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Composition I

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Course Number: ENGL 1301

Course Title: Composition I

Course Description: Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Lab required.

Credit Hours: 3

Lecture Hours: 3

Lab Hour: 1

Pre-Requisite: Meet TSI college-readiness standard for Reading and Writing; or equivalent

State-mandated Outcomes: Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes. (Teamwork)
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays. (Communication Skills)
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence. (Critical Thinking)
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action. (Communication Skills)
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

Additional Collin Outcome: Upon successful completion of this course, students should be able to do the following:

6. Demonstrate personal responsibility through the ethical use of intellectual property. (Personal Responsibility)

Withdrawal Policy: Students are advised to withdraw from the course if they have not completed the required work by the "Last Day to Withdraw." Students who do not complete all of the required work by the end of the course will receive a letter grade based on the work completed. There will be no grades of "incomplete" given. Note that the instructor cannot withdraw you from a class. You must complete a withdraw form with Admissions and Records to formally withdraw. **The last day to withdraw from this class is Friday, October 19, 2018.**

Course Repeat Policy: Beginning Fall 2016, Texas residents attempting a course more than twice at Collin College are subject to regular tuition plus an additional \$50 per semester credit hour. Please see the "Repeating Courses" section of the Registration Guide for more information.

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(VTTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Accommodations at Collin College for Equal Support Services (ACCESS) 5.2: Specialized services and academic accommodations are available for students with a documented disability. **The law requires that students must self-identify to the ACCESS Office and provide required current documentation to that department.** Only documentation from a licensed professional (psychologist, diagnostician, or physician) is acceptable. The report

must be current; on official letterhead; include the name and title of the person completing the report; their telephone number, address, and signature; the specific diagnosis; current functional limitations related to the educational setting; and the projected duration of the condition. Students seeking accommodations should contact the ACCESS Office at least one (1) month before the services are needed. Services are available for students at all campus locations.

It is the student's responsibility to pick up their accommodations letter each semester to receive requested accommodations. Students should contact their ACCESS advisor immediately if they are having difficulty in their classes or having problems with their requested accommodations. Students must schedule special testing arrangements with ACCESS at least 2-5 days in advance, due to limited space. Students must take exams on campus for which they are enrolled. Assistive technology and software are available on each campus for students with disabilities. Please contact the ACCESS Office for more information.

Religious Holy Days: Please refer to the current Collin Student Handbook.

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.

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. See the current Collin Student Handbook for additional information.

Instructor's Policy on Plagiarism: Plagiarism is a serious offense. If you are guilty of plagiarizing or any form of scholastic dishonesty on an assignment in this class, then your assignment will be given a "0" and you will not be allowed to re-submit a new assignment. You may not turn in work for an assignment in this class that you have written for another class.

Course Format: Lectures, class discussion, small group discussions, computer- assisted instruction, library orientation, audio/visual materials, oral presentations, and personal conferences.

Instructor's Name: Jennifer Arceo-Kendall (Mrs. Kendall)

Email: jarceo@collin.edu

Office: Spring Creek Campus L214

Office Hours: By Appointment

Class Information

Section Number: ENGLISH 1301–PW4

Meeting Times: 9AM-9:50AM Monday/Wednesday/HYBRID

Meeting Location: A1101

Textbook: Bullock, Goggin, and Weinberg, *The Norton Field Guide to Writing (with Readings and Handbook)*, 4THedition (REQUIRED)

Supplies: Notebook; One gig (or larger) flash drive (RECOMMENDED)

Method of Evaluation and Grades

Grade Scale in Canvas

A=900 to 1000
B= 800-899
C=700-799
D=600-699
F=0-599

Grade Scale for Dual Credit Reporting

A= 90-100
B= 80-89
C= 70-79
D= 60-69
F= 0-59

Essays 1-4 – 40% (400 points, each essay worth 100 points each)

This semester you will write four major essays. Each essay will have approximately a 1000 original word count which does not include Works Cited or citations (approximately 4 pages). You will be given a prompt and rubric for each essay.

Class Participation – 30% (300 points, approximately 15 points per days counted)

I take attendance every day of class, and I will "count" only twenty of our class meetings for your attendance grade. This allows for some flexibility and make-up time throughout the semester. You receive up to 15 points per day based on your participation in class. Remember, that showing up late, being on your phone at inappropriate times, falling asleep, not turning in your journal, and/or being unprepared (i.e. not reading) could impact your daily score.

Lab assignments – 20% (200 points, 20 points each)

The lab component is an integral part of this writing course. Over the course of the semester, you will complete a combination of 10 selections. This lab work is not the same as regular daily coursework that you must complete to stay on track in the class; it is instead designed to be additional writing-focused activities, which will help improve your writing throughout the term. I will post detailed information concerning due dates and assignment details on Canvas.

