the following information: last name, first name, & assignment number ie., JONES_PHILIP_ASSIGNMENT #1 (PLEASE NOTE THAT YOU SHOULD USE CAPITAL LETTERS). ALSO, be sure to sign every e-mail with or without an attached file with your FULL NAME.
10. ALSO, BE SURE TO PLACE "Engl. 101 Student" in the Subject area of the e-mail and ALWAYS SIGN YOUR NAME whenever you send an e-mail message. Neither Dr. Fairy nor anyone else can be expected to remember your e-mail address.
11. If there is no forum on the Discussion Board for an assignment, this means that you should email and send the assignment ONLY to Dr. Fairy's e-mail address as an attachment, if a theme assignment. If it is just one paragraph, then, just place the assignment in the email. DO NOT MAKE AN ATTACHMENT FOR A SINGLE PARAGRAPH.
12. Any assignment or e-mail message you wish to send to Dr. Fairy, be sure to send it ONLY to <FairyHa@aol.com> and not to any other e-mail address.
13. To get into the Pass-Protected site (PP), you can receive the user name and password:
 - a. from the instructor
 - OR
 - b. from a file on the Announcements page of Blackboard
14. For the CLASS POLICIES and ONLINE ORIENTATION AND ALL OTHER INFORMATION, GO TO:

www.RobbieDeanPress
15. Regarding the FINAL EXAM (research theme), please know that ANYONE who does NOT submit this exam on time will NOT BE ABLE to do the optional assignment or any other extra credit work to make up for the missed final exam. That missed assignment like all others earns you, the student, 0 points (0%) rather than a 50%.

A General Overview of Dates When Writing Assignments Are Due

All other dates for works that are due are the following:

- Sept. 8** **Email Dr. Fairy your home address and your strategies to stay in the course**
- Sept. 13** **Writing Assignment Number One—theme outline only**
- Sept. 18** **Part I Preparation for Research project**
- Sept. 23** **Writing Assignment Number Two—theme outline and theme**
- Oct. 2** **Writing Assignment Number Three—3 messages conveyed-outline and theme (Part II Preparation for Research project)**
- Oct. 12** **Writing Assignment Number Four—Comparison & Contrast**
- Oct. 28** **Writing Assignment Number Five—RESEARCH PLAN (This assignment must be in my office at the Humanities Division no later than 4:00 PM)-Part III Preparation Research project**
- Nov. 6** **Writing Assignment Number Six—Body Paragraph 1 of Research Theme (Part IV Preparation for Research project)**
- Nov. 16** **Writing Assignment Number Seven—Excerpt Paragraph or Character Analysis Paragraph**
- Nov. 23** **Writing Assignment Number Eight—Resume and Cover Letter**
- Nov. 30** **FINAL EXAM, Writing Assignment Number Nine—RESEARCH THEME**
- Dec. 10** **Writing Assignment Number Ten—(Optional)**

PLEASE DO NOT USE THE ABOVE OVERVIEW AS A REPLACEMENT FROM READING THOROUGHLY THE FULL SYLLABUS. THERE ARE SOME TASKS AND READING ASSIGNMENTS THAT ARE NOT INCLUDED IN THE ABOVE; STILL, YOU ARE RESPONSIBLE FOR COMPLETING THEM WITHIN THE PROPER TIMEFRAME.

IF THERE ARE ANY QUESTIONS, DO NOT HESITATE TO SEND AN E MAIL TO DR. FAIRY AT HER E-MAIL ADDRESS: <FairyHa@aol.com>.

Please note that you are to use the “aol” e-mail address to contact Dr. Fairy; do not use the “mcc.edu” e-mail address.

Course Objectives or Competencies-English 101

No one instructor has prescribed these objectives. The English faculty of the Humanities Division of Mott Community College has set up these objectives.

1. Demonstrate awareness of audience and purpose for writing by making appropriate choices in content and organization to suit the particular rhetorical situation.
2. Use prewriting methods that help generate and focus ideas before drafting a paragraph or essay.
3. Draft essays, each of which supports one main idea with relevant details and examples.
4. Revise essays, going beyond surface-level corrections to rethink issues of focus, development, and organization.
5. Use transitions so that one idea flows smoothly and logically into the next.
6. Use a variety of sentence lengths and structures.
7. Use concrete, specific words to create a mental picture for the reader.
8. Use standard English grammar, punctuation, and spelling.
9. Recognize and demonstrate elements of an essay: introduction, thesis, body/support paragraphs, conclusion.
10. Demonstrate basic research skills by locating and selecting pertinent materials in the library, including the on-line library data bases.
11. Write an original research essay, using parenthetical citations and providing a list of works cited using MLA guidelines.
12. Participate in the social sphere of the writing class through open discussion and peer feedback by expressing respectfully and clearly questions and suggestions.

