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Composition I

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Collin College

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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.

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)
 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: 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

Instructor's Name: Eleanor Mack

Office Number: L 215

Office Hours: By appointment only.

Phone Number: 972-881-5756

Email: emack@collin.edu

Class Information: ENGL 1301

Section Number: S35 10177

Meeting Times: MW 4 p.m. to 5:15 p.m.

Meeting Location: B111

Minimum Technology Requirement

Because you will need to submit your assignments online, please check to see if you have the technology required. If you do not, let me know, and I can help you submit assignments while you are on campus. You can find the necessary information in the Canvas course **Modules**.

Minimum Student Skills

Students should be proficient in navigating the Internet, uploading, downloading files, using email, and be familiar with the menus and routines in the Canvas Learning Management System. *Proficiency in word-processing software (i.e., MS Word) is considered fundamental.*

Required Textbooks:

Bullock, Goggin, Weinberg, *The Norton Field Guide to Writing with Readings and Handbook*, 4th ed. New York: Norton. ISBN: 9780393264388

Attendance Policy:

Attending class is extremely important in this course. If, however, you must be absent, you are expected to be prepared for class in the same manner as those students who were present. Please contact a classmate for assignments and class notes.

- You must stay in class until it is dismissed, or you will be counted as absent. Should you need to leave early, just let me know before class. If you are more than 10 minutes late, you will be counted absent.
- The number of classes you attend does matter. See the **Grading** section for details.
- Beginning with the eleventh absence, your grade in the class will drop down by one letter grade (e.g. a C will become a D).

Religious Holy Days

In accordance with Section 51.911 of the Texas Education Code, Collin College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time. **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.** A copy of the state rules and procedures regarding holy days and the form of notification of absence from each class under this provision are available from the Student and Enrollment Services Offices. (*Student Handbook* 6.23)

Plagiarism Policy:

My plagiarism policy is in sync with the policy laid out in the *Collin Student Handbook* (be sure you check it out). If you turn in work that I suspect is plagiarized, I will refer you and the paper to the Dean of Students. You will receive a grade on the paper after your situation is resolved with the Dean of Students' office. Most

students do not plagiarize intentionally.

If you have a question about citation or you just want to make sure you are on the right track, please discuss your concerns with me. It is *always* better to request more time or lose some points rather than risk a failing grade for plagiarism.

Grading:

Final grades for the semester are based on the following point system:

1. Lab Units (4)	10%
2. Short Writings (2)	15%
3. Essay (2)	35%
4. Drafts and Peer Reviews	10%
5. Works Cited (2)	10%
6. Attendance	5%
7. Final	<u>15%</u>
Total	100%

Grading Percentage Equivalents:

A = 89.5% – 100%

B = 79.5% – 89.4%

C = 69.5% – 79.4%

D = 59.5% – 69.4%

F = 59.4% and below. An F may also be given for flagrant plagiarism. See page 1.

Current grade average based upon completed assignments is available at all times in the **GRADES** area of the course.

Department Statement on Lab Units: “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 units. These labs are not the same as regular daily course work that you must complete to stay on track in the class; they are, instead, designed as additional writing-focused activities that will help improve your writing throughout the term. During the semester, you will need to track and provide evidence of completing these lab requirements outside of class.”

*This course includes 4 lab units. They will be graded on timeliness, accuracy, completeness, and quality of writing. Labs may include but are not limited to the following:

- Writing Center workshop
- Online library tutorials
- Study skills seminars
- Additional writing assignments from an optional list outside of regular assignments

A full listing of assigned lab units appears online in the course. Each lab will be graded separately. If it is not submitted, it will receive zero points.

Late Work Policy:

You can submit any assignment up to two days late with no penalty. After that, the assignment loses 5 points per day. **No** assignments accepted after 7 days beyond the due date. If you have an issue with completing an assignment, please let me know at least 1 day before the due date.

Most assignments are to be submitted within the course via turnitin.com

It is your responsibility to be sure that your file uploaded correctly for each assignment. If it is not posted, your gradebook will show a zero for the assignment.

NOTE: If you upload an assignment into the Comments box instead of the assignment link, the upload will receive a zero.

Writing Assignments Evaluative Criteria:

Essays and written assignments are evaluated according to the criteria stipulated in the prompt and the standardized writing rubric, which will be distributed in class. In this course, students will be given a percentage grade, based on the instructor's evaluation of each assignment.

