



English Composition ENG 101

Course Syllabus, Fall 2019

Oikos University

OIKOS UNIVERSITY MISSION STATEMENT:

The mission of Oikos University is to educate men and women to be the leaders to serve the church, local communities, and the world by using their learned skills and professions in the areas of biblical studies, music performance, Asian medicine and practical vocational nursing.

Course Number and Title: **ENG 101: English Composition**

Semester: Fall 2019

Professor: David A. Sylvester

Classroom C101

Time: Tuesdays 9 - 11:30 a.m

E-mail address/Phone: dsylvesterteacher@gmail.com / 510-435-9017

Office Hours (Students may meet with their professor by appointment or during the following regularly scheduled office hours or during or after the class):

Day and Time: Tuesday, 12:30-1 pm, by appointment

Place: Classroom or library

1. RELATIONSHIP OF COURSE TO OIKOS UNIVERSITY'S MISSION:

Will help students to express themselves more clearly and authentically in English and improve their knowledge of formal, written English. Will strengthen foundation for understanding and participating in written texts throughout their university studies and prepare students for effective participation in English Literature, ENG 102.

2. COURSE DESCRIPTION

Students will learn the basic forms of written English used in all forms of stories, including modern and Scripture. Students will practice effective building blocks of stories: description, narration, dialogue, and drama. They will interact with literary themes through their own writing

Students will learn the basic forms of written English and increase their understanding of correct usage in three areas: 1) Free Writing and Journaling to develop expression 2) Types of Writing Styles (description, reporting, narration, essay) and 3) Basic English sentence structure. Students will make oral presentations of their written assignments. Students must keep all course writing in Writing Portfolios for review, maintain a journal of their own for writing expression and contribute to the class magazine or publication.

3. COURSE OBJECTIVES (STUDENT LEARNING OUTCOMES)

Student Learning Outcomes	Assignments for Assessment
1) Demonstrate a greater knowledge of correct English grammatical patterns	Handouts and In-class exercises, discussion.
2). Display greater understanding and ability to write in major styles of composition	Handouts, in-class exercises, oral presentations.
3) Practice correct English usage in composition as needed for future study.	Student writing from formal exercise handouts, discussion and revisions kept in Portfolio
4) Improve ability to use English creatively in free expression by journaling and free writing.	Student writing from sentence combining, reflections and discussion in Portfolio

4. COURSE MATERIALS

Required Work & Materials:

Writing Portfolio: Students are required to keep all their writing and class paper handouts for the course in a folder as their Writing Portfolio and bring it to every class. It will be reviewed during the semester for grading. Lost writing is a lost grade.

Portfolio writing paper: Students must bring to class 8.5" x 11" lined notebook paper for class writing and saving in Portfolio (*clean cut, not ripped out of spiral notebook.*)

Personal journal: Students are encouraged to maintain a private journal of their thoughts and reflections during class and between classes in a spiral notebook, or portable journal of their choosing. Of course, the writing in the journal is not graded, but making the effort is part of the class participation grade. We can discuss this during individual conferences.

Final Project: The class will produce a student-managed magazine or publication composed of a final story from each student after extensive revision and development.

Required Access to Equipment

Computer & Software & Printer-- Students must have access to a working computer or smartphone in order to receive and send Word documents, both for reading and writing, throughout the semester.

Email access -- Students must have daily access to valid email address to receive and respond to email messages from the instructor about upcoming assignments and suggestions between classes. They are expected to check their email regularly.

Required Reading:

Most of the class focuses on developing students' own writing, in content and style using correct written English. Most of the study materials and readings will be sent as Word or pdf documents to students' email addresses for studying before class.

Supplemental Resources for English language development:

- Lester, Mark. McGraw Hill's Essential ESL Grammar: A Handbook for Intermediate and Advanced Grammar Students. (New York: McGraw Hill, 2008).
http://www.amazon.com/McGraw-Hills-Essential-ESL-Grammar-Intermediate/dp/0071496424/ref=pd_sim_b_8

