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Composition I

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Collin College

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ENGLISH 1301 COURSE SYLLABUS – FALL 2018 (MWF)

COURSE INFORMATION

Course Number: ENGL 1301

Course Title: Composition/Rhetoric I

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: 3

Lecture Hours: 3

Lab Hours: 1

Prerequisite: Meet TSI college-readiness standard for Reading and Writing; or equivalent.

College 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. Undergraduate courses attempted at Collin with a graded status of A, B, C, D, F, I, W (withdrawals after census), and AU will be evaluated for repeat limits.

Developmental Education (DE) courses are exempt from the additional tuition charge until the 27-hour threshold is met. Students in excess of 27 developmental education hours will be assessed the authorized \$50 per hour additional tuition.

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)

Withdrawal Policy: Drops **after** the term [census date](#) are considered **withdrawals** and appear as a "W" on the transcript. Students cannot withdraw on CougarWeb after the Census Date.

Prior to withdrawing, students should talk with their professors and/or their advisors. **Student athletes, international students,** and students receiving **financial aid**

and/or veteran's benefits are required to notify the appropriate office prior to dropping or withdrawing from classes and to get written approval from that specific office.

Students who wish to withdraw from classes may do so:

- **in person:** Visit the [Admissions and Records Office](#) at any campus. Students will fill out a drop/withdrawal ticket to have it processed at the Admissions counter.
- **by mail:** The withdrawal request should include: **student's name, CWID number, phone number, class/classes from which to withdraw, and reason** for withdrawal (you're welcome to use Collin's [Drop/Withdraw](#) form). **Student's signature is required** on mailed requests. For **mailed** withdrawals, the postmark date is the official withdrawal date. See the Admissions and Records Office [directory](#) for mailing addresses.

Failure to drop or withdraw on or before the Last Day to Withdraw will result in a performance grade.

Students enrolled in an **express class** should contact the Admissions and Records Office for the last day to withdraw. Last day to withdraw varies according to the length of the class. Refunds will also vary.

Last day to withdraw with a “W” is Friday, October 19, 2018.

Collin College Academic Policies:

The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.

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.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

Americans with Disabilities Act: 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 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.

INSTRUCTOR INFORMATION

Instructor's Name: Dr. Helen McCourt

Office Number: I204

Office Hours: *Monday/Wednesday noon – 3pm or by appointment*

Phone Number: 972-881-5138

Email: Use Canvas Inbox to email me

Class Information:

ENGL 1301.S24 MWF 8:00 – 8:50am J214

ENGL 1301.S08 MWF 9:00 – 9:50am I202

ENGL 1301.S10 MWF 10:00 – 10:50am I202

ENGL 1301.S16 MWF 11:00 – 11:50am I202

Course Resources:

Required textbooks:

Writing: Ten Core Concepts, 2nd edition by Robert P. Yagelski

ISBN-13: 978-1-305-95676-6

Attendance Policy: Attendance is very important in this class as all assignments and major concepts will be explained and discussed in class. *If you miss the equivalent of two weeks of class or more (6 absences in a class that meets MWF), your semester grade will be dropped by one letter grade.* If you are 10 minutes or later to class, you will be counted as absent. In addition, we will be working on drafts of papers in workshops and conferences, for which attendance is necessary. **If you are absent on the day a major assignment is due and you have not contacted me PRIOR to that day's class to make arrangements to explain your absence and turn in your assignment/essay, the essay will NOT be accepted.**

****Caveat to Attendance Policy**** With the new “hard stop” Registration policy, which allows any student to self-register with no approval until 11:59pm on Thursday, August 30th (after the semester has already begun), it is important for those students to note that any class meetings or course work they miss prior to their entering the class WILL count against their semester average, meaning they will be counted absent for classes missed and they will NOT be able to make up any work missed on those days they were absent. Classes begin on August 27th, even if that student didn't register yet.

Writing Assignments:

Standard Deductions:

Students will write a total of five essays. If the student is assigned to bring a rough draft to class and fails to do so, **there will be a 5 point deduction** from the final essay grade **in addition to receiving a “0” in the daily grades** for that day's assignment/participation. If a student fails to attend a mandatory conference over an essay assignment, **there will be a 5 point deduction** from the final essay grade. **Papers are to be turned in at the FIRST of the class period on the day they are due.** Additionally, final drafts of all essays will be submitted both in hard copy and electronically in an online drop box on Blackboard. If the essay is not submitted to the drop box by the deadline, there will be a **5 point deduction**.

Due dates:

Students are responsible for the assigned due date. If student cannot attend class on the day an assignment is due, they must **notify the instructor PRIOR to missing class** to make arrangements for turning in their paper. The student must still submit an electronic copy of the essay by the deadline to the online drop box.

