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Composition I

Jenny Ashley

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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.

Religious Holy Days: Please refer to the current *Collin Student Handbook*.

INSTRUCTOR INFORMATION

Instructor's Name: Jenny Ashley, MA

Office Hours: By appointment only

Phone Number: Email Preferred

Email: jashley@collin.edu

Class Information

Section Number: S72

Meeting Times: Tuesday-Thursday 7:00pm-8:15pm

Meeting Location: J132

Minimum Technology Requirement: You must have access to a computer that has a word processing program and Internet access. All typed papers must be saved as .doc or .docx when uploaded to Canvas.

Minimum Student Skills: Students are responsible for attending class, completing readings, writing essays, and participating in classroom discussion. They must keep track of their work and grades throughout the semester.

Netiquette Expectations: All electronic communication needs to be sent from your cougarmail address. If you have trouble setting up or accessing your cougarmail account, please feel free to talk to me after class or in office hours. It is important to be professional at all times in email correspondence, whether you are communication with me or your classmates.

Course Resources: *The Norton Field Guide to Writing with Readings*, 4th edition ISBN 978-0-393-61739-9

Supplies: notebook, writing utensils, access to the Internet, and a word processing program

Attendance Policy:

Students are required to attend every class. If you are going to miss a class for any reason (illness with a doctor's note, death in the family, etc.), you **must** let me know by email as soon as you can.

My general attitude about attendance in a class that will meet roughly 30 times is that missing a class or two won't be the end of the world, but if you miss more than three classes, you will be missing almost 4 hours of instruction (which is a lot). If you miss several classes (3 or more), I would suggest you drop the course.

Please do not be late to class. I cannot tell you how distracting it is for ME when a student arrives late. Also, keep in mind that I take attendance at the very beginning of class. If you are late, it is your responsibility to see me after class in order to count you as present. **If you forget, you will be counted absent, no exceptions.**

If you are habitually late or know that you will be late to class on a consistent basis, please let me know.

Method of Evaluation:

This instructor emphasizes active student learning and continuous involvement in the material and its discussion. This means that you need to be thoroughly familiar with the assigned works, i.e. you need to read and reread the texts carefully before coming to class, take notes, and be prepared for class discussion. There will be an occasional "pop" reading quiz, so think twice before deciding to come to class unprepared. **You must be present in class to take quizzes—if you are late to class or miss class and I have given a quiz, you will not be able to retake it, and it will result in a zero.**

You are required to check **Canvas** regularly to see if additional assignments, materials, or announcements have been posted.

You are also required to write 1 diagnostic essay, a revision of the diagnostic essay (paper #2), 1 rhetorical analysis (each 550-850 words/approx. 3-4 pages double-spaced typed pages), and a research paper (850-1200

words) based on at least 4 scholarly sources. Finally, you will be required to write an argumentative research proposal for your final exam.

Lab Work

Labs account for 10% of your final grade. The labs will consist of weekly modules to be completed through Canvas. You can find each week's lab module by clicking on the **Modules** link on the toolbar in **Canvas**. In order to earn the points per lab, each lab must be completed. Labs for Week 1-8 are due by March 14, 2019 by 11:59pm. Labs for Weeks 9-16 will be due by 11:59pm on May 9, 2019; however, you will have options to complete **five** of the **eight** choices by the due date. **No late work is accepted for any reason.**

Week 1 MLA Quiz

Week 2 Brainstorming

Week 3 Intro/Thesis

Week 4 Body Paragraphs

Week 5 Editing

Week 6 Finding Grammatical Errors

Week 7 Synthesis

Week 8: Spring Break Reflection

Week 9-16 (Choose 5)

- MLA Citation
- Research
- Library
- Chat Conference
- Writing Center/OWL Tutor Text
- RAPS
- Dignity Initiative
- Annotations

Grade Scale

Paper #1 (diagnostic)	5%	Grade Scale: A = 100-90% B = 89-80% C = 79-70% D = 69-60% F = 59%
Paper #2 (revised diagnostic)	10%	
Paper #3 (rhetorical analysis)	15%	
Paper #4 (research)	20%	
Homework and In-Class Assignments	20%	
Labs	10%	
Reading Quizzes	10%	
Final Exam (argumentative proposal)	10%	
TOTAL	100%	

Revisions

Grades are final when assigned. I will, however, allow for a revision under the rule that students **MUST** meet the following requirements; I will not grade revisions unless the student has met these requirements regarding his or her paper. Revisions for each essay are due **two (2) weeks** after they have been returned to you.

- Revisions must be **printed, stapled, and handed into me personally.**
- You must attend the writing center at any of the Collin College campuses for one thirty (30) minute session. *You will need to staple the writing center's proof of attendance form to the **front** of your revision.*
 - If you cannot physically attend a tutoring session, you can use the online tutoring platform, but please be aware that asynchronous tutoring (where you send in a paper that a tutor reads on their

shift and sends back with comments a.k.a not live tutoring) takes at least 24-48 hours, so keep this in mind.

