

1-15-2019

# Composition I

Gordon O'Neal

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**Collin College  
Central Park Campus Faculty Syllabus  
Spring, 2019**

**Course Number:** ENGL 1301

**CRN:** 20026

**Course Title:** Composition I

**Instructor's Information:**

Instructor's Name: Gordon O'Neal

Office Number: B305B, CPC Main Building

Office Hours: MWF, 1-2 pm

TR, 1:30—3:00 pm

M, 5—5:20 pm

Other times by appointment

Phone number: 972-549-6841

Email: [goneal@collin.edu](mailto:goneal@collin.edu) (best way to contact)

Department office contact in case of emergencies: Office of Academic Affairs, B-217  
214.491.6270

**Class Information:**

Section Number: C03

Meeting Times: MWF, 9—9:50 am

Meeting Location: B202, McKinney Campus, Main Building

**Course Description:** Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Lab required.

**Course Credit Hours:**

Lecture Hours: 3 (*weekly contact hours*)

Lab Hours: 1 (*weekly contact hours*)

**Placement Assessment(s):** Meet TSI college-readiness standard for Reading and Writing; or equivalent

**Course Resources:** *Concise St. Martin's Guide to Writing*. 8<sup>th</sup> ed., Axelrod and Cooper. Boston: Bedford, St. Martin's, 2012. ISBN: 9781319058548

*A Pocket Style Manual*. 8<sup>th</sup> ed. Hacker and Sommers. Boston: Bedford, St. Martin's, 2012. ISBN: 9781319057404

Both of the textbooks are required. You can buy or rent texts from the bookstore

**Supplies:** Folder with pockets, blue or black pen, USB drive or other removable drive.

**Student Learning Outcomes:**

- **State-mandated Outcomes:** Upon successful completion of this course, students will:
  1. Demonstrate knowledge of individual and collaborative writing processes. (Teamwork, Communication Skills)
  2. Develop ideas with appropriate support and attribution. (Communication Skills)
  3. Write in a style appropriate to audience and purpose. (Communication Skills)
  4. Read, reflect, and respond critically to a variety of texts. (Critical Thinking)
  5. Use Edited American English in academic essays.
- **Additional Collin Outcome:** Upon successful completion of this course, students should be able to do the following:
  1. Demonstrate personal responsibility through the ethical use of intellectual property. (Personal Responsibility)

**Method of Evaluation:** Essays in English 1301 are graded closely for clear expression of ideas, style, content, organization, and standard usage and grammar. You will have several opportunities to confer with me during the drafting stage of each essay and to make corrections and revisions before submitting the essay for a grade. Essays will be graded with letter grades from A+ to F-. These scores will be converted to numerical grades (see scale below) and averaged to determine the composition grade (80%).

A+=98; A=95; A-=92; A-- =90

B+=88; B=85; B- = 82; B-- =80

C+=78; C= 75; C- = 72; C-- = 70

D+= 68; D= 65; D- = 62; D-- = 60

F+= 55; F= 50; F- = 40

**Failure to turn in an assignment earns a zero (0) as a grade.**

**The professor may decide to give full credit to late papers caused by extenuating circumstances (documented illnesses, emergencies, etc.). However, most assignments turned in late (after the class period when due) will not receive a grade higher than a 70. This policy also applies to assignments emailed to the professor. The time stamp on the email must be *before or during class time* on the due date. If an assignment is a week late, the grade will be a zero.**

Your laboratory work in English 1301 will count as 20% of your grade. This 20% is made up of your Grammar/Usage test score plus two points for each additional lab activity you complete. (See list on last page of syllabus.) You are responsible for accurately recording your lab credits on the provided page. There is no maximum number of points you can earn; this is the only form of extra credit in English 1301.

