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Composition I

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Collin College

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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 is 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:
Demonstrate personal responsibility through the ethical use of intellectual property. (Personal Responsibility)

Withdrawal Policy: See the current *Collin Registration Guide*. The last day to withdraw with a "W" is **OCT 19, 2018**.

Americans with Disabilities Act Statement: In compliance with applicable law, Collin College provides equal access to education and safeguards against discrimination by offering specialized services and reasonable accommodations to qualified students with a disability. If you anticipate or experience any barriers to learning based on disability, please contact the ACCESS Office (Plano D140 or Frisco F144) (<https://rainier.accessiblelearning.com/Collin/ApplicationStudent.aspx>) **Note:** Instructors

will provide reasonable accommodations only to students who present a Course Accessibility Letter issued by the ACCESS Office.

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.

See the current *Collin Student Handbook* for additional information.

INSTRUCTOR INFORMATION

Instructor's Name: Dr. Lisa H. Forrester, **Office Number:** L 213 a

Office Hours: Tues/Thurs 9-10 am and Wed 10 am-12 pm and 5-7 pm, and by appointment

Phone Number: 972-377-1087

Email: lforrester@collin.edu

Class Information: Section Number: PY2, **CRN:** 11287

Meeting Times: Tues 10-11:20 a.m. and online assignments due on Thurs by 11:59 pm

Meeting Location: L218

Minimum Technology Requirement

Minimum Student Skills:

1. Know how to disable pop-up blockers 2. Know how to upload and download files and attachments

Netiquette Expectations:

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 areas 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 appropriate disciplinary action will be taken by the college.

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

Attendance Policy: Attending class is extremely important in this course. To get the most out of class discussions, class handouts or notes, and important explanations of assignments and quizzes, you must attend every day the class meets. If, however, you must be absent, you are expected to be prepared for class in the same manner as those students who were present at the previous class session. Please contact a fellow student or the professor for assignments or class notes. It is to your benefit to attend class regularly, be on time, and be prepared with book in hand. If problems arise, please contact me by email as soon as possible, preferably ahead of class time. **Punctuality:** Be punctual. Arriving late to class is extremely rude and distracting. Consistently arriving late will result in you being counted absent for the day. If for some reason you must be late, check with me after class to ensure that you are not counted absent for the entire class. Ensuring the change in the attendance record is your responsibility, not mine.

Method of Evaluation:

1. Lab component (Four 25 point units)	100
2. Four formal essays (100 points each)	400
3. Final exam	200
4. Discussion posts (20 points each)	100
5. Assignments through Canvas (20 points each)	200

Total 1000

1000-900=A, 899-800=B, 799-700=C, 699-600=D, 599-0=F

Explanation of Grading:

Important Note: If a student is found responsible for academic dishonesty, a penalty ranging from a 0 on an assignment to an F in the course will be assigned based on the instructor's interpretation of the severity of the situation.

Discussion Posts: Each assignment in the discussion forum is worth 20 points. The length of each initial post should be around 225 words; the post should be copied and pasted or typed directly into Canvas rather than downloaded as an attachment. Use Edited American English grammar, spelling, and punctuation for discussion board posts. The due dates for these assignments are posted on the Course Calendar. You are also required to respond to 2 of your peers' posts in a 3-5 sentence response. Forum is found on Canvas.

Assignments through Canvas: Each assignment is worth 20 points. The length of each assignment varies and will appear in the directions. Use Edited American English grammar, spelling, and punctuation for short answer assignments. The due dates for these assignments are posted on the Course Calendar and on the assignments. These assignments are posted under the Assignments Module on Canvas.

Essay Submission: All essays except Essay 4 are turned in through *Turnitin*. There is a 10 point penalty for not turning in your essay online through *Turnitin* by the time class begins on the day the essay is due. A hard copy of the essay is also due to the professor at the beginning of class on the day the final copy is due. Late essays will not be accepted. Early written work can be turned in the LH building at the reception desk. If the peer review is missing when the final copy is turned in, 5 points will be deducted from the final grade; if the rough draft is missing when the final copy of the essay is turned in, 5 points will be deducted from the final grade. Rubrics for essays are found in essay handouts.

Reading Responses: These assignments are turned in at the beginning of class time on Tuesdays. They vary in description but are intended to help the student recognize whether or not they are grasping the material covered that week. They are not graded but will be returned with feedback from the instructor.

Lab Assignments: 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 16 units or points from the list to get full credit. There are 4 units each worth 25 points of your grade. These are mentioned in the Course Calendar and found on Canvas. Also, this lab work is not the same as regular daily course work that you must complete to stay on course in the class; it is instead designed to be additional writing-focused activities which will help improve your writing throughout the term.