- Revisions must include a **printed copy of the graded first draft** (the draft from Canvas with my comments). It should be stapled to the **back** of your revision.

Remember, you can earn FULL credit for any essay you take the time to revise. I will not grade any revision unless the student has met the above requirements. **Students must revise beyond surface level.**

Late Work

Late work will **not** be accepted. All assignments are to be turned in on time (I require all formal essays to be turned in online through Canvas, which I will explain in more detail); failure to turn in an assignment on time will result in a zero.

We all have deadlines—for work, for friends, family, etc. This class will be no exceptions.

- **Emailed Assignments:** Unless I ask for emailed assignments, all formal essays will be turned in online through Canvas. I usually offer a deadline of 11:59pm the day the item is due, so you will have ample opportunity to complete and turn in assignments. This means that if for some reason your Internet is not working or you are unable to turn it in through Canvas for inexplicable reasons, you will need to find a way to get it to me before the deadline is due. NOTE: I suggest that you keep a record of your Canvas submissions (ie. screenshots of submission confirmation) in the case that your essay does not actually submit.
- **Emergencies:** If you are dealing with an emergency, contact me as soon as possible. Together we can work out whether you can turn an assignment in or not. Please don't make up situations—tell the truth (we teachers can often tell—it's a sixth sense). Keep in mind, however, that I practice fairness.
- **Extensions:** Perhaps while working on an assignment you realize you need a little more time. Come and conference with me as soon as possible; we might find you need an extension. If so, I will give you a time limit and due date. Note, however, the class will continue moving along as scheduled, so you may have some overlap. Often, after conference and a visit to the writing lab, you find more confidence and improvement in your work, and don't need an extension. **Please do not request an extension 24 hours before a paper is due; it will not be granted.**

Submitting Essays/Assignments

All essays will be turned in on **Canvas** in the Assignments link on the toolbar. Within Assignments, click on the essay assignment you wish to turn in and upload the appropriate document(s). Remember that all formal assignments are due by 11:59pm the day the assignment is due unless specified differently by your instructor. **Assignments will close at 12:00am, and late assignments will not be accepted.**

Contesting Grades

You are free to contest grades you disagree with. As a student, you should keep up with your standing in class—if you attend and receive good feedback, know you are in a good place. My grade book is open and available for you to see, but it's up to you to ask about it. **YOU**, and you alone, are responsible for your grades. No one else.

Writing Center/Tutoring: The Writing Center is here to help students. They are extremely helpful when it comes to planning, drafting, and revising papers. They can help you with questions regarding MLA documentation and citation as well. If you visit the writing center for tutoring, please remember to bring the following items with you:

- a copy of the assignment sheet
- a somewhat completed draft of the assignment
- a specific question or goal in mind

If you fail to bring your assignment sheet or the actual draft of the assignment (if you're at that stage) you and the tutor will not be on the same page and the session will not be as conducive as it could be.

The Writing Center is located in the library on the Spring Creek Campus. Their hours are listed on the Collin website. You are, of course, allowed to visit the Writing Center at the other campuses; please refer to their hours and locations in the handbook.

There is also virtual tutoring available: www.mywco.com/springcreekwc If you choose to visit a different campus, please make sure to let them know you are in a class at SCC so that all documentation of your visit will reach me correctly.

Please do not expect the tutors at the WC to write your paper for you. They are also not a proofreading service. It is your job to put the advice they give into your own writing.

Respect

I expect complete and utter respect for myself as your instructor, your classmates, and yourself. This means that you should behave respectably at all times. I will not tolerate hate speech of any kind in my classroom. If we are discussing sensitive subjects, constructive and scholastic discourse is expected and appreciated, but I do not tolerate views that are disrespectful. This includes racist and sexist comments aimed at another student, the general public, or me.

CELL PHONES: Please keep your cell phones silent during class and put away. Unless there is a dire emergency, please do not take calls during my class, even if you leave the room. Missing class is missing class, even if you're ten feet away. The first time I see you with your phone during class, I will issue a warning. If you ignore this warning, you will be asked to leave class and will be counted absent.

Canvas App

This semester I will solely use Canvas to notify you of any changes to the course or if I will be late or unable to attend class. Please download this app to your phone (it's free). You can use it to email me as well.

Last Comments

When in doubt, read the syllabus/check the course calendar.

Read the syllabus: It is a *lot* of trouble to prepare such a detailed syllabus. You should assume I had a reason for it. Students are expected to read this syllabus in its entirety.

This syllabus and the course calendar contain essential information. Please read them carefully.