Extra credit:

I offer extra credit opportunities for essays (unless the essay is written in class as a timed writing). You may earn **5 extra credit points** added to the final grade of an essay by taking a draft to the Writing Center for a substantive tutoring session with one of the writing tutors. In order to receive these extra credit points, instructor must receive notice from Writing Center regarding student appointment (Students: keep your copy of this email notification from the Writing Center as backup of your visit with the tutor.) Note: Students are eligible for this extra credit **before** the essay's due date. They cannot get this after the essay has been graded as they prepare a revision.

Revisions:

****You may revise most essays ONE TIME to improve the project grade with the permission of the instructor.** Final essay grade will then be an AVERAGE of the original grade plus the revision grade. For the revision essay to be accepted the revised paper MUST BE submitted by the date assigned by the instructor and the original graded packet MUST accompany the revision. Late revisions will NOT be accepted.

Lab Assignments:

The lab component is an integral part of this writing course. Over the course of the semester, you will need to complete a combination of assignments. This lab work is not the same as regular coursework that one must complete to stay on track in the class; these are, instead, designed to be additional writing-focused activities which will help improve writing throughout the term. Students will need to provide evidence of completing these lab requirements in order to receive credit for completing them.

For this ENGL 1301 course and this professor, students will be required to complete a series of Lab assignments (usually 8 – 10 individual assignments). These projects will be technology/grammar/research based and are an important part of learning the writing process. Labs have due dates and will be assigned throughout the semester. The Labs component of this course weighs as 15% of your total course grade. The course calendar will list when a Lab assignment will be handed out and the due date will be announced in class on that day (the due date is usually just prior to the next Lab assignment).

Vocabulary Words/Quizzes:

Students will be given vocabulary words and their definitions at the start of each class meeting. Please note these in your notebooks. The vocabulary words will not be posted online or anywhere else. If you miss a day, you need to check with a classmate to find out if you missed any vocabulary words that day. There will be 4 vocabulary quizzes during the semester. Each quiz will cover the words that have been given since the last quiz. Vocabulary quizzes are not eligible for make-up.

Method of Evaluation:

To pass this course, students must meet ALL course requirements.

Grading Essay Assignments:

DISCOURSE 75% total (approx.15% each):

Content: clearly stated main idea and thorough, logical support

Organization: clear introduction, orderly development, smooth transitions, sense of conclusion.

Syntax: correct sentence structure and varied sentence structure.

Wording: exact and appropriate word choice

Audience: be clear to intended audience and appropriate for audience.

MECHANICS 25% total (approx.10% each):

Usage, Punctuation, and Spelling

Your final semester grade will be determined by the following:

Grading System:

1 st essay & revision – Narrative Essay	10%
2 nd essay & revision - Comparison Essay	10%
3 rd essay & revision – Informative Essay	10%
4 th essay & revision – Cause/Effect Essay	15%
5 th essay & revision – Argument/Research Essay	15%
Daily Grades and Participation (in-class activities, quizzes, peer reviews, attendance)	20%
Lab Assignments	15%
Final Exam	5%

Semester Average Grading Format:

A= 100 – 89.5

B= 89.4 – 79.5

C= 79.4 – 69.5

D= 69.4 – 59.5

F= 59.4 – 0

Grading System for Attendance/Participation (Part of Daily grades):

Attendance/Participation will count for 50% of student's Daily Grades and will be calculated by percentage of absences (for instance, if student misses 10% of classes, their participation grade will be reduced to a 90). **Student will have participation grade further reduced by an amount to be determined by instructor if they are not fully attentive in class** (i.e. sleeping, chatting with other students during lecture or class discussion, texting, surfing the Internet, or anything else not directly related to class work).

All essays will be graded according to departmental standards for written work. A grade of ZERO will be applied if assignment does not meet requirements.

Course Calendar: (subject to change)

Week One

Monday, August 27	Welcome! Overview of Syllabus, textbooks, course requirements
	Introduction Letters
Wednesday, August 29	Diagnostic Writing
Friday, August 31	

Thursday, August 30 is the “hard” stop date for Registration. No more changes to schedule without official Add/Drop process.

