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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.

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**. Before withdrawing, think about speaking with your instructor. There may be other options to consider.

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

- **The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty.**
- Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, **plagiarism**, collusion, use of annotated texts or teacher’s editions, use of information about exams posted on the internet or electronic medium, and/or falsifying academic records.
- **Collin faculty are required to report alleged violations of scholastic dishonesty** to the Dean of Student Development, who then investigates the case, and renders an administrative decision.

- **Faculty are not allowed to assign a grade to the work in question** until the Dean of Student Development renders a decision.
- **Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty from the office of the Dean of Student Development.**
- **Additionally, students found responsible for scholastic dishonesty will be assigned a penalty in this class that ranges from a grade of “F” on the assignment to a grade of “F” for the course.**

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.

If you anticipate or experience any barriers to learning based on disability, please contact the ACCESS Office (<https://rainier.accessiblelearning.com/Collin/ApplicationStudent.aspx>) **Please Note:** Instructors will provide reasonable accommodations only to students who present a Course Accessibility Letter issued by the ACCESS Office.

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

INSTRUCTOR INFORMATION

Office Number: L222 (Library)

Office Hours: By appointment only on M, T, & R evenings.

Phone Number: 972-377-1006

Email: RNHALL@collin.edu

Email is my preferred method of contact. I will generally respond to emails within 24 hours, though it may take a little longer on weekends. I will only respond to emails sent from CougarMail or within Canvas, not from outside email addresses.

Class Information: ENGL 1301

Section Number: 1301-P71 **CRN:** 10747

Meeting Times: M 7:00 p.m.-9:45 p.m.

Meeting Location: L206

COURSE RESOURCES

Required Textbook:

The Norton Field Guide to Writing with Readings and Handbook with 2016 MLA Update by Richard Bullock, Maureen Daly Goggin, and Francine Weinberg (ISBN: 978-0-393-61739-9) Online readings and/or handouts

There will be other online readings, videos, and/or handouts provided by instructor.

Recommended Text:

How to Write A lot by Paul J. Silvia (ISBN: 978-1-591-47743-3)

Required Supplies: USB Drive and/or Drive/Dropbox/Cloud software. It is highly suggested that you have a USB flash drive for saving and backups. A computer and/or tablet with typing capabilities is also recommended. Pens and pencils, notebook/loose-leaf paper, folder/binder. Be prepared to take notes by both electronic and non-electronic means. Also, have a stapler or access to one.

IMPORTANT: Come to class prepared with your books, handouts, USB, computers/tablets, and all necessary supplies.

Minimum Technology Requirements: 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 their Cougar Mail (Collin email) daily, always in advance of each class meeting.

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.*

Canvas: We will use Canvas as our learning management system. There is a Canvas app, and you may also view course information from Cougar Web <https://cougarweb.collin.edu/cp/home/displaylogin>. Should you ever have difficulty accessing Canvas, the eLC can help: Canvas Help.

Cougar Mail: <http://cougarmail.collin.edu>. You may also access Cougar Mail via Gmail. Simply use your full email address as your username (e.g. student@cougarmail.collin.edu); the password is the same.

If you are unable to meet these technology requirements and skills, your progress in the course will be negatively affected, as you will miss important announcements and assignments.

ATTENDANCE

Attendance Policy: Attending class is extremely important in this course. Your overall attendance and participation is essential to discussion, group work, the overall class learning environment. If 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. However, frequent absences will negatively affect your performance as well as your final grade for the course.

Chronic tardiness is unacceptable, as is disrupting class or coming to class unprepared. If you are late, you must report your tardy to the instructor 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 tardy; otherwise, the absence stands.

Late work is not accepted. Submit all work prior to or on its due date. If you are going to have a planned absence (including college-sanctioned events). **Exception:** Extenuating circumstances, such as a medical emergency (e.g. hospitalization or family death), must be documented and instructor-approved; please contact your instructor as soon as possible after the emergency.

