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# Composition I

Diana Gingo Dr.  
*Collin College*

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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.

<b>Course Credit Hours:</b>	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:** BP1

**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

**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.)

**IMPORTANT—Computer Technical Requirements (for Online Courses):**

**Daily 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. Laptops are available for check out/home use in the library.

**If you are unable to meet these Internet requirements, you will need to find an on-campus course without Internet requirements.**

**Canvas** is the Learning Management System we will use for this course.

[Canvas student orientation.](#)

Cougar Web is accessible as a link from the Collin College Homepage, or directly [here](#).

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

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](mailto:student@cougarmail.collin.edu)); the password is the same.

## METHODS OF EVALUATION

**Assignments and Quizzes: 20%**

**Lab Assignments: 10%**

**Essay #1: 10%**

**Essay #2: 15%**

**Logical Fallacies Presentation: 10%**

**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 of an argument, and the Research Project is an argumentative research project with both primary and secondary sources (including academic research). The Logical Fallacies Presentation is a virtual presentation shared with the class. 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. A lab sheet will be provided, 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 are entirely the student's responsibility. Be sure to review the “Lab Requirement” section on Canvas (via Modules) for directions and additional lab requirement options; these may be updated throughout the semester. Online/Blended students may complete their lab requirement entirely online; however, there are lab options on campus, too, for those students who are interested (optional).

**Lab assignments must be submitted to the “Lab Units” slots on Canvas, or in-person (during office).**

**Attendance verification is required for in-person events and workshop/writing center attendance—either scan the documentation and upload it to Canvas or have the faculty sponsor of the event email me to confirm your attendance.** You may see a running total of your lab units via the Canvas gradebook—see “Lab Units.” “Lab #1” and “Lab #2” will record your grade for each deadline (50 points per deadline, 100 points total). *You should aim to complete at least one lab credit per week, on average; however, you are encouraged to complete lab assignments as far in advance as possible.*

Submit lab assignments as you complete them, well in advance of these deadlines:

**Deadline #1—October 14<sup>th</sup>: 8 lab units (min.) must be submitted prior to this date\***

**Deadline #2—December 2<sup>nd</sup>: 16 lab units (min.) must be submitted prior to this date\***

**\*\*Students who submit lab assignments early, at least a few 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)

**A means Excellent** (Well above average)

80-89 B (B+ =88; B =85; B- =80)

**B means Good** (Above average)

70-79 C (C+ =78; C =75; C- =70)

**C means Adequate** (Average)

60-69 D (D+ =68; D =65; D- =60)

**D means Poor** (Below average)

0-59 F (F=59 or below; 0=did not submit/plagiarized)

**F means Failing** (Far below average/failing)

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### 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.

Students will be given specific instructions for the submission of each assignment.

**Electronic copies: Assignments must be uploaded to Canvas and/or Turnitin.com, as directed.**

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#### **Week One (8/27-9/02): Writing Basics and Fundamentals**

Welcome to English 1301: Introduction to the Course

Online Course Orientation/Introduction to Canvas

Putting a Face with a Name—Professor and Student Introductions

Syllabus Questions Answered, Syllabus Quiz/Assignment, and Course Contract

Lab Requirement Explained

**\*Unless stated otherwise (on the syllabus or on Canvas),**

**all weekly deadlines are Sundays at 11:59pm. The week begins on Monday.\***

#### **Week Two (9/03-9/09—Collin College is Closed on 9/3 for Labor Day): Writing as a Process**

MLA Format and Formal Essay Writing Basics

The Greek Appeals and the Aims of Argument

Rhetorical Analysis

Essay #1 Explained

The Writing Process; Organizational Tools

#### **Week Three (9/10-9/16): The Writing Process in Action**

Thesis Writing & Essay Structure Basics

Drafting Workshop: Body Paragraphs

Grammar Review: Commas and Semi-Colons

#### **Week Four (9/17-9/23): Writing with Style**

Understanding Audience: Style, Tone, and Voice

Writing for an Audience (Exercise)

Workshop: Drafting & Revision

Improving Style through Diction and Sentence Variety

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

#### **Week Five (9/24-9/30): Revising and Finishing**

Peer Revision

“The Writing Rules”

Grammar Review: Subject-Verb Agreement

#### **Week Six (10/01-10/07): Rhetorical Analysis and Evaluation**

Essay #1 Due

Reading and Writing Critically

Formal Analysis

Lab Deadline #1 (finalize any remaining labs and post by 10/14 at 11:59pm)

#### **Week Seven (10/08-10/14): The Writing Process**

Lab Deadline #1

Essay #2 Explained

Visual Analysis

Analysis and Evaluation Practice

Grammar Review: Pronouns & Apostrophes

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

#### **Week Eight (10/15-10/21):**

Thesis Writing and Peer Critique

Planning Review and Workshop

Look ahead to next week's Logical Fallacies Presentation (opportunity to work ahead)

#### **Week Nine (10/22-10/28): Logical Fallacies**

Logical Fallacies Work

Logical Fallacies Presentations

#### **Week Ten (10/29-11/04): MLA Introduction & Peer Revision**

MLA Documentation Basics and Integrating Sources

Evaluation Citation

Peer Revision

#### **Week Eleven (11/05-11/11): Research and Evaluating Sources**

Essay #2 Due

MLA In-Text Citations (Parenthetical Citations) and the Works Cited Page

Research Project Assigned: Research Basics & Effective Research Practices

Prewriting (Timed Freewriting: Generating Ideas)

#### **Week Twelve (11/12-11/18): Research Presentation Process**

Research Project Questions and Discussion

Crafting an Effective Presentation: Presentation Dos and Don'ts

Workshop

**Week Thirteen (11/19-11/25): Research Presentations**

Lab Deadline #2 (finalize any remaining labs and post by 12/02 at 11:59pm)

Research Project

**Week Fourteen (11/26-12/02): Research Presentations**

Lab Deadline #2

Complete Research Project

Research Project Presentation Due

**Week Fifteen (12/03-12/09): Course Conclusion and Final Exam Review**

Research Project Presentations Peer Viewings: Feedback Due

Final Exam Review

**Week Sixteen: Final Exam Week (Monday 12/10-Thursdays 12/13 at 5pm)**

**Final Exam** (must be *completed* on Canvas by Thursday 12/13 at 5pm)

*No regularly scheduled office hours during final exams week for faculty. Please email or call to make an appointment, if desired.*

*\*\*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 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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**Students may not record 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.**

**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 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.) to prevent any problems or issues—computers and printers are available on campus.

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 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.**

**\*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.*

- 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.BP1—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 48-hour extension for submission.** This pass cannot be used to obtain an extension for a quiz, exam, group work, or presentation.

**Please note—when you want to use your pass, you must email me once you submit/post the assignment to alert me to the late submission and inform me that you are choosing to use your one-time Murphy’s Law pass (48-hour extension). Then, post a comment on Canvas in the assignment slot confirming your use of the pass.**

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 PERCENTAGE point which will be added to your *final course average*.

## 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: \_\_\_\_\_