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Composition I

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COLLIN COLLEGE

COURSE SYLLABUS

Course Information

Course Number: ENGL 1301

Course Title: Composition 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 (this lab does not require a separate class meeting or a different instructor).

Course Credit Hours: 3
Lecture Hours: 3
Lab Hour: 1

Prerequisite: 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:
 1. Demonstrate knowledge of individual and collaborative writing processes. (Teamwork, Communication Skills)
 2. Develop ideas with appropriate support and attribution. (Communication Skills) Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence. (Critical Thinking)
 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: Demonstrate personal responsibility through the ethical use of intellectual property. (Personal Responsibility)

Withdrawal Policy: See the current *Collin Registration Guide* for last day to withdraw.

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

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.

INSTRUCTOR INFORMATION

Course Number: ENGL 1301.S12
Course Title: Composition I
[CRN 20667]

Spring 2019
Instructor: Dr. Cooper, PhD (Dr. C)
Email: Kcooper@collin.edu
SCC Office: A244

Office Hours:
Plano Campus Hours-
M/W 9:15am-9:45am
W 12:00-2:00pm

Dual Credit Hours- Allen Center (*By appointment only*)-
T/R 7:30am-8:00am
T/R 11:30am-12:30am

When/Where:
M/W/F 11:00-11:50
BB202

Late Registration Policy: Students who register for and begin attending this course after the beginning of the semester will be held to the same standards expected from the first class day (late registration does not excuse missed work/information- *see attendance policy*). The registration hard stop for this semester is 1/25 at 11:59pm.

Withdrawal Policy: The last day to withdraw for this semester is 3/22. There will be no refunds after week 1 and every day class meets during week 1, student refund amount will decrease.

Americans with Disabilities Act Statement:

Students with ACCESS accommodation forms must find a time to talk with me about any necessary accommodations (preferably during office hours for privacy). Once we have come up with a plan we will both initial and date the accommodation form. Student should feel free to revisit our plan if any changes are needed. A conversation and initialing and dating the form must happen between us before the accommodation will go into effect.

Grievance Procedure: If at any point a student has concerns about the class or the instructor, please first speak to the instructor about the concerns. If student is not satisfied with the outcome of the conversation, the next person in the chain of command is Associate Dean of Academic Affairs, Dr. Kelly Andrews (B189). She should be contacted via email at kandrews@collin.edu. Student must email Dr. Andrews, fully explain the circumstances, and request a meeting time. Students will NOT barge into her office expecting to be seen without an appointment.

Collin College Academic Policies: See the current Collin Student Handbook for more detailed college policies.

Course Format: Lectures, class discussion, group discussions, collaborated group work, digital lectures, Canvas course, audio/visual material, oral presentations, and personal conferences. All notes and information

referenced in class will be accessible via Canvas. I will make changes in objectives, assignments, and due dates for this course if necessary. Any changes will be announced in class.

Required Reading:

MLA Handbook. 8th Edition. ISBN: 978-1603292627

Williams, Bronwyn and Amy Zenger. *Popular Culture and Representations of Literacy*. ISBN: 978-0415360951

* Other required readings will be available as PDFs and Links accessible on course Canvas

Required Materials:

*Pen and Paper for taking notes, group work, and quizzes during class

*Thumb drive or other means (dropbox.com account, for example) of storing work and other written material you compose (always, always, ALWAYS keep a backup of everything you turn in! Technology issues WILL happen and they will never be an acceptable excuse).

Preferred Materials:

*Laptops, Smart tablets, Cell phones, etc. for in class interaction and group work (visit the library for technology rental options)

Minimum Technology Requirements:

*Regular computer and internet access

*Access to your Collin email address that you check daily (*see email policy*)

*Access to class Canvas

*Access to a printer, ink, and paper (ability to print 30-50 pages throughout the semester- funds, ink, paper, etc.)

*Access to a computer with MS Office (assignments **will only be submitted and accepted as MS Word docs- Google docs, pages, etc. will not be acceptable methods for submitting work**).

