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WELCOME TO

ENG 102

Introduction to College Writing

Fall 2025 ● 3 credits ● Prerequisites: None

Course Description:

ENG 102 introduces college level composition skills and strategies that will empower students to become independent writers and researchers. This course gives students an opportunity to practice developing writing topics relevant to their own needs as a scholar, employee, and community member. Students will learn to express ideas effectively by engaging with 21st-century digital composing tools. Students will use these tools to create deliverables tailored to specific audiences using appropriate language and rhetorical concepts. In short, students will learn to use language to build relationships and to express what they need using effective composition skills.

Course assignments are organized according to a process model in which students invent, research, draft, give/receive feedback, and reflect (click here for a visual of this writing model). This model provides students with quality time to work on a topic, collaborate with others to revise and improve their writing, and discuss ideas and strategies with their instructor/writing mentor.

During this semester class, students will work on multimodal projects including a digital portfolio. Multimodal composing means students will use written words and other media such as visual images, songs, and other elements to tailor a message to a specific audience.

 Don't worry if this is new to you! We will work on these projects step-by-step to help you become a better communicator who can transfer the knowledge, practices, and habits you learn in this class to future writing projects—in college and beyond!

If at any time you need additional instructions, clarification, or simply some one-on-one help to complete these assignments, please do not hesitate to schedule time during my office hours. I am here to help you be successful in this class. Communicate early and communicate often; Don't wait to reach out if you need help!

HI !

I'M YOUR ENG 102 INSTRUCTOR

Professor KYLA HARTUNIAN (she/hers)
Preferred title: "Kyla" is fine!

Phone: 555.123.1234 ext. 00
Email: khartunian@hccv.edv
Slack: @KYLAWRITENOW
Office: 35 Red Cloud Hall
Office Hours: Please schedule in Calendy or email to reserve a time   Wed. 9am-11:30am and M/F (via Zoom) 10am-11am
Note: I am always happy to schedule in-person appointments, but I know things come up. *Please send a heads up message or call if you can't make it*!
Zoom Room: https://hccv.edu/zoom/hartuni
Please note: **I do not check email after 5 pm or on the weekends.**

Notice:
Things Change!

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student.

Every effort will be made to avoid changing the course syllabus, but the possibility exists that unforeseen events will make syllabus changes necessary.

Remember to check your HCCV email and the course Canvas site often!

Don't be caught off guard: Check your email & announcements!

Required Course Materials

This course requires two texts:

1.) **Deither, B. (2013). *21 genres and how to write them.* Utah State University Press.**

(ISBN-10 : 0874219116 ● *ISBN-13 :* 978-0874219111)
([link to Amazon here](#))

2.) **Handley, A. (2014). *Everybody writes: Your go-to guide to creating ridiculously good content.* Jon Wiley & Sons.**

(ISBN-10 : 1119854164 ● *ISBN-13 :* 978-1119854166)
([link to Amazon here](#))

- You will be taking notes in every class. You may do this using a device (digital notes) or going "old-school" (notebook)--but make sure you have something with you for each class!
- Please bring a pen or pencil and notecards with you to every class.

Course Access

Your HCCV courses can be accessed by both my.hccv.edu (Links to an external site) and mycourses.hccv.edu (Links to external Canvas site).
I HIGHLY recommended that you:

- Bookmark both in the event that one site is down.
- Check your HCCV email at least once daily to make sure you don't miss anything important.
- Turn on NOTIFICATIONS to get alerts sent to your email (instructions in Settings here).

The HCCV Writing Center

Have you heard?
HCCV has a fantastic writing center with mentors to help YOU succeed with college writing!
I highly encourage you to check out the Writing Center this semester to see what they have to offer!
Hours of Operation:
Mon. -Fri. 9am - 9 pm
Sat. & Sun. 10am - 4 pm

Computer Requirements

In addition to participation in our in-person classes three times per week, you will find it extremely helpful to have access to a computer for notetaking and assignments. The HCCV computer labs are always an option for completing this work: Hours of operation here. Of course, you may also use a personal computer for this work, which should have the following technologies:

