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Composition I

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Collin College

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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: Placement in ENGL 1301; College-Level Reading

Student Learning Outcomes:

- **State-mandated outcomes:** Upon successful completion of this course, students will:
 1. Demonstrate knowledge of individual and collaborative writing processes.
 2. Develop ideas with appropriate support and attribution.
 3. Write in a style appropriate to audience and purpose.
 4. Read, reflect, and respond critically to a variety of texts.
 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.

Withdrawal Policy:

Dropping a class means that you remove yourself from the class up to the census date. Dropped classes do not appear on your official transcript. You may now drop online up to the census date. Withdrawal from a class means that you remove yourself from the class after the census date. Withdrawn classes appear as a W on your official transcript but are not calculated in your grade point average. Withdrawals are not permitted online. Please read the Fall 2018 Registration Guide or contact the admissions office for information on how to withdraw.

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

- From the Collin Student Handbook, Chapter 6: Student Code of Conduct Violations
- 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.

- 1. **Cheating** includes, but is not limited to, having access to unauthorized materials or electronic, digital media, telecommunication, and/or wearable devices (i.e., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during an examination; the giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; using someone else's work for an assignment as if it were one's own; submitting or resubmitting an assignment in whole or in part (i.e., recycling an assignment) for more than one (1) class or institution without permission from each of the professors; using annotated texts or teacher's editions; using information about exams posted on the Internet or in any electronic medium; leaving a test site without authority; failing to secure test materials; removing tests or answer sheets from a test site; and any other dishonest means of attempting to fulfill the requirements of a course.
- 2. **Collusion** includes, but is not limited to, intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty; failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; unauthorized collaboration or communicating answers to a classmate about an examination or course assignment; and allowing a classmate to copy answers.
- 3. **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.
- 4. **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.

Any student found guilty of scholastic dishonesty will be unable to earn above a "C" in the course. That means the highest grade possible for that student is a C and no higher.

Americans with Disabilities Act:

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 opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 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*. Documentation **must come from the college and be submitted within 15 days of the beginning of the semester to be approved.**

INSTRUCTOR INFORMATION

Instructor's Name: Natasha Robinson

Office Number: Online

Office Hours: Online by appointment

Email: nrobinson@collin.edu

Class Information: ENGL 1301

Section Number: WC2

Meeting Times: Online

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 Turnitin.com or e-mailed to me. Make sure to disable pop-up blockers. You are expected to understand how to use Canvas, the internet, word processing programs, and other basic online tools. You are responsible for learning how to use these tools before the semester begins. No late work is accepted due to technology issues on the part of the student. If you need help, please visit this site:

http://online.collin.edu/eLC_gettingstartedonline.html. Do not rely on me to help as I can't see the same screens as you do.

Minimum Student Skills: Students are responsible for attending class, completing readings, writing papers and classroom discussions, all to be completed on time according to the syllabus. They must keep track of their work throughout the semester. Grading follows the syllabus.

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 e-mail correspondence, whether you are communicating with me or your classmates.

Course Resources: *The Norton Field Guide to Writing with Readings and Handbook, 4th edition*

Supplies: Notebook, writing utensils, access to Internet and a word processing program.

Attendance Policy: You are expected to attend every class. This is an online class with assignments due throughout the week and on weekends. Collin College does not have at-your-own-pace writing courses. **If you are unable to complete this intense workload, please consider a traditional class on campus. I do not excuse absences; therefore, it isn't necessary to tell me when you were sick.**

If you do not have access to the internet, you can visit a coffee shop, a library or school.

Technology issues are not an excuse. Students are responsible for having a working computer, a word processing program, materials, and access to the internet from the beginning of the semester to the end. If you are planning to go on vacation, you are responsible for submitting your work on time.

It is impossible to do well in a composition course if you are not “present” for class discussions by participating in discussion boards/peer review and other activities. These rules are here to ensure that you and your classmates have a productive semester and learn worthwhile skills to help throughout your other classes and career.

E-mailing Me about Questions/Problems/Grades: Please e-mail me if you have questions. You *must use CougarMail*. Please don’t use Canvas’s e-mail system—it often goes to my “clutter” box and I might miss it. You will get a more prompt response if you e-mail using CougarMail. Also, it is imperative that you put your class and section in the subject line. I need to know what class you’re in to understand what your question or problem is! Please be kind in your requests to me. I will not change a grade because a student is unhappy, however, I will always be willing to correct a mistake when I make one. Please read the feedback I leave on your essays before inquiring about your grade.