*Some supplementary texts for this course exist exclusively online, so you must have Internet access to read and/or view these texts

Minimum Student Skills: Students will be expected to keep up with course load expectations- general time management abilities and overall responsibility will be required to pass this course. Computer literacies will be necessary to succeed in this course (Understanding Word programs, typing skills, internet navigation, emailing, etc.).

Attendance: Attendance is significant for this course. Attendance does not mean just showing up and sitting in a chair- it includes participation in class discussion, group work, etc. This course is highly discussion oriented and there is in-class work that may not show up on the grade-weight scale. **Students who do not participate in class discussions or in-class work will be marked as absent.** Sitting in a chair does not always equal “present,” participation is mandatory.

***Entering class 5 minutes or more after class has begun or leaving before class has concluded counts as a Partial Absence. 3 Partial Absences equal one unexcused absence.** Anytime you arrive after class has begun you are required to speak to me **after** class so I can mark you as “Late” rather than “Absent”. Students who do not speak to me after class on these days will be marked as absent.

Excused absences: Excused absences include religious holidays, military service, or College (not High School) sanctioned activities. As per p. 62-63 in the student handbook, “*Students are required to file a written request with each professor within the first 15 days of the semester to qualify for an excused absence.*”

Students who miss class due to excused absences are still required to submit work on time. Students must be present in class to submit in-class work-even when the absence is excused.

Outside of these instances, each student will be given 5 grace absences for the semester. That means you have 5 absences before they begin to count against your grade.

5 absence= no impact

6-7 absences= final grade drops a letter grade

8 absences= fail the course

*Students who miss up to 20% of the class (8 classes) will fail the course even if the absences are excused.

For excused or unexcused absences it is 100% your responsibility to find out about missed class work/homework from fellow student- NOT the professor. Emails asking about missed work/info will not be answered.

Respectful Discourse Expectations: Students will interact in physical and online discussions and will maintain audience and contextual awareness. All students will respectfully and appropriately follow these policies **both in class and online**. Students will also be expected to respectfully interact with instructor via email maintaining professionalism and constructing emails that follow the emailing guidelines supplied by the instructor (*see Instructor Communication policies*).

Ethics Policy: This is a college course that focuses on argument, composition, critical thinking, and communication so controversial topics will be discussed and opposing views are not only encouraged but a **necessity**. But to be able to do so, students must participate with **rhetorical awareness and respect** (“**Time, Place, and Manner**”). Students will demonstrate rhetorical and contextual awareness in various ways throughout the entire semester and will understandably keep all of this in mind when presenting their arguments in this course.

Disrespectful or intolerant discourse and behavior, and any advocacy of hateful or discriminatory ideologies are unacceptable in this course. Taking this course requires an ability to openly participate in discussions about ideologies, cultures, and communities that may be new or different **Xenophobic, homophobic, racist, sexist, or any other behavior that blatantly or subversively argues for the harm, exclusion, or discrimination of others (in or out of class) will not be acceptable.** Students who do not follow this policy will, at the professor’s discretion, be asked to leave class immediately and will not be allowed to return to class until they set up a one-on-one meeting with the professor during her office hours, discuss the issue, and the professor determines that the student will be allowed to return.

Content Warning- In this course you will likely be exposed to new ideologies, uncomfortable arguments, challenging subject matter, and adult language that some may consider offensive. Just as she expects you to be, your professor is extremely aware of the rhetorical contexts of her courses and the rhetorical situations that take place within them. **Any and all content included in this course is intentional and beneficial in helping all students achieve the *Student Learning Outcomes*.** In sum, **all students will be equally treated as respectable and responsible adults fully capable of existing and succeeding in the world.**

Well, yes- it may seem unnecessary to clarify this since it is a college course designed for **adult students who signed up for and expect to be treated as adults. However, for various reasons some may not be interested in this pedagogical approach and **now know exactly what to expect** from the professor (Dr. C) who has been completely transparent from day one.*

Instructor Communication: For conversations and questions about grades or specific situations unique to yourself, you need to see me during my office hours. Do not try to use the time before and after class to do so. I give ample time during class to ask questions about assignments, expectations, etc. which is when these questions should be addressed. I also have a limited amount of time to get from class to class. My office hours are there for students to speak to me privately rather than the time before and after class. Students who are unable to meet during my scheduled office hours are encouraged to communicate with me via email to set up another time to meet.

