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Composition I

Scott Cheney
Collin College

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COLLIN COLLEGE

COURSE SYLLABUS – FALL 2018

Course Information

Course Number: ENGL 1301.WS3 (online) CRN: 11263

Course Title: Composition I

Room Number: **No face-to-face meeting required.**

NOTE: This is an online course, but it is **NOT** self-paced (see weekly deadlines below).

Course hashtag: #1301WS3

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 is Friday, October 19. See the current **Collin Registration Guide** for more info.

Collin College Academic Policies (including Religious Holy Days): Refer to the current **Collin Student Handbook**.

Americans with Disabilities Act Statement: It is the policy of Collin College to provide reasonable and appropriate accommodations for individuals with documented disabilities. This College will adhere to all applicable Federal and State 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 D-140) or 881-5898 (TDD-881-5950) in a timely manner if the student desires to arrange for accommodations.

Instructor Information

Name: Scott Cheney

Office: Spring Creek Campus in Plano – D122 (behind Printing Express)

Office phone: 972.548.6590

Email: scheney@collin.edu

Twitter: @CCscottcheney **Twitter hashtag:** #1301WS3

Office hours: Tuesdays at Allen Center: 9-9:23 a.m., 10:38-11:07 a.m., and 12:22-1:12 p.m.

Thursdays (in D122): 9:30 a.m.-12:00 p.m. and 12:30-2:30 p.m.

NOTE: face-to-face and online meetings possible; email for appointment.

Books

No required textbook. Please reference our eTextbook in Canvas. For extra credit, read recommended (optional) text: *They Say/I Say* by Graff and Birkenstein (any edition). NOTE: the Collin library owns around 15 copies of various editions.

Policies

Overview: You will achieve the Student Learning Outcomes of this class (see above) in a **completely online course**. To achieve these outcomes, students are not only required to read all assigned texts but also to be prepared to share their written responses to these readings in discussion board posts as outlined in the course calendar. Students will take quizzes (which cannot be made up), do peer reviews, complete writing labs, take a midterm, and write three papers—one short paper (3 pages), one longer paper (4 pages), and one final project called the Multiple Genre Argument (8 pages). There will also be an online presentation and self-evaluation at the end of the semester. All major essays will be typed and formatted in MLA as follows: double-spaced, using a version of the Times or Arial fonts (size 12), with one-inch margins. Please use MLA 8 for all citations.

NOTE: Late papers will be penalized one letter grade per day (including weekends) unless arrangements are made with me **before** the paper is due. **No papers will be accepted after one week.** And late papers will not automatically receive comments and cannot be revised.

Method of Evaluation: Final grades for this course will be calculated in the following manner:

| | | |
|---|--------------------|--------------|
| Discussion Board, Quizzes, Peer Reviews | 100 points | A = 900-1000 |
| Labs | 150 points | B = 800-899 |
| Midterm Exam | 50 points | C = 700-799 |
| Paper 1 (Narrative) | 150 points | D = 600-699 |
| Paper 2 (Rhetorical Analysis) | 200 points | F = 0-599 |
| Paper 3 (Multiple Genre Argument) | 250 points | |
| Presentation | 50 points | |
| Self-Evaluation | 50 points | |
| TOTAL | 1000 points | |

Attendance & Participation: Post in the class Discussion Board regularly. **You cannot pass the class if you miss more than five Discussion Board posts and/or responses throughout the term.** Most weeks require one post and one response, so missing one week constitutes missing two posts/responses. Discussion Board posts and responses are due by 11:59 p.m. on designated days (see Course Calendar below). To be clear, missing three weeks would total six posts/responses and cause you to fail the class.

I know life can get complicated; just talk to me as soon as something comes up. Students who stay in close communication with me tend to get higher grades. I am very flexible if you talk to me when problems arise; however, I cannot be flexible if you talk to me during the last week after missing deadlines all term. In other words, talk to me **before**—not after—those deadlines have passed.

Online: This is an online course, which means you will complete the course requirements completely online with no required on-campus instruction. **Even though this is an online course, it is not self-paced. This means that there are weekly deadlines.** Missing one week of work will adversely affect your grade. Please look at your schedule to be sure you can get the work done each week. Also, sometime during the first week, I recommend taking the e-learning readiness assessment called Smarter Measure where you will discover your preparedness for taking an online course. In particular, this assessment will give you information about your reading speed and comprehension, technical competency and knowledge, typing speed and accuracy, and personal attributes that relate to distance learning success. The Smarter Measure assessment can be found at https://www.collin.edu/academics/ecollin/eLC_smartermeasure.html

Netiquette: 1) Standards of courtesy and respect must be maintained at all times in our online “classroom.” Join in to the discussion, but remember that this is still a “classroom” setting and that respect and consideration are crucial for any intellectual discussion. 2) Discussion boards are the place for intelligent and respectful airing of ideas. Name-calling and personal attacks are not permitted. 3) Any violation of the standards of appropriate behavior online will be reported to the Dean of Students and the college will take appropriate disciplinary action.

