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# Composition I

Chanda Allen  
*Collin College*

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COLLIN COLLEGE  
Fall Semester 2018

**Instructor:** Mrs. Chanda Allen

**Email:** CFallen@collin.edu

**Office Hours:**

(M) 8:15 a.m. – 8:45 a.m. @ Lovejoy High School

(MWF) 10:30 a.m. – 11:45 a.m.

(TR) 1:00 p.m. – 2:00 p.m.

By appointment

**Course Description:**

This course involves intensive study of and practice in both individual and collaborative writing processes, from invention and researching to drafting, revising, and editing. Emphasis includes effective rhetorical choices (i.e. audience, purpose, arrangement, and style). Students will incorporate learning, communicating, and critically analyzing through academic essay writing.

**Course Credit:** **3 hours credit (SHC)**

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|-----------------|---------|
| - Lecture Hours | 3 hours |
| - Required Lab  | 1 hour  |

**Course Prerequisite(s):**

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

**Student Learning Outcomes:**

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

- Demonstrate knowledge of individual and collaborative writing processes. (Teamwork & Communication Skills)
- Develop ideas with appropriate support and attribution. (Communication Skills)
- Write in a style appropriate to audience and purpose. (Communication Skills)
- Read, reflect, and respond critically to a variety of texts. (Critical Thinking)
- Use Edited American English in academic essays.

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

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

**Suggested Material:**

- Computer storage device of some type (flash and/or cloud drive recommended)
- Computer compatibility to Microsoft Word 2007
- 3-Ring Binder or Folder to store papers

**Collin College Academic Policies:** See the current *Collin Student Handbook*.

**Withdrawal Policy:**

- Students are responsible for officially withdrawing from the course.
- A student withdrawn from class on or before October 19 will receive a grade of W, which does not affect the GPA.

**Attendance:**

- A student must attend the ENTIRE class time to receive credit for attendance, unless an arrangement is made with the teacher **prior** to the class. If a student is ten or more minutes late for a class, he/she is absent. Classes canceled because of unavoidable circumstances will not penalize a student, lead to an adjustment in this policy, or affect due dates for assignments. The student is still responsible for turning in assigned work at the beginning of class on due date and/or any work due on the following class day, regardless of absence. (Emailing exists. The student will receive a confirmation email within 24 hours. If not, the student should send a brief follow-up inquiry, as well as speak with instructor in class to address the question and/or concern immediately.)
- Warning: Absences lead to missing vital information to be successful in the course. Three absences suffice to take care of real life situations, including illnesses and emergencies. Therefore, missing more than three absences can result in failing the course for the semester.
- Within 24 hours of absence, it is wise to submit a third party documentation – doctor, employer, etc. This *may* help if unavoidable circumstances occur within the semester. (No documentation accepted after the 24 hour span.)
- Religious Holy Days – Please refer to the current *Collin Student Handbook*. (Students must file a written request with each professor within the first 15 days of the semester to qualify for an excused absence.)

**Grade Scale:**

A = 90 – 100

C = 70 – 79

F = 59 and below

B = 80 – 89

D = 60 – 69

*As I grade assignments, I will post your grades online; therefore, you are able to view your grades anytime throughout the semester. It is **your** responsibility to keep track of your grades throughout the semester. Your midterm average is **not** and will **not** determine your final average.*

**Determination of Final Grade (Classification in “My Grade”):**

*(I use a 100-point grading scale for every assignment completed.)*

- Lab:	20%
- Oral Component	10%
- Drafts, Assignments, & Participation:	30%
- Essays/Papers:	40%

**Specific Course Guidelines and Requirements/Prevention of Points Deduction:**

- Use MLA format for all assignments.
- Make sure your **Microsoft Word is compatible to Word 2007**. Google Docs, Vista, and Microsoft Works distort MLA formatting and will affect your grade.
- Submit assignments (already printed out and stapled-if necessary) at the beginning of class on the announced date. **No late assignments or unstapled submissions accepted.**
- Seek assistance from the instructor up to 48 hours before the deadline. (hard copies only)
- Keep a copy of all assignments (I reserve the right to request a hard/electronic copy of your assignments at any time.)
- Be aware that schedule changes may occur. You are responsible for keeping up with schedule/assignment changes, regardless of your attendance.
- Check your Cougar Mail email account and Canvas daily, including before class. If you email me, please check frequently for my response. I try to respond within twenty-four hours, excluding weekends.

