Syllabus Template for Eng 24 with Recommended Sections

English 24: Composition II

Kingsborough Community College

Department of English

*[your name]*

Office hours

Contact information *[e-mail, phone, mailbox location]*

**Course Description**

English 24 is an interdisciplinary reading, writing, and research course focusing on the various ways knowledge is produced and articulated within the academy. Through an interdisciplinary process of inquiry, students of English 24 will engage in several research projects, each of which will require them to deepen their knowledge of different modes of research and information literacy.

**Learning Outcomes**

*[Following are the departmental learning outcomes for Eng 24. Feel free to re-format these for your own syllabi, but please stay true to these goals.]*

**Writing:**

Students engage in several different research projects that culminate in written texts. They become familiar with different modes of academic research and different types of evidence and analysis through these different research projects. Via exposure to different disciplines and perspectives, students will cultivate greater open-mindedness towards viewpoints other than their own.

* Use informal writing like prewriting, freewriting, brainstorming, journals, notes, lists, concept maps and outlines to help generate ideas.
* Use quotation, paraphrase, and summary by way of analyzing others’ ideas and developing/elucidating one’s own ideas; incorporate quotation, paraphrase, and summary smoothly, accurately and appropriately.
* Frame one’s view in light of other perspectives and positions, including those of peers in the course.
* Utilize feedback from instructor and peer reviewers; engage in active, significant revision of earlier drafts of research projects.
* Communicate clearly, correctly, fluently, and effectively, according to appropriate language conventions.
* Become familiar with formal documentation styles (MLA and APA) and why they are used.

**Reading:**

Students read extensively and critically across genres and disciplines to expand their range of proficiency and awareness. Through reading, students gather information, encounter others’ arguments, discover what they don’t yet know, and begin to frame their own perspective. This type of reading requires students to maintain focus and attention.

* Become familiar with genres typical of different disciplines and approaches to reading them.
* Distinguish between primary and secondary sources and their uses in research writing.
* Critique arguments encountered in readings: uncover key assumptions, find logical inconsistencies, examine evidence, and analyze conclusions.

**Information Literacy:**

Students become more skillful in finding appropriate texts, data, and information needed for the specific projects they are researching. Strong Information literacy skills require the patience to find, evaluate, and document sources.

* Access information helpful for a given research agenda, drawing on both library and internet sources. Increase fluency in selecting databases and using search terms in CUNY library holdings, both print and electronic.
* Evaluate sources for reliability, relevance, and bias.
* Document research sources fully and accurately, using academic conventions; avoid unintentional plagiarism; produce a Works Cited page and/or References list according to a formal documentation style (MLA or APA)

**Required Texts**

*[List all required course texts here.]*

**Types of Assignments**

*[Briefly describe the types and approximate quantity of work that students will do in your course.]*

**Means of Assessment**

*[Clearly describe how you will tabulate final grades in your course.]*

**Course Outline**

*[Provide some sense of the structure of your class over the course of the term. This could be distributed to students under separate cover at a later date, if preferred.]*

**Absence Policy**

Attendance in college is critical for students' learning.  Regular attendance ensures that you will have the opportunity to: learn from your professor; learn from your peers; participate in class discussions; keep up to date with in-class work, both individual and collaborative; take in-class quizzes and assessments that will occur throughout the semester.  If at any point during the semester you simply stop attending class, you will be assigned a WU for this course.

**Plagiarism Policy**

Plagiarism is “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work” ([www.dictionary.com](http://www.dictionary.com)). If you plagiarize in any of the work you submit in your English 12 course, the penalty will be \_\_\_\_\_\_\_\_.

*[Note to teachers: Please complete the above sentence for your students.*

*At Kingsborough, plagiarism falls under the larger heading of Academic Dishonesty and is adjudicated by the Office of the Dean of Student Affairs. To read a detailed description of each form of Academic Dishonesty, as well as descriptions of sanctions that may be enforced, please see the CUNY Policy on Academic Integrity at* [*http://www.kingsborough.edu/sub-administration/sco/Documents/CUNYAcademicIntegrityPolicy.pdf*](http://www.kingsborough.edu/sub-administration/sco/Documents/CUNYAcademicIntegrityPolicy.pdf)*. Please do consult this document before responding to an instance of plagiarism in your course to ensure that your response is appropriate and supported by CUNY policy.*

*If you find evidence of plagiarism in a student’s work for your English 12 course, you should inform the student that you have noticed the plagiarism and you should file an official report with the Office of the Dean of Student Affairs. These forms can be found in C309.*

*If the student admits guilt, you, the teacher, may reduce the student’s grade, either on the specific assignment or in the course in general, at your discretion. If the student does not admit guilt or contests the grade you assign, the student should follow our department’s procedures for appealing grades. Please send the student to the English department to file a grade complaint for the course.*

*The precise manner in which you choose to respond to instances of plagiarism is left to your discretion. We ask that you put your plagiarism policy in writing in your syllabus so that it is quite clear to students from the beginning of the term.]*