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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: 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.
 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:

See the current *Collin Registration Guide* for the last day to withdraw.

Repeat Policy:

As of 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.

Collin College Academic Policies:

See the current *Collin Student Handbook*.

Americans with Disabilities Act:

Collin College provides reasonable accommodations, in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973, to afford equal educational opportunities to all people. Students requesting accommodations under this provision should contact Collin College's Accommodations at Collin College for Equal Support Services (ACCESS) Office, located at the Spring Creek Campus (SCC) in Plano, at 972.881.5898 (voice). It is the student's responsibility to contact the ACCESS office and to notify professors of any accommodations.

INSTRUCTOR INFORMATION

Instructor's Name: Dr. Lisa A. Kirby

Office Number: L209

Office Hours: Monday, 9:00-11:30 a.m. and 3:30-4:30 p.m. (online)

Tuesday, Thursday, 9:00-10:00 a.m.

Wednesday, 11:00-11:30 a.m. (online)

and by appointment

Phone Number: 972-548-6756

Email: LKirby@collin.edu

Class Information:

Section Number: S83

Meeting Times: Tuesday, Thursday, 11:30 a.m.-12:45 p.m.

Meeting Location: L251

Course Resources: The following textbook is required for this course. The Collin College bookstore is managed by Barnes and Noble; students can find more information about their textbooks and the bookstore at <http://collin.bncollege.com>.

- Ballenger, Bruce. *The Curious Writer*. 5th ed. Brief edition (with MLA 8 update). ISBN: 978-01-34703-26-8.

Supplies: The following supplies are required for ENGL 1301:

- Binder or folder to keep course materials organized; and
- Spiral or composition notebook for ENGL 1301 writing journal.

Attendance Policy:

Each student is expected to attend class regularly and participate, and students' success in this class is directly tied to attendance. We will be conducting some sort of writing or class activity every day that counts towards students' final grades. As such, being absent, tardy, or leaving early adversely affects the final grade. After two weeks of unexcused absences (four absences in a TR class), I reserve the right to no longer accept a student's work and require that students who have reached this number of absences meet with me to sign an attendance contract. Since illness, car trouble, and other issues are likely at some point during the semester, students are urged to consider carefully their absences.

If students are going to be absent, it is their responsibility to contact and discuss with me any missed work. Students are responsible for all work missed due to absences and must turn in the work on the given due date, unless prior arrangements have been made.

In accordance with Section 51.911 of the Texas Education Code, the college will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time. Students are required to file a written request with each professor within the first 15 days of the semester to qualify for an excused absence. A copy of the state rules and procedures regarding holy days and the form for notification of absence from each class under this provision are available from the Admissions and Records Office.

Late Enrollment:

Per Collin College policy, students are now able to enroll in a course until Thursday, August 30. Should a student enroll in this course late, he/she will still be held accountable for any absences accrued during the missed days of class and will not be able to make up any missed work for the missed days.

Method of Evaluation:

Students are responsible for completing all reading, writing, and library assignments. In addition, any student given extra tutoring assignments will be expected to fulfill this task as part of the course requirements. Students can view their grades at any time through Canvas. The grading scale for this course is:

A = 90-100
 B = 80-89
 C = 70-79
 D = 60-69
 F = 59 and below

In order to receive a grade for this course, students must complete all major writing assignments, which consist of Essays #1-4 and the final presentation/project. Final grades will be determined as follows:

• Essay #1	10%
• Essay #2	15%
• Essay #3	25%
• Essay #4	15%
• Final Project and Presentation	5%
• Peer Review	5%
• Discussion Board	10%
• Revision Activities	5%
• Lab	5%
• <u>Class Participation</u>	<u>5%</u>
Total	100%

Other Course Policies:

Office Hours and Communication: My scheduled office hours (listed on page 2) are intended as times when students can drop in to discuss their writing or other class issues. These office hours are intended as first come, first served, and no appointments will be made. Should you need to meet with me at another time, or if you prefer to have a scheduled appointment, those will take place outside of my usual office hours. I highly recommend students take advantage of office hours and appointments to ask questions and even have me review drafts of your essays, as well as an opportunity to earn lab credits.

