

8-27-2018

# Composition I

Diana Gingo Dr.  
*Collin College*

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## Recommended Citation

Gingo, Diana Dr., "Composition I" (2018). *Fall 2018*. 124.  
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# COLLIN COLLEGE

## COURSE SYLLABUS

Course Information
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**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:** Last day to withdraw from courses with a “W”: October 19th.

**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/TDD: 972.881.5950) to arrange for appropriate accommodations. See the current [\*Collin Student Handbook\*](#) for additional information (pp.17-18).

## INSTRUCTOR INFORMATION

**Instructor's Name:** Dr. Diana C. Gingo

**Office Number:** J158 (Frisco Campus/Preston Ridge Campus)

**Office Hours:**

Mondays and Wednesdays 4:00-5:30pm

Tuesdays 2:30-3:30pm

**By appointment only (online via Zoom and in-person)**

Tuesdays and Thursdays 11:30am-12:30pm (appointments must be made 24 hours or more in advance)

*Should these times conflict with your schedule, you may make an appointment at another time. Request an appointment well in advance, later that week or the following week—include all times/dates you are available.*

Online Office Hours Available via Zoom (by appointment or during regular office hours when requested): <https://zoom.us/j/391245324>

**Phone Number:** 972-377-1631 (Voicemail? Include your full name, class/section, phone number, and reason for your call.)

**Email:** [dgingo@collin.edu](mailto:dgingo@collin.edu) (remember to email only from your Collin College email account)

**Class Information:**

**Section Number:** P27

**Meeting Times:** TR 10:00-11:15am

**Meeting Location:** H121

**Course Resources:**

**Required:**

*Writer's Reference with Writing with Exercises*, 9<sup>th</sup> edition, by Diana Hacker and Nancy Sommers

*MLA Handbook*, 8<sup>th</sup> edition

Online readings and handouts

*\*No digital textbooks (e-texts) for in-class use.\**

**Recommended (Optional):**

*Polishing Your Prose: How to Turn First Drafts into Finished Work* by Steven M. Cahn & Victor L. Cahn

Columbia UP; ISBN 978-0-231-16089-6 (Also available in the library, hard copy and e-text.)

**Required Supplies:**

USB Drive and/or Dropbox/Cloud software—it is **highly** suggested that you have a USB flash drive.

Pens and pencils, notebook/loose-leaf paper, folder/binder—be prepared to take notes by non-electronic means.

Stapler (or access to a stapler)

Scantrons (Form No. 882-E)

## IMPORTANT:

Come to class prepared with your books, handouts, scantrons, USB, and all necessary supplies daily.

**Regular Internet and email access are necessary and required elements of this course.** Computer/Internet access is available on campus for registered Collin College students with College ID. Students will be required to use Canvas (via Cougar Web) and to check Canvas announcements and their CougarMail (Collin email) daily, *always in advance of each class meeting*. Laptops are available for check out/home use in the library.

Cougar Web is accessible as a link from the Collin College Homepage, or directly:

<https://cougarweb.collin.edu/cp/home/displaylogin>.

Should you ever have difficulty accessing Canvas, the eLC can help: [Canvas Help](#) (*there's also a helpful Canvas app!*)

CougarMail: <http://cougarmail.collin.edu>. You may also access CougarMail via Gmail—simply use your full email address as your username (e.g. [student@cougarmail.collin.edu](mailto:student@cougarmail.collin.edu)); the password is the same.

## ATTENDANCE

Attendance and class participation are required and important elements of the course—your contribution to discussion, group work, and the overall class learning environment is essential. Absences will negatively affect your performance as well as your final grade for the course. Chronic lateness is unacceptable, as is disrupting class or coming to class unprepared.

*If you are late, you must report your lateness to the professor at the end of class so that you are not marked absent—please note that this is the student's responsibility, and it must be done on the day of the lateness; otherwise, the absence stands (so don't forget!).*

Coming to class unprepared or disrupting class time will count as a partial or complete unexcused absence (depending upon the specifics and extent of the situation).