- Web browsers Chrome, Mozilla Firefox, or Safari).
- Adobe Acrobat Reader (free for students).
- Webcam, microphone, headset/earbuds, and speaker.
- Microsoft Office (Microsoft 365 is free for all currently-enrolled students).
- Reliable broadband internet connection (DSL or cable) to stream videos.
- **Note**: A smartphone, iPad, Chromebook, etc. will not be sufficient for completing your work in HCCV courses. While you will be able to access course content with mobile devices, you must use a computer for all assignments.
- **Another Note**: As per Canvas assignment drop instructions, you will only be able to submit work as either a Word .doc OR .pdf
  - Make sure to download Microsoft suite from your MyHCCV.edu page! (Instructions here)

Course Learning Outcomes

Upon completion of this class, students will be able to:

(1) **Identify and describe the main components of rhetoric in order to craft an intentional message for a specific audience.**
(2) **Identify multiple genres and forms of writing in both real world and academic literature contexts; and**
(3) **Determine what makes these forms successful (or not) in meeting the author's purpose for writing.**
(4) **Identify and apply Standard (academic) English in writing contexts, to include proper citation in MLA or APA style and fluid use of mechanics, usage, and grammar.**
(5) **Identify and apply deviations of Standard English within writing, as appropriate, to craft an effective rhetorical argument within writing assignments.**
(6) **Design and deliver an original, positional argument relevant to the student's local community.**
(7) **Develop a personal strategy for applying the writing process to their own (continuing) writing projects.**
(8) **Create a professional website using Sandboxx website builder or other tool to showcase their progress as a writer.**

Expectations, Policies, & Class Norms

To be successful in this course, I have some expectations to help us work together to ensure your success, HCCV and the English Department have some expectations regarding the work you will turn in for a grade, and we, as a class, will spend some time on the first day of class discussing and negotiating some expectations for class norms that we will work together to uphold over the course of the semester. You can record these right on the syllabus in the space below!

Expectations

- This course covers a lot of material in only 14 weeks. Attendance in this course is mandatory. Please note that per university guidelines, missing **3 or more** class sessions may result in FAILING this course.
- We all (students <u>AND</u> teacher) are responsible for contributing to a collaborative, equitable, respectful learning environment. You are expected to show up, be engaged, and participate.
- YOU are the focus of this course: if you have comments, concerns, suggestions, or any other communication that you feel will help make this course more useful to you as you transfer these skills to other academic contexts, please set up a conference with me to talk about this! I would love to continue the conversation!

Policies

- Detailed information on our university's commitment to diversity, accessibility, equity, and inclusion can be found here. Please review this information and contact the instructor (<u>see info on pg. 1</u>) or administration (<u>list of support staff here</u>) with questions, comments, or concerns.
- All work MUST be turned in by the end-of-semester deadline noted in the Course Calendar (<u>see our Canvas course here</u>)
- If for any reason you are finding it difficult to meet the expectations of this course, please reach out to me, Student Services, or your Success Coach as soon as possible so that we can help formulate a plan to help you meet your goals. You CAN do this--and we're here to help!

Class Norms

[please use this space to record what we discuss in class & keep this for future reference!]

What you need to know about our
AI Policy:

ChatGPT & other "helper" websites

FACT: AI and other internet tools have become part of our everyday lives and will continue to be more frequently used as technology advances and becomes more accessible.

FACT: There is a time and a place for using such tools.

FACT: Lit 101 is NEITHER the time NOR the place. Why? Because your job in this class is to learn to recognize (1) **what** constitutes good writing and (2) **why** and **how** effective communication in the real world is so important. How does learning to be a better writer and critical thinker help you become a better student, a top-notch employee, an effective manager, a successful business owner, etc.?

FACT: You likely have questions and/or are already using AI and would like to know to make your writing better using these tools. That's understandable. As time allows and as it is appropriate to our discussions and projects, we will periodically introduce writing concepts related to responsible AI use IN CLASS. This is the **only** authorized use of AI for this course. I will teach you how to cite and modify AI for your future writing endeavors, but please respect the fact that this class is meant to introduce you to process-based writing and how to tap into your uniquely human skills to connect with others through writing. AI NEITHER provides an understanding of these goals NOR does AI address your ethical responsibilities as a content creator, which only get trickier to navigate as you proceed in your academic journey. Therefore, I ask that you be patient with me as I show you how to use this very cool but very limited tool.

