

1-15-2019

# Composition I

Elise Matthews

Follow this and additional works at: [https://digitalcommons.collin.edu/english\\_syllabispring2019](https://digitalcommons.collin.edu/english_syllabispring2019)

---

## Recommended Citation

Matthews, Elise, "Composition I" (2019). *Spring 2019*. 265.  
[https://digitalcommons.collin.edu/english\\_syllabispring2019/265](https://digitalcommons.collin.edu/english_syllabispring2019/265)

This Article is brought to you for free and open access by the 2019 at DigitalCommons@Collin. It has been accepted for inclusion in Spring 2019 by an authorized administrator of DigitalCommons@Collin. For more information, please contact [mtomlin@collin.edu](mailto:mtomlin@collin.edu).

**COLLIN COLLEGE  
COURSE SYLLABUS**

**Instructor:** Professor Matthews

**Classroom:** U131

**Date/Times:** MWF 12:00 PM – 12:50 PM

**Office:** L222

**Email Address:** [ecmatthews@collin.edu](mailto:ecmatthews@collin.edu)

**Office Hours:** by appointment only

---

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

**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/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

## Textbooks and Other Course Materials

1. Bullock, Goggin, and Weinberg. *The Norton Field Guide to Writing with Readings and Handbook*. 4th ed. ISBN: 978-0393264388
2. a stable internet connection and a Google Drive account or USB drive

## Evaluation Procedures

I will calculate your final grade for the course based on the following criteria:

Lab Units	10%
Essay 1	15%
Essay 2	15%
Essay 3	20%
Essay 4	15%
Quizzes	10%
Participation	15%

## Course Requirements

1. **Participation:** Please note how heavily weighted class participation will be in this course. By this, I mean frequent, on-topic, spontaneous contribution to class discussion (either in the form of comment or questions); regular class attendance; prompt arrival to class; and compliance with all course requirements. Your participation grade will include participation in class discussion, group work, and short writing activities.
2. **Readings:** I will expect you to have the reading completed **before class** on the day it appears on the schedule. The schedule does not indicate the day you should start your assigned reading but the day you'll need to have it finished so you can take a quiz or participate in online discussion.
3. **Quizzes:** At the beginning of class, there will frequently be a brief quiz designed to ensure that you have completed and comprehended the assigned reading due that day. I will drop the lowest quiz grade for each student before calculating his/her end of semester average. Quizzes cannot be made up or retaken.
4. **Essays:** Students will produce four formal papers, of varying lengths, over the course of the semester, totaling a minimum of fifteen polished pages by the end of the semester. For this section of the