**Late work is not accepted.** Submit all work prior to its due date if you are going to have a planned absence (including college-sanctioned events). *Exception: One-time Murphy's Law Pass (see policy) or an extenuating circumstance, such as a medical emergency (e.g. hospitalization or family death), which must be documented and professor-approved—please contact your professor as soon as possible after the emergency.*

If you need to submit a hard copy of an assignment *in advance*, you may submit it in class, during office hours, or to the staff at the information desk in Lawler Hall (Information Desk Hours: 7:30-8:00pm Monday-Thursday and 8:00am-5:00pm on Friday). **Do not slide anything under my office door.**

Please be aware of your attendance and avoid unnecessary absences and attendance deductions (see technology policy) to succeed in the course. **Multiple absences (6 or more, or the equivalent including partial deductions) may result in an automatic failure in the course. Lateness counts as a partial absence.**

**\*ATTENDANCE BONUS\*** of two percentage points will be added to your final semester average IF AND ONLY IF you are NEVER absent, never late, receive zero partial deductions, and you are always prepared with all work and class materials.

## METHODS OF EVALUATION

**Attendance and Participation: 10%**

**Assignments and Quizzes: 15%**

**Lab Assignments: 10%**

**Essay #1: 10%**

**Essay #2: 15%**

**Logical Fallacies Presentation: 5%**

**Research Project: 20%**

**Final Exam (Cumulative): 15%**

*\*Please see the class schedule for essay due dates and the final exam dates.*

*Essay #1 is an argumentative essay, Essay #2 is a rhetorical analysis, the Logical Fallacies Presentation is a group work assignment that involves synthesis and identification of fallacies and a brief presentation that aims to teach fellow classmates to recognize and avoid fallacious arguments, and the Research Project is an argumentative research project with both primary and secondary sources (including academic research). The “Assignments and Quizzes” category includes group work, short written responses, grammar assignments, question sets, discussion boards, reading responses, writing process assignments (i.e. planning, peer review, etc.), and quizzes. (The lowest assignment or quiz grade is dropped—then an average is taken, as each assignment and quiz grade counts equally.)*

**Lab Requirement:** Sixteen (16) lab units are required to complete the course successfully. This is a college-wide requirement and it is not specific to this course, but to all English 1301 and 1302 courses. The lab requirement is an integral part of these writing courses. Over the course of the semester, students will need to complete lab assignments and activities to meet the lab requirement. This lab work is not the same as regular daily coursework that students must complete to stay on track in class; it is, instead, designed as additional critical thinking and writing-focused activities that will help students improve their writing throughout the term. During the semester, each student will need to track and provide evidence of completing these lab requirements outside of class. A lab sheet will be provided in class, and this sheet will provide options and details for completing the lab requirement; however, some lab options include: attending writing center workshops, writing center tutoring sessions, professor conferences, on-campus events, completing of written lab assignments, out-of-class peer edits, and grammar/writing exercises.

Again, students will receive a lab sheet with various options and opportunities for completing the sixteen lab units, but keeping track of these units, completing them, and submitting them in a timely manner for signatures are entirely the student’s responsibility. Be sure to review the “Lab Requirement” section on Canvas for directions and additional lab requirement options; these may be updated throughout the semester.

