

<a href="https://ccny.zoom.us/j/225520320">https://ccny.zoom.us/j/225520320</a> 	<b>ENGL 21001</b> <b>FALL 2020</b> <b>Class Meeting Times:</b> <b>Monday 9:30-10:45pm</b> <b>Wednesday mostly asynchronous,</b> <b>check schedule</b> <b>Instructor: Yolande Brener</b> <b>ybrener@ccny.cuny.edu</b> <b>Office Location: 6/222</b> <b><u>BB Virtual Classroom</u></b> <b><u>Zoom Virtual Classroom</u></b> <b>Office Phone: 212-650-6345</b> <b>Cell Phone: 917-650-0515</b> <b>Office Hours: By appointment</b>
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**Course Description:**

This is an English composition course designed for students who are interested in pursuing careers in the humanities, such as literature, linguistics, foreign languages, history, classics, philosophy, art history, gender studies, music, and dramatic arts. In this course, you will be exposed to academic writing, as well as writing that you may encounter in other professional settings. We will study and practice several genres associated with these areas to understand the standard conventions of humanities composition, vocabulary, and style, and acquire the necessary research and communication skills that will help you in future projects outside of this class.

This is an online class. We will meet in Zoom on Mondays. Some of our Wednesday classes will be asynchronous. We will use the classroom sessions to introduce new work and to discuss any questions that arise from the readings. Online classes will mainly be used for readings, peer review and discussions. You will have until the night before the next synchronous class to finish each section assigned in an online class. There may be exceptions to this, so please check your Blackboard announcements regularly, especially the night before each class. If you have any questions, please contact me by email (ybrener@ccny.cuny.edu). I will respond within 24 hours, usually sooner.

This is a zero-textbook class. All readings will be available in the Readings Section of Blackboard, and also on the [class website](#), which will be updated as the course progresses.

**Keys to Success:**

1. The most successful students in a general education English/Humanities course accept that they have much to gain from the course, stay on top of the reading, think critically about the reading and actively participate in class discussions.
2. Successful students, furthermore, see writing as more than the means of completing required assignments. They think of writing as not only a means of communication, but also an

opportunity for reflection and a mode of personal expression. Finally, successful students see writing as a means of discovering their ideas on the subject at hand through revision.

**Required Course Materials:**

**Active CCNY email account and Blackboard page, internet access.** City College Blackboard: Other reading and writing materials, PowerPoint slideshows and videos will be posted online on BB during the semester. Please Note: You must use your CCNY email address in Bb (log in to the CCNY Portal, click Blackboard, then Update Email in the Tools menu). If you add a non-CCNY domain email address in this window, you will not receive important course announcements.

**Course Learning Outcomes**

**During the semester, you will:**

- acknowledge your and others' range of linguistic differences as resources, and draw on those resources to develop rhetorical sensibility
- enhance strategies for reading, drafting, revising, editing, and self-assessment
- negotiate your own writing goals and audience expectations regarding conventions of genre, medium, and rhetorical situation
- develop and engage in the collaborative and social aspects of writing processes
- engage in genre analysis and multimodal composing to explore effective writing across disciplinary contexts and beyond
- formulate and articulate a stance through and in your writing
- practice using various library resources, online databases, and the Internet to locate sources appropriate to your writing projects
- strengthen your source use practices (including evaluating, integrating, quoting, paraphrasing, summarizing, synthesizing, analyzing, and citing sources)

**Assignment Grade Weights**

**All papers must be submitted via Blackboard as a Word document or a PDF. The Final Portfolio should be submitted as a CUNY Commons site.**

Your final grade will consist of the following:

<b>Resume/Cover Letter</b>	<b>5%</b>	<b>Due 09/09</b>
<b>Interview</b>	<b>10%</b>	<b>Due 09/23 (600-800 words)</b>
<b>General Audience Project (Op-ed essay):</b>	<b>15%</b>	<b>Due 10/14 (700-900 words)</b>
<b>Student's Choice:</b>	<b>15%</b>	<b>Due 11/04 (800-1000 words)</b>
<b>Grant Proposal (group project):</b>	<b>20%</b>	<b>Due 12/13 (1000-1250 words)</b>
<b>Final Portfolio and Self-Reflection:</b>	<b>20%</b>	<b>Due 12/15 (ref 500-700 words)</b>
<b>Online Responses and Participation:</b>	<b>15%</b>	<b>Evaluated throughout semester</b>

**(Online work includes 5% for your Introduction, and 2.5% each for 4 discussions.)**

## Course Policies

### CCNY's Statement on Community Standards

<https://www.ccnycuny.edu/studentaffairs/community-standards>

### Attendance

Students are expected to attend every class session of this course and to be on time. Attendance and participation in both the f2f and online sections are essential to get a good grade. Your attendance and participation in the online portion of the class will be evaluated by whether or not you have responded to the online exercises for each class. Each online class has a connected activity. If you do not complete the activity, this will count as an absence. If you miss four classes, your final grade will be dropped by one-half of one letter (a 90 to an 85, for example). If you miss five classes, your final grade will be dropped one full letter. If you miss six classes, you will be at risk of failing. Three late arrivals count as one absence. Consistent late arrivals and early departures will have a negative impact on your grade. I will notify you by email if course absences (for full or partial classes) are having an impact on your grade. If you have special circumstances, please contact me. I'm happy to work with you to help you complete this course.

### Timeliness of Submissions

Students are expected to submit all work on time. If you know in advance that you need more time for an assignment, please let me know before the due date. I will grant extensions for extra time requested ahead of time. If you submit an assignment late without prior notice, you will lose one-half of one full letter for each day late you submit the work.

### Student Support Services

#### The Writing Center, NAC Third Floor

<https://www.ccnycuny.edu/writing>

The City College Writing Center offers one-on-one assistance for students working on writing assignments and projects from any discipline.

#### Gateway Advising Center, NAC 1/220

<http://www.ccnycuny.edu/gateway/>

Students without a declared major can receive academic advising, especially if you have questions about your course of study, core requirements, etc.

### Additional Policies

- Please mark yourself present in zoom meetings by saying hello in the chat bar.
- Please show yourself and make yourself heard in zoom meetings whenever possible.
- Please reach out to me as soon as possible with any course-related questions.
- Please limit use of electronic devices to course-related content.
- Please respect your classmates and the class environment. Listen to group discussions and limit potentially distracting activities such as side conversations.
- Please speak up. If you don't understand or don't agree with anything said in class, or anything assignment-related, please say something, or contact me after class. It will help the group.

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**Weekly Schedule (subject to change)**

Please note: We will usually meet in Zoom on all Mondays and some Wednesdays. Our first class is in the classroom. Please keep in touch with me by email ([ybrener@ccny.cuny.edu](mailto:ybrener@ccny.cuny.edu)). I will respond between 7-9pm every day. Please make sure you are able to use Blackboard, both to read and respond to posts in the discussion area. If you have any issues, please contact me or the [IT center](#).

Week	Date and Location	Reading	Writing
<b>Week 1</b>	W 08/26/2020 <b>ZOOM</b>	Introductions. Read and critique the Syllabus. Talk about Resume/Cover Letter Assignment	Write Online Introduction in Discussion Board by 08/30 at 11:59 p.m.
<b>Week 2</b>	M 08/31/2020 <b>ZOOM</b>	Find a job application you could apply to when you complete your studies. Copy and save the link.	Write First Draft of Resume/Cover Letter Respond to at least one peer's introduction in Discussion Board
	W 09/02/2020 <b>ONLINE CLASS</b>	Critique resumes/cover letters Introduce Interview Assignment Read materials for Interview Assignment including three interview examples (to be specified later).	Write Final Draft of Resume/Cover Letter. Due by 09/09 at 11:59pm Respond to Syllabus Discussion. You have until 09/09 to do this.
<b>Week 3</b>	M 09/07/2020 <b>LABOR DAY NO CLASSES</b>		
	W 09/09/2020 <b>ONLINE CLASS</b>	Read follow up materials about good interview practices. We will read examples of good interviews and examine interviewing tactics.	Write 10-12 questions for your interview partner (tbd), and bring to class on Monday.
<b>Week 4</b>	M 09/14/2020 <b>ZOOM</b>	<b>Interviews</b> In class we will revisit the interview materials and discuss how to conduct an	During class, we will discuss our interviews. You will begin your interview in break out groups.

		effective, focused interview.	For homework, write a rough draft. Due by 09/16
	W 09/16/2020 <b>ONLINE CLASS</b>	Share and revise your interview essay, and your interviewee's.	<b>Peer Review</b> Share your draft with your interviewee and critique each other's work. Send your interview partner any remaining comments by 09/16 at 11:59 p.m.
<b>Week 5</b>	M 09/21/2020 <b>ZOOM</b>	We will look at portfolio examples together and discuss what the contents of your portfolios will be. Homework before	<b>Portfolio Workshop</b> We will begin building your online portfolios.
	W 09/23/2020 <b>ONLINE CLASS</b>	We will look at portfolio examples together and discuss what the contents of your portfolios will be.	<b>Due: Interview Assignment. Final Draft due by 9/23/2020 at 11:59pm</b> Read op ed examples before 09/30.
<b>Week 6</b>	M 09/28/2020 <b>NO CLASS</b>		
	T 09/29/2020 <b>ZOOM</b> <b>MONDAY</b> <b>SCHEDULE</b>	Read <a href="#">Documentation</a> Chapter from Norton Field Guide <b>Writing for a General Audience: Annotated Bibliographies</b> Locate and print three sources for your op-ed, bring to class  DUE: Read <a href="#">Annotated Bibliographies</a>	Think about what topic you might choose for your op-ed. Post your proposed topic in the online discussion board. Find three sources that you might use as research. Print out and bring to class. We will discuss op ed examples, and practice creating a mini op ed about our class. Bring to class your idea for your op ed, and your supporting sources of information. In class we will talk about how to use sources for your op ed. We will also discuss your ideas. HW: Write an annotated bibliography.
	W 09/30/2020 <b>ONLINE</b>	Continue working on op ed and Annotated Bibliography	Finish a first draft of your op ed by 10/05/2020 by 11:59pm. Send me

			your first drafts with supporting materials.
<b>Week 7</b>	<b>M 10/05/2020 ZOOM</b>	Discuss and paraphrase Course Learning Outcomes. Introduce Student's Choice Assignment	Revise your Op-Ed and make editing decisions based on all your comments so far.
	<b>W 10/07/2020 ONLINE CLASS</b>	Discuss genres, think about which genre you might choose	Post in Course Learning Outcomes discussion. Finish final draft of Op-Ed by 10/14 at 11:59 p.m.
<b>Week 8</b>	<b>M 10/12/2020 NO CLASS</b>		
	<b>W 10/14/2020 ZOOM MONDAY SCHEDULE</b>	Bring in a good example of your chosen genre. Be ready to name title, author, genre and why you chose it	Participate in online Discussion Board on Genre Write a summary of your example and a brief proposal of your chosen assignment due by 10/19 at 11:59 p.m.
<b>Week 9</b>	<b>M 10/19/2020 ZOOM</b>	Discuss choices for next assignment, and student elevator pitch sentences	Peer review and discussion. Discussion of multimodal forms of expression.
	<b>W 10/21/2020 ONLINE CLASS</b>	Mark a citation from two sources that you may use in your essay.	Upload your Assignments so far into your Online Portfolio. Work on a rough draft of your Student's Choice Assignment.
<b>Week 10</b>	<b>M 10/26/2020 ZOOM</b>	<b>Portfolio Workshop and Office Hours</b> Share sections of drafts for current assignment.  If not already completed, find two sources for your Student's Choice Assignment. Mark a citation from each that you may use in your essay.	Work on opening paragraph and quotation sandwiches for current assignment.  Look out for announcement.  Submit rough draft of Student's Choice Assignment by 10/28 at 11:59 p.m.
	<b>W 10/28/2020 Online Section</b>	Revise your Student's Choice Assignment	Work on current assignment. Final draft due by 11/04 at 11:59 p.m.

		according to comments.	
<b>Week 11</b>	<b>M 11/02/2020 ZOOM Introduction to Grants Project</b>	Introduction to Grant project.  Slide show and discussion  <b>Grants: Introduction and Problem Statement</b> Read supporting materials	Create Groups- Brainstorm Ideas, GANTT Chart Read <a href="#">Grant Proposals</a>  <b>Discussion: Grants: Budgets and S.M.A.R.T. Goals</b>  Work on problem statement/summary
	W 11/04/2020 <b>Online Section</b>	Read Grant Proposal materials TBD	Write aspirational biography and select one potential grant proposal topic. Select Grant Proposal Groups. Look out for specifics TBD
<b>Week 12</b>	<b>M 11/09/2020 ZOOM</b>	<b>Grants: Peer Review</b> We will look at and critique each other's problem statements	HW: First draft of Final Self-Reflection
	W 11/11/2020	<b>Grants: Presenting Your Grant Proposal</b>	<b>Peer Review of Self-Reflection Drafts to be conducted online</b>
<b>Week 13</b>	<b>M 11/16/2020 ZOOM</b>	<b>GUEST SPEAKER Professional Grant Writer Tavis Allison will help revise your problem statements.</b>	DUE: IMPORTANT: Please submit the first sentence of your group's topic statement by Sunday 11/15/2020 at 11:59 p.m. so that our guest speaker can work with you on your idea.  Completed GANTT Chart, Problem Statement (Feeder)  Guest speaker gives presentation on Grant Proposals

			Write short response to guest speaker
	W 11/18/2020 <b>ONLINE</b>	<b>Grants: Continue working in groups</b>  <b>Grants: Project Narratives and Incorporating Sources</b> DUE: Find 1 unique source per group, post in discussion board	<b>Grants: Project Narratives and Incorporating Sources</b> DUE: Find 1 unique source per group, post in discussion board  DUE: Project Narrative Rough Draft; Budget <b>Grants: Presentation Workshop</b>
<b>Week 14</b>	M 11/23/2020 <b>ZOOM</b>	Portfolio Workshop And Grants Continued	Final Portfolio Workshop View and discuss sample presentations and project narratives
	W 11/25/2020 <b>NO CLASS FRIDAY SCHEDULE</b>		
<b>Week 15</b>	M 11/30/2020 <b>ZOOM</b>	<b>Grant Presentations</b> DUE: Project Narrative Rough Draft; Budget <b>Grants: Presentation Workshop</b> View and discuss sample presentations and project narratives	Continue working on Grant Proposals
	W 12/02/2020 <b>ZOOM</b>	<b>Final Portfolio Workshop</b>	<b>Self-Reflections</b> Writing Reflections/ Add Self-Assessments to Portfolio
<b>Week 16</b>	M 12/07/2020 <b>ZOOM</b>	<b>Grant Presentations</b>	
	W 12/09/2020 <b>FINAL CLASS</b>	Any final grant presentations/	Grant Proposal Due 12/13/2020 at 11:59pm Portfolios and Self Reflections due 12/15/2020 at 11:59pm



<b>Optional Extra Day</b>	<b>M 12/14/2020 IN VIRTUAL OFFICE</b>	<b>Available for one on one meetings 9am-2pm by appointment</b>	
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