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# Composition I

Joan Kennedy

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## COLLIN COLLEGE ONLINE FACULTY SYLLABUS

**Course Number:** ENGL 1301 (BP) Online

**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 Hours:** 1

**Placement Assessments:** Placement in ENGL 1301; College-Level Reading

**Prerequisite:** Assessment required

### **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 the last day to withdraw.

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

**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, Plano Campus D140 or Frisco Campus F144 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Instructor's Name:** Dr. Joan Kennedy

**Office Number:** LH 174 Frisco Campus

**Office Hours:** M/W 11 AM – 1:00 PM T/R 1-2 PM

**Phone Number:** 972-377-1044

**Email:** [jkennedy@collin.edu](mailto:jkennedy@collin.edu)

**Class Information:**

**Section Number:** ENGL 1301.BP1 Online 20695

**Meeting Times:** Class meets three times during the semester for Orientation, Wed.,

January 23, 7 PM, at Frisco Campus, Lawler Hall, Room LH 148;

Mid-Term Exams:

March 25-30, Monday-Saturday, Frisco Campus Test Center F 209;

Final Exam (May 6-15) in Frisco Campus Testing Center F209

**Minimum Technology Requirement:** Cougarmail address; at least 56K (minimum) modem; Internet Explorer (version 6.0 or higher); Microsoft Word for Word Processing.

**Minimum Student Skills:** Keyboard skills, E-mail attachment skills; Word Processing skills; Internet and database research skills; Canvas skills.

**Netiquette Expectations:** Remember the rules of netiquette when posting Discussions topics: Think before posting. Avoid inflammatory rhetoric. Remember the human.

**Course Resources:**

**Textbooks:**

1) *Strategies for Successful Writing, 11th Edition*, 2017, Reinking & Von Der Osten, ISBN: 13-978-0-13-467874-0

**Materials:** Dictionary/thesaurus, Pocket folder for keeping papers, a device to back up your files

**Attendance Policy:** Since this is a blended online class, students must attend Orientation and take tests at the Frisco Campus Testing Center (F 209) during the scheduled dates for the Mid-Term and Final Exams.

**Additional Student Learning Outcomes:** Use online Web link for practicing and reviewing for mid-term grammar exam; participate in individual conferences through e-mail; read essays and discuss them in bulletin board Discussions Tool; use the Web and college databases for research.

### **Method of Evaluation:**

### **COURSE EVALUATION**

**Final grades for the semester are based on the following formula:**

- 1) Three essays - 100 points each
- 2) Mid-Term essay (cause/effect) (in Frisco Campus Testing Center) - 100 points
- 3) Grammar Test (in Frisco Campus Testing Center) -- 100 points
- 4) Comparison/Contrast (Evaluation) Essay -- 200 points
- 5) Discussions - (10 responses to 10 readings @ 10 points each) - 100 points
- 6) Final Exam (in Frisco Campus Testing Center) - 200 points

Total = 1000 points

**Grading Scale:** 900-1000 = A

800-899 = B

700-799 = C

600-699 = D

Below 600 = F

**Reminder:** A late paper carries a penalty of five points off each day the paper is late.

**Discussion responses must be submitted before the paper that you are working on is due.**

### **Requirements for Participation in Online Discussion or Collaborative Activities:**

In order to receive credit for Discussion Board responses, you must do them before the paper that you are working on is due. You must respond to ten different readings at least once to earn full Discussions credit (100 points). Each response is worth ten points. (Multiple responses to an essay are worth ten points total.) The length of each response should be a paragraph of at least 100 words. I evaluate the Discussion responses as a pass/fail project. I will respond to your posts during the week and will finish my

responses by the due date of each essay. By following the above guidelines, you will receive a pass (worth 10 points) for each posted subject for a maximum of 100 points. When responding to a thread, all you need to do in Discussions is click on the posted subject, respond in the message box, and click on “post.” Your name and current date will appear next to the subject.

### **Delivery Method of Feedback and/or Graded Material:**

I will grade each major essay by using the “Insert Comment” function in Canvas. Grading criteria for essays are found on the course Syllabus. You will access your graded essay by clicking on the appropriate essay in the Grades Tool in Canvas.