**Completed lab sheets will be collected on the following two dates for grading:**

**Deadline #1—October 11<sup>th</sup>: 8 lab units (min.)\***

**Deadline #2—November 29<sup>th</sup>: 16 lab units (min.)\***

**\*These are the dates that the lab sheet is due—all assignments should already be recorded on this sheet prior to the listed date.**

**To have your lab assignments reviewed prior to the above deadlines, you may stay after class (if time allows) and/or bring lab assignments to office hours (or scheduled appointments). DO NOT WAIT UNTIL THE WEEK BEFORE THE DEADLINE—YOU MAY NOT HAVE TIME TO HAVE ME REVIEW ALL YOUR LAB ASSIGNMENTS. To avoid lines and long wait times, submit labs early.**

**\*\*Students who submit lab assignments early, at least a couple weeks in advance of each deadline, will have the opportunity to revise lab assignments that do not meet the minimum requirements for credit (no penalty); students who submit labs a week or less before the deadline will *not* have the opportunity to revise, if necessary, or submit additional labs if they fail to meet the deadline requirements. Submit labs regularly (weekly, if possible) and well in advance of each deadline—this will ensure you know how many credits you have and how many more lab assignments you need to complete to earn full credit (in addition to the opportunity to revise).**

**Numeric Grading Scale** (Collin College final semester grades do not include pluses or minuses, but class assignments and papers will be graded using the plus and minus system):

90-100	A (A+ =98; A=95; A- =90)	<b>A means Excellent</b> (Well above average)
80-89	B (B+ =88; B =85; B- =80)	<b>B means Good</b> (Above average)
70-79	C (C+ =78; C =75; C- =70)	<b>C means Adequate</b> (Average)
60-69	D (D+ =68; D =65; D- =60)	<b>D means Poor</b> (Below average)
0-59	F (F=59 or below; 0=did not submit/plagiarized)	<b>F means Failing</b> (Far below average/failing)

### CLASS SCHEDULE

Please note that this class schedule does not include all assignments; additional details will be provided.

All readings are in *A Writer's Reference with Exercises* (9<sup>th</sup> Edition), unless otherwise indicated.

All assignments must be typed, unless directed otherwise by the professor.

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#### Writing Basics and Fundamentals

**Tuesday 8.28.18—Welcome to English 1301: Introduction to the Course and Rhetoric**

**Syllabus Assignment**

*Please Note: When assigned to read/watch something, please annotate & take notes responding to the text (written or visual).*

**Thursday 8.30.18—Course Introduction (cont.)**

**Syllabus Quiz**

**Lab Requirement Discussion**

#### Writing as a Process

**Tuesday 9.04.18—MLA Format and Formal Essay Writing Basics**

**The Greek Appeals and the Aims of Argument**

**Rhetorical Analysis GW**

**Thursday 9.06.18—Essay #1 Explained**

**The Writing Process; Organizational Tools**

**Thesis Writing & Essay Structure Basics**

#### The Writing Process in Action

**Tuesday 9.11.18—Drafting Workshop: Body Paragraphs**

**Thursday 9.13.18— Understanding Audience: Style, Tone, and Voice**

**Writing for an Audience (Exercise)**

**Grammar Review: Commas and Semi-Colons**

#### Writing and Revising with Style

**Tuesday 9.18.18—Workshop: Revision**

**Improving Style through Diction and Sentence Variety**

**The Power of Words: Precise Diction (Connotation and Denotation)**

Thursday 9.20.18—Peer Revision  
“The Writing Rules”

### **Rhetorical Analysis**

Tuesday 9.25.18—Essay #1 Due  
Grammar Review: Subject-Verb Agreement  
Grammar Work  
Reading and Writing Critically

### **Banned Books Week: Celebrating the Freedom to Read!**

#### **HIGHLY-Suggested Lab: Banned Books Week Event**

*Be a rebel and fight censorship! (Optional lab credit and extra credit opportunity.)*

**Frisco Campus Conference Center at 4:30pm (Doors open at 4:00pm)**

Thursday 9.27.18— Essay #2 Explained  
Formal Analysis: Visual Rhetoric  
Interpretation and Analysis (Practice)

### **The Writing Process**

Tuesday 10.02.18—Thesis Writing and Oral Peer Critique  
Planning Review and Workshop

Thursday 10.04.18—Writing Workshop (cont.)  
Grammar Review: Pronouns & Apostrophes

### **Logical Fallacies**

Tuesday 10.09.18— Everyday Logical Fallacies (Exercise)  
Logical Fallacies: Group Work & Presentations