Students will interact with instructor via email outside of class and office hours and will maintain professionalism and construct emails that follow the emailing guidelines supplied below.

I will only email students via Collin College email accounts or Canvas. Emails sent from other accounts will not be answered. Emails must be professional, prompt, and include a clear purpose (IE: Student must clearly explain to the professor what she/he needs). Student will remain aware of their audience (the professor) and construct the email accordingly (IE: Use complete and clear sentences, appropriate language, appropriate content, a subject, a greeting, and **must include the student's name and course number**). If emails include attachments the email will explain what the attachment is. Blank emails with documents attached will immediately be deleted. Do not send attachments directly from Canvas (**emails with documents attached will only be accepted through Cougarmail- not Canvas**). The majority of emails I receive from students are about things I have already covered in class, are detailed in the syllabus or on Canvas, or are found in the assigned reading. I expect you to take good notes, check Canvas, reference this syllabus, do the reading, and maintain at least two contacts from your fellow classmates. If you cannot find the answer to your question after trying all of these means, then please feel free to email me. If the answer is something that I went over in class, is found on Canvas or this syllabus, or found in the reading the email will not receive a response. Responses to emails should be expected within 48 hours during weekdays; emails will rarely receive responses on weekends. Here are some common email questions that will not receive responses:

- *What were we supposed to read?
- *Did we have homework?
- *When is the assignment due?
- *What did I miss when I was absent?
- *How do I turn in the assignment?
- *What do I do if Canvas isn't accepting my assignment?
- *I had computer problems- can I still submit this work late?
- *Do we have class today?
- *Etc.

Emails should/will be constructed as follows:

Subject: State the specific reason for this email, e.g. "Grade on Midterm"

Greeting: Dear/Hello Dr. C,

Content: I wanted to ask/tell you.... [Be specific and brief]

Signature: Sincerely/Thank you/All the best/ Etc. -Write your full name **and class section ENGL 1301.S12**

Instructor Policies on Academic Dishonesty: Intellectual Property is an important conversation in academia. All essays will be submitted to TurnItIn and essays with over 15% similarity will be closely examined for plagiarism. For essays that the instructor finds as plagiarized students will have two options:

- 1) Instructor will first speak to the student about the situation. If student chooses, s/he will be allowed to withdraw the assignment and receive a zero (for intentional or accidental plagiarism or any form of academic dishonesty) and understands that the second time this occurs s/he will receive a zero for the class and will no longer be allowed to attend.
- 2) Instructor will first speak to the student about the situation. If student chooses, the instructor will submit the document to the Dean of Students for review. Once reviewed and based on the DoS recommendation, instructor will determine whether or not the document is plagiarized (for intentional or accidental plagiarism or any form of academic dishonesty). Plagiarized assignments will receive a zero and the second time this occurs the student will receive a zero for the class and will no longer be allowed to attend.

Students who plagiarize any assignment, either intentionally or unintentionally, can expect to make a zero on the plagiarized assignment. If the same student plagiarizes a second time that student should expect to fail the course. Any form of academic dishonesty will be treated equally.

The instructor does not tolerate plagiarism so it is important for students to pay close attention to citations, bibliographic information, cases of paraphrasing, and the importance of giving credit where it is due.

For more details on Academic Dishonesty please see section 7-2.2 of the Collin Student Handbook.

Paper Policies: Assignments will be submitted either in/during class, or on Canvas unless otherwise instructed. All major essays will be submitted to the appropriate dropbox on Canvas. The assignment prompt will detail how and when the assignment should be submitted. Papers submitted to incorrect dropboxes will receive zeroes. Papers not submitted correctly and on time will be considered incomplete and receive a zero.

IF a student has issues with Canvas, they will email Dr. C **with the assignment attached BEFORE it is due**, clearly explaining the issue. In the email explain the Turn-it-in/Canvas problem, attach a screenshot of the message Canvas shows, etc. “Canvas isn’t working” is not acceptable proof. Students who do NOT explain the problem, attach the assignment, and send the email **before** the due date/time will receive a zero. Communication is a vital aspect of this course. The only late work I will ever accept is qualified work correctly submitted into the Late Work Freebie drobox.

