Guttman Community College
50 W 40th Street, New York, NY 10018

English 103, Composition l

Class: ENG 103-02
Day/Time: Monday/Wednesday 8:00-9:30
Location: GCC Room 410
Instructor Name: Laura Clarke
Office Hours: Friday 11:00-12:00 or by appointment. Zoom link:

https://us06web.zoom.us/j/81153215480?pwd=OEh2SGQ4NXgzemhaWTlTZXpReUlDUT09

Office Email: laura.clarke@guttman.cuny.edu

English 103 Overview:

Composition I is a course in critical thinking, reading and writing. It will provide a thorough introduction to the writing process and academic discourse: generating ideas, developing a thesis, supporting a thesis with evidence, and revising and editing. Students will be introduced to a variety of research resources, including the NYPL and CUNY library systems and learn basic research techniques. Because good writing starts with good reading, attention will be paid to critical reading strategies.

English 103 Learning Outcomes:
Upon successful completion of the course, English 103 students will be able to do the following:

- Practice reading and writing in various genres and rhetorical contexts.
- Use reading and writing as a means to discover and revise ideas.
- Use the writing process to develop a writing project in multiple drafts.
- Locate, evaluate, and incorporate research materials into writing.
- Revise drafts based on feedback.
- Reflect upon your own writing practices and how those practices influence your written work.
- Understand academic practices of reading and writing as an extension of your own cultural identities, experiences, and modes of expression.

English 103a
If English 103a appears on your schedule of classes, you are required to attend that course session as well as your English 103 sessions; both classes and their assignments will be considered part of your English 103 coursework. Students enrolled in English 103a who pass English 103 will thereafter be designated as proficient in reading and writing within Guttman Community College as well as within the CUNY system

Course Communication

I will be communicating with you regarding grades and assignments. If you need to get in touch with me, the best method is via email. Generally, I will reply to emails within 24 hours and will provide feedback on assignments within 72 hours.

If you are having trouble with this course or its material, you should contact me via email to discuss the issues.

Announcements will be posted to this course whenever necessary. If there is any other information I think is important, I will send it to your email address you have in Blackboard. It is your responsibility to ensure that your email account works properly in order to receive email.

Below is how you check your email address in Blackboard:
· Access blackboard
· Click your name on the main Blackboard navigation panel on the left
· Review your email address. By default, Blackboard uses your college email address

Technology Requirements

You must have access to the Internet to view/hear course materials. No special software is required. To participate in learning activities and complete assignments, you will need:

· Access to a working computer that has a current operating system with updates installed, plus speakers or headphones to hear lecture presentations (transcripts provided);
· Reliable Internet access and a Guttman email account;
· A current Internet browser that is compatible with Blackboard (Google Chrome is the recommended browser for Blackboard);
· Microsoft Word as your word processing program; and
· Reliable data storage for your work, such as a USB drive, Dropbox or Office365 OneDrive cloud storage.

Minimal Technical Skills Needed

Minimal technical skills are needed in this course. All work in this course must be completed and submitted online through Blackboard. Therefore, you must have consistent and reliable access to a computer and the Internet. The minimal technical skills you have include the ability to:

·   Organize and save electronic files;
·   Use Guttman email and attached files;
·   Check email and Blackboard daily;
·   Download and upload documents;
·   Locate information with a browser; and
·   Use Blackboard.

Technical Support

If you need access to a laptop, need support or have any technology, IT-related questions including about Blackboard, please contact the helpdesk and submit an online request at helpdesk@guttman.cuny.edu.

The Help Desk is open Monday – Friday from 8:00 AM – 6:00 PM. If you need Blackboard help outside of these hours, you can contact Blackboard support at: 646-664-2024 or go to https://www.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/helpsupport/

If you do not have regular, reliable access to internet, please contact Dean.ose@guttman.cuny.edu so they can assist you.

General Support

Learning in this format at this time is a challenge for all of us. Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, or needs mental health support and believes this may affect their performance in this course is urged to visit the Guttman Essential Information for Personal Well Being website for support and to email the Dean of Students at Dean.OSE@guttman.cuny.edu. Please use these resources for support and let your instructor know if we can support in any other ways.

https://guttman.cuny.edu/news/coronavirus-updates/essential-information-for-personal-wellbeing/

COVID Related Policies and Procedures

Mask Policy
All students are required to wear masks in the classroom and on campus unless they have an approved accommodation through Guttman's Office of AccessAbility Services (accessabilityservices@guttman.cuny.edu). Students who do not comply will be referred to the Dean of Students for possible disciplinary action.

Course Policy on Illness

If you are not feeling well, do not come to campus. If you are staying home due to illness, email your professors and they will provide you with accommodations to complete your coursework remotely.

If you are COVID positive or think you may have been exposed to COVID 19, do the following:

- If you are on campus, go home and call your health provider.
- Contact Elie Yoesoep, our Campus Coronavirus Liaison and report your status: Elielce.Yoesoep@guttman.cuny.edu
- Follow the advice of your health professional and Elie about your presence on campus (when you can return to class, if you need to quarantine, isolate, etc.).

All reports of COVID exposure on campus will result in contact tracing and you will be notified if you have been exposed by xxx and given guidance on if you must quarantine and when you can return to campus.