What is the relevance of these objectives/competencies?

- o Increase the ability to communicate to a wide range of people
- o Increase the ability to brainstorm in a manner that will help one generate ideas before performing a task at home, work, foreign environment
- o Increase ability to develop one idea and generate support for that idea at home, work, vacation, etc.
- o Increase the ability to improve one's method of approach to any situation
- o Increase the ability to communicate with people in a manner that does not confuse the listener or reader
- o Increase the ability not to be boring when presenting one's ideas, thus, keeping the attention of the listener or reader
- o Increase the ability to be very clear in providing examples during a discussion so to promote more clear communication with reader and/or listener/s
- o Increase the ability to avoid those grammatical errors that can distract a reader or listener, i.e. in situations like a job interview
- o Increase the ability to present a focused oral or written presentation
- o Increase ability to use a variety of research sources to cope and master the challenges of this century, i.e. ability to research information about an illness that has afflicted a loved one or self, ability to check to see if a certain automobile is really safe, ability to learn about new topics without being dependent on an "expert"
- o Increase the ability to write a piece of research independently
- o Increase one's ability to receive and share constructively suggestions for improvement; also, an increase in the ability to learn from a wider audience, not necessarily agree, but to respect and be more open to new ideas

Methods of Evaluation

Evaluation by Instructor

Evaluation by Students

First-Half of Semester—Midterm Grade:

grade based on average of written assignments and graded task assignments

Final Grade of Course:

1/4 of grade based on midterm grade

2/4 of grade based on all grades earned after midterm

1/4 of grade based on research theme

You will notice that there is an evaluation sheet on the Pass-Protected Site (PP). You can use this sheet as a checklist to make certain you are following the guidelines for writing a solid college theme. The total point value is 300. All points are turned into a grade:

300	=	100%	A+	4.0
282-299	=	95%	A	4.0
276-281	=	90%	A-	4.0
267-275	=	88%	B+	3.8
252-266	=	85%	B	3.5
245-251	=	80%	B-	3.0
237-244	=	78%	C+	2.8
222-236	=	75%	C	2.5
213-221	=	70%	C-	2.0
207-212	=	68%	D+	1.8
191-206	=	65%	D	1.5
180-190	=	60%	D-	1.0
0-179	=	50%	E	0.0
Non-submission of work	=	0%	E	0.0

There will be no mystery as to what your grade is at any time during the course; all you have to do is look at the grade on the evaluation sheet. You can add the grades seen on the sheets and determine the average (by percent or by points). Dr. Fairy does her best to grade every assignment within a week's time, if not sooner. So, if you can do basic math (add up the percentages or points and, then, divide by the number of grades you have at a given time), you will always know what grade you have earned during any time of the course. For example, if you have received a C and a B, you add 75% + 85% and divide by two; the grade would be 80%, which equals a B- (3.0). And so, this should eliminate your being concerned if you are passing the course; you will always have the data to answer that question.

ALL TASKS SHOULD BE COMPLETED BY 11:59-1/2 PM OF THE DUE DATE

TASK ONE—DUE BY: SEPTEMBER 7

TASK ONE:

1. Go to the web site <www.RobbieDeanPress.com>.
2. Click on “Orientation for Mott Students.”
3. Open the folder, “Sample Outline and Theme.” It contains a color-coded outline and theme. Note how the two relate. For every example of the topic sentence, you will see there are 2-5 sentences developing EVERY EXAMPLE. Every example must be specific. Most professors will tell you to provide details.

Dr. Fairy is reiterating this point, but she is more specific. It may be quite prescriptive. However, she has tried to give you some kind of idea as to how much you need to write in order to write well-developed body paragraphs.

4. Also, note that whatever SENTENCES are written in the outline, the EXACT SAME SENTENCE is in the theme, except for the addition of a transitional word if deemed necessary.
5. The outline serves as a blueprint. The paper is the house. The blueprint precedes the house. So as the writer, you should not build your house (write your paper) before developing your blueprint (your outline).

TASK TWO—DUE BY: SEPTEMBER 8

1. Send to Dr. Fairy at <FairyHa@aol.com>:
 - a. home address and telephone number;
 - b. indicate what may be the greatest challenge/s that may make it difficult for you to complete this course;
 - c. then, write three strategies you will implement to face and cope with the one or two or three challenges.

What is the purpose of this particular task? Every college student has a challenge or challenges that have the potential to prevent one from completing a college course or even completing college and earning a degree. In order to succeed, the student MUST be determined to succeed and have concrete strategies to face these challenges.

Finally, complete the questionnaire on the Robbie Dean Press web site, “Questionnaires for Mott Students.” This will help Dr. Fairy in her efforts to lessen the dropout rate among online English students at MCC. Your responses will be kept anonymous; the college will have no access as to who actually “answered what.”