Thursday 10.11.18— Lab Sheet Due: Deadline #1  
Logical Fallacies Presentations (conclusion)

### **MLA Introduction & Peer Revision**

Tuesday 10.16.18—MLA Documentation Basics and Integrating Sources

Thursday 10.18.18—Peer Revision  
Evaluation Citation

***October 19<sup>th</sup>: Last Day to Withdraw from Fall Courses***

### **MLA, Research, and Evaluating Sources**

Tuesday 10.23.18—Essay #2 Due  
MLA In-Text Citations (Parenthetical Citations) and the Works Cited Page

Thursday 10.25.18—Research Project Assigned  
Research Basics & Effective Research Practices  
Prewriting (Timed Freewriting: Generating Ideas), if time allows

### **Research Presentation Process**

Tuesday 10.30.18—MLA Group work

Thursday 11.01.18— MLA Group work  
Research Project Questions and Discussion

**Presentation Process and Conferences**

Tuesday 11.06.18— Crafting an Effective Presentation  
Workshop

Thursday 11.08.18—Presentation Dos and Don'ts  
Research Project Conferences and Workshop

**Research Presentations**

Tuesday 11.13.18—Research Project Conferences and Workshop

Thursday 11.15.18—Research Presentations

**Research Presentations (conclusion)**

Tuesday 11.20.18—Research Presentations

*Thursday 11.22.18—Thanksgiving Holiday—No Classes (Collin College is Closed)*

**Course Conclusion and Final Exam Review**

Tuesday 11.27.18—Research Presentations

Thursday 11.29.18— Lab Sheet Due: Deadline #2  
TBA

Tuesday 12.04.18—Course Conclusion

Thursday 12.06.18—Final Exam Review: Rhetoric Jeopardy

**Final Exams—Please follow the final exam schedule this week.**

Tuesday 12.11.18—Final Exam from 10:00am-12 Noon (please note the time)

*\*\*The class schedule is subject to change at the professor's discretion. Assignments and readings may be added, deleted, or altered, depending upon time restraints and/or student need. It is the student's responsibility to be aware of such changes.*

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**Additional Course Policies:**

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**According to recent research, handwritten notes are more effective; read more [here](#) or [here](#), so please use paper for note-taking purposes in class. Laptops, tablets, “smart” devices, and other personal technology are not allowed to be used in class; please use paper notebooks or paper for note-taking purposes in class.**



## COLLEGE-LEVEL RESEARCH

You will be required to use trustworthy, college-level sources—specifically [academic and scholarly peer-reviewed texts](#). While you may use encyclopedias and dictionaries for general information, you should not quote from them or use them as sources unless they are specialized encyclopedias (e.g. *The Encyclopedia of Popular Culture*, *The Oxford Encyclopedia of British Literature*) or *The Oxford English Dictionary* (OED). Please note that Wikipedia is an online encyclopedia, and it should not be used in college (even according to the creators of the website)—see [here](#). [“Wikipedia is the best thing ever.”](#) #Sarcasm

### WATCH:

Collin College Library, Databases, & Academic Research: <http://iws.collin.edu/library/research.html>  
([Mobile version](#).)

Introduction to Academic Research: <https://www.youtube.com/watch?v=LdQeaDN9Qic>

## WRITTEN PAPERS & ASSIGNMENTS

You will need MS Word for class; if you do not yet have access, simply use your CougarMail/Collin email address to download it here: [FREE access to MS Word](#). This is a downloadable version of Word, Excel, PowerPoint, etc. **Free!** (Google Docs is *not* the same thing.)

**All papers must be MLA-formatted** (*MLA Handbook*, 8<sup>th</sup> edition). [MLA Format Guide](#) (also see “MLA in 5 Minutes” on Canvas).