FACT: I <u>do</u> use tools and follow-up questions to check for plagiarism and unoriginal work. **Be prepared to demonstrate ways in which your thinking matches your writing!**
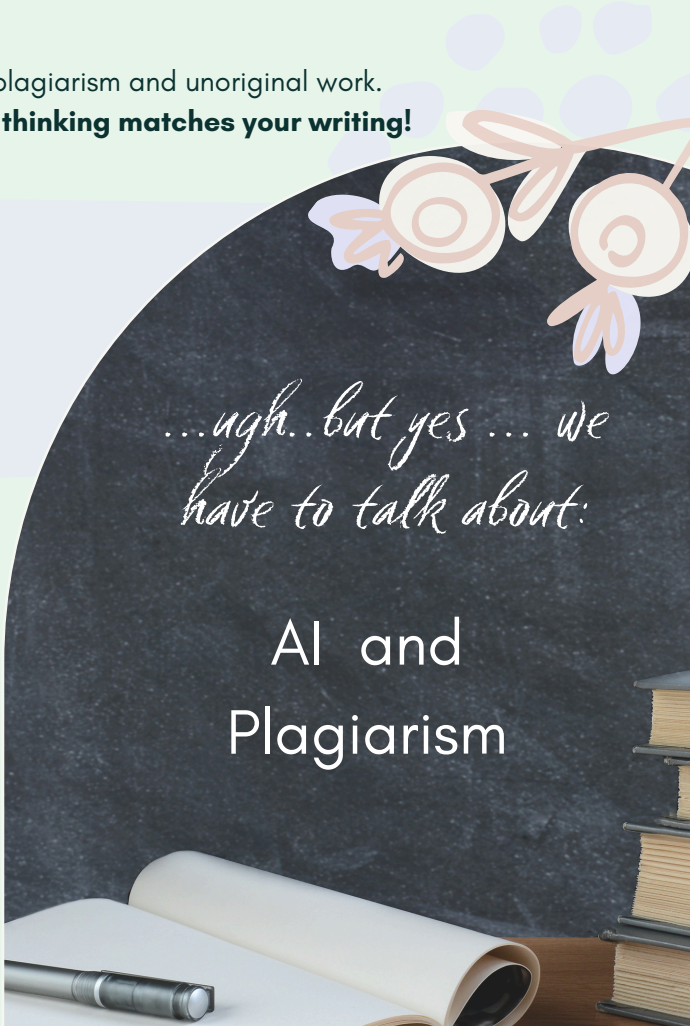
What you need to know about our
Plagiarism Policy:

Plagiarism is taking the words of another and either copying or paraphrasing those words without giving credit to the source (through footnotes, quotation marks, reference citations). This includes using material from the Internet (yes, even AI!) without giving proper credit. If this is still unclear, <u>please click here for a helpful infographic</u>, and reach out to me with questions!

It is important to know that plagiarism and cheating are serious offenses at HCCV. *The first instance of plagiarism will result in an F on the assignment. If plagiarism occurs a second time, the student may fail the course and be subject to academic probation. When in doubt, cite*! (*<u>See our Writer Center guide here for citation information.</u>*)

...ugh..but yes ... we have to talk about:

AI and Plagiarism

Grading &
Feedback Procedures

This course uses a grading contract. Please read the contract carefully; it is located in Module 0 of your Canvas class. Assignments are graded according to the criteria on corresponding rubrics. Be sure to read all assignment rubrics carefully and ask your instructor for clarification as needed. Your instructor will provide feedback on your assignments in different ways. Be sure to read information from your instructor so you understand how to access their feedback. You can expect feedback from instructors within 48 hours for smaller assignments and 5 days for reflections/project drafts.

Your final course grade will be determined based on the following grading schema explained in further detail in our Learning Contract:

Grading Scale	The Institutional Interpretation of this Grade	What Your Instructor Wants You to Know About this Grade (we will fill this out together in class!
100% –85%	A- Level Work	
84% –60%	B- Level Work	
59% –47%	C- Level Work	
46% –40%	D- Level Work	
39% –0%	"E" grade designator on your transcript	

Late or
Missed Assignments:

For each assignment deadline, whether that is a discussion post, draft, or final submission, is important to turn in your work on time and with your best effort. Work that does not meet expectations will be returned to you for edits, and you will need to resubmit. If you fall behind, you may find yourself behind for the duration of the course–we move fast! It can be very challenging to catch up while also trying to meet new deadlines. Follow assignment guidelines, stay on schedule, and do your best the first time around.