TASK THREE—DUE: SEPTEMBER 12

1. Complete the quiz posted on the Announcements Page. This quiz will cover all of the information in the Orientation, which is on the Pass-Protected site, and the information in this Syllabus.

TASK FOUR—DUE: SEPTEMBER 13

1. Review the syllabus and the online orientation and you will not need to ask such questions as:

- *How can I get into the Pass-Protected site?
- *When is the research theme due?
- *Where are the photos and poems?
- *When is my first assignment due?
- *Must I have Microsoft Word? Can't I use Word Pad or Word Perfect instead?
- *I broke my leg and was hospitalized; can I submit my work late?

TASK FIVE—DUE: SEPTEMBER 18

1. Submit Part I for preparation for the Research Theme—you are to email Dr. Fairy the topic for the five-paragraph theme that will require research. You will have to use a minimum of NINE different written sources (these can be books, magazines, scholarly journals, encyclopedias, and Internet articles).

You are to choose from one of the following:

* 3 aspects about a religion (name the religion) ; it should not be one that is well-understood by many in the United States

* 3 aspects about the culture of a major foreign economic

competitor of the United States

* 3 benefits of space travel (if you choose this topic, you will have to use the thesis sentence on page 155 of Chapter 8 of *Bare Essentials*.)

Please note that, if you choose the first or second choice, you must name the religion or country.

TASK SIX—DUE: OCTOBER 7

1. Post on the Discussion Board in the forum, “Comparison and Contrast—Any Questions?”, any questions you may have about this writing style.

TASK SEVEN—DUE: OCTOBER 17

1. Post on the Discussion Board in the forum, “Questions about Research,” any questions you may have about any aspects of research. This includes how to set up parenthetical citations.

TASK EIGHT—DUE: NOVEMBER 12

1. Respond to the first draft of body paragraph one of a minimum of FIVE classmates. Every response should contain the following:

- a. ask three questions about the outline or body paragraph one; each question should focus on any aspect of the work that you feel the writer should consider improving;
- b. provide one positive comment; DO NOT TELL the classmate that “you have written a good paragraph” or something similar; your questions should be a catalyst for analysis and

READING ASSIGNMENTS

READING ASSIGNMENT ONE-DUE: OCT. 3:

COMPLETE READING in *Bare Essentials*:

CHAPTER 1—CORRECTION SYMBOLS
& REVIEW
CHAPTER 2—PARTS OF SPEECH
CHAPTER 3—PARTS OF A SENTENCE
CHAPTER 4—VERB GROUPS
CHAPTER 7—PUNCTUATION
CHAPTER 10—EXPOSITION, pp. 185-193

READ on the Pass Protected Site: “Paraphrasing Tips.doc”

READING ASSIGNMENT TWO-DUE: OCT. 4:

COMPLETE READING in *Bare Essentials*:

CHAPTER 6—COMMON VERB AND
PRONOUN ERRORS

READING ASSIGNMENT THREE-DUE: OCT. 10

1. COMPLETE READING in *Bare Essentials*:

CHAPTER 10—EXPOSITION, pp. 194-200;
2232-233

READING ASSIGNMENT FOUR-DUE: OCT. 11

1. COMPLETE READING :

SUZI-Q by JAILEEN SHEPHERD

READING ASSIGNMENT FIVE-DUE: OCT. 25

1. COMPLETE READING OF RESOURCES FOR
RESEARCH THEME.

There should be a minimum of nine (9) different written sources read. These sources should be possible ones to be used in the research theme.

READING ASSIGNMENT SIX-DUE: NOV. 14

1. COMPLETE THE READING OF THE
EXCERPTS from books in the Aug. 05.
Journal which is on the pass-protected
site. These excerpts are near the BACK of
the journal. The file on the PP is “Journal.
Literature.Aug.05.”

2. COMPLETE READING in *Bare Essentials*::
CHAPTER 11, pp. 235-271;

THE WRITING ASSIGNMENTS

Writing Assignment One—Post on the Discussion Board of Blackboard in the Forum entitled “Writing Assignment Number One”—**Due: Sept. 13:**

Choose one of the topics:

- A. Set up an outline answering the following question: Who are your three favorite singers? Be sure to choose three songs each has sung that can help illustrate why you have chosen these singers.

OR

- B. Set up an outline answering the following question: Which three poems and/or short stories in the August 2005 journal that is on the PP site you feel are the best. Be sure to explain why you have chosen these works.

OR

- C. Set up an outline answering the following question: Which three photos do you like the best? Be sure to explain why you have chosen these photos.