- Silence cell phone and do not make it a distraction. (You will not be able to charge it while in class.)
- Due to FERPA, you cannot use any technological device (including your cell phone) to video, record, or take pictures of anyone in class.
- Use computer only for class work, and make sure to charge before class. (I may ban your computer if it becomes a distraction.)
- Upload your final draft of papers to Turnitin.com; however, you will also submit a hard copy to the instructor in class.

**Returning Assignments:**

- You have the option of turning assignments in early; however, you are responsible for adhering to changes and/or additions that may occur.
- I only grade after the specified due date of that particular assignment and will return **everyone's** assignment at the same time to avoid plagiarism.
- You will receive graded assignments within 1 week of your submission.
- For every assignment, I will make brief comments on yours; however, please feel free to conference with me if you need additional clarity.
- To allow a thorough review of your critiqued assignment, I will only address concerns 24 hours after returning an assignment. Afterwards, I will post the grades in Canvas. This allows students the **only** opportunity to discuss the assignment's grade.

**Email:**

Remember, I am an English instructor and this is a college course; therefore, all of your writing (including emails) should reflect this. To receive a reply to your email, the subject line should state the class and section number (i.e. ENGL 1301.\_\_\_\_). Also, please put your name at the bottom of the e-mail. **You must use your Cougar Mail email account**, a web-based and virus protected email system offered to you free by Collin College. (FYI – Due to FERPA, I cannot respond to personal email accounts and cannot email grades.)

**Lab Requirement:**

The lab component is an integral part of this writing course. Throughout the semester, you will need to complete a series of lab assignments. These assignments are an extension of your regular course work and will strengthen your writing. You are responsible for documenting and providing evidence that you have completed these lab assignments. English 1301 requires sixteen units of lab work; therefore, all lab assignments together will count for 20% of your final grade in this course.

**FERPA Note:**

A teacher can only speak to your parent/guardian if you have completed the FERPA waiver. This is also mandated for your parent to conference in your presence. The teacher will verify the waiver and the identification of the person before the conference begins.

**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.

**Academic Honesty Policy:**

- The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts:
  1. cheating;
  2. plagiarism;
  3. collusion;
  4. use of annotated texts or teacher's editions;
  5. use of information about exams posted on the Internet or electronic medium.
  6. and/or falsifying academic records.
- Collin faculty must report alleged violations of scholastic dishonesty to the Dean of Student Development, who then investigates the case, and renders an administrative decision.
- Faculty cannot assign a grade to the work in question until the Dean of Student Development renders a decision.
- Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty from the office of the Dean of Student Development.
- Additionally, students found responsible for scholastic dishonesty will receive a penalty in this class that ranges from a grade of "F" on the assignment to a grade of "F" for the course.

**6.24 Repeating Courses**

Grades of all courses taken will be recorded on the student's transcript. The highest grade earned will be used in computing the grade point average and applied toward degree or program requirements. Beginning Fall 2002, a course in which a grade (including W) has been received can be repeated only one (1) time to replace the grade. The grade received does not affect the student's ability to repeat a course.

Registration holds will be placed on courses that have been attempted twice.

When a course is repeated:

1. Only one (1) course/grade will be counted in a student's GPA.
2. The highest grade will be used in GPA calculations.

Courses repeated before Fall 2008 will have only the last grade and credits (whether higher or lower) earned used in computing the grade point average and applied toward degree or program requirements.