### **Standards for Instructor Response and Availability:**

The turnaround time for returning graded essays is approximately one week. If you need extra assistance with an essay draft, come to my office (LH 174, PRC) during my posted hours or at an arranged time; visit the Writing Center on any campus; use the Online Writing Lab.

### **Course Calendar:**

## **SPRING 2019 COURSE SCHEDULE**

### **English 1301 Online BP 1**

Print this Course Schedule for a quick reference to weekly assignments. Each week serves as a module outlining the assignment activities that you need to follow to stay on track in the course. This is not a self-paced course, so it is very important to keep up with weekly assignments. Make sure to check the Announcements Tool and the Mail Tool weekly for any reminders, information, or updates on assignments and activities.

Important note about rhetoric and reader text: In *Strategies for Successful Writing* (SSW), 11th edition (a mandatory text), you will notice two sections to the Table of Contents: one is for the RHETORIC and one is for the READER. You will usually have reading assignments from both the RHETORIC and the READER. In the assignments, I will refer you to chapters and essay titles as well as page numbers.

The commnet Weblink located in Week 4 Grammar & Writing in the Lab Assignments Module serves as the online resource Writing Manual and Grammar Handbook. Consult this link for information on all aspects of writing, researching, and grammar.

The best sources for grammar study are the Web links I have provided in the Lab Assignments Module. You must click twice to access these links.

**\*\*Students needing technical help with software, attachments, e-mail should contact any of the following: 972-377-1777; 972-881-5870; or e-mail: [sts@collin.edu](mailto:sts@collin.edu) or visit the Web site <http://online.collin.edu/>**

Weeks [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) Click on the number to scroll quickly to the appropriate week.

## **WEEK 1 - JANUARY 22-25**

**MANDATORY ORIENTATION** will be at the Frisco Campus. . It lasts approximately one hour. See the Announcements Tool for date, time, and place.

As a follow-up activity to the onsite Orientation, where we introduced ourselves and shared something with the class, go to the Inbox Mail Tool and choose one student from the class to discuss the Anne Lamott essay "Shitty First Drafts" located under Revision in the Resources Module on the Home Page. Respond to the three questions at the end of the essay to begin your discussion. What is the thesis of her essay and what types of examples (evidence) does she give to support it? Develop your information in one paragraph of at least 100 words.

Do some Web research on the Hindu poet Kalidasa. He is a famous ancient poet from India who wrote in Sanskrit. You will be reflecting on a quote from this text as the basis for your first paper, Narration and Description. (This is explained in Essay Assignments-- Essay #1.) For research, I suggest you use the Collin Databases, which you can access by clicking on the Student tab in Cougarweb and then on Library at the top of the page. Then click on Research to take you to a variety of databases. These resources will provide the best, updated, legitimate information on a wide variety of topics. I also have provided a link under Dr. Joan Kennedy Library Resources in the Resources Module on the Home Page. A tutorial for searching the databases is located on the bottom right of my Resources page.

**DISCUSSIONS FORUM TOOL:** Read the quotation from the Kalidasa poem on the Narrative/Descriptive Essay Assignment sheet. Respond to the questions posted in the Discussions Forum Tool.

## **WEEK 2 JANUARY 28-FEBRUARY 1**

Review chapters 1, 2, 3, 4 in *Strategies for Successful Writing* (referred to hereafter as SSW). Scan these first chapters for an overview of several components of the writing process. You may want to refer back to some of these as you develop your essays throughout the semester. Then review chapters 8 and 9 on Narration and Description. In the Reader section read "The Perfect Picture" by James Alexander Thom (p. 456) and "When the Full Moon Shines Its Magic Over Monument Valley" by John V. Young (p. 466).