So, I repeat: **Sending the email or submitting work after the due date/time will result in a zero.**

PAY ATTENTION TO DATES AND TIMES.

Computer/Internet issues will not count as acceptable reasons to submit late. I recommend using dropbox, or other outside methods of saving documents such as emailing them to yourself because computers *do* crash and dogs do eat flash drives.

Grey Area Late Work: Students who bring homework to class 5-10 minutes after class starts should expect to be docked 20% on the assignment. Students should expect to lose 50% credit on homework assignments brought in over 10 minutes after class starts. Students who bring homework in at the end of class will receive a zero.

ALL work submitted as a document online will be submitted as MS Word documents ONLY. All others will receive zeroes. Saving Google doc files as MS Word doc files is simple and easy- just hop and google or YouTube and type in “How to save Google doc to Word doc.”

Handwritten work will never be accepted with the exception of work completed during class time. For those students who try to submit handwritten work- I will just take the work along with the properly submitted homework turned in by your classmates and throw the handwritten work away later. My taking the handwritten assignment does not mean you get a “pass,” it just means I do not want to embarrass you in front of your classmates. You will still receive a zero. No exceptions. *Also review the Grey Area Late Work policy for submitting homework after class has started.*

Late Work Freebie Option: Each student will be given the late work Freebie Option. This option gives the student **ONE 72 HOUR EXTENSION** only on specific assignments (details can be found on the Late Work Freebie Option Canvas drop box). All other assignments will be submitted on time or student should expect to receive a zero.

The only requirement to use this extension is for the student to submit the assignment within 72 hours after the due date/time (down to the hour). **These assignments must be submitted into the Late Work Freebie Option dropbox according to the extension time/rules.** Essays emailed or submitted in incorrect places will receive zeroes- even if they were emailed or submitted to the wrong dropbox “on time”. These assignments will be graded at the end of the semester (including essays submitted for the Grading Conferences).

Format Requirements: MLA format is expected for all work. We will discuss MLA format throughout the semester. I strongly suggest accessing reliable references such as the Collin College Writing Center or the Purdue OWL for help throughout the semester as well.

MLA basics: One-inch margins, 12 point font (Times New Roman, Arial, and Calibri are acceptable), double-spacing at 0 point (you will usually need to change this since most Word programs default to 8 or 10 point spacing), name and page number in header top right, informational header on first page only top left, in-text citations when appropriate, title on first page, works cited page. Nothing underlined. Nothing in bold. No other font sizes. No other fonts but the ones suggested above. No title pages. No extra spacing after/before paragraphs or sentences.

Revision: Revision of larger essays (essays that qualify will be specified on the Revision Dropbox page) is possible if student follows the Revision Guidelines 100%

*To revise an essay student must email Dr. C **within one week of the original grade posting** and set up a meeting during her office hours (or an agreed upon time outside of her office hours) to discuss the essay (prepare to spend at least 20 minutes at this meeting- students unable to spend at least 20 minutes or who rush the meeting will not qualify for revision).

*Student will **submit the revised essay within one week after meeting with Dr. C** about the essay in the Revised Essay dropbox.

-Essays can be revised for up to 20% or up to a 100 (if reaching a 100 takes less than 20%)

-Revised Essay submission documents must highlight **every** change student wishes to be considered as “revised” (entire essay must not be highlighted)

-Opportunity for revision does NOT guarantee a higher grade

-Only essays that reached the original word count requirement when first submitted and submitted correctly and on time will qualify for revision.

Grading/Return Policy: As an expert in my field, I reserve the right to gauge writing on any scale or method my profession and college deem acceptable. I will assign grades based on my best judgment as an experienced and qualified Professor of English. My policy is generally to return major grades at least **two-four weeks** after the assignment has been submitted depending on the assignment. Work submitted to the Late Freebie drop box will be graded at the end of the semester. All necessary information for grading expectations will be covered during class time. Students who would like more detailed comments can schedule a meeting with me during my office hours so we can chat more in depth about the assignment and grade.