Veterans should consult the Director of Financial Aid/Veterans Affairs before repeating any course. Students planning to transfer to another college or university should check with a Collin College academic planning consultant (advisor) or with receiving institutions for their repeat policies. See the Registration Guide for details on specific courses.

Student Handbook, p. 69

**Course Calendar****Fall 2018**

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- **This schedule does not include a complete listing of instructions for each assignment.**
  - This schedule is subject to change. You are responsible for knowing the changes in the schedule should they occur.
  - Content, use of primary sources, organization, grammar usage, sentence structure, documentation, and MLA format will determine grades.
  - You will receive a thorough explanation of each lab and its grading at least a week before it is due.
  - Collin College and/or the instructor may use any collected assignments for future use.
  - **Do not limit your reading only to what the instructor suggests. Use this course to grow in knowledge.**
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**Week 1 → Orientation**

<i>Due Date(s)</i>	<input type="checkbox"/> Read and review information in Course Site/Canvas. <input type="checkbox"/> Define T.A.P. <input type="checkbox"/> Find your voice in writing. <input type="checkbox"/> Format MLA. <input type="checkbox"/> Email instructor (Subject line – ENGL 1301 & section #; Actual email – “I have read and understand the syllabus and the meaning/consequences of plagiarism.”)

**Weeks 2 & 3 → The Basics**

<i>Due Date(s)</i>	<input type="checkbox"/> Identify essay types (persuasive, classification, definition, and comparison). <input type="checkbox"/> Learn how to create an introductory paragraph with a strong thesis statement. <input type="checkbox"/> Using MLA and 3 <sup>rd</sup> person, create an introductory paragraph for classification. <input type="checkbox"/> Complete Lab 1 – Visit the library or work online to complete library orientation.

**Week 4 → Thesis breakdown**

<i>Due Date(s)</i>	<input type="checkbox"/> Introduce formal sentence outlining. <input type="checkbox"/> Breakdown thesis into topic sentences.

**Week 5 → Quoting and Citing**

<i>Due Date(s)</i>	<input type="checkbox"/> Introduce MLA quoting and citing. <input type="checkbox"/> Create Works Cited page from MLA Exercise.

<b>Week 6 → Paragraph Development</b>	
<i>Due Date(s)</i>	<input type="checkbox"/> Create A-D for outline

<b>Week 7 → Conclusion</b>	
<i>Due Date(s)</i>	<input type="checkbox"/> Create a conclusion. <input type="checkbox"/> Complete Lab 2 – Create paper from outline.

<b>Week 8 → Grammar</b>	
<i>Due Date(s)</i>	<input type="checkbox"/> Correct grammar in papers. <input type="checkbox"/> Complete Lab 3 – Submit grammar review online.

<b>Weeks 9 &amp;10 → Definition</b>	
<i>Due Date(s)</i>	<input type="checkbox"/> Use strategies to create definition paper. <input type="checkbox"/> Complete Lab 4 – Use the Writing Center to critique and revise your paper.

<b>Weeks 11-12 → Comparison</b>	
<i>Due Date(s)</i>	<input type="checkbox"/> Decide on partner and create a paper to present. <input type="checkbox"/> Orally present comparison paper.

<b>Weeks 13 - 14 → Descriptive Narrative</b>	
<i>Due Date(s)</i>	<input type="checkbox"/> Identify necessities for description and narration. <input type="checkbox"/> Combine, create, and submit narrative.

<b>Week 15 → Business Etiquette</b>	
<i>Due Date(s)</i>	<input type="checkbox"/> Identify parts of a letter.

<b>Week 16 → Final Exam Week</b>	
<i>Due Date(s)</i>	<input type="checkbox"/> Write a letter stating how the class helped you or what you learned about yourself.

*\*All collected assignments will be recycled the next semester unless collected for Collin College use.*