Final Exam: You must turn in the final exam during final exam period assigned for this class. This exam cannot be made up.

Delivery Method of Feedback and/or Graded Material: Discussion posts and assignments will be graded online and posted on Canvas. Essays will be graded and

handed back to students during class. Essays will be graded and posted to Canvas within 2 weeks of the due date and online assignments will be graded and posted within 1 week of the due date.

Standards for Instructor Response and Availability: You should receive a response to emails within 24 hours on weekdays.

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. In order to accomplish this, the SOBI team has designed a process for assisting students who may display various levels of concerning behavior (e.g., strange or unusual behavior; changes in dress, personal hygiene, or physical appearance; threats of harm to self or others; etc.). 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.

Please note that SOBI is not a disciplinary committee, and SOBI actions are not a substitute for disciplinary procedures. Reports of Student Code of Conduct (Code) violations will be referred directly to the Dean of Students for disciplinary action. If you have any questions regarding disciplinary procedures, you can call 972-881-5604 or email dos@collin.edu. If you need to file an incident report with the Dean of Students, you can do so from this link, https://www.collin.edu/studentresources/deanofstudents/forms/student_incident_report.html

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 SOBI (including how to submit a referral from off-campus) on the SOBI website, which can be found here (<https://www.collin.edu/studentresources/SOBI/>).

Miscellaneous: Turn off cell phones and other devices before entering the classroom in order to avoid distracting fellow students and the professor. Food is not allowed in the classroom unless there is enough food for everyone.

Course Calendar follows on next page.

English 1301.PY2 Course Calendar

The professor will make changes to assignments and due dates of this calendar as necessary. Any changes will be announced beforehand in class and/or through CougarMail.

August

28 Intro to class, each other, and chaps 1-9. Homework: Read chaps 1-9, Assignment 1 and Discussion Board 1 (DB1)—see Thursday 8/31 work

30 DB1 and Assignment 1 due online by 11:59 pm. Homework: Reading Response 1 (RR 1) due Tues, Sept. 5 in class on paper

September

4 Turn in RR 1, discuss chap 1-9, Writing Center Tour. Homework: Read chap 10

6 Assignment 2 due by 11:59 pm. Homework: RR 2

11 Turn in RR2, discuss Essay 1. Homework: Prewrite Essay 1

13 Assignment 3 due in Canvas by 11:59 pm. Homework: Complete final copy of Essay 1

18 Turn in Essay 1 through *Turnitin* by 10am and in hard copy at the beginning of class, Discuss chap 11. Homework: Read chap 11 and DB2

20 DB2 and Assignment 4 due in Canvas by 11:59 pm. Homework: RR 3

25 Turn in RR3 and discuss chap 50. Homework: Skim chap 50

26 Banned Books Event in PRC Conference Center at 4 pm.

27 DB 3 and Assignment 5 due in Canvas by 11:59 pm. Homework: RR 4

October

2 Turn in RR 4 and discuss Essay 2. Homework: Begin draft of Essay 2

4 Assignment 6 due in Canvas by 11:59 pm. Homework: Complete draft of Essay 2

9 Conferences and Peer Review draft of Essay 2. Homework: Complete final copy of Essay 2

11 Turn in Essay 2 electronically into Turnitin on Canvas by 11:59 pm. The hard copy is not due this time.

16 Assignment 7 due in class. Homework: Read chap 13

18 Assignment 8 due in Canvas by 11:59 pm. Homework: RR 5

19 Last day to withdraw from courses with a "W"

23 Turn in RR5 and discuss Library Databases and MLA, and introduce Essay 3
Homework: Begin draft of Essay 3

25 Assignment 9 due in Canvas by 11:59 pm. Homework: Complete draft of Essay 3

30 Peer Review draft of Essay 3. Homework: Complete final copy of Essay 3

November

1 Turn in Essay 3 through *Turnitin* by 11:59 pm. No hard copy is due this time.

6 **Veterans Week** Discuss chap for presentations and assign groups for Essay 4

8 Assignment 10 due in Canvas by 11:59 pm. HOMEWORK: DB4 by Nov. 12 at 11:59 pm.

13 Announce Essay 4 Groups and work on Essay 4 Presentations in library

15 Complete Essay 4 Presentations

20 Complete Essay 4 Handout with partner; turn in presentation; begin if there is time

22 **Thanksgiving Holiday—No classes**

27 Essay 4 Presentations

29 Complete DB5 by 11:59 pm

December

4 Complete Lab Units and record them on Lab record sheet; Final Exam Review

6 Turn in Lab Units Record sheet through Canvas and Review for Final Exam

Final Exam 10 am—12 pm will be online