Outside of office hours, the best way to contact me is through e-mail (also listed on page 2). Canvas is the college's primary form of communication, so please e-mail only through Canvas. I generally respond to e-mails within 24 hours and often sooner.

Student Code of Conduct/Scholastic Dishonesty:

Please see the Student Handbook for further information.

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.

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.

In ENGL 1301, all work submitted is expected to be **original** to the student and this class. Students should submit writing that is their own and should not submit writing they have submitted or will submit for another course. If a student is suspected of scholastic dishonesty, no grade will be given for the assignment until a judgment is rendered by the Dean of Student Development Office. At this time, if the student is found responsible, he or she will receive a grade of zero for the assignment.

Make-Up and Late Work: All assignments must be submitted to Canvas by the beginning of class time on the day they are due, even if a student is going to be absent. Please note that all due dates are in Central Standard Time. While I do not accept late or make-up work on in-class writings, discussion boards, revision activities, or informal writings, I will accept the major essays up to one week late, though there will be a penalty of one letter grade per day (including weekends). I do, however, realize that sometimes life gets in the way of our writing. Therefore, I am willing to grant each student one extension per semester, with no penalty. This extension only applies to the major essay assignments. The request for this extension must be made via e-mail at least 24 hours prior to the assigned due date, and it will allow the student an extra 72 hours to work on the assignment. For example, if the essay is due at 11:30 a.m. on a Tuesday, the student would then have until 11:30 a.m. on Friday to submit the assignment through Canvas. **No late work, either with an extension or without, will be accepted later than one week past the original due date.**

Canvas/Turnitin: We will be using Canvas in this course to organize course materials, provide class announcements, and submit writing assignments. Should we be forced to miss class due to unforeseen circumstances, such as weather, Canvas will be the space where students can look for announcements and updates. When an assignment is due via Canvas, it must be submitted on a specific date and time. It is also the responsibility of students to ensure their assignments are submitted correctly and on time. While I will always notify students when something is due on Canvas, students should access Canvas and Cougar Mail daily. We will use Canvas for discussion boards, as well as to submit the major essays. All major essays will be submitted through Turnitin in Canvas. Students do not need a separate log in for Turnitin. Please note that, along with the grade, extensive comments are provided on all essays and can be viewed through Canvas. Students are **required** to view these comments in Turnitin, so they can understand how they received the grade and for guidance on future assignments.

Technology Use: According to the Collin College Student Handbook, students are not permitted to engage “in the disruptive use of electronic or digital media or telecommunication devices during class, Collin College labs, and/or other learning environment” (7.2.3.S). During class time, please make sure your cell phones and other electronic devices are put away and on silent. Laptops and tablets are only allowed under certain circumstances.

If a student wishes to record portions of the class for study purposes, he or she must first gain permission from the professor. Even if approval is granted, students are not permitted to copy, post, or record any information, images, or content from this course or the classroom for redistribution to anyone, including to other media, on social media, etc., without express permission from the professor. If you have questions about this policy, please let me know.

Behavior: As the instructor for this course, I have full discretion over what behavior is considered appropriate/inappropriate for the classroom. Any behavior I deem to be inappropriate shall be addressed according to Collin College's policies and procedures. While in class, students should focus on the course content and refrain from working on assignments for other classes, sleeping, texting, working on laptops/tablets, and engaging in other behaviors that are disruptive.

Class Environment and Philosophy: The guiding philosophy of this section of ENGL 1301 and its content is the idea that being educated and informed is our responsibility as citizens living in a democratic society; as Thomas Jefferson stated, "an educated citizenry is a vital requisite for our survival as a free people." This course will therefore provide us opportunities to consider certain societal tenets—identity, education, current events, and work—and what constitutes an educated, informed citizen.

As such, we will work hard to both learn about and model good citizenship. Our class will be most successful if we work in an environment of respect, cooperation, and collaboration. I assume that students in my course want to be here and, as such, will contribute to the class by completing their assignments, participating in discussion and activities, and showing respect to their peers and me. I work hard for my students, and I expect the same in return. I will do everything I can to help students be successful in this course; however, I must also know that students are putting forth their full efforts. I look forward to a semester of hard work, interesting discussions, and good writing.