Attendance Expectations

This is a fully in person class. Students are expected to attend all sessions. Please email me if you are going to be absent. Make sure to check your email before you come to class each week. Professors will notify students if there are any changes to the schedule due to COVID exposures or the need to quarantine over email.

College-wide Policies:

Policy on Academic Honesty

Guttman Community College considers intellectual honesty to be the cornerstone of all academic and scholarly work. GCC views any form of academic dishonesty as a serious matter and requires all instructors to report every case of academic dishonesty to its Academic Integrity Officer, who keeps records of all cases. All work submitted or posted by students in this course must be their own. Submission of writing or ideas which are not the original work of the student, or which is not adequately referenced, is considered plagiarism. Unintentional plagiarism is still plagiarism, so if you have any question about whether or not to acknowledge a source, acknowledge it. And if you are still uncertain, be sure to ask. Refer to Article II of your Student Grievance Procedures for further details on academic honesty and Guttman's academic integrity procedures. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

Disability Support Services

In compliance with the American Disability Act of 1990 (ADA) and with Section 504 of the Rehabilitation Act of 1973, Guttman Community College is committed to ensuring educational parity and accommodations for all students with documented disabilities and/or medical

conditions. It is recommended that all students with documented disabilities (Emotional, Medical, Physical and/ or Learning) consult the Office of AccessABILITY located in Room 509-B to secure necessary academic accommodations and adjustments for additional information and assistance please call 646-313-8833 or email accessabilityservices@guttman.cuny.edu.

Critical Incident Management

Guttman expects students to respect the rights, privileges and property of other people. Faculty are required to report disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment or inhibits students' ability to learn.

Viewpoint Tolerance

Some of the issues covered during the seminar may evoke strong emotions. Students, faculty and staff must be able to disagree respectfully with others on topics that are personally very important to them. **Civility is essential to all scholarly discourse**.

Expectations for Out-of-Class Time

For every one instructional credit hour in class, a Guttman student is expected to spend at least two hours out-of-class studying, reading, writing, researching and working on projects, and preparing for tests. E.g. for a 3 credit course that meets for 3 hours each week, a student is expected to spend at least 6 hours outside of class time doing related course work. If a course provides more time in class than one hour for one credit, the additional time may offset out- of-class time expectations.

Starfish

Starfish is a communication tool for students, faculty, advisors, and many academic support and student service areas at Guttman. Instructors and advisors will use Starfish to provide you with feedback about your progress. Throughout the semester, you may receive emails or text messages regarding your academic performance and referrals to specific campus resources, such as peer mentors or tutors. You can use Starfish to "Raise Your Hand" and ask questions, and make appointments with your advisor or with other service areas. To access Starfish log into my.guttman.cuny.edu and click the Starfish icon on the left side of the page. If you need help using Starfish, you can speak to your advisor.

Assignments

Discussion posts: 10%
Critical Analysis of a Text: 20%
Group Curator Project: 20%
Group Curator Project Presentation: 10%
Gallery Review: 10%

Archives Project Part 1: 15%
Archives Project Part 2: 15%

Schedule

Week 1	
Monday 9/12	Overview of syllabus and Introduction
Wednesday 9/14	*Wake: The Hidden History of Slave Revolts* (Chapters 1&2) In-class discussion post 1
Week 2	
Monday 9/19	*Wake: The Hidden History of Slave Revolts* (Chapters 3, 4 & 5) In-class discussion post 2
Wednesday 9/21	*Wake: The Hidden History of Slave Revolts* (Chapters 6 & 7) In-class discussion post 3
Week 3	
Monday 9/26	No class
Wednesday 9/28	*Wake: The Hidden History of Slave Revolts* (Chapters 8 & 9) In-class discussion post 4
Week 4	
Monday 10/3	*Wake: The Hidden History of Slave Revolts* (Chapter 10) Critical Analysis of a Text In-class discussion post 5
Wednesday 10/5	No class
Week 5	
Monday 10/10	No class

Wednesday 10/12	Critical Analysis of a Text In-class discussion post 6 **Critical Analysis of a Text due by 10/15 on Bb**
Week 6	
Monday 10/17	Exploring the archives In-class discussion post 6
Wednesday 10/19	Introduction to the Group Curator Project In-class discussion post 7
Week 7	
Monday 10/24	Group Curator Project In-class discussion post 8
Wednesday 10/26	No class
Week 8	
Monday 10/31	Group Curator Project In-class discussion post 9
Wednesday 11/2	Group Curator Project In-class discussion post 10
Week 9	
Monday 11/7	Group Curator presentations
Wednesday 11/9	Gallery Review Assignment Gallery Review Assignment due
Week 10	
Monday 11/14	Excerpt from *Wayward Lives, Beautiful Experiments*

Wednesday 11/16	Introduction to Archives Project
Week 11	
Monday 11/21	Archives Project part 1
Wednesday 11/23	Archives Project part 1
Week 12	
Monday 11/28	Archives Project part 1
Wednesday 11/30	Archives Project part 2
Week 13	
Monday 12/5	Archives Project part 2
Wednesday 12/7	Archives Project part 2
Week 14	
Monday 12/12	Reflection
	Archives Project parts 1 and 2 due on Bb