That being said, I also know that life happens––and sometimes circumstances are beyond your control. If you need additional time to complete an assignment, I ask you to please notify me in advance of the due date. Additionally, please follow the appropriate university policies to request an accommodation for religious practices (HCCV policy here) or to accommodate a missed assignment due to university-sanctioned activities (HCCV policy here).

Tips for Success

This course is designed to challenge you... to push you beyond what you know about writing.

The goal of this class is to get you to think about WHO is your audience (for whatever type of writing you may creating!) and to think about HOW to write in a way to meet your objectives.

You may feel really confident about this...
Or you may feel a little nervous.
Either way, it's all going to be ok--because the good news is:
You already have the foundation!

We're going to build upon what you know to get you to where you need to be in order to be successful at HCCV and beyond!

In other words:
This class will help you develop your writing style and your understanding of effective communication.

To help ensure your success, here are a few helpful tips:

- Check the course daily.
- Read all announcements and enable Notifications in Canvas to receive up-to-date messages about course changes. (click here for a tutorial on enabling Notifications in Canvas)
- Read and respond to course email messages as needed. Be sure to include your full name and the section number for this course. (we're ENG 101 Sec 68)
- Complete assignments by the due dates specified.
- Communicate regularly with your Instructor and peers. As soon as you suspect you may have an issue or need help, EMAIL or CALL the instructor!
- Create a study and/or assignment schedule to stay on track. (click here for a link to our course calendar in Canvas)

ENG 101
Deliverables / Major Assignments

- **The course is broken into Seven (7) Parts** (see course schedule on pp. 8-9) over the course of our 15-week semester.
  - Each part of our schedule roughly corresponds to a Writing Process Phase (with a couple of "rinse and repeat cycles" necessary in recursive writing): (1) Invention; (2) Research; (3) Drafting; (4) Feedback; and (5) Revision.
  - We will introduce our Final Project (a position paper based on a topic relevant to a group or cause within your local community) in our first week of class, then steadily work toward building this project out week-by-week, taking time to understand and engage in the writing process at each step.

- Interspersed with our community writing project, you will also note weekly **reading and notetaking assignments** (12 total) corresponding to your course texts. These texts are not typical course texts--they were chosen specifically as long-term resources that you may want to return to again and again as you complete writing projects for future college courses and beyond.
  - We also will be completing **two (2) Socratic seminars** in-class to discuss what you find most useful about this writing advice--and then develop some constructive criticism skills based on these chapters to provide your classmates with relevant, actionable feedback for the community project. (here is the link for this assignment in Canvas, if you want a sneak peek)
  - Our reading "quizzes" for this course are in fact **two (2) reflective essays** that you will add to your digital portfolio. (Again, here is the link for this assignment in Canvas, if you want a sneak peek.)

- Finally, starting in Week 11 (while I provide initial feedback to you regarding your community writing project, you will use HCCV's personal website tool, Sandboxx, to **create a personalized portfolio website**. This is a template-based website maker and easy to use. We'll go over some initial instructions, then you'll be free to create your masterpiece! You are also welcome to submit a current professional website or portfolio that showcases your writing. For full details on this assignment, check out this link on Canvas.

5 %

10 %

20 %

25 %

40 %

In this class, you will complete several assignments, which include the following deliverables:

- **Weekly reading assignments** (12 total), *[5 % of total grade]*
- A **digital portfolio** using a HCCV website software, [*10% of total grade*]
- **Two (2) Socratic seminars** (peer discussion groups), [20% of total grade]
- **Two (2) reflective writing assignments**, and [25% of total grade]
- A **final research project/position paper** focused on a local topic of relevance to you [40% of total grade]

- Click here for the interactive infographic (linked in Canvas Module 0) with assignment breakdown information (including point values, weight, & rubrics) for this class.
- **All assignments**, unless otherwise announced, **MUST be submitted to the designated area of Canvas**. Do not submit an assignment via email or through InScribe.