Course Assignments:

Reading Assignments: The reading assignments for this course are integral to your understanding of this class, and it is not possible to "get by" in this class without doing the reading. The textbook is required, and students will need to have access to it both for homework and in class. Students should read with a pen or pencil, marking the text in a way that will help them when they go back to it (particularly when they go back to it as a writer). If they can't bring themselves to write in the book, students should begin to develop a system using note cards or Post-it notes. The key is to be familiar with the reading and prepared to discuss it in class and apply it to writing assignments. Also, be aware that, unless specifically assigned, readings do not include exercises or activities in the textbook. *The Curious Writer* is the primary textbook that we will be using this semester, and students should plan to bring it to class almost every day.

Class Participation: Class participation will take several forms in this course, including students sharing their writing, providing feedback to their peers, and participating in class discussion. Most of our class time will be spent discussing drafts of students' writing and the assigned readings. Few writers work alone; they rely on friends and colleagues to listen to ideas, to read drafts, and to help with revision.

It is students' responsibility to arrive in class prepared to discuss that day's reading and writing assignments and participate in class discussion. I urge you to attend class regularly and take good notes throughout the semester. These will help you with the assignments. While from time to time I may volunteer them for certain questions, I rely on students to voice their own opinions and participate in class discussion. Portions of students' grades (5%) are based on class participation. If students attend class regularly, participate in class discussion, and are engaged and good citizens of the classroom, they can expect to receive these points in full.

Writing Assignments: Whether they take the form of in-class or out-of-class writings, I expect students to put forth effort and take each writing assignment seriously. We will be using the writing process in this class, which means that each essay will be taken through the prewriting, drafting, revising, and editing stages. Students should keep all stages of their writing in case I need to review the materials. To stay organized, students should purchase a folder or binder for course materials.

Since we are using the writing process in this class, there will be a great deal of emphasis on revision. I urge you to get feedback on your writing prior to submitting it. Students are welcome to come meet with me to review their drafts (I do not review them via e-mail) or go to the Writing Center. Since writers have so much time to work on their assignments prior to the due date, all revision should take place before submitting the final draft. No revision or rewriting will be allowed once the final draft has been submitted for a grade.

There will be four major writing assignments for this class, which will ask students to think critically and respond to assigned prompts, and will count for 65% of the final grade. In addition to the feedback I provide about their writing, students will also receive assistance from their peers. Students will have several weeks to complete each essay, and emphasis will be placed on the revision process. All essays should be typed, double spaced, in 12 pt. font, and with proper MLA formatting. The proper heading for all assignments is the following:

Cougar 1

Collin Cougar

ENGL 1301

Dr. Kirby

August 28, 2018

Title of Assignment

Peer Review: An important part of any writer's process is receiving feedback. There are two types of draft review that take place this course: Peer Review and Student Draft Review. For Peer Review, on an assigned date specified in the syllabus, students must bring in copies of their drafts to receive feedback from their peers. Students will exchange drafts, follow specific guidelines, and provide feedback on the drafts. Students who have their drafts on peer review day and complete thorough and thoughtful peer review will receive credit. Peer review counts for 5% of the overall course grade. More specific guidelines will be provided about what to review and evaluate.

Another component of peer review is Student Draft Review, when students will volunteer for a specific date throughout the semester for the entire class to review their drafts. This optional assignment will count for lab credit (more information to follow), and students will sign up on a first come, first served basis.

Discussion Board: During most weeks during the semester, students will be asked to respond to a prompt on the Canvas discussion board related to that week's reading assignments and class discussion. The dates for these postings are listed in the course

calendar, they must be completed prior to class time, and no late postings will receive credit. This is an opportunity for students to respond informally to issues raised in class, as well as continue our discussions beyond the classroom. These writings will count for 10% of the final grade, and students will receive credit by responding fully to the assigned prompt and reading and commenting on at least one posting from a peer.

Revision Activities: Throughout the course of the semester, we will be doing a number of revision activities and workshops to help students fine-tune and polish their papers in preparation for the final draft. While I will introduce these activities in class, most will be completed outside of class time. Students should follow the specific instructions for each activity and then submit their work to me during the next class period to receive credit; they will not be accepted late. These activities will count for 5% of the overall course grade.