Final Exam – 10% (100 points, in class and cannot be made up)

Attendance Policy: Your physical presence and participation in class is mandatory if you'd like to pass. If you cannot attend due to a UIL event or other campus sponsored activity, please advise the instructor via email or in person. All absences are counted. **You may not exceed four absences AND pass this class.**

Make-Up or Late Work: **Late assignments are not allowed.** If you do not turn the assignment in on or before the due date, then you will receive a "0".

Best Practices and Classroom Behavior

This goes without saying, but I have the utmost respect for my students and trust that this respect will be reciprocal. Please be mindful of your behavior in my classroom and every classroom community that you encounter. The tone of my classroom is very important, so please keep the following things in mind:

Your physical attendance is expected. Class participation is worth 30% of your overall grade. If you cannot make it to class, please send me an email: jarceo@collin.edu or message me in Canvas. Your presence is important and I will keep you accountable.

All writing assignments are due on Canvas. **I will not accept your writing assignment via email.**

I do not grade on a curve and I do not offer extra credit.

As a rule, I do not accept late assignments. However, if you have an extenuating circumstance, then please contact me **IN ADVANCE** so that we can discuss the situation. I give my students a sufficient amount of time to complete major assignments. If you need more time due to a personal or family emergency, please let me know **BEFORE** the assignment is due.

"Class work" is designed to be completed during the actual class period. This includes, and is not limited to, in class essays, quizzes, writing prompts, and peer evaluations. You may not make up class work if you were absent.

Please, always adhere to socially acceptable behavior—during class discussion, do not interrupt your classmates. Always use respectful language. Do not use profanity. If you are not respectful, then you will be asked to leave the classroom.

Do not sleep in my classroom. If you fall asleep, you will be asked to leave for the class period. It's never my intent to shame any of my students. I know that many of you are juggling multiple responsibilities. But please know that a student who falls asleep upsets the tone of the class and even though sleeping seems innocuous, it is really, very disruptive.

Set your mobile device(s) to silent and be sure to put your mobile device(s) away. Do not keep them out on your desk. I do not want to see you on your phone.

This is a college course, and you will be held to the same expectations as a college student. Due to Federal Law 99-380 (Family Educational Rights and Privacy Act or FERPA), I will only communicate with students concerning grades, assignments, attendance, etc. This is not only my choice as the instructor, but it is in line with Federal Law.

Course Calendar: This course calendar is for *proposed* due dates of major assignments, exam dates, projects, etc. Note that this syllabus and course schedule *WILL most likely change* to meet the needs of the class. When changes occur, I will let you know in writing by *posting the update on the Announcement page in CANVAS*.

WEEK 1

MONDAY, AUGUST 27 Discuss Syllabus, Expectations, Course Calendar, Purchase Textbook

WEDNESDAY, AUGUST 29 In Class Writing Assignment and Grammar Assessment

FRIDAY, SEPTEMBER 1 (HYBRID) Respond to the Writing Prompt that is posted on Canvas

Read Academic Literacies (pages 3-52)

WEEK 2

MONDAY, SEPTEMBER 3 HOLIDAY / NO CLASS

WEDNESDAY, SEPTEMBER 5 Writing Prompt; Grammar Exercise; Review Writing in Academic Literacies

Summarizing and Responding *Where Reading Meets Writing*

FRIDAY, SEPTEMBER 7 (HYBRID) Respond to the Writing Prompt that is posted on Canvas;

Lab #1 is Due on Canvas Read Part 2 in the textbook for next Monday's class discussion (pages 55-70).

WEEK 3

Monday, September 10 Writing Prompt; Grammar Exercise; Rhetorical Situations Quiz

WEDNESDAY, SEPTEMBER 12 Writing Prompt; Review Rhetorical Situations (from reading assignment of Part 2 in the textbook)

FRIDAY, SEPTEMBER 14 (HYBRID)

Respond to the Writing Prompt that is posted on Canvas; READ CHAPTER Part 3: Genres (PAGES 71-128)

WEEK 4

MONDAY, SEPTEMBER 17 Writing Prompt; DISCUSS Reading; ASSIGN ESSAY # 1

WEDNESDAY, SEPTEMBER 19 Writing Prompt; Work on Essay #1

FRIDAY, SEPTEMBER 21 (HYBRID) Homework: Submit a draft of Essay#1 on CANVAS by Monday, September 25 at 8am; **Bring a printed copy of your draft to class on Monday for an in Class Peer Review of Essay #1.**

LAB #2 DUE ON CANVAS

WEEK 5

MONDAY, SEPTEMBER 24 Writing Prompt; **Bring a printed copy of your draft to class TODAY!** In Class Peer Review of Essay #1

WEDNESDAY, SEPTEMBER 26

Writing Prompt; Essay #1 due on Canvas by 8am and in class (paper copy)

Discuss New Topic

FRIDAY, SEPTEMBER 28 (HYBRID) Respond to the Writing Prompt that is posted on Canvas; Homework: Read Chapter 16 Evaluations (pages 197-205)

LAB #3 DUE ON CANVAS

WEEK 6

MONDAY, OCTOBER 1 Writing Prompt Review; Discuss Reading Assignment; Assign Essay #2

WEDNESDAY, OCTOBER 3

Writing Prompt; In Class Writing Workshop: Writing an Evaluation paper

FRIDAY, OCTOBER 5 (HYBRID)

Draft of Evaluation Paper is due on Monday, October 9 at 8am on Canvas; ALSO bring a printed draft of your Evaluation Paper to class on Monday!