**Students will submit major papers to Canvas in advance of the assigned deadline. Late papers will receive an automatic zero.** Please be careful to submit in advance of the deadline—Canvas and Turnitin.com are *precise*—if you submit even one second after the deadline, your paper will be marked late. So, if the deadline is 11:59pm CST, you need to finish the submission process BEFORE 11:59pm CST. (If you submit at 11:59pm and 1 second, Canvas will mark it LATE.) Allow time for uploading/processing.

**Save/print your digital submission receipt (Turnitin.com) to have proof of submission in case of any problems with the website. Students have the burden of proof should any technological issues occur with submission, so save/print a digital receipt and confirm submission by reloading Canvas to make sure the assignment is marked as complete/submitted.** After submission on Canvas, log back in to confirm that the paper/assignment is marked “submitted.” (To the right of your submission for major assignments submitted to Turnitin.com, there’s an icon to the right that allows you to open and print the digital receipt—save/print this for submission proof—it should be a PDF file.)

**Computer issues and/or printing problems are never acceptable excuses for late papers or assignments.** Back up all of your work in *multiple* places (the cloud, USB drive, hard drive, email, etc.) and print in advance to prevent any problems or issues—computers and printers are available on campus. While major papers are submitted online to Canvas and turnitin.com, a hard copy is also often required.

**Late papers are not accepted** without a Murphy’s Law pass (see policy) or medical emergency documentation.

**There are no make-up quizzes or exams and late (or unstapled) homework assignments will not be accepted.**

If you need to submit a hard copy of an assignment in advance, you may submit it in class, during office hours, or to the staff at the information desk in Lawler Hall (Information Desk Hours: 7:30-8:00pm Monday-Thursday and 8:00am-5:00pm on Friday).

**Do not slide anything under your professor’s office door—these assignments will be recycled, not graded.**

## TECHNOLOGY

Cell phones, smartphones, tablets, smartwatches, laptops and any other personal electronics are expressly **prohibited in class**; it is an unnecessary distraction to you, other students, and the professor, so **students must *silence* all cell phones and electronic devices (tablets, laptops, smartwatches, etc.) while in class and keep them in a pocket or bag at all times\***. Unauthorized use of technology in class will count as a partial or full absence. Tweet, text, and post later—you can tell your “followers” on Twitter how awesome the class and your professor are later (same goes for other social media, etc.).

**Please Note:** the professor does not need to mention or announce such observations for a student to receive a deduction. Please keep all electronic devices off desks, out of hands, and out of sight to avoid any confusion about unauthorized use. Keep everything on silent and in a bag or pocket throughout class.

If special emergency circumstances arise (family in hospital, child sick, on-call at work, etc.), obtain permission **prior** to the start of a particular class so that you may keep your cell phone on “vibrate.” If you receive an emergency call, please leave the classroom before answering the phone during these emergency situations.

According to recent research, handwritten notes are more effective; read more [here](#) or [here](#), so please use paper for note-taking purposes in class. Laptops, tablets, “smart” devices, and other personal technology are not allowed to be used in class; please use paper notebooks or paper for note-taking purposes in class.

Students may not record or photograph any part of the class (class content, fellow students, or the professor) without the professor’s prior written permission, and that there is no sharing or posting of course materials without express written permission from the course professor.

*\*Smartwatches may be worn as long as they are unused during class, remain dark, and are set to silent/ “do not disturb.”*

*Exceptions will be made in special circumstances on a case-by-case basis, after discussion and in accordance with the approved documentation and signed agreement, as required by the professor.*

**\*Professionalism, courtesy, and respect are expected and required at all times. \***

**Please refer to Collin College’s Core Values and “Academic Etiquette and the College Experience” in the [Student Handbook](#) for detailed information (p.16-17).**

## EMAIL ETIQUETTE

*Everything you write is a reflection of you.*

*Whenever possible, communicate to your professor in-person; stay after class or attend office hours to ask questions and obtain assistance. Face-to-face communication is far more valuable than electronic communication and it will also allow you to ask follow-up questions/ inquire further.*

- 1) **Remember that you are emailing your professor.** While email is used as a common form of communication, you must remember your audience—you should never write to your professor in the same informal manner you would use when writing to a close friend or family member. **Be professional—spell check and proofread your emails before sending them, and always use a formal tone.** *Everything* you write is a reflection of you and your work.