Writing Journal: Students should buy a spiral bound notebook or composition book and bring it to class with them every day. This is the writing journal, a space where students will respond to assigned readings, record ideas, do writing exercises and activities, complete revision activities, and take notes on class discussions. While this will not count for a grade, the writing we do will be helpful for the essays and class discussion.

Lab: The lab component is a required part of this writing course. Over the course of the semester, students will need to complete a combination of eight selections from the lab list that I will provide. This lab work is not the same as regular classwork or homework that students must complete to stay on track in the class; it is instead designed to be additional writing-focused activities, which will help improve students' writing throughout the term. During the semester, students will need to track and provide evidence of completing these lab requirements outside of class on a sheet provided. More information will follow on what activities count for the lab component. This assignment counts for 5% of the course grade, and all eight labs must be completed to receive this credit. Please note that the labs are due before the end of the semester on Tuesday, November 27.

Final Exam/Presentation: We will not have an official final exam for this class; however, we will meet during this period. We will use this time as an opportunity for students to present their final projects of the semester. Attendance is mandatory.

Extra Credit: Throughout the course of the semester, there will be a couple of opportunities for extra credit. Typically, students can earn extra credit through attending specific on-campus events and writing up a brief (one-page, double-spaced) reflection of what the event was about and what they learned. These reflections are due no later than one week after the event via e-mail. I will announce these opportunities (and not all campus events count—just the ones I announce) in class and also post them on Canvas. Generally, each event is worth one point of extra credit on the final grade in the class.

Course Calendar:

Please be advised that the course calendar is subject to change. If revisions are needed, I will inform students in advance and in writing. Also, please be sure to regularly check the Modules in Canvas, which contain the most updated course information and reflects any changes. Please be aware that all assignments are due by class time on the due date.

Week 1: Writing Habits and Generating Ideas

Tuesday, August 28

Introduction to course

Discuss syllabus

Introduction to Canvas/Turnitin

Homework: Read Chapter 1, pages 1-16, 20-31
Complete Discussion Board #1
Bring personal photo to class

Thursday, August 30

Discussion Board #1 due (Canvas)

Discuss Chapter 1, "Writing as Inquiry"

Discuss active reading strategies

Photo-writing exercise

Homework: Read Chapter 2, pages 36-61

Week 2: Reading Habits and Processes

Tuesday, September 4

Discuss Chapter 2, "Reading as Inquiry"

Reader's Workshop: Active Reading

Hand out guidelines for labs

Homework: Complete Discussion Board #2
Read one of selected readings (Canvas)

Thursday, September 6

Discussion Board #2 due

Discuss selected readings

Hand out guidelines for Essay #1

Prewriting for Essay #1

Homework: Read Chapter 3, pages 62-68, 72-73,
94-98

Complete Discussion Board #3

Week 3: Writing a Personal Essay

Tuesday, September 11

Discussion Board #3 due

Discuss Chapter 3, "Writing a Personal Essay"

Writing a Personal Essay: Step-by-Step

Homework: Work on Essay #1

Thursday, September 13

Student Draft Review

Homework: Complete draft of Essay #1
Read Chapter 14, pages 512-18, 530-31

Week 4: The Peer Review Process

Tuesday, September 18

Peer Review: Essay #1

Discuss the revision process

Revision Workshop: Explode a Moment

Homework: Complete Essay #1
Complete Revision Activity

Thursday, September 20

Essay #1 due (Canvas)**Revision Activity due** (in class)Watch *Waiting for Superman*Homework: Begin reading Freire, "The Banking Concept" (Canvas—please print)**Week 5: Analyzing the Education System**

Tuesday, September 25

Finish *Waiting for Superman*Homework: Complete Discussion Board #4
Continue reading Freire (bring to class)

Thursday, September 27

Discussion Board #4 due

Discuss Freire, "The Banking Concept"

Hand out guidelines for Essay #2

Prewriting for Essay #2

Homework: Re-read Freire (bring to class)**Week 6: Writing an Analytical Essay**

Tuesday, October 2

Reader's Workshop: Annotating a Text

Work Groups: Freire, "The Banking Concept"