**DISCUSSIONS FORUM TOOL: Respond to the Thom and Young essays.** After reading these essays, discuss them within the Discussions Forum Tool. (Each essay will have a thread - or questions - that will be posted on the Forum bulletin board.) The threads will be listed by the writers' names. When responding to a thread, all you need to do is click on a posted subject, respond in the message box, and click on "post." Your name and the current date will appear next to the subject. **NOTE: IN ORDER TO RECEIVE CREDIT FOR FORUM RESPONSES, YOU MUST DO THEM BEFORE THE PAPER THAT YOU ARE WRITING IS DUE.** Remember the rules of "netiquette" when posting responses: think before posting; avoid inflammatory rhetoric; remember the human. I evaluate the Forum responses as a pass/fail project. By following the guidelines explained on the Syllabus, you will receive a pass (worth 10 pts.) for each Forum topic for a maximum of 100 pts.

Click on the Essay Assignments Module on the course Home Page for specific details of your first essay, Narration and Description (Essay #1).

**Lab Assignment:** Consult the Week 4 Grammar & Writing link in the Lab Assignments Module for reviewing subject/verb agreement and pronoun usage and agreement. Also, take the Emergency Grammar Test listed in Tests in the Resources Module on the Home Page. This will provide you with information on what you possibly to study to improve your grammar.

### **WEEK 3 - FEBRUARY 4-8**

After you have an understanding of narrative/descriptive writing, begin a draft of your first essay based on the guidelines listed on the "Narrative/Descriptive Essay Assignment" #1 sheet (click on Essay Assignments on the Home Page).

Resources for assistance in following the assignment and drafting the essay are the following: Writing Centers on all campuses; Online Writing Lab (see Writing Center link in Collin College Student Resources in Start Here Module or click on Help in the Resources Module); peer evaluation with another student in the class (use Inbox Mail Tool to select another student to exchange essay drafts), and consulting me in my office (LH 174) on the Frisco Campus (see syllabus for my office hours or e-mail me to arrange a time).

Click on **Essay Examples in the Resources Module** to read an "A" paper written by a student.

**Lab Assignment:** Using the Week 4 Grammar & Writing link in the Lab Assignments Module, review sentence fragments, comma splices, run-on sentences, and pronoun reference.

Go to the Web link <http://writing.wisc.edu/Handbook/CommonErrors.html> for an essential checklist that covers all sorts of common writing problems, including comma

splices. You can access this link more directly by going to the Lab Assignments Module and clicking on Week 3 Common Errors.

## **WEEK 4 -FEBRUARY 11-15**

Before submitting your paper, e-mail it to a classmate for his/her critique, and if you have any questions, e-mail me. To e-mail a classmate, go to the Inbox Mail Tool to locate e-mail addresses of students. Click on Compose New Message icon at top; Select the course; click on student icon on right; click on students and names of classmates will appear; Select a student and attach your draft by clicking on the attachment paper clip at the bottom; locate your essay and open it; click on send. You are sending your draft as an e-mail attachment, using Microsoft Word.

Don't forget to review the suggestions on the "Narrative/Descriptive Essay Assignment" #1 sheet and listen to the corresponding audio file to make sure you have followed the instructions for developing your paper.

## **FIRST ESSAY - NARRATION/DESCRIPTION - DUE TUESDAY, FEBRUARY 12**

**Reminder:** Type the essay on your computer as a Microsoft Word document (any version). When saving your essay, use your **last name and the assignment** as the document name. Send in your essay by clicking on the **Essay Assignments** Module on the Home Page and then on the current essay. At the top of the assignment you will find a submission box. For more detailed instructions, under the **Essay Assignments** link click on **Essay Submission** at the top. When I return your graded essay, it will appear in the Grades tool, where you will click on View Feedback at the upper right. Your essay with my insert comments, general comments, and grading rubric evaluation will appear.

If you are experiencing computer problems, it is your responsibility to make arrangements with me to submit a paper copy of the essay. You will be responsible for submitting the essay to my office **FRISCO CAMPUS, LH 174**. You may slide it under the door or submit it at the Information Desk in the LH Building (Lawler Hall).

**Lab Assignment:** Review comma usage. Check out the following web link [http://grammar.ccc.commnet.edu/grammar/quiz\\_list.htm](http://grammar.ccc.commnet.edu/grammar/quiz_list.htm) for an excellent illustrated guide and quizzes. You can access this link more directly by clicking on the Week 4 Grammar & Writing link in the Lab Assignments Module.