- Strong, Williams. Sentence Combining: A Composing Book. (New York: McGraw Hill, 1995.)
http://www.amazon.com/William-Strong-Sentence-Combining-Composing/dp/B008UBJFO8/ref=sr_1_2?ie=UTF8&qid=1440377359&sr=8-2&keywords=sentence+composing+william+strong
- Krohn, Robert. English Sentence Structure: Intensive course in English. (University of Michigan Press ELT, 1971.)
http://www.amazon.com/English-Sentence-Structure-Intensive-Course/dp/0472083074/ref=sr_1_1?s=books&ie=UTF8&qid=1440378046&sr=1-1&keywords=english+sentence+structure
- Folse, Keith S. English Structure Practices. (University of Michigan Press ELT, 1983.)
http://www.amazon.com/English-Structure-Practices-Keith-Folse/dp/0472080342/ref=sr_1_8?s=books&ie=UTF8&qid=1440378204&sr=1-8&keywords=english+sentence+structure
- Hacker, Diane and Sommers, Nancy. A Writer's Reference. 7th Edition (Bedford/St. Martin's, 2010.)
http://www.amazon.com/Writers-Reference-Diana-Hacker/dp/0312601433/ref=sr_1_2?s=books&ie=UTF8&qid=1376957632&sr=1-2&keywords=english+composition+esl

5. COURSE REQUIREMENTS AND TIME ESTIMATES (at least 15 class hours/credit)

Requirements	Time Estimate
Homework	10
In-Class Writing	10
Group discussions	10
Final Project	15
Total Hours	45 (3 credits)

6. GRADING INFORMATION:

1) Grading Scale

Letter Grade	Numerical Grade	Grade Points	Quality of Performance
A+	98-100	4.0	Exceeds class level
A	94-97	4.0	Outstanding
A-	90-93	3.7	Excellent
B+	87-89	3.3	Good +
B	84-86	3.0	Good
B-	80-83	2.7	Good -
C+	77-79	2.3	Satisfactory +
C	74-76	2.0	Satisfactory
C-	70-73	1.7	Satisfactory -
D+	67-69	1.3	Poor

D	64-66	1.0	Very Poor
D-	60-63	0.7	Barely Acceptable
F	59 or lower	0	Failure

2) Grading Rubric

Requirements	Percent of Total
Attendance (On Time, Full Class)	15%
Participation & Assistance to Class	15%
In-Class Writing	15%
Homework Writing	15%
Final Project (Draft, Revisions, Portfolio & Publication)	40%
Total	100%

NB: Classroom effort: 30% - Writing effort: 30% - Final Project: 40%

7. INCOMPLETE POLICY:

All course work is due on the dates assigned. Students who fail to submit assignments on time will be subject to the course's late grading policy. In all other cases and unless otherwise stated by the instructor, all course work is due by 4:00 p.m. on the last day of the semester.

A grade of incomplete will only be awarded to students who cannot physically complete their course work by the last day of the semester due to an avoidable situation such as a serious illness. In such cases, students must provide valid evidence of their condition. After a semester has ended it is no longer possible to request an incomplete. Incompletes will not be granted simply because of poor time management. Students who assume that an incomplete will be issued because they failed to finish their course work by the end of the semester will automatically receive a grade of F.

Incompletes must first be approved by the Academic Affairs office. To apply for an incomplete, students must fill out an incomplete-grade-request form and submit it to the office by the required deadline set by Oikos policy near the end of the semester. After receiving approval from the office, the student must then obtain approval from his or her instructor.

8. ATTENDANCE POLICY:

In the classroom, put your whole self into the discussions and make a real effort when you do the assignments. Break a sweat!

This class meets once a week for extended hours, so missing one class is the same as missing one week of a normal semester. Attendance is taken at the beginning of every class. Students who arrive after the beginning of class must sign the "Late Sheet" near the door of the classroom when they enter and note the correct time. Otherwise, they will be counted as absent.

There are 15 classes, one point for full attendance and one point for full participation: 2 points per class. That's a total of 30 points toward the final grade. A student may be excused from an absence if the student submits documents to the school administrator Ann Park [http://info@oikos.edu](mailto:info@oikos.edu) to show

medical appointment or other circumstance to the office administrator during the week following the absence. Student who expect to be absent in advance. should call or email Ann Park <http://info@oikos.edu>.

<p>One absence = discussion with teacher. Two absences = discussion with Oikos administration. Three absences = Academic probation. Four absences = failing grade of F. Three late arrivals or early departures = one absence.</p>
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Oikos test policy: Tests must be taken on the assigned dates. Except in cases of documented medical emergency, make-up exams are not permitted without prior approval from the instructor.

9. ACADEMIC INTEGRITY: Plagiarism and cheating are unacceptable. Plagiarism is defined as the use of someone else's ideas, arguments or other original material without acknowledging the source, including any material from Wikipedia, public websites or educational materials on the Internet. All materials from sources must be correctly noted, with author, title and page numbers, in footnotes or endnotes. Plagiarism and cheating will be reported to the administration for academic discipline.