WEEK 7

MONDAY, OCTOBER 8

Writing Prompt; **Bring a printed draft of your Evaluation Paper to class on TODAY!** Peer Review of Evaluation Paper

WEDNESDAY, OCTOBER 10 Writing Prompt; **Evaluation Papers are due today at 8am on Canvas;** Introduce Chapter 13 Arguing a Position

FRIDAY, OCTOBER 12 (HYBRID)

Respond to the Writing Prompt that is posted on Canvas; Homework: Read Chapter 13 (pages 156-182)

LAB #4 DUE ON CANVAS

WEEK 8

MONDAY, OCTOBER 15

Writing Prompt; Discuss Chapter 13; Assign Essay#3 Argument; Choose Topics Homework: Read Part 6 "Doing Research" (pages 435-477) Assign Thesis Statement

WEDNESDAY, OCTOBER 17

Writing Prompt **Thesis Statements are due today IN CLASS AND ON CANVAS** Discuss the Elements of a Written Proposal Assign Argument Paper Proposal Homework: Read Proposals (pages 478-548)

FRIDAY, OCTOBER 19 (HYBRID)

Respond to the Writing Prompt that is posted on Canvas

LAB # 5 DUE ON CANVAS

LAST DAY TO WITHDRAW IS FRIDAY, OCTOBER 19, 2018

WEEK 9

MONDAY, OCTOBER 22

Writing Prompt **Argument Paper Proposals are due today on CANVAS by 8am** Begin Reading Part 6 Doing Research (pages 478-490) Assign Annotated Bibliography

WEDNESDAY, OCTOBER 24

Writing Prompt Discuss Chapter 49 "Quoting, Paraphrasing, and Summarizing" (pages 478-490) Discuss MLA Style (from pages 496-539)

FRIDAY, OCTOBER 26 (HYBRID)

Respond to the Writing Prompt that is posted on Canvas

WEEK 10

MONDAY, OCTOBER 29 Writing Prompt Work on Annotated Bibliographies in class today!

WEDNESDAY, OCTOBER 31 Writing Prompt

Annotated Bibliographies are due TODAY on CANVAS by 8am

Discuss Synthesizing Ideas (pages 473-477) Beginnings and Endings Homework: Write Your Paper! **Drafts are due ON MONDAY on CANVAS by 8am! BRING A PRINTED COPY OF YOUR DRAFT TO CLASS on MONDAY!**

FRIDAY, NOVEMBER 2 (HYBRID) Respond to the Writing Prompt that is posted on Canvas

LAB # 6 DUE ON CANVAS

WEEK 11

MONDAY NOVEMBER 5 Writing Prompt; **Drafts are due TODAY on CANVAS by 8am! BRING A PRINTED COPY OF YOUR DRAFT TO CLASS TODAY!** Peer Review Session #1

WEDNESDAY, NOVEMBER 7 Writing Prompt **Bring a printed copy of your draft to class today!** Peer Review Session #2

FRIDAY, NOVEMBER 9 (HYBRID) Respond to the Writing Prompt that is posted on Canvas

WEEK 12

MONDAY, NOVEMBER 12

Writing Prompt **Final Essay Due today by 8am on CANVAS!** Self Evaluation of Essay

WEDNESDAY, NOVEMBER 14 Writing Prompt; Group Presentations Homework: Read Reflections (pages 245-252)

Writing Prompt ; Assign Reflection Paper

FRIDAY, NOVEMBER 16 (HYBRID) Respond to the Writing Prompt that is posted on Canvas

LAB # 7 DUE ON CANVAS

WEEK 13

MONDAY, NOVEMBER 21-25 HOLIDAY WEEK! Assignment TBD

WEEK 14

ASSIGNMENTS TBD

MONDAY, NOVEMBER 26

WEDNESDAY, NOVEMBER 28

FRIDAY, NOVEMBER 30 (HYBRID)

Respond to the Writing Prompt that is posted on Canvas

LAB # 8 DUE ON CANVAS

WEEK 15:

MONDAY, DECEMBER 3 Writing Prompt **Reflection paper due today on Turnitin.com by 8am**

WEDNESDAY, DECEMBER 5 **LAB #9 DUE ON CANVAS**

FRIDAY, DECEMBER 7 (HYBRID) Respond to the Writing Prompt that is posted on Canvas

LAB #10 DUE ON CANVAS

WEEK 16:

MONDAY DECEMBER 10-16

EXAM WEEK Meeting Day and Time TBD