GRADING

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

1. Class Participation/Discussions/Quizzes (15) @ 1 point each	15
2. Lab Units* (15) @ 1 point each	15
3. Essay Drafts (3) @ 5 points each	15
4. Peer Reviews (3) @ 5 points each	15
5. Final Draft Essays (3) @ 10 points each	30
6. Final Essay Exam (1) @ 10 points	10
Total	100

***This course includes 15 lab units for a total of 15 points (1 point per lab unit). They will be graded on timeliness, accuracy, completeness, and quality of writing. Labs may include but are not limited to the following:**

- Conference with professor--must be of substance (assistance with an assignment, topic selection, discussion of a previous essay, etc). You will write a brief (100 word) statement of what you learned.
- Writing Center visit and/or workshop--you will write a brief (100 word) statement of what you learned.
- Session with reference librarian--you will write a brief (100 word) statement of what you learned.
- Library workshops--you will write a brief (100 word) statement of what you learned.
- Online student tutorials--you will write a brief (100 word) statement of what you learned.
- Online library tutorials--you will write a brief (100 word) statement of what you learned.
- Study skills seminars--you will write a brief (100 word) statement of what you learned.
- Group tutoring--you will write a brief (100 word) statement of what you learned.
- ACCESS tutoring--you will write a brief (100 word) statement of what you learned.
- Attendance at and analysis of Campus Speaker/Campus (see schedule at <http://calendar.collin.edu>) After attending the event, you will write a 150-word analysis of the event.
- Grammar and writing exercises and/or quizzes given through the testing center
- Additional writing assignments from an optional list outside of regular assignments (examples: annotating an article or keeping a journal of regular writing that can be submitted for lab credit)
- Optional revision activities (a listing of possible revision strategies and choose one to be completed outside of class as part of an essay process)
- College resource lab
- College familiarity completion assignment (find the library, the counseling center, the writing center, etc.)

- Online Collin website familiarity completion assignment (ELC, exam schedule, library resources, etc.)
- Outside of class peer review
- Reflection of Discussions

*A note about the 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 coursework 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 complete 15 labs units.

Writing Assignments Evaluative Criteria:

Essays and written assignments are evaluated according to the criteria stipulated in the standardized writing rubric, which will be distributed in class. In this course, students will be given a letter grade and an accompanying 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 10 days after the submission deadline date. A student's grade, along with instructor comments, will be available in Canvas.
- A letter grade and an accompanying percentage grade are given on all assignments for the course. For example, "A" (95%). The percentage grade enables students to track their points earned 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 Collin email. As an instructor, I respond to all such emails usually within a twenty-four-hour period.
- All student written responses and/or threads are due **by 11:59 p.m.** on the due date.
- **A student will earn a "0" for all unexcused late work, unless one of the exceptions documented below apply. 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 in Canvas. **STUDENTS SHOULD NOT EMAIL ASSIGNMENTS** since they cannot be accurately documented in Canvas and your grade book.

Grading Scale:

A	= 100 -- 89.5 points
B	= 89.4 -- 79.5 points
C	= 79.4 -- 69.5 points
D	= 69.4 -- 59.5 points
F	= 59.4 points and below

Grading Percentage Equivalents

A = 100% – 89.5%

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B = 89.4% – 79.5%

C = 79.4% – 69.5%

D = 69.4% – 59.5%

F = 59.4% and below. An F may also be given for plagiarism.

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

Distribution of Points

Peer Reviews 15%

Class Participation 15%

Rough Draft Essays 15%

Lab Units 15%

Final Draft Essays 40%

COURSE SCHEDULE

Please note: This class schedule may not include all assignments. Additional details will be provided on Canvas and in face to face meetings. All assignments must be typed in MLA format and submitted in Canvas unless directed otherwise by the instructor. Assignments are listed on the day they are due. *When assigned to read/watch something, take notes and be prepared to discuss in class and/or on Canvas.*