10. COURSE PRAYER SUBJECTS:

- Pray for the grace of a deeper understanding of and confidence in their ability to write English so they may share with their English-speaking brothers and sisters the thoughts and feelings of their deeper selves where they encounter God.
- Pray for the grace of greater appreciation of the power and beauty of the English language to express the joys and sorrows, griefs and anxieties, hopes and dreams of generations of their fellow humans, past and present, throughout the world.
- Pray for a greater ability to step into the hearts and minds of English-speakers and share their transformative encounter with the Risen Christ who renews all things and saves all people from the dark forces that threaten to destroy all that is precious and human.

11. COURSE SCHEDULE ENG 101 FALL 2019

Wk	Date	Class Topic	Class Writing & Activities	Assignments
1	8/27/19	Intro to Composition Description 1	<u>Class:</u> Intro. to creative composition, awareness, journals, free writing <u>Due by end of class:</u> In class writing <u>Due next class:</u> Journal writing: What I notice? "I wonder why..." 10x	Class discussion
2	9/3/19	Description 2	<u>Class:</u> Descriptive 2 Revising for Content. In-Class: what is good description? Examples? <u>Due next week:</u> Revise writing.	Class reading and discussion
3	9/10/19	Description 3	<u>Class:</u> Expanding word choices, sentence patterns <u>In-class discussion:</u> "to be" patterns, adjectives, self-action. <u>Due next week:</u> Journal writing, practice patterns.	Prepare reading and writing homework.
4	9/17/19	Simple Narration	<u>Class:</u> Narrating what happened. Patterns: <u>Verb sequences</u> <u>Due next week:</u> Narrating event	Prepare reading and writing homework
5	9/24/19	Dialogue & Narration	<u>Class:</u> Dramatic dialogue, movie dialogue. Patterns: Using quotations for impact. <u>Due next week:</u> Revising writing to include dialogue.	Prepare reading and writing homework.
6	10/1/19	Complex Narration	<u>Class:</u> Read <i>Little Match-Seller</i> . Discuss complex narration, inner dialogue, flashbacks. <u>Due next week:</u>	Prepare reading for class discussion
7	10/8/19	Story Structure	<u>Class:</u> Story structure: plot, climax, resolution. Character change, character words. Patterns: S-V-DO-IO, Verb sequen <u>Due next week:</u>	Prepare reading and writing homework.
8	10/15/19	Story Writing 1	MIDTERM ASSESSMENT: portfolio review, 1st half progress sheets Class: BEGIN FINAL PROJECT Choose Final Project story, writ Due next class: Story paper drafts to instructor for first edit	Begin work on Final Project
9	10/22/19	Story Writing 2	<u>Class:</u> Students revise paper drafts, type into Word to email. <u>Due next week:</u> Email TO EDIT stories to instructor for second edit	Revision of 1st draft of Final project
10	10/29/19	Story Revising 1	<u>Class:</u> Discuss story development, narration. <u>Due next week:</u> No HW if all Final Project stories are turned int.	Prepare for class discussion
11	11/5/19	Story Revising 2	<u>Class:</u> Revising DS suggestions, approve with Author Name initials Due by 11/9: Email DS AN stories to instructor, then Student Edit	Revision of DS drafts of Final Project
12	11/12/19	Writing Workshop	<u>Class:</u> Student editors meeting, discuss stories, layout with authors. Due by 11/16: Student editors' email DS AN SE version to instructor for final check; instructor sends final PUBLISH version sent to Managing Editor.	Prepare Final Project story for student editors
13	11/19/19	Writing Workshop	<u>Class:</u> Discuss writing, revising, editing process. Due in 2 weeks: Managing Editor lay out magazine with PUBLISH instructor, page proofs for class. Due in 2 weeks: Bring Portfolio of all writing to class for grading.	Final Project preparation and revision
	11/26/19	THANKSGIVING	NO CLASS	Prepare Project Story
14	12/4/19	Course Review	<u>Class:</u> Authors review their page proofs , student editors meeting. Fill out 2nd Half Progress sheets, turn in for grading. <u>Due next week:</u> Final assessment, Portfolios with all writing	Prepare Project Story
15	12/10/19	FINAL EXAM CLASS	<u>Class:</u> Class Magazine distribution! Final reflections	<i>Happy Vacation!</i>