- 2) **Include a proper greeting (e.g. Dear Dr. Gingo, Good morning, Dr. Gingo, etc.—“Hey” is not appropriate) and an appropriate closing/signature (i.e. Sincerely, Alex Doe or Thank you, Chris Jones).**

Always address your professor by his or her title and last name (unless he or she advises you otherwise) and remember to include your complete name for your signature (your professors teach more than one class each semester, and they may have more than one “Alex” or “Chris” in their classes). **Do not use “Mrs.” to address a female professor unless she has specifically advised you to do so—such an assumption may be considered sexist.**

- 3) **Choose an appropriate subject heading.** Include the course name *and section number* in the subject heading along with the topic/reason for your email (e.g. English 1301.P06—Question about Essay #1).
- 4) **Never send attachments,** unless an attachment is specifically requested.
- 5) **Use Cougar Mail.** Collin College requires students and faculty to communicate via official College email addresses. In order to email any of your professors, you will need to use your free Cougar Mail account. Sign in here: <http://cougarmail.collin.edu>.

**You may also log in to Cougar Mail via Gmail—simply use your full email address as your username (e.g. student01@cougarmail.collin.edu). The password is the same.**

Please follow the above rules, and good common sense whenever emailing me or any of your other professors (or bosses, etc.). **Sloppy or unsigned emails may not receive a response.** You should expect a response to your email within 48 hours (excluding weekends—this is the standard email policy). Whenever possible, you will receive a response in a shorter amount of time. **Plan ahead and do not wait until the last minute to ask a question or to request a meeting. Do not send multiple emails unless you have not received a response after following the above guidelines and waiting at least 48 hours, excluding weekends.**

### MURPHY’S LAW POLICY

Despite the best of intentions, sometimes things go wrong (“[Murphy’s Law](#)”). To counterbalance Murphy and his law, each of you will be given one free “excuse pass.” This free pass is to be used with caution, as you only get one (and no, you cannot give yours to a friend or buy another one online). Use it when you *really* need it, not before. **You are still responsible for the assignment, but you are given a one-class extension for submission.** If you are late to class and you want to use your excuse pass to delete your lateness, you may also do so—simply turn in your pass at the end of class and your lateness will be erased—you are still responsible, however, for the missed material. This pass cannot be used for an absence (see attendance policy), nor can it be used to obtain an extension for a quiz, exam, group work, or presentation. **Please note—the assignment and pass must be submitted at the *beginning* of the very next class meeting day.**

Carefully consider when to use this pass; remember that the Murphy’s Law pass is a one-time use only (one per semester). **Beyond this one free pass, there are no excuses—professor-approved extenuating circumstances (e.g. hospitalization) are the only exceptions.**

If you are **not** confronted by Murphy or his law this semester, and you are left still holding your “Murphy’s Law Pass” at the final exam, you will be rewarded with one bonus point which will be added to your *final course average*. If you still have an unused Murphy’s Law Pass AND you have earned the attendance bonus (no absences, no lateness, and no class distractions, full class participation, etc.), you will be awarded a total of **three bonus PERCENTAGE points** (1 + 2 = 3 points, maximum) which will be added to your final course average. This bonus equates to 1-3% of your overall semester average!

**Put your pass in a safe place—if you lose your pass, you will NOT be able to use it.**

## SCHOLASTIC DISHONESTY

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty (for more information, please review the policy in the [Student Handbook](#)). Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty or penalties from the Dean of Student Development Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate academic penalty.