<u>Wk</u>	<u>Date</u>	<u>Topic</u>	<u>Discussion/Assignments</u>
1	8/27	Introductions: Course, Syllabus, Canvas, and Each Other TurnItIn and Lab Units Requirements Importance of Reading and Writing/Rhetoric, Writing Process (Video), and MLA (Video)	Course Discussion and Notes
2	9/10	Narrative/Descriptive Essay (Lecture) Writing Literary Narrative/Descriptive Writing Literary Narrative/Descriptive Essay (Lecture and Video)	Read Syllabus and bring questions to class regarding it; obtain course materials and bring them to class weekly. Syllabus Quiz Group Assignment "Essay Dissecting" Discussion and Note taking Read pp. 73-78 "Write or Wrong Identity" for discussion
3	9/17	Brainstorming for Narrative/Descriptive Essay (Discussion and Video)	Read pp. 83-93 Writing a Literary Narrative Discussion and Note taking Submit Narrative/Descriptive Rough Draft Essay due

		In Class Writing (Focus on Narrative/Descriptive Essay Rough Draft)	by 9/23 11:59 p.m. CST
4	9/24	Peer Reviews	Bring three copies of Narrative/Descriptive Rough Draft to class 9/24 Submit Peer Review documents by 9/30 11:59 p.m. CST Edit and Revise Narrative/Descriptive Essay
		Lab Units 1-5	Lab Units 1-5 Due 9/30 by 11:59 p.m. CST
5	10/1	Summary Response Essay Summary Response Essay (Lecture and Video) <i>Hey, That's My Monster</i> by Amanda Noll	Group Assignment "Critical Reading" Read pp. 201-205 Evaluations Submit Narrative/Descriptive Final Draft Essay due 10/7 by 11:59 p.m. CST
6	10/8	Brainstorming for Summary Response Essay Focus on Summary Response Essay Rough Draft	Bring three copies of Summary Response Rough Draft to class 10/15
7	10/15	Peer Reviews	Submit Summary Response Rough Draft Essay due by 10/21 11:59 p.m. CST
8	10/22	Compare and Contrast Essay Partners Teamwork Video Team Building--Collaboration Team Work Video Team Building--Problem Solving	Submit Peer Review documents by 10/28 11:59 p.m. CST Edit and Revise Summary Response Essay
9	10/29	Compare and Contrast Group Essay pp. 803-812 "A Rose for Emily" Process pp. 279-327	Submit Summary Response Final Draft Essay due 11/4 11:59 p.m. CST Group Assignment "Comparing and Contrasting" with Venn Diagram
		Lab Units 6-10	Lab Units 6-10 due 11/11 by 11:59 p.m. CST
10	11/5	Compare and Contrast Essay (Lecture and Video) How to Write a Compare and Contrast Essay Developing a Thesis (Video)	Read Process pp. 279-327 Group Assignment (Annotated Notes)

11	11/12	Brainstorming for Compare and Contrast Essay In Class Writing and Partner Collaboration Time/Presentation	Continue reading Process pp. 279-327 Group Assignment (Annotated Notes) Discussion and Note taking Compare and Contrast Group Essay Rough Draft due 11/18 11:59 p.m. CST Bring three copies of Compare and Contrast Rough Draft to class 11/19
12	11/19	Peer Reviews	Submit Peer Review documents by 11/25 11:59 p.m. CST Edit and Revise Compare and Contrast Essay
13	11/26	Instructor/Student Conferences	Must Sign up for Conference by 11/19 on Canvas
14	12/3	Compare and Contrast Presentations	Submit Final Draft of Compare and Contrast Essay (each individual must submit) by 12/9 11:59 p.m.
		Lab Units 11-15	Lab Units 11-15 due 12/9 by 11:59 p.m. CST
15	12/12	Final Exam Essay/Presentation	Final Exam 12/12 7:00 p.m. -9:00 p.m. CST

ADDITIONAL COURSE INFORMATION

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 *Collin 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. Instructors report cases of scholastic dishonesty to the Dean of Student Development Office.