E-mail Turn-Around: You must correspond with me using CougarMail. Monday through Friday I will respond to e-mails within 48 hours (2 days)—though I’m usually MUCH faster! If you have an assignment due, please note that your question may not be answered before the essay/assignment is due and you are expected to still turn it in. On weekends, I will answer e-mails within 48 hours (2 days). **Please note we do not have class on Saturdays or Sundays but assignments are still due on these dates so plan ahead.**

Additionally, I ask that you first check your syllabus before asking me questions. Most questions can be answered within the syllabus so please check here first. ☺ I suggest using the CTRL + F button to search for your question (e.g., if you’re looking for information about labs, just typing in “lab” to the search will bring up everything that talks about labs).

Grading Turn-Around: Please allow me a full week to complete grades on essays. Sometimes I will be able to grade much faster, other times it may take me longer. Please know that I take my responsibilities very seriously and I try to complete grading quickly, but I also believe in taking the time to give good feedback to students.

Method of Evaluation: You will be graded on essays, labs (peer review, invention workshops, and draft workshops), homework/in-class work, and participation.

Essays

Syllabus Quiz	5%
Diagnostic Essay:	8%
Narrative Essay:	10%
Rhetorical Analysis Essay:	10%
Research Essay:	15%
MLA Quiz:	10%
Reflections (4):	4%

Other Work

Peer Reviews (3):	9%
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Labwork: 14%
Discussion Boards: 15%

Total:

100%

Final Grades:
90-100%. = A
80-89% = B
70-79% = C
60-69% = D
0-59% pts = F

I do not round grades. The grade you earn is the grade you have earned. An 89.999 is a B. You are responsible for your own success.

I do not negotiate grades with students. I am here to help, but keep in mind that you earn the grade you work for. If you have a question about your grade, always feel free to ask for clarification, but your grade will not change because you are unhappy with it.

Course Requirements:

1. All papers must be submitted to Canvas/Canvas on the due dates listed in the syllabus. There will be NO exceptions to this rule. It is your responsibility to plan ahead.
2. The lab component is an integral part of this writing course. Over the course of the semester, you will need to complete the labs assigned. This lab is not the same as regular daily coursework 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. During the semester, you will need to track and provide evidence of completing these lab requirements outside of class. **Labs are graded as complete or not. For a lab to be “complete” it must be turned in by the due date and be fully completed. If a student misses any of these labs, their course grade will be reduced by half a grade when final grades are assigned. So, if a student misses two labs, their course grade will drop by 1 full letter grade.**

-For this course, labs are journals students write outside of class in Word about at least 7 readings PER time submitted (so 14 total). More information is below.

Discussion Boards: You MAY earn half credit for only responding to the whole prompt and not responding to the required number of classmates—leaving anything out will earn a 0 so please read carefully.

Whole credit is earned by not only answering the full prompt, but responding to the required number of classmates for the day.

There is one discussion board post required per week in this course. Make sure you respond to the prompt fully and to your classmates thoughtfully. One sentence responses will not earn credit.

Note: I don't always respond to all students in discussion boards. Sometimes you may get a note from me when I grade, other times you won't. I do this because I want the discussion board to be a place where you and your classmates can have conversations and I don't want to interrupt them or change them. However, if I notice something you say is particularly thoughtful, you have a

specific question, or you are off-base on your response, I will respond.

Lab Work: Labs account for 14% of your final grade. Each response, in full, accounts for 1% of your grade.

Labs for this course are responses/journals to 14 readings completed for the course, 7 for the first submission and 7 for the second. **You must write the date each lab as well as the reading you are responding to. ALL labs should be in one word document per submission (e.g., 7 responses in one word doc for first submission, and 7 for the second in one word doc).**

Each journal must be at least 150 words long and typed in Word (so 7 responses at 150 words each). You can choose which 7 per half of the semester, and you'll usually have multiple readings to choose from, which is usually 2-3 chapters a week. When responding, please reflect on the following items:

- 1) What you think about the reading and how it pertains to the class.
- 2) Any questions you have about the reading.
- 3) How this connects to your other classes or interests.
- 4) Notes do not count—make sure you're reflecting on the readings by responding to the above prompts.