To study a variety of punctuation, use this Web link. It covers usage of end punctuation, the semicolon, colon, apostrophe, quotation marks and italics/underlining, etc. Each section offers excellent Web links for exercises and quizzes. **Study all of the above carefully to prepare for your grammar test.**



## **WEEK 5 -- FEBRUARY 18-22**

Read Chapter 22, Additional Research Strategies: Interviews, Questionnaires, Direct Observations (pp. 435-454). Read the Student Interview Report by Holly Swain "Budget Cuts Affect State Police: An Interview Report with Officer Robert Timmons" (p. 441) and the Student Observation Report by Caleb Thomas "Observations of an Inner-City Apartment Building" (p. 452).

After reading these essays, discuss them in the Discussions Tool. The subjects will be listed by the author's names.

### **DISCUSSIONS FORUM TOOL: SWAIN INTERVIEW REPORT AND THOMAS OBSERVATIONS REPORT**

Go to the Essay Assignments Module on the Home Page and study the instructions for writing the Primary Research, paper #2. You will **choose to write a report based on one of the following: Interview, Questionnaire, or Observation.**

Click on **Essay Examples in the Resources Module** on the Home Page for sample "A" paper.

## **WEEK 6 - FEBRUARY 25-MARCH 1**

Write a rough draft of the Report, and use Inbox e-mail to have at least two students critique your paper.

**Lab Assignment:** Review Passive Voice using the Week 4 Grammar & Writing link. Review Parallelism by clicking on Week 6 Parallelism in the Lab Assignments Module. When accessing this link, click on General Writing, Mechanics, and Parallel Structure.

## **WEEK 7 - MARCH 4-8**

### **SECOND ESSAY - PRIMARY RESEARCH DUE ON TUESDAY, MARCH 5**

Send in your essay by clicking on the Essay Assignments Module on the Home Page and then on the number for the current essay. At the top of the assignment, you will find a submission box.

The next assignment #3 focuses on critically analyzing cause/effect relationships, which you will write in the Frisco Campus Testing Center (F 209). First you need to study the strategy and write a practice paper. In SSW, review chapter 14 "Cause and Effect: Explaining Why." Examine the sample student essay "Why Students Drop Out of College" by Diann Fisher (p. 245) to study the cause/effect pattern. Also in the Reader,

read two essays: "For Cops, Citizen Videos Bring Increased Scrutiny. Are Incidents Caught on Tape Hindering Others?" by Kevin Johnson (p. 524) and "Why We Keep Stuff: If You Want To Understand People, Take A Look At What They Hang On To" by Caroline Knapp (p. 529). Discuss these essays in the Discussions Forum Tool.

**DISCUSSIONS FORUM TOOL:** Johnson cause/effect essay and Knapp cause/effect essay

On the Home Page go to **Essay Assignments** and study instructions for writing a cause/effect analysis paper.

Write a draft of the causal analysis paper and use Inbox e-mail to have at least two students critique your paper. You may want to take your practice paper to one of the Writing Centers on any campus or use the Online Writing Lab located in the Writing Center link.

**Lab Assignment:** In the Rhetoric section of SSW, review chapter 7 "Achieving Effective Style and Tone Through Word Choice" to study usage. Check out the following web link <http://www.uottawa.ca/academic/arts/writcent/hypergrammar/diction.html> for an extensive list of commonly confused words. You can access this link more efficiently by clicking on Week 7 Hypergrammar-Diction in the Lab Assignments Module. When accessing the link, click on Hypergrammar at the top left and scroll down to Diction.

## **WEEK 8 - MARCH 11-14**

**SPRING BREAK --ALL CAMPUSES CLOSED MARCH 15, 16, 17**

Review for grammar test. The following items will be on the test: usage, commas, pronoun/reference agreement, fragments, comma splices, and run-on sentences, subject/verb agreement, parallel structure, and common errors.