Writing Assignment Two—Submit to Dr. Fairy at her e-mail address <FairyHa@aol.com> the outline and theme based on the topic you posted for Writing Assignment One—**Due: Sept. 23.**

Writing Assignment Three—Set up an outline and theme which discusses three key messages conveyed in *Suzi-Q*. This is Part II of Preparation for the Final Exam. This should be a five-paragraph theme—**Due: Oct. 2.**

Writing Assignment Four—Choose one of the following to write a well-developed comparison and contrast outline and theme:

- *compare and contrast two characters in *Suzi-Q*
- *compare and contrast the person you are now with the person you wish to be ten years from now
- *compare and contrast two persons you dated

This assignment is **due Oct. 12.**

Writing Assignment Five—Submit the following via the mail **ONLY** to:

Dr. Fairy C. Hayes-Scott
 Humanities Division
 Curtice-Mott 1101
 Mott Community College
 1401 E. Court St.

- o Outline, following the format of the one on pp. 185-189. Yes, you are to place in parentheses the name of the source (if no name, then the first three or four key words of the title of the article) and the page number (no page number if it is a web source or something taken from an encyclopedia)
- o Make a copy or print out of ONLY the page from which you plan to use information. You are to have all copies/print outs in the order they are mentioned in your outline
- o WRITE IN BIG BOLD PRINT at the top of the page of every source, the name of the author or title and page number (if from a book or magazine, the page number is necessary; if it is an Internet source, you do NOT write a page number; study the parenthetical samples in Chapter 11 VERY CAREFULLY!)
- o CIRCLE the actual section of information you plan to use in your research theme
- o On a separate sheet of paper than the outline, write the introductory paragraph and concluding paragraph for this research theme

All of the bulleted items must reach my office **NO LATER THAN 4:00 PM on Oct. 28.**

Writing Assignment Six—Post on the forum, “Research Theme—Body Paragraph One” on the Discussion Board for review by your online neighbors. Also, post the thesis sentence so that your neighbors can see if you are following your thesis sentence. **Due: Nov. 6.**

Writing Assignment Seven—Post on the forum, “Excerpt Paragraph or Character Analysis,” on the Discussion Board. By now, everyone in the neighborhood should understand and be able to write a well-developed college paragraph. There should be no doubt how to write a solid content and mechanics presentation. How will this paragraph be graded? The grade will be an A, B, C, or E. This assignment will be **due Nov. 16.**

Writing Assignment Eight—Send to Dr. Fairy as attachments the a resume and cover letter for a job for which you are currently qualified to apply. This assignment is **due Nov. 23.**

Writing Assignment Nine—FINAL EXAM (RESEARCH THEME). The following should be submitted to Dr. Fairy:

1. outline
2. research theme
3. works cited page

The Final Exam is due **Nov. 30.**

Writing Assignment Ten—Optional Assignment . Dr. Fairy will announce what this assignment is in a timely manner. This assignment is due **Dec. 10.**

Final Requirement

In order for Dr. Fairy to improve the course and the manner in which she teaches the course, she will place on the Announcements Page of Blackboard by Week Fourteen an evaluation sheet. It will be to evaluate the course, assignments, and her manner of teaching. You need to return this immediately. Be sure to return the evaluation sheet and your answer sheet (do NOT make any marks on the evaluation sheet). You should send to Dr. Fairy a code that you plan to place on the return envelope. The secretary will give Dr. Fairy the codes of the envelopes received. That will be the only way Dr. Fairy will know that you have returned the evaluation sheet and answer sheet. The secretary will destroy the envelopes and give to Dr. Fairy the evaluation sheets. In this way, Dr. Fairy will never be able to identify who wrote an evaluation. Upon receiving the codes, Dr. Fairy will send to you via e-mail your grade. Remember: DO NOT PUT YOUR NAME ON THE EVALUATION. Make all answers on a separate sheet. Now, do NOT MAIL the evaluation to Dr. Fairy. Mail them to:

Ms. Karen Janness

**Secretary
Humanities Division
1101 Curtice-Mott Bldg.
Mott Community College
Flint, MI 48503**

Ms. Janness will not give Dr. Fairy any of the evaluations until I have submitted all course grades into the Division. Thus, you can be assured that your comments will not influence in any manner your course grade.

My Dear English 101 Neighbor:

You have completed all of the requirements for the course. I thank you so very much for being my student/my neighbor. I wish you the best. If you submit your envelope with a code on it as well as have sent the code to me, I shall post your final grade on the Announcements page before the end of the semester. If you do not agree with the posted grade, you are to respond to me within 24 hours. If you do not respond to me within 24 hours, then, I shall not consider changing the grade. If you have not provided an envelope with a code, then you will find your grade at the Registrar's Office or on the Mott web site whenever the Registrar's Office posts grades. No grade will be changed since you did not take advantage of my giving everyone the opportunity to get his/her grade way ahead of time.

Again, I wish you the very best!

Sunrises and Sunsets,

Dr. Fairy