No late work is accepted for any reason. I don't typically respond to labs, but rather I read them and give all/nothing credit per entry depending on the quality of the reflection.

Readings: Purchasing the book and completing readings will aid you in understanding the course material. It becomes quite apparent to not only me, but classmates when students aren't completing the readings. It is ill-advised to miss any readings. **It is mandatory to purchase the book. You must have the book by week 1.**

Draft Posts: Draft posts are uploaded for peer review. If you do not post a draft you cannot participate in peer review.

Peer Review: Students are expected to complete peer review for three assigned essays: two for random classmates and one for yourself. Each peer review is graded ONLY if students not only upload a draft, but ALSO provide peer review for two randomly assigned classmates plus themselves. I suggest all students participate fully because if a student uploads his/her draft but doesn't complete peer review, that means two classmates won't get feedback but the person who uploaded his/her draft will and that's incredibly unfair. Students who upload a draft but don't complete peer review will earn a 0.

Troubleshooting Peer Review: If you get kicked out of peer review, you will have to log into Turnitin.com to participate. If you don't know your password choose the forgot password option. Only use Turnitin.com to do peer review if you are kicked out. Do not submit essays through the website. You must use Canvas to upload essays or I will not see that they have been submitted (it's an issue on Turnitin's end).

Essays/Quizzes: Essays are due in the weeks listed on the syllabus by 11 p.m. The one exception is the final exam. It is due on a different date (see the calendar below). Yes, Canvas says 11:59 p.m.

Quizzes must be taken on the date listed by the time listed on Canvas. Quizzes that are not finished

in one sitting will not be reset. **Make sure you set aside at least an hour (uninterrupted) for each quiz.**

Reflections: A new requirement I've added are reflections. Students sometimes don't read my feedback on their essays and turn in their next essay making the same mistakes. Since each essay in my class builds upon the previous essay it is imperative that students view my feedback. Reflections are due one week after the essay has been graded, thus the due dates are a bit more fluid. Once I send the announcement that I've finished grading, students will have a week to view my feedback and respond about what they've learned. These short essays must be at least 250 words each and answer the prompt in the grading announcement. Reflection due dates will not appear in our syllabus **but will appear in the Canvas calendar.** This is why I suggest students make good use of the Canvas calendar by checking it throughout the week. I won't spring an assignment on you, but it's a good way to make sure nothing slips by you.

Make-Up or Late Work: Major papers are due, no matter if you plan to be absent or not, on the assigned due date. **I do not accept late work at all, under any circumstance.** Papers are due to be uploaded into Canvas/Canvas by 11 p.m. class the day a paper is due. See Calendar for due dates. Any work that is not turned in on time will be a 0.

Collin College Academic Policies: Academic Ethics: 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. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission of one's own work material that is not one's own. 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. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own; or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers. See the current Collin Student Handbook for additional information.

Additionally, students may not "recycle" papers they have written for previous classes for any reason.

Students who are found guilty by the Dean of Students cannot, under any circumstances, earn

above a “C” and will receive a “0” for the paper plagiarized. If you have any questions about plagiarism before submitting a paper, please contact me. Please note, most students, due to this rule, do not earn a C so please do not risk it by plagiarizing. Always feel free to talk to me if you are having trouble and I’ll try to help.

Civility: Please be respectful towards your classmates and me. Some ways you can positively influence success within our classroom is to refrain from making hurtful or rude comments, and not paying attention to me or your classmates. Our “classroom” is meant to be a safe environment for all of us. Students will be warned if they are violating the civility clause via e-mail. Points will be deducted from the assignment that violates the civility clause.

Terms of the Syllabus: If you stay enrolled in this course, you are required to follow the above rules. No part of the syllabus or grading is negotiable between the student and professor. I reserve the right to change the calendar at any time, but I will not make it more difficult to pass the class.

Submitting Essays: All papers will be uploaded **through Canvas**. No late papers will be accepted under any circumstances whatsoever. **You must turn in essays on the day they are due by 11 p.m. that night to Canvas.**

Canvas: All of the class materials can be found on Canvas. Students are not advised to complete work on any type of device other than a computer due to functionality issues on other devices.