**Attendance Policy:** The highest priority of this course is that you learn to write effectively for college. To reach this goal, you must take advantage of the opportunities to attend class, meet with me for conferences, and attend any scheduled workshops. If you do not attend these

sessions, your writing will not improve. Excessive absences (more than 2) will adversely affect your grade. The last day to drop a course officially is **Friday, March 22, 2019**, this semester. If you do not have a passing average (C-) at that time, you should consult with me about dropping English 1301. Note: dropping means completing the appropriate forms in the Registrar's office; it does not mean calling me, having an uncle call the information desk, or just stopping attending class. Failure to complete the proper forms means that the only grade you can receive is an F. Remember that you can repeat this course only once after receiving a grade, including W.

**Bad Weather Policy (Emergency Campus Closing):** All students should sign up for Cougar Alerts on their cell phones or email accounts. You can ask for alerts to be delivered to multiple devices. This is the best and most reliable way to learn about bad weather closings or emergencies on campus. In addition, if bad weather at your residence is so severe that you believe coming to campus endangers you, please stay at home and contact me via email as soon as possible, even if the campus is open. Students sometimes live far away from CPC, and the weather at your home may be completely different from that in McKinney. BE SAFE AND SMART.

**Withdrawal Policy:** See the current Collin Registration Guide for the last day to withdraw. The last day for withdrawal is March 22, 2019.

**Americans with Disabilities Act Statement:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

### **Collin College Academic Policies:**

**Scholastic Dishonesty 7-2.2:** Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means. Scholastic dishonesty shall involve, but is not limited to, one or more of the following acts:

**General Scholastic Dishonesty** includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, and/or the award of a degree; falsifying academic records; using annotated texts or teacher's editions; using information about exams posted on the Internet or in any electronic medium; leaving a test site without authority; failing to secure test materials; and/or submitting work that is not one's own. All work submitted for credit is expected to be the student's own work. Students are expected to record honestly and accurately the results of all their research. Falsification of research results includes misrepresentations, distortions, or omissions in data or reports on research.

**Plagiarism** is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation. In the presentation of all papers and other written work, students must distinguish their own ideas and knowledge from information derived from other sources. The term "source" includes not only published primary and secondary materials, but all information and opinions gained directly from other people. Whenever ideas or facts are derived from a source, the source must be indicated by the student.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance, unauthorized copying computer or Internet files, using someone else's work for assignments as if it were one's own; submitting or resubmitting an assignment (in whole or in part) for more than one (1) class or institution without permission from the professor(s); or any other dishonest means of attempting to fulfill the requirements of a course. **(In other words, if you plan to submit a paper for English 1301 you have previously written for another class, you must obtain my permission before submitting that paper, and it is your responsibility to ensure that the paper meets all requirements for the English assignment.)**

**Collusion** is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance or unauthorized collaboration; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member is requested to delay posting a grade for the academic work in question until the case is final. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty or penalties from the Dean of Student Development Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate academic penalty. **( In most cases, the penalty for scholastic dishonesty in my classes is a zero (0) on the assignment.)**

See the current *Collin Student Handbook* for additional information

## **Tentative Course Calendar:**

Week 1:

1/21/19: MLK Holiday

1/23/19: Course introduction; **Required reading: Chapters 1,2 in *Concise Guide to Writing***

1/25/19: 1<sup>st</sup> essay

Week 2:

1/28/19: Begin Grammar/Usage review (bring USB)

**Required reading: Chapter 9 in *CGW***

1/30/19: Grammar and usage review

2/1/19: Usage review

Week 3:

2/4/19: Usage review

2/6/19: Usage review

2/8/19: **Test on grammar and usage**

Week 4:

2/11/19: Beginning Essay 2; **Required reading: Chapter 10 in *CGW***

2/13/19: Drafting

2/15/19: Drafting/Revising

Week 5:

2/18/19: Peer Review; **Required reading: Chapter 4**

2/20/19: Final editing/revising

2/22/19: **Essay 2 Due**; begin essay 3

Week 6:

2/25/19: Planning Essay 3

2/27/19: Film *A Hot Dog Program*

3/1/19: Drafting the concept essay

Week 7:

3/4/19: Drafting; **Required reading: Chapter 11**

3/6/19: Drafting/Revising

3/8/19: Revising

**SPRING BREAK: 3/11-17; ALL CAMPUSES CLOSED, 3/15-17/19**

Week 8:

3/18/19: Peer Review; **Required reading: Chapter 6**

3/20/19: Final revisions

3/22/19: **Essay 3 due**; begin essay 4

**3/22 (FRIDAY): (LAST DAY TO WITHDRAW)**

Week 9:

3/25/19: Drafting, essay 4; **Required reading: Chapters 12 and 16**

3/27/19: Library research day; drafting

3/29/19: Drafting, revising

Week 10:

4/1/19: Revising; **Required reading: Chapter 7**

4/3/19: Peer Review

4/5/19: Final revisions

Week 11:

4/8/19: **Essay 4 due**; begin Essay 5

4/10/19: Planning; **Required reading: Chapter 14**

4/12/19: Library research day

Week 12:

4/15/19: Drafting; **Required reading: Chapter 15**

4/17/19: Drafting

4/19/19: Drafting/revising

Week 13:

4/22/19: Revising

4/24/19: Revising

4/26/19

Week 14:

4/29/19: Revising

5/1/19: Peer review

5/3/19: Revising (as needed)

Week 15:

5/6/19: **Essay 5 due**

5/8/19: Review; **Lab portfolio due**

5/10/19: **Grammar re-test**

Week 16:

5/17/19: **Final meeting (required)** for section C03, 9 am

### **Brief Description of Major Course Requirements:**

Essay 1: An in-class assessment essay (ungraded)—approximately 300 words

Grammar and Usage test: a 50 question test covering the grammar and usage review during the first weeks of the course.

Essay 2: An essay on “Remembering an Event.” (Approx. length: 500—750 words)

Essay 3: An essay “Explaining a Concept.” (Approx. length: 500—750 words)

Essay 4: An essay “Arguing a Position.” (Approx. length 600—800 words)

Essay 5: An essay “Proposing a Solution.” (Approx. length 800—1000 words)

Lab portfolio: This is a semester-long project of approximately 10 activities, several of which are extra writing assignments in different genres. The portfolio grade includes the Grammar and Usage test, Writing Center visits, and other activities that will count as 20% of your final grade.

*This is going to be a great semester as we work together to make you the best writer you can be. I will work with you in any way possible to improve your writing skills. Please take advantage of all the support Collin College offers: the Writing Center, the library staff, the workshops, the special programs and speakers on campus, and our outstanding faculty and staff!*

*Professor O'Neal*

Name: \_\_\_\_\_

Total credits: \_\_\_\_\_

Section: \_\_\_\_\_

## **SAVE THIS PAGE**

### **English 1301 Lab Portfolio**

For your lab work in English 1301, you will need to complete a variety of assignments. Each completed assignment will add two points to your Grammar and Usage Test score.

- Writing Center visit 1: \_\_\_\_\_(date)
- Writing Center visit 2: \_\_\_\_\_(date)
- Research log for argument essay and proposing solution essay: \_\_\_\_\_
  
- **Additional Writing Center visit:** \_\_\_\_\_(date)
- **Additional Writing Center visit:** \_\_\_\_\_(date)
- Writing Center workshops (two points each)  
\_\_\_\_\_ (title and date)  
\_\_\_\_\_ (title and date)
- An on-campus speaker (with 2 page summary, 1 credit)  
\_\_\_\_\_ (speaker and date)
- Summary of a class lecture from another course (not English) (2 pages)  
\_\_\_\_\_ (class and date)  
\_\_\_\_\_ (class and date)
- Film reviews (up to 2 reviews, 2 pages each, 1 credit each)  
\_\_\_\_\_ (film and date)  
\_\_\_\_\_ (film and date)
- Scholarly article summaries (up to 2 summaries, 2 pages each, 1 credit each)  
\_\_\_\_\_ (article title)  
\_\_\_\_\_ (article title)
- Annotated bibliography (at least 15 entries, 4 points)

You may add extra activities in the space below:

***Your lab work portfolio is due no later than the last required day of class before finals week, 5/10/19.***