**Plagiarism must carry severe penalties because it is a form of theft, burglary, kidnapping, or dishonesty that interferes with the goals of education—the academic penalty for plagiarism and other forms of scholarly dishonesty typically range from an automatic "F"/ZERO on the assignment or paper to an "F" in the course.**

Professors report cases of scholastic dishonesty to the Dean of Student Development Office.

### **Avoiding Plagiarism:**

Many cases of plagiarism are the result of careless documentation or faulty note-taking; however, **intentional or unintentional, plagiarism in any paper will still carry serious penalties.**

**You can avoid plagiarizing if you remember that when you quote, use quotation marks; when you paraphrase or summarize, use only your own words and sentence structure. IN ALL CASES, YOU MUST DOCUMENT (in-text/parenthetical citations and the source on the Works Cited page).**

Good writing involves the synthesis of your own ideas with the ideas of others; documentation serves the purpose of clearly indicating which ideas and words are yours and which are those of other thinkers and writers. If you are in doubt about that dividing line, ask the course professor and/or Writing Center tutors for guidance.

**NEVER resort to plagiarism—use your one-time use Murphy's Law Pass if time is an issue or speak directly to your professor if you have extenuating circumstances.**

**Please note: You may not receive educational credit for the same assignment twice; therefore, submitting the same paper or assignment in two courses or to two professors for credit is scholastic dishonesty.** If there is a legitimate reason you want to submit the same paper, in whole or part, in multiple classes (past, present, or future), you must receive approval from both professors in advance of the submission deadline(s).

## SOBI

Collin College's Strategies of Behavioral Intervention (SOBI) team is an interdisciplinary college-wide team whose mission is to provide support for students, faculty, and staff, and to facilitate a positive and effective learning environment. [...]. Any behavior that becomes a *concern* to you or that negatively affects your ability to succeed as a student at Collin College may be referred to SOBI. [...].

To submit a SOBI referral through CougarWeb, go to the "Student" tab, scroll down to the section entitled, "Safety and Wellness" and then click on "Refer information of concern (SOBI)". Complete the form as fully and as accurately as possible. You can obtain more information about [...] on the [SOBI website](#).

## THE WRITING CENTER

The Frisco Campus (PRC) Writing Center is located in Lawler Hall (LH 141: 972-377-1576), but students may also use the Plano Campus (SCC) Writing Center (972-881-5843) or the McKinney Campus (CPC) Writing Center (972-548-6857), depending upon availability and convenience. You can also make, change, and cancel your appointments online.

**Please make appointments in advance**—the [Writing Center](#) gets quite busy at times, so please remember to plan ahead (suggested: two weeks in advance). Please note—the Writing Center staff is NOT there to edit and correct papers for students. It is the student's responsibility to make sure that he or she learns from these sessions and makes needed revisions (be sure to follow the course/specific assignment requirements first and foremost, and share this information with the tutor at the start of the session—bring your assignment sheet). Take notes!

Also, please remember to focus on [higher-order concerns](#) before addressing lower-order concerns. The Writing Center staff and Collin faculty also offer a series of free Writing Workshops throughout the semester to help facilitate student progress in this and other writing-based courses.

### The Online Writing Center (OWL)

Additionally, [free group tutoring](#) is available via the ACCESS Office for *all* Collin College students.

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*Below is a copy of the contract you will need to sign after carefully reviewing the syllabus.*

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I, \_\_\_\_\_, have read my English 1301 syllabus in its entirety and I understand all the course rules, regulations, and policies, including the scholastic dishonesty policy. I now know what scholastic dishonesty is and am aware of the consequences should I be found responsible for violating the college and/or course policies—either intentionally or unintentionally. All my questions about the syllabus have now been answered by my professor. I understand that I am completely responsible for all the information and requirements provided in the syllabus, that there is no recording or photographing of the class (or class content, fellow students, or my professor) without the professor's prior written permission, and that there is no sharing of course materials without express written permission from my professor.

Printed Name: \_\_\_\_\_ Signed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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