Delivery Method of Instructor Feedback and Turn-around Time for Submitted Work:

- Writing assignments will be graded and evaluated approximately within 7 days after the submission deadline date. A student's grade, along with instructor comments, will be available in **My Grades**.
- A percentage grade is given on all assignments for the course. The percentage grade enables students to track their progress during the semester and report this progress to their academic advisors, if required.
- All grades and grading comments are treated confidentially. This information falls under the purview of the Family Educational Rights and Privacy Act (FERPA), a federal law which assures students' privacy to their grades, transcripts, and other educational records at Collin College.
- **Instructor Response:** Students are encouraged to ask me questions or email me at any time using Canvas email. As an instructor, I respond to all such emails usually within a twenty-four-hour period.
- All student assignments due **by NOON** on the due date, except for in-class assignments.
- **Once a paper is graded, it is too late to submit changes or corrections.**
- **A student will earn a "0" for all work that is not turned in and for all unexcused late work, unless one of the exceptions documented below applies. Exceptions:** *Medical reasons* (validated by a physician's written note) will excuse late work for a student's illness or that of a dependent child. Other reasons warranting excusal of late work include **personal or family situations (not work-related)** over which the student has no control. (These situations, however, will be considered on a case-by-case basis.) *Job-related commitments* are accepted with prior approval.
- ***All written assignments must be submitted to the Canvas courseware, as specified in the assignment directions. **STUDENTS SHOULD NOT EMAIL ASSIGNMENTS** since they cannot be accurately documented in the Canvas courseware and your grade book.

Peer Review of Essays:

As a student, you are required to **share drafts** of your written essays. Dates for these are shown on the Assignment Calendar. Research validates that effective peer reviewing and collaborative sharing of ideas during each phase of the writing process increases a student's performance on essays.

Grade of Incomplete ("I"):

Students who are prevented from completing this course because of extenuating personal circumstances (documentable illness or emergencies) may qualify to petition the College for a grade of "I" or "Incomplete" if they have completed 80% of the assigned course work and are able to come to the Spring Creek campus to sign the Incomplete Contract. The Incomplete Grade Contract requires the student to complete the remaining work in the course by a certain future deadline agreed upon by the student and the instructor in the contract. Failure to submit assignments without authorized excusals does not validate the requirements of an Incomplete Contract (See the *College Catalog*, linked on Cougar Web, about Incomplete Grades and Contracts).

Calendar: Fall 2018

August 27 – December 16, 2018

Last day to withdraw from class with grade of "W" is Friday, October 19, 2018

[Important: A student must initiate a withdrawal from a course. Instructors cannot drop students. After this date, students will receive a performance grade.]

DUE DATE	INTRO READINGS	ASSIGNMENTS
W1 Wed 8/29	READ CHAPTERS 1-4	
W2 Wed 9/5	READ CHAPTERS 5-9	
	READ CHAPTER 10	
	Narrative	
W3 Mon 9/10		
Wed 9/12	READ CHAPTER 43	Draft review by peers for SW1
	Narrating	
W4 Mon 9/17		Lab Unit 1 complete
Wed 9/19		Short Writing 1 due
W5 Mon 9/24		
Wed 9/26	READ CHAPTER 16	
	Evaluation	
W6 Mon 10/1	READ CHAPTER 33	
	Beginning and Ending	
Wed 10/3		Draft review by peers for SW2
W7 Mon 10/8		Lab unit 2 complete
Wed 10/10		Short Writing 2 due
W8 Mon 10/15	READ CHAPTER 34	
	Guiding Your Reader	
Wed 10/17	READ CHAPTER 20	
	Proposals	
W9 Mon 10/22		
Wed 10/24		Draft review by peers for Essay 1
W10 Mon 10/29		Works Cited page due
Wed 10/31		Essay 1 due

W11 Mon 11/5	READ CHAPTER 13 Arguing a Position	
Wed 11/7	READ CHAPTER 36 Arguing	Lab Unit 3 complete
W12 Mon 11/12		
Wed 11/14		Draft review by peers for Essay 2
W13 Mon 11/19		Works Cited page due
Wed 11/21	Thanksgiving Holiday begins	
W14 Mon 11/26		Essay 2 due
Wed 11/28		
W15 Mon 12/3		Lab Unit 4 complete
Wed 12/5		Exam Review
W 16 Wed 12/12	Finals Week	Final Exam 4 p m. to 6 p.m.
		Attendance check

Note: All work is due by noon on the due date with some exceptions as noted in Canvas.

The instructor reserves the right to change this calendar. Additional readings will be assigned as deemed necessary.