Homework: Read Chapter 8, pages 259-64, 270-72
Review Freire, "The Banking Concept"
(Canvas)
Complete Discussion Board #5

Thursday, October 4

Discussion Board #5 due

Discuss Chapter 8, "Writing an Analytical Essay"

Writing an Analytical Essay: Step-by-Step

Finish discussion of Freire, "The Banking Concept"

Homework: Bring Freire to class
Bring quotes and thesis statement to class**Week 7: The Writing Process**

Tuesday, October 9

Writer's Workshop: Thesis Statements and Quotes

Discuss MLA documentation style

Homework: Work on Essay #2

Thursday, October 11

Student Draft Review

Homework: Complete draft of Essay #2
Read Chapter 14, pages 540-41

Week 8: Writing an Argument

Tuesday, October 16

Peer Review: Essay #2

Revision Workshop: The Frankenstein Draft

Homework: Complete Essay #2
Complete Revision Activity

Thursday, October 18

Essay #2 due (Canvas)**Revision Activity due** (in class)Watch *The Business of Amateurs*

Hand out guidelines for Essay #3

Prewriting for Essay #3

Homework: Read Chapter 7, pages 211-32, 254-58
Read one of selected readings (Canvas)
Complete Discussion Board #6

Friday, October 19

Last day to withdraw**Week 9: Exploring Research Topics**

Tuesday, October 23

Discussion Board #6 dueFinish *The Business of Amateurs*

Discuss Chapter 7, "Writing an Argument"

Writing an Argument: Step-by-Step

Discuss selected readings

Homework: Read Chapter 10, pages 341-54, 362-64,
374-81
Complete proposal for Essay #3

Thursday, October 25

Proposal due for Essay #3 (in class)**Discuss library research (meet in L110)**

Discuss Chapter 10, "Writing a Research Essay"

Homework: Complete Discussion Board #7
Work on Essay #3
Bring thesis statement to class**Week 10: Working with Sources**

Tuesday, October 30

Discussion Board #7 due

Writer's Workshop: Thesis Statements

Homework: Read Chapter 12, pages 417-27
Complete Discussion Board #8
Find sources for Essay #3

Thursday, November 1

Sources due for Essay #3 (bring to class)**Discussion Board #8 due**

Discuss Chapter 12, "Using and Citing Sources"

Writer's Workshop: Sources

Homework: Work on Essay #3**Week 11: The Revision Process**

Tuesday, November 6

Student Draft Review

Homework: Work on Essay #3

Thursday, November 8

Work Day

Homework: Complete draft of Essay #3
Read Chapter 14, pages 541-42

Week 12: Writing a Profile

Tuesday, November 13

Peer Review: Essay #3

Revision Workshop: The Reverse Outline

Homework: Complete Essay #3
Complete Revision Activity

Thursday, November 15

Essay #3 due

Revision Activity due (in class)

Listen to Slate's *Working* podcast: "White House Intern"

Hand out guidelines for Essay #4

Homework: Read Chapter 4, pages 111-14, 122-26,
133-40

Complete Discussion Board #9

Compile profile proposal/questions

Week 13: The Writing Process

Tuesday, November 20

Profile subject/interview questions due (in class)

Discussion Board #9 due

Discuss Chapter 4, "Writing a Profile"

Writing a Profile: Step-by-Step

Thursday, November 22

Thanksgiving Holiday: No Class

Homework: Complete labs
Work on Essay #4

Week 14: Field Research

Tuesday, November 27

Labs due (in class)

Watch *Ted Talk*, "The Art of the Interview"

Discuss interviewing techniques

Practice interview

Homework: Complete Discussion Board #10

Thursday, November 29

Discussion Board #10 due

Student Draft Review

Homework: Complete draft of Essay #4
Read Chapter 14, pages 543-44

Week 15: Concluding the Course

Tuesday, December 4

Peer Review: Essay #4

Permission forms due

Revision Workshop: The Three Most Important
Sentences

Homework: Complete Essay #4

Thursday, December 6

Essay #4 and final project due (Canvas/e-mail)

Revision Activity due (in class)

Discuss presentations

Homework: Prepare for presentations

Week 16: Final Exam

Thursday, December 13

Final exam period, 11:30 a.m.-1:30 p.m.

Final project presentations