Let’s have a productive semester!

If you want to know where you stand, please ask!

COURSE CALENDAR

***Readings are due on the date listed. Additional readings not listed here may be assigned. I reserve the right to change this calendar at any time.**

I advise you to cross off each item as you complete them. It becomes very easy to miss things and there are many things going on at once. Also, Canvas compiles a calendar of due dates I suggest you use. There are multiple ways that I make it easy for you to keep track of your work—so I expect all students to stay on top of things.

Week 1: Aug. 27th

Discussion Board 1

Read Diagnostic Rubric

Read Ch. 5 “Purpose,” Ch. 6 “Audience,” Ch. 7 “Genre”

Diagnostic Essay Due *Sunday* by 11:00 p.m.

Week 2: Sept. 3rd

Discussion Board 2

Read Narrative Essay Rubric

Read Ch. 8 “Stance,” Ch. 10 “Writing a Literacy Narrative,” Ch. 59 “Literacy Narratives,” AND pp. 340-41

Syllabus Quiz due at 11 p.m. *Sunday*

Week 3: Sept. 10th

Discussion Board 3

Read Ch. 43 “Narrating”

Week 4: Sept. 17th

Discussion Board 4

Read Rhetorical Analysis Rubric

Read Ch. 11 “Analyzing Texts,” Ch. 29 “Assessing Your Own Writing,” Ch. 30 “Getting Response and Revising”

Draft Post (*Tuesday* by 11:00 p.m.)

Week 5: Sept. 24th

Discussion Board 5

Read Ch. 41 “Dialogue,” Ch. 49 “Quoting, Paraphrasing, and Summarizing”

Listen to “Santaland Diaries” found on NPR’s website—any version on their website is fine. There’s some foul language so if that bothers you, make sure no children are listening.

Peer Review (Due *Friday* by 11:00 p.m.)

Week 6: Oct. 1st

Discussion Board 6

Upload Labs Due *Sunday* at 11:00 p.m. (Note: You only need to complete 7 out of the readings so far for responses—but please do all of the reading!)

Narrative Essay Due *Sunday* by 11:00 p.m.

Week 7: Oct. 8th

Draft Post (*Tuesday* by 11:00 p.m.)

Discussion Board 7

Read Research Essay Rubric

Read Ch. 1 “Writing in Academic Contexts,” Ch. 2 “Reading in Academic Contexts,” Ch. 3 “Summarizing and Responding,” Ch. 12 “Reporting Information”

Week 8: Oct. 15th

Discussion Board 8

Read Ch. 60 “Textual Analyses,” Ch. 51 “Documentating Sources,” Ch. 52 “MLA Style”

Peer Review (Due *Friday* by 11:00 p.m.)

Week 9: Oct. 22nd

Discussion Board 9

Read Ch. 45 “Developing a Research Plan,” Ch. 46 “Finding Sources,” Ch. 47 “Evaluating Sources”

Rhetorical Analysis Essay Due *Sunday* by 11:00 p.m.

Week 10: Oct. 29th

Discussion Board 10

Ch 48 “Synthesizing Ideas,” Ch. 69 “Texts that Mix Genres”

Draft Post (Due *Tuesday* by 11:00 p.m.)

MLA Quiz due *Friday* by 11:00 p.m.

Week 11: Nov. 5th

Discussion Board 11

Read “Multitasking Can Make You Lose... Um...Focus” in Ch. 61

Peer Review (Due *Friday* by 11:00 p.m.)

Week 12: Nov. 12th

Discussion Board 12

“Homeless on Campus” in Ch. 61

Week 13: Nov. 19th (short week, Thanksgiving break ☺)

Discussion Board 13 due Wednesday

Week 14: Nov. 26th

Discussion Board 14

Read Ch. 50 “Acknowledging Sources, Avoiding Plagiarism”

Research Essays due Sunday by 11 p.m.

Note: you will have very little feedback on the research essay other than a grade due to the time limits for grades to be turned in and the extra time I allowed for the essay this semester!

Week 15: Dec. 3rd

Discussion Board 15

Finals Week: Dec. 10th

Upload Labs by Monday, December 10th at 11 p.m.