Week Two

Monday, September 3	Labor Day Holiday – Campus Closed
	Homework: Read Chapters 1 and 2 from Yagelski text
Wednesday, September 5	What is Rhetoric?
	Homework: Read Chapters 3 and 4 from Yagelski text
Friday, September 7	Writing Process
	Homework: Read Chapters 26 and 27 from Yagelski text

Week Three

Monday, September 10	Grammar in the Academic Setting
	Assign Lab #1
	Homework: Read Chapters 15 and 16 from Yagelski text
Wednesday, September 12	Narrative Essays Assign Essay #1
Friday, September 14	In-Class Exercise on Narrative Writing
	Homework: Prepare rough draft for Peer Review

Week Four

Monday, September 17	Peer Review of Narrative Essay
	Homework: Finalize draft for submission
Wednesday, September 19	Online Assignment – Class will not meet face-to-face
Friday, September 21	Online Assignment – Class will not meet face-to-face

Friday, September 21, SCC campus will close at 3pm for the Plano Balloon Festival and remain closed all weekend.

Week Five

Monday, September 24	Plagiarism Assign Lab #2
	Narrative Essay due
	Homework: Read Chapter 7 from Yagelski text
Wednesday, September 26	Comparison Writing Assign Essay #2
Friday, September 28	Vocabulary Quiz #1
	In-Class Exercise on Comparison Writing

Week Six

Monday, October 1 Writing Workshop
 Homework: Prep rough draft for Peer Review
 Wednesday, October 3 Peer Review of Comparison Essay **Assign Lab #3**
 Homework: Finalize draft for submission and Read Chapter 17 from Yagelski text
 Friday, October 5 **Class will not meet face-to-face** (Dr. McCourt at conference)

Week Seven

Monday, October 8 Informative Essays
Comparison Essay due Assign Essay #3
 Wednesday, October 10 In-Class Exercise on Informative Writing
Assign Lab #4
 Friday, October 12 **Class will not meet face-to-face** (Dr. McCourt at conference)
 Homework: Prep Rough Draft for Peer Review

Week Eight

Monday, October 15 Peer Review of Informative Essay
 Homework: Finalize draft for submission and Read 9 from Yagelski text
 Wednesday, October 17 Responding to Literature
Informative Essay due
 Homework: Read Hemingway short story (posted on Canvas)
 Friday, October 19 In-Class exercise on Responding to Literature
Assign Lab #5
Vocabulary Quiz #2
 Homework: Read Chapter 6 from Yagelski text
Friday, October 19, Last day to withdraw from a class with a "W"

Week Nine

Monday, October 22 Cause and Effect Writing **Assign Essay #4**
 Wednesday, October 24 In-Class Exercise on Cause and Effect
 Homework: Read Chapter 24 from Yagelski text
 Friday, October 26 Partner In-Class Exercise on Cause and Effect

Week Ten

Monday, October 29 MLA Citation and Documentation and Plagiarism
 Wednesday, October 31 Writing Workshop
 Homework: Prep rough draft for Peer Review
 Friday, November 2 Peer Review of Cause and Effect Essay
Assign Lab #6
 Homework: Finalize draft for submission

Week Eleven

Monday, November 5 **Cause and Effect Essay due**
Continued discussion MLA Citation/Documentation and Plagiarism

Wednesday, November 7
Homework: Read Chapters 21 - 23 from Yagelski text

Friday, November 9 Analyzing Research Sources
Homework: Read Chapters 11 and 12 from Yagelski text

Week Twelve

Monday, November 12 **Vocabulary Quiz #3**
Argument Writing **Assign Essay #5**
Assign Labs #7 & 8

Wednesday, November 14 In-Class Exercise on Argument

Friday, November 16 Library Day (class will meet in the library – attendance will be taken)

Week Thirteen

Monday, November 19 SCC open – students may come for assistance

Wednesday, November 21 **Thanksgiving Holiday – Campus Closed**

Friday, November 23 **Thanksgiving Holiday – Campus Closed**

Week Fourteen

Monday, November 26 **Individual Conferences (attendance mandatory)**

Wednesday, November 28 **Individual Conferences (attendance mandatory)**

Friday, November 30 **Individual Conferences (attendance mandatory)**
Homework: Prep rough draft for Peer Review

Week Fifteen

Monday, December 3 Peer Review of Argument/Research Essay
Homework: Finalize draft of Argument/Research Essay

Wednesday, December 5 **Argument/Research Essay due**
Vocabulary Quiz #4

Friday, December 7 Prep for Final Exam

Week Sixteen

Monday, December 10 – Friday, December 14 **Finals Week (Class will meet only on the day of the final exam)**

Monday, December 10, 10am – noon Final Exam for ENGL 1301.S10 (10am class)

Wednesday, December 12, 8am – 10am Final Exam for ENGL 1301.S24 (8am class)

Wednesday, December 12, 11am – 1pm Final Exam for ENGL 1301.S16 (11am class)

Friday, December 14, 9:00 – 11:00am Final Exam for ENGL 1301.S08 (9am class)