

| Week of           | Topic   | Reading *  | Assignment Due §                 |
|-------------------|---|--|----------------------------------|
| Sept. 19          | Introduction<br>Writing Resume                      | Hacker, 2–9.<br>[Power Point]  | • “Writing Letter, Resume” (PPT) |
| Midnight Sept. 25 |   |  | Letter and Resume                |
| Sept. 26          | Paper #1<br><br>Paper #4—<br>Choosing a Topic (PPT) | Haugen and Musser, pp. 11–18.<br>Haugen and Musser, Chapter 1.<br>Hacker, 108–109, 112–114.<br>Graff and Birkenstein, Ch. 1, 2, 3.<br>Hacker, 117–118, 122. (MLA)<br>Hacker, 159–160, 164.(APA)<br>Hacker, 199–206. (Chicago)<br><br>Hacker, §25 (92–93) | • “Mechanics Review” (PPT)       |
| Midnight Oct. 2   |   | Challenging Question for Paper #4  | Paper #1<br>Challenging Question |
| Oct. 3            | Paper #2<br>Clarity and Style                       | Haugen and Musser, Chapter 2.<br>Hacker, 10–19.<br>Graff and Birkenstein, Ch. 4, 5, 6.<br>Hacker, 116-117. (MLA)<br>Hacker 159-160. (APA)<br>Hacker, 187. (Chicago)  | • “Improving Style” (PPT)        |
| Oct. 9            |   |  |                                  |
| Oct. 10           | Research—selecting sources                          | Hacker, p. 93–102.   | • “Beginning Bib” (PPT)          |
| Midnight Oct. 16  |   | Bibliography for Paper #4  | Paper #2                         |
| Oct. 17           | Paper #3<br><br>Note taking                         | Haugen and Musser, Ch. 3, 4.<br>Graff and Birkenstein, Ch. 7, 8, 9.<br>Hacker, 113-148. (MLA)<br>Hacker, 161-165. (APA)<br>Hacker 199-202. (Chicago)<br><br>[no reading]   | • “Taking Notes” (PPT)           |
| Midnight Oct. 23  |   | Sample of Notes for Paper #4   |                                  |
| Oct. 24           | Paper #4  | Graff and Birkenstein, Ch. 10.<br>Hacker, 113-148. (MLA)<br>Hacker, 165-187. (APA)<br>Hacker 207-224. (Chicago)  | • “Write Argument” (PPT)         |
|                   |   |  | [Nothing due!]                   |
| Oct. 31           | Mechanics   |  | • “Mechanics Review” (PPT)       |
| Midnight Nov. 6   |   |  | Paper #3                         |
| Nov. 7            | “Craig’s Self-Writing Paper” (PDF)                  |  |                                  |
| Midnight Nov. 13  |   | More sample of Notes for Paper #4  |                                  |
| Nov. 14           | Documentation                                       |  | • “Documentation” (PPT)          |
| Midnight Nov. 21  |   | Thesis Outline for Paper #4  |                                  |
| Nov. 21           |   |  |                                  |
| Nov. 28           |   |  |                                  |
| December 6        | By Midnight   |  | Paper #4                         |

\* You will find reading assignments in  
Haugen and Musser, eds. *Genetic Engineering*. Greenhaven Press, 2009.  
Gerald Graff and Cathy Birkenstein, *They Say/I Say*, 2<sup>nd</sup> ed. Norton, 2010.  
Diana Hacker, *A Pocket Style Manual*, 5<sup>th</sup> ed. (with 2009 MLA update). Bedford/St. Martin’s, 2009.

§ Written assignments will be made by memoranda.

## The assignments for the course will be valued as follows:

|                             |      |                                     |           |
|-----------------------------|------|-------------------------------------|-----------|
| Resume <b>[minor]</b>       | 2.5% | Mini-research paper (#3)            | 25 %      |
| Paraphrase of Article (#1)  | 15%  | Prep assignments (#4) ¶             | 2.5 %     |
| Comparison of Articles (#2) | 20%  | Research Paper (Paper #4)           | 35%       |
|                             |      | <b>Reward for evaluating course</b> | <b>5%</b> |

## Policies

- 1. Submitting Assignments.**
  - All graded assignments are due by **midnight** (11:59 p.m.) Sunday of the week due. (Paper #4 is due midnight, December 6.)
    - You may submit assignments through the Vista “Blackboard” system or through the college e-mail system (< [csanders@bellevuecollege.edu](mailto:csanders@bellevuecollege.edu)>.)
    - If you can’t “get through” (for instance if your document is too large for the two systems noted in 1.1.1), you may communicate with me through my external e-mail: [craigs11@mindspring.com](mailto:craigs11@mindspring.com).
  - To complete the class, you must submit **all** assignments.
  - Assignments leading up to Paper #4 **must** be submitted on the dates due ¶ or forfeiture of Paper #4 will result.
  - The organization of Paper #4 **must** follow the organization of its approved outline as described in “Craig’s Self-Writing Paper.”
  - You may negotiate an extended due date for any assignment. The extension must be mutually acceptable and contracted in writing.
  - At the end of the quarter, send me an e-mail confirming that you have evaluated the course on the evaluation site.**
- 2. Rewriting Assignments.**
  - A paper graded 2.00 or below may be rewritten.
  - Rewriting, to receive credit, must address major structural, design, or content aspects of the paper. (Mere correcting of mechanical errors does not constitute rewriting.)
  - A rewritten assignment must be submitted not later than seven working days after it was returned.
  - Paper #4 may not be rewritten.
- 3. Intellectual honesty and ethics.**
  - Using others’ ideas or words without acknowledgment constitutes intellectual dishonesty. [See Hacker 107–109, 158–161, 199–201.]
  - An intellectually dishonest paper automatically receives a grade of “0.”
- 4. Dignity and respect.**
  - The college’s “Affirmation of Inclusion” sets forth the expectation that we will all treat one another with dignity and through respectful language—regardless of whether or not we agree philosophically. In line with the principle of free speech in a free society, we have the right to express unpopular ideas as long as we don’t show disrespect for reasonable people who might believe otherwise.
  - In online messages, we can easily express disrespect—consciously or unconsciously. We should spotlight such messages so the behavior can change. Students who continue to behave disrespectfully in English 201 may be removed from the class.

## Philosophy

- Assignments “build” on one another to reach the Research Paper. For example:
  - **the summary paper** explores objective reporting.
  - **the comparison paper** explores objective reporting of opposing content before coming down on one side or the other. It introduces cited sources.
  - **the Mini-research paper** explores the use of research material to craft an argument—while avoiding propagandizing. It reinforces citation of sources.**Each assignment demonstrates your application of materials and concepts.**
- The course focuses on succinctness and clarity of expression, on audience awareness (complexity, diction, and tone), and on application of resource materials.
- Should questions or problems arise**, you can ask advice of fellow students on “Discussion” board or you can e-mail me: < [csanders@bellevuecollege.edu](mailto:csanders@bellevuecollege.edu)>
- Keep in touch with the class through Vista and its discussion board.**
- If you need tech help during the quarter, these resources are available:**

<http://tinyurl.com/studentssupport-unzipping> - instructions on how to unzip a file (a little dated)

<http://tinyurl.com/studentssupport-zipping> - instructions for students on how to compress (zip) a folder of files into a single file