Extra Credit: I will offer extra credit opportunities periodically throughout the semester. As these opportunities present themselves I will give students ample time to complete and submit these. Any extra credit opportunity will be available for all students (there will not be special cases made for individual students). Extra credit options will end when specified on the Extra Credit module. **Students will not be granted extra credit as a means to pass the class.** Extra credit is not the answer for students on the verge of failing—students are expected to keep up with their work and grades throughout the entire semester. Extra credit assignments will ONLY count if directions for each assignment are followed 100%. Details can be found on the Extra Credit Module on Canvas.

Misc. Policies:

**These are the instructor’s personal policies with electronics and food. However, students are expected to follow any rules established by the school/institution/building.*

Electronics: Students are allowed to use laptops, netbooks, iPads, Kindles, etc. during class time. While students are encouraged to follow along on Canvas- anytime I use Canvas it will be on the projector. Students “following along” on Canvas who pay more attention to their screens than the lecture will be asked to put their electronics away. If it happens a second time I will ask the student to leave and student will receive an absence for that class day and will not be allowed to use the electronic in class again.

Cell Phones: Students’ cell phones must be placed on vibrate/silent and **be placed the desk face up**. If student gets a call or text that is **an emergency** and needs to answer, then step out to take care of it. Otherwise, ignore it. If the student is actively using phone during class without the instructor’s permission she will ask the student to leave. No questions asked. If student is on phone due to an emergency, the student will have stepped out, so otherwise phones will be left alone unless professor says to use them for class related activities. If these emergencies occur multiple times, instructor will revise this policy and we will redefine 'emergency.'

Food: Feel free to bring snacks and drinks to class. Students will be expected to clean up any messes they make. It’s easy to forget to drink water and eat snacks and meals throughout the day when there’s

so much going on- so students are more than welcome to do so during this class if they can do so quietly, discreetly, and without disrupting class.

Emergency Situation: If there is an emergent situation such as a shooter on campus we will lock the door, spread out against the walls and prepare to throw anything we can at the shooter if s/he enters the room.

Other:

- Smoking, vaping, e-cigs, etc. will not be allowed
- Bringing friends or family to sit in on class will not be allowed
- Only registered Service animals are allowed in the classroom
- Recording class (video, audio, photos, etc.) will not be allowed without first discussing it with Dr. C and receiving her permission.

Dual Credit Policies: In general, the policies do not change between on-campus classes and my dual credit classes. I have the same academic expectations of all of you.

Content, Ethics, and Respectful Discourse Reminder: Dual Credit students are reminded to review the Content, Ethics, and Respectful Discourse section of the syllabus **before choosing to remain enrolled in this course.** I also want to remind Dual Credit students that you ARE now enrolled in a college course. All students will be treated the same (campus and off campus students) and course material and content will not be filtered or adapted. College students are to be treated as adults and expected to act as adults.

FERPA Reminder: FERPA does apply to Dual Credit students (even those under 18). Parents, Grandparents, friends, etc. will have to speak directly to the student about the course. As per FERPA the professor can only speak to the student about anything class related, including verifying whether or not the student is even enrolled in the course. It is 100% up to the student whether or not they would like to share their enrollment, grades, email info, etc. with anyone else but legally the professor can and will **only** speak with the student.

Grading Scale: 100% System

90-100%	= A
80-89%	= B
70-79%	= C
60-69%	= D
Below 60%	= F

Assignment Weights:

10%	-Labs
5%	-Grading Conferences
20%	-InClass Work and Participation/Discussions
15%	-Misc. Homework Assignments
15%	-Pop Culture Essay
25%	-Film Essay
10%	-Final Project and Presentation

Extra Credit: Up to 10%

Options and details found on Canvas

Specific prompts and assignment details can be accessed on course Canvas

Syllabus Agreement: Student who wish to remain in this course are required to read this syllabus, ask any questions, discuss any concerns, and print and sign the **Syllabus Agreement Form** found on Canvas by the

date/time specified on the form (apx 2 weeks into the seemster). Students who choose not to do so will not be allowed to submit any work after the Syllabus Agreement Form deadline- essentially failing the course.

Calendar: Detailed course calendar can be accessed on Canvas Intro Module. Expect fluctuation with this calendar as the semester progresses