**TO PREPARE FOR THE GRAMMAR TEST AT MIDTERM, YOU CAN SEE HOW YOU DO ON THE SAMPLE GRAMMAR TEST.**

**In the Resources Module click on Tests and then Sample Grammar Test.** The answers are posted as well. Your success on this sample test will indicate how well you might do on the test taken in the Frisco Campus Testing Center (F 209)

## **WEEK 9 - MARCH 18-22**

**LAST DAY TO WITHDRAW, FRIDAY, MARCH 22**

## **WEEK 10 - MARCH 25-30**

### **MID-TERM EXAMS**

**THIRD ESSAY CAUSE/EFFECT AND GRAMMAR TEST TAKEN IN FRISCO CAMPUS TESTING CENTER, F 209, ANYTIME FROM MONDAY TO SATURDAY, MARCH 25-30. BRING A BLUEBOOK FOR THE ESSAY AND A 50-ITEM SCANTRON SHEET FOR THE GRAMMAR TEST.**

You can purchase a bluebook and scantron sheet in the book store on any campus. Also, at the Frisco Campus, a vending machine with these items is in the atrium of the Founders Building where the Testing Center is located.

You must write the paper (and have it finished) before **Saturday at 5 PM**, the closing time of the Center. When you arrive, ask for Dr. Kennedy's English 1301 Online exam. You will receive a packet with a sheet of paper with instructions and topics from which to choose for the essay and a multiple-page grammar test. You must do both in **one visit to the Center**, so allow enough time for this. You take in only a bluebook and scantron sheet; no other books or notes will be allowed. The Testing Center will, however, provide you with a dictionary upon request. Take a No. 2 pencil and a blue or black pen. You will take the grammar test on the scantron sheet (4.25x11 inches, 100 questions and 50 per side). When finished with the essay and test, return them to the Testing Center desk. Do not forget to bring a **Collin school picture ID** for admittance. You cannot use the Center without this. You can get a school ID at the Student Life Center on any campus, free of charge. **I will e-mail my evaluation of the mid-term exams to you within a week.** I keep the exams on file in my office.

Frisco Campus Testing Center - Room F 209 - Phone 972-377-1522

Testing Center Hours: Mon - Thurs 8:00 AM - 9:00 PM (Last test issued at 8:00 PM).

Friday 8 AM - 3 PM (Last test issued at 2 PM)

Saturday 8 AM - 5 PM (Last test issued at 4 PM)

Testing Center Hours for Friday and Saturday are shortened.

Be sure to allow at least **two hours before closing**. This is not a timed test, so the earlier that you arrive, the more time you will have.

## **WEEK 11 - APRIL 1-5**

On Home Page, go to the Essay Assignments Module and click on Comparison/Contrast (Evaluation) #4 and study the instructions for writing the Comparison/Contrast paper. **YOU WILL COMPARE THE TWO ESSAYS BY WILSON AND KNITTEL.**

In SSW, read chapter 13 in Rhetoric "Comparison: Showing Relationships." In the Reader section under Argument, read two essays: "Why Keystone Pipeline Is A Bad Idea For Texas" by Chris Wilson (p. 560) and "Keystone Pipeline Foes Should Face Reality" by Christopher R. Knittel (p. 562). Discuss these essays in the Discussions tool.

**DISCUSSIONS FORUM TOOL:** Wilson's essay on Keystone Pipeline and Knittel's essay on Keystone Pipeline.

**Lab Assignment:** Go to Week 4 Grammar & Writing link in the Lab Assignments Module and study the following: **Thesis statements and Introductions.**

In the Resources Module click on **Essay Examples** and then on Comparison/Contrast for sample "A" papers. **REMEMBER, HOWEVER, THAT YOUR ASSIGNMENT IS TO COMPARE THE TWO ESSAYS LISTED ON THE INSTRUCTION SHEET--THE WILSON AND KNITTEL ESSAYS.**

Write a rough draft of comparison/contrast (evaluation) paper, and use Inbox e-mail to have at least two students critique your paper.

### **Lab Assignment:**

Click on <http://leo.stcloudstate.edu/style/sentencev.html> to learn how to combine sentences using coordination or subordination. You can access this link more efficiently by clicking on the Week 11 Combining Sentences link in the Lab Assignments Module. When accessing this site, click on Hypergrammar at top left and then on Building Sentences.

In the Rhetoric section of SSW read Chapter 6 "Effective Sentences." Review coordination and subordination.