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. Remember to cite in all cases. (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 instructor and/or Writing Center tutors for guidance.

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 instructors 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 instructors in advance of the submission deadline(s).

CELL PHONE/LAPTOP/RECORDING TECHNOLOGY POLICIES

Cell phones: Please have all cell phones on vibrate during class time. If you are expecting an emergency call, please step outside the classroom to take your call. If you think there may be an educational reason to use your cell phone, please ask me whether it's okay to take it out. Use of a cell phone without permission may result in loss of participation points and/or being asked to leave the class.

Laptops and Tablets: You may bring and use laptops or tablets during the portions of the class when you are doing in-class writing or other activities where they may be useful. Please have the laptops and tablets closed or off during large and/or small group discussions so that you can participate more fully in those discussions. Use of a laptop for non-class activities may result in loss of participation points for the day. Students may not record any part of class discussion or lecture without prior written permission.

CLASSROOM ETIQUETTE

- 1) Remember to be respectful to all within the classroom. When I need your attention, I will raise my hand. When my hand is up, please stop your conversations, so that we are respectful of our time and purpose.
- 2) Questions are welcome during class. Please raise your hand and wait to be recognized. If you have personal issues or emergencies please talk to me after class or email me with those questions or concerns.

EMAIL ETIQUETTE

Whenever emailing me (or any of your other professors), please remember the following guidelines:

- 1) Remember that you are emailing your instructor. While email is used as a common form of daily communication, you must remember your audience. You should never write to your instructor 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 (Dear Dr. Walters, Dear Instructor Smith, or Hello Ms. Walsh— “Hey” is never appropriate) and an appropriate closing/signature (Sincerely, Alex Doe or Thank you, Chris Jones). Always address your instructor 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 instructors teach more than one class each semester, and they may have more than one “Alex” or “Chris” in their classes).
- 3) Choose an appropriate subject heading. It is highly recommended to include the course name and section number in the subject heading so that your email will not be confused for spam.
- 4) Do not send attachments to me, or any of your other professors unless an attachment is specifically requested or if you have been given permission to send one.
- 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 24-48 hours (excluding weekends—this is the standard email policy). Whenever possible, however, 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.

THE WRITING CENTER

The PRC Writing Center is located in Lawler Hall (LH 141: 972-377-1576), but students may also use the SCC Writing Center (972-881-5843) or the CPC Writing Center (972-548-6857), depending upon availability and convenience.

Please schedule appointments in advance, approximately two weeks, and remember to bring your assignment information. 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.

The Online Writing Center (OWL) Additionally, free group tutoring is available via the ACCESS Office for all Collin College students.

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).

WRITTEN PAPERS & ASSIGNMENTS

All papers must be MLA formatted. Please refer to the MLA handbook: 1" margins, double-spaced, standard 12- point font (Times New Roman or Garamond), proper heading, header, etc. Double check your spacing. New versions of MS Word include extra spaces each time you hit "enter," so under "Paragraph" options, please choose "0pt." both "before" and "after." Should you like help with MLA, please visit the campus Writing Center.

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, 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 turnitin.com (in Canvas), sometimes a hard copy is also required.

There are no make-up quizzes or exams and late assignments will not be accepted.

Below is a copy of the contract you will need to sign after carefully reviewing the syllabus. You do not need to print/sign this copy. One will be provided for you in class.

I, _____, have read my English 1301 syllabus in its entirety and I understand all of the course rules, regulations, and policies, including the scholastic dishonesty policy. I understand what scholastic dishonesty is and am aware of the consequences if I should be found responsible for violating the college and course policies either intentionally or unintentionally. All of my questions about the syllabus details have now been answered by my professor. I understand that I am completely responsible for all of the information provided on this syllabus and that there is no recording of class without written permission.

In addition, I understand that I am expected to behave in a responsible, courteous, and professional manner during this class. This includes but is not limited to not using my cell phone in class as well as using proper etiquette during class and online.

Printed Name: _____ Signed Name: _____

Date: _____