Email and Twitter: Please use the Canvas inbox or CougarMail for all email correspondence. **Do not use a personal email account.** Read the “Guide to Emailing Me” in Canvas before contacting me. Although optional, posting on Twitter will provide subsequent means of class participation as well as easy contact with your classmates and me. Of course, this online forum will be treated as an extension of our actual (and virtual) classrooms, so the same standards of decency apply. Think carefully about what you post on Twitter. I prefer that you create a new account just for our class. Your Twitter followers probably don’t want to hear about your English class, and I don’t want to hear about your Friday night. (For more information on how to use Twitter, ask me for links to helpful articles.) Please note: Twitter is not a graded activity; it merely acts as another method of communication. (Also, you can see my tweets in Canvas without an account.)

Revisions: Be advised that **I DO READ AND ADD COMMENTS TO YOUR MAJOR PAPERS (Papers 1 & 2).** You will find my comments on your papers in Turnitin 14 days after you turn in the final draft. (Please contact me if you cannot find them!) Because I want you to learn from my comments, revisions are acceptable for Papers 1 and 2 (*except late papers*). This means you can improve your essays for a better grade if you make significant and meaningful changes. You will have **one week** to make necessary changes to these papers, though revisions are not required. Please upload revisions to the appropriate Turnitin assignment in Canvas. **Because excellent writing requires revision, it is very hard to get an A in this class without revising your papers (or completing extra credit assignments).** As I have many papers to grade, your revised grade may not show up in the grade book until the end of the term. If you would like to see a change earlier, please schedule a meeting with me. And be sure to double check that your revision grade has posted by the last week of class. As it has a different purpose and is due at the end of the term, Paper 3 will be given one grade and will not be open to revision. **One final note: if you do not read my comments in Turnitin after I return a paper, you will not receive comments on subsequent papers until you initiate a conversation with me and show that you have read the comments.** This policy allows me to give better comments to students who will read and benefit from them. Finally, I can only spend a limited amount of time on each paper, but I’m always happy to give further feedback if you contact me.

Midterm: Because understanding basic writing conventions is important but often overlooked, we will be taking a midterm that covers the writing conventions that I focus on in my written comments on your papers. As many of us will not get a perfect score on this exam, each student will have the chance to retake the exam exactly one time. (In case you're wondering, the system will record the higher score.) Note well: you must complete the exam AND the optional retake on the same day. This means you should take the exam early in the day to leave time for the retake. **Remember: it is not easy to learn new skills, and we all make mistakes. Ultimately, I want you to learn to fail well. In other words, try to view failure as an opportunity to improve (a starting point, not the end of trying).**

Reading Assignments: We will spend considerable time discussing the assigned readings in the Discussion Board. You can expect to have about one article to read each week. Additionally, there will be quizzes on the readings throughout the semester that cannot be made up. The readings that are listed in the course calendar will make up the bulk of our reading assignments. Any changes will be communicated in Canvas. **Remember: You cannot pass the class if you miss more than five Discussion Board posts and/or responses throughout the semester.**

Labs: You do not need to attend a separate lab for this course. The lab component is an integral part of this writing course, however. For this course, you are required to complete lab work commensurate to a full-semester course (about one hour per week). This lab is not the same as regular daily course work that you must complete to stay on track in the class; it is, instead, designed as additional writing-focused activities that will help improve your writing throughout the term. In this class, you will have quite a bit of autonomy with labs. The overall goal for your labs is to spend (and document) about one hour of writing per week on a topic that interests you. You have two basic choices, but there is a great deal of flexibility. (See Canvas for options and the details of posting labs.)

Electronic Papers: Instead of printing out your essays, you will turn in electronic copies of your papers. Being able to compose and distribute your writing in multiple forms and over various channels is part of being an accomplished writer in the twenty-first century. The skills you learn in this class relative to technology will also help you in other classes and the workplace. Before you question my methods, **please ask for help.** I am more than happy to help...you just need to ask!

The Writing Center: We have centers on each campus. See website for info on workshops, face-to-face, and online sessions. This is a free service available to everyone. More info: <http://www.collin.edu/studentresources/writingcenter>

Scholastic Dishonesty (Chapter 6 of the current Student Handbook, pg. 96):

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. Collin College may initiate disciplinary proceedings against a student or prospective student accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty shall include, but is not limited to, one (1) or more of the following acts.

General Scholastic Dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, or the award of a degree; and/or falsifying academic records or documents. Students are expected to record honestly and accurately the results of all their research. Falsification of research results shall include misrepresentations, distortions, or omissions in data or reports on research.