## **WEEK 12 - APRIL 8-12**

**Lab Assignment:** In the Rhetoric section of SSW read Chapter 5 "Paragraphs." Review "Sentence Variety" in the following web link:

<http://www.uottawa.ca/academic/arts/writcent/hypergrammar/rvsntstr.html> for dazzling advice for spicing up your writing, with great examples and a quiz. To access this site more efficiently, go to Week 12 Sentence Variety in the Lab Assignments Module.

### **WEEK 13 -APRIL 15-18**

#### **FOURTH ESSAY -- COMPARISON/CONTRAST (EVALUATION) DUE ON TUESDAY, APRIL 16**

Send in your essay by clicking on the **Essay Assignments** Module on the Home Page and then click on the current essay. At the top of the assignment, you will find a submission box.

On the Home Page click on the Essay Assignments Module and study the instructions for the Mixed Strategies paper #5.

On the Home Page click on the Resources Module for **Essay Examples** for sample "A" Mixed Strategies essays.

**DISCUSSIONS FORUM TOOL:** In the Reader section of SSW, read Dan Greenburg's essay "Sound and Fury" (p. 463).

After reading this essay, discuss it in the Discussions Tool.

**DISCUSSIONS FORUM TOOL:** GREENBURG'S MIXED STRATEGIES ESSAY .

Review "Pronoun Reference" using the Week 4 Grammar & Writing link in the Lab Assignments Module.

**SPRING HOLIDAY--CAMPUSES CLOSED --APRIL 19, 20,21**

### **WEEK 14- APRIL 22-26**

Click on **Essay Examples in the Resources Module** for sample "A" Mixed Strategies essay.

Lab Assignment: Review "Misplaced Modifiers" and "Faulty Shifts." Check out the Web link <http://www.uottawa.ca/academic/arts/writcent/hypergrammar/msplmod.html> for information on misplaced and dangling modifiers.

## **WEEK 15 - APRIL 29- MAY 3**

### **FIFTH ESSAY "MIXED STRATEGIES" DUE ON TUESDAY, APRIL 30**

**Lab Assignment:** Review "Clarity & Conciseness."

Click on <http://writing.wisc.edu/Handbook/ClearConciseSentences.html> for a helpful guide to concise writing. To access this site more efficiently, click on Week 15 Clarity and Conciseness in the Lab Assignments Module.

Review all strategies of writing: Narration/Description, Illustration, Cause/Effect, Comparison/Contrast (Evaluation), Mixed Strategies in preparation for the final.

Also in SSW, in the Rhetoric section read Chapter 17 "The Essay Examination" to learn techniques for taking exams

Review for Final Exam. I will place the final exam in the Frisco Campus Testing Center (F 209) on **Monday, May 6**, of this week to allow an extended time covering the weekend for students to take the exam..

## **WEEK 16 -MAY 6-10**

Review for Final Exam

I will place the final exam in the Frisco Campus Testing Center (F 209) on Monday, May 6, of this week to allow an extended time covering the weekend for students to take the final exam.

## **WEEK 17 - MAY 13-17**

### **FINAL EXAMS**

**Monday, Tuesday, and Wednesday (May 13, 14, 15)** are the last three days to take the final exam (essay) in the Frisco Campus Testing Center (F 209).

Ask for Dr. Kennedy's English 1301 Online course exam. Be sure to take a bluebook for writing the essay and a pen or pencil as well as a Collin student ID. No other materials are allowed inside the testing area. You may, however, request a dictionary at the Testing Center desk. **Remember, the departmental final essay is worth 20% of your grade. The English Department does not offer make-up tests. If you do not take the final**

**during its scheduled time, you will forfeit 20% of your grade. Be sure to check the closing time of the Testing Center (see Week 10 of Course Schedule) and allow yourself at least two hours before that to write the essay.**

Since this is a departmental final, I will not return the final exam to you. You can consult My Grades to see what you earned on the final exam as well as what your total points are for the semester. Consult the Syllabus for explanation of how letter grades are determined according to the 1000-point scale. You can access the official school grade report on the Collin Web site within approximately 10 days after the semester closes.