Course Schedule

Weeks 0-2

Part 1::
Invention

WEEK 0: AUG. XX – AUG. XX	Reading Assignment:	Deliverable Work:
WEEK 1: AUG. XX – AUG. XX	Reading Assignment:	Deliverable Work:
WEEK 2: SEP. XX – SEP. XX	Reading Assignment:	Deliverable Work:
WEEK 3: SEP. XX – SEP. XX	Reading Assignment:	Deliverable Work:

Weeks 3-4

Part 2::
Research

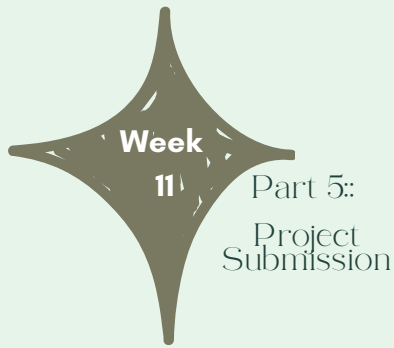|		
WEEK 0: AUG. XX – AUG. XX	Reading Assignment:	Deliverable Work:
WEEK 1: AUG. XX – AUG. XX	Reading Assignment:	Deliverable Work:
WEEK 2: SEP. XX – SEP. XX	Reading Assignment:	Deliverable Work:
WEEK 3: SEP. XX – SEP. XX	Reading Assignment:	Deliverable Work:

Weeks 5-7

Part 3::
Drafting

WEEK 0: AUG. XX – AUG. XX	Reading Assignment:	Deliverable Work:
WEEK 1: AUG. XX – AUG. XX	Reading Assignment:	Deliverable Work:
WEEK 2: SEP. XX – SEP. XX	Reading Assignment:	Deliverable Work:
WEEK 3: SEP. XX – SEP. XX	Reading Assignment:	Deliverable Work:

Weeks 8- 10

Part 4:
Peer
Feedback
& Revision

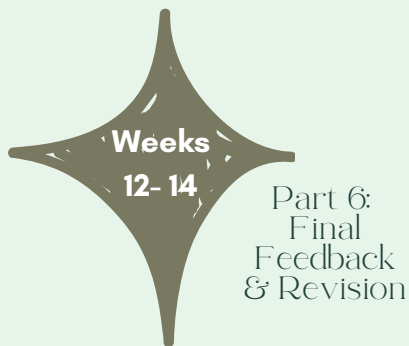|		
WEEK 0: AUG. XX – AUG. XX	Reading Assignment:	Deliverable Work:
WEEK 1: AUG. XX – AUG. XX	Reading Assignment:	Deliverable Work:
WEEK 2: SEP. XX – SEP. XX	Reading Assignment:	Deliverable Work:
WEEK 3: SEP. XX – SEP. XX	Reading Assignment:	Deliverable Work:

Week 11

Part 5::
Project
Submission

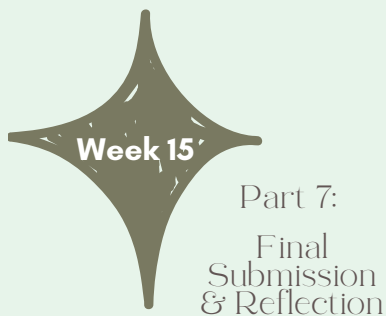| WEEK 0: AUG. XX – AUG. XX	Reading Assignment:	Deliverable Work:
WEEK 1: AUG. XX – AUG. XX	Reading Assignment:	Deliverable Work:
WEEK 2: SEP. XX – SEP. XX	Reading Assignment:	Deliverable Work:
WEEK 3: SEP. XX – SEP. XX	Reading Assignment:	Deliverable Work:

Weeks 12- 14

Part 6:
Final
Feedback
& Revision

WEEK 0: AUG. XX – AUG. XX	Reading Assignment:	Deliverable Work:
WEEK 1: AUG. XX – AUG. XX	Reading Assignment:	Deliverable Work:
WEEK 2: SEP. XX – SEP. XX	Reading Assignment:	Deliverable Work:
WEEK 3: SEP. XX – SEP. XX	Reading Assignment:	Deliverable Work:

Week 15

Part 7:
Final
Submission
& Reflection

WEEK 0: AUG. XX – AUG. XX	Reading Assignment:	Deliverable Work:
WEEK 1: AUG. XX – AUG. XX	Reading Assignment:	Deliverable Work:
WEEK 2: SEP. XX – SEP. XX	Reading Assignment:	Deliverable Work:
WEEK 3: SEP. XX – SEP. XX	Reading Assignment:	Deliverable Work:

I'm so glad to have you in class! ~

Let's have a great semester!

YOU G*T THIS