Plagiarism includes, but is not limited to, intentionally or unintentionally failing to quote and cite an author's words, information, and/or ideas in accordance with American Psychological Association (APA) Style, Modern Language Association (MLA) Style, The Chicago Manual of Style (Chicago Style), or another citation style approved by the professor. See current version of the Collin College Student Handbook for info on Cheating and Collusion.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member shall delay posting a grade for the academic work in question until the case is final. A student found responsible for a scholastic dishonesty offense(s) shall receive an appropriate disciplinary penalty or penalties from the Dean of Students Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member shall determine the appropriate academic penalty, which may range from a grade of zero (0) on the assignment to failing the course. **In this class, all writing will be new and original work. Any form of academic dishonesty will lead to an F on the assignment and may include a grade of F for the course. Sources like images, videos, and audio must also be cited correctly and will be held to the same standards as those in print.**

A plea from your professor: do everything you can to avoid plagiarizing! I hate filling out incident reports for my students, and you do not want to meet the Dean of Students. Here's a tip: when in doubt, use the phrase "According to," and use quotations marks. Example: According to Kevin Sherrington, the "Rangers are raising the white flag on 2018." The phrase "According to" signals that what comes next is not your writing, and the quotation marks make it obvious that you are using someone else's words. **Another plea from your professor:** don't fall victim to patchwriting! Patchwriting is using someone else's writing almost word-for-word but substituting (or "patching" in) your own words here and there. Example: The Rangers are surrendering in 2018. Notice that the phrase "the white flag" is substituted for a new word, but the idea is the same as the above sentence. One more tip: Turnitin will allow you to view your similarity score before the due date so you can make changes. **If you have questions about any of this, please contact me before the due date!**

CougarAlert: When an emergency occurs, the CougarAlert system can send email, text messages, and voice messages to students and employees in as little as 90 seconds. More info on how to sign up here: www.collin.edu/cougaralert.html

Course Repeat Policy: Beginning Fall 2016, Texas residents attempting a course more than twice at Collin College are subject to regular tuition plus an additional \$50 per semester credit hour. Please see the "Repeating Courses" section of the Registration Guide for more information.

NOTE: THIS CALENDAR IS SUBJECT TO CHANGE. ONLY USE UPDATED CALENDAR FROM CANVAS THAT IS UPLOADED ON THE FIRST DAY OF CLASS.

| Course Calendar (Paper due dates in BOLD .) W=Week, LM=Learning Module, DB=Discussion Board | | | | DISCUSSION BOARDS CLOSE EACH WEEK ON FRIDAY AT 11:59 PM | | |
|---|---|---|---------------------------------------|--|---------------|---|
| | Sunday | Monday | Tuesday | Wednesday | Thurs. | Friday |
| W1 LM1 | Aug. 26 | 27 See Week 1 in Canvas and do intro work (ASAP) | 28 | 29 | 30 | 31 DB and Quiz due by 11:59 pm |
| W2 LM2 | Sept. 2 | 3 Labor Day (Campuses Closed) | 4 W2 Readings... W2 DB posts... | 5 | 6 | 7 DB by 11:59 pm |
| W3 LM2 | 9 | 10 W3 Readings... W3 DB posts... | 11 | 12 | 13 | 14 DB by 11:59 pm |
| W4 LM2 | 16 Upload DRAFT to Turnitin by 11:59 pm | 17 Start Paper 1 Peer Review | 18 | 19 Paper 1 Peer Review DUE by 11:59 pm | 20 | 21 (Balloon Festival SCC) Paper 1 by 11:59 pm |
| W5 LM3 | 23 | 24 W5 Readings... W5 DB posts... | 25 | 26 | 27 | 28 DB by 11:59 pm |
| W6 LM3 | 30 | Oct. 1 W6 Readings... W6 DB posts... | 2 | 3 | 4 | 5 8 LAB HOURS DUE by 11:59 pm |
| W7 LM3 | 7 | 8 W7 Readings... W7 DB posts... | 9 | 10 | 11 | 12 Midterm Available ONLY: 12 am-11:59 pm |
| W8 LM3 | 14 | 15 W8 Readings... W8 DB posts... | 16 | 17 | 18 | 19 DB by 11:59 pm (Last day to withdraw) |
| W9 LM4 | 21 Upload DRAFT to Turnitin by 11:59 pm | 22 Start Paper 2 Peer Review | 23 | 24 Paper 2 Peer Review DUE by 11:59 pm | 25 | 26 Paper 2 by 11:59 pm |
| W10 LM4 | 28 | 29 W10 Readings... W10 DB posts... | 30 | 31 | Nov. 1 | 2 DB by 11:59 pm |
| W11 LM4 | 4 | 5 W11 Readings... W11 DB posts... | 6 | 7 | 8 | 9 ALL LAB HOURS DUE by 11:59 pm |
| W12 LM4 | 11 | 12 W12 Readings... W12 DB posts... | 13 | 14 | 15 | 16 Presentation & Lab Showcase DUE by 11:59 pm |
| W13 LM4 | 18 | 19 W13 Readings... W13 DB posts... | 20 | 21 Thanksgiving | 22 (All | 23 campuses Closed) |
| W14 LM4 | 25 Upload DRAFT to Turnitin by 11:59 pm | 26 Start 1st Paper 3 Peer Review | 27 | 28 1st Paper 3 Peer Review by 11:59 pm | 29 | 30 |
| W15 LM4 | 2 Upload DRAFT to Turnitin by 11:59 pm | 3 Start 2nd Paper 3 Peer Review | 4 | 5 2nd Paper 3 Peer Review by 11:59 pm | 6 | 7 Paper 3 by 11:59 pm |
| W16 LM5 | 9 | 10 Self-Evaluation by 11:59 pm | 11 | 12 | 13 | 14 Collin College Commencement |