

Syllabus

ENGL& 101: English Composition I

Online Asynchronous 1088 OIS

Spring 2021

Instructor: Ms. Barbara Butler

Contact: Canvas Email (Inbox)

Office: R-230

Office Hours: I am available daily, including weekends and holidays, online by Canvas email Inbox and by appointment for Zoom conferences.

Instructor Contact

Use the **Canvas Inbox email** function for all course communication. Use the Bellevue College email only if you cannot access Canvas: bbutler@bellevuecollege.edu.

You will find that I am prompt in replying to Canvas emails within 24 hours, including weekends and holidays. I usually work early in the day, however, so if you send a message in the late afternoon or evening, look for my reply the next morning.

For a Zoom conference, send a Canvas Inbox email requesting a time and day to meet.

Required Textbook

A Pocket Style Manual, Eighth Edition (Hacker and Sommers)

Canvas Learning Management System

This section of English 101 is an online course. As such, it is important, and ultimately your responsibility, to follow all directions for using the Canvas online learning system successfully.

Canvas by Instructure also offers a free mobile application (app) version of its learning management website that you may find useful. It is important to note, however, that as with any mobile app, it is not the same as the full site, and some important functions will not work on the app. **You will still need to use a desktop/laptop computer for most functions, especially submitting assignments and reading instructor grading feedback.**

Always check Modules and Announcements in the class Home page toolbar. Checking only from your Canvas Dashboard for assignments due in all classes means you will miss information essential to successful completion of this course.

In Canvas in general--

Know your system requirements and software capabilities, such as your word program and browser choices.

Log on to Canvas regularly to check for announcements, due dates, and more.

Make contingency plans for computer use if your computer and/or Internet service is unavailable.

Ask for help in a timely manner by contacting either the Canvas Help Desk or your instructor.

[Canvas](#)

[Technology Help Desk](#)

English 101 Course Description

Develops clear, effective writing skills and emphasizes writing as a process. Students practice writing in a variety of forms and modes. Prerequisite: Placement by assessment or ENGL 092 or 093 with a C- or better.

Course Outcomes

After completing this class, students should be able to

Think Critically and Read Analytically: carefully interpret and evaluate claims, beliefs, arguments or issues, reading various texts critically for purposes of interpretation, analysis, synthesis, or evaluation.

Compose and Revise in Context: shape written responses for--and employ style, tone, and mechanical conventions appropriate to--the demands of different audiences and purposes, using various methods of development such as illustration, comparison and contrast, and analysis, and balancing their individual voices with those from other texts.

Reflect, Collaborate & Evaluate: incorporate newly acquired skills, both individually and with peers, to critique their own and others' work, to gain a clearer perspective of habits that may detract from the effectiveness of their own writing, and to develop flexible strategies for revising, editing, and proofreading in response to comments from their instructor and peers.

Grades on Canvas

Your complete course grade is posted on your Canvas class site. See Grades in the left tool bar of your class site.

Assignments and Total Points Possible

Essays (150): Essays I-III (50 points each)

Journals (30): Journals 1-6 (5 points each)

Module Quizzes (60): Modules 0-III (15 points each)

Mechanics (50)

Reading, Drafting, and Discussing (70)

< Extra Credit (15) >

Total Quarter Points: 360

Assignment Policies

Because each assignment builds on the skills developed in the previous assignments, it is important to complete work on time.

- **Assignments close at 11:59 PM** on their due dates, after which neither Canvas nor your instructor allow submissions.
- **Plan ahead to submit assignments to allow for any personal and/or technical problems that may arise.** For your benefit, all assignments, discussions, and quizzes in

this class are open at the beginning of the quarter, so you can plan when to complete them around your own schedule of work, college, and personal life.

- **Assignments must be submitted correctly from their Canvas assignment pages.** Do not use Canvas email, Assignment Comments, BC email, or other Canvas functions to submit assignments.

Grading Scale

Final course grades at Bellevue College are posted as letter grades. For ease of calculation, grades are based on a percentage system throughout the quarter. Prerequisite: Placement by assessment or ENGL 092 or 093 with a C- or better.

	B+ = 88-89	C+ = 78-79	D+ = 68-69		
A = 93-100%	B = 83-87	C = 73-77	D = 60-67	F =	59-0
A- = 90-92	B- = 80-82	C- = 70-72			

Bellevue College Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

Reasons of Faith and Conscience

Reasonable Accommodations for Reasons of Faith and Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the course to the office of the Associate Vice President of Student Affairs (see [Bellevue College Policy 2950](#).) In the event you feel you are being discriminated against based on faith or conscious, you may refer to the procedures outlined in the college's [Discrimination, Harassment and Retaliation Policy 1440P](#).

College Anti-Discrimination Statement (Title IX)

Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of

any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

Student Code of Conduct and Academic Integrity

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the [Student Code of Conduct](#).

Disability Resource Center (DRC)

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

The DRC office is located in B132 or you can call our reception desk at 425.564.2498.

Deaf students can reach us by Skype: the address is DRCatBC (NOTE: There is no @ sign...it is actually DRCatBC).

[DRC Website](#)

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact Autism Spectrum Navigators.

ASN is located in the Library Media Center in D125.

[ASN Website](#)

Accessibility

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

Public Safety and Emergencies

Public Safety is located in D-171 and can be reached at 425-564-2400 (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [Rave Alert Registration](#)

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

- Take directions from those in charge of the response: We all need to be working together.
- Do not get in your car and leave campus (unless directed to): Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
- In an emergency, call 911 first, then Public Safety.

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the Public Safety web page for answers to your questions. [Public Safety](#)

Accessing Canvas from Outside of the United States

A note about accessing Canvas from the People's Republic of China: some users have reported that they do not have full access to all Canvas functionality from within the People's Republic of China. This appears to be due to Canvas' parent company, Instructure, not fully committing to

Chinese government requirements regarding internet operations within the country. The Chinese government does not inform foreign entities of their policy updates; therefore, Bellevue College cannot anticipate access to Canvas.

If you will be in China during the quarter, you should prepare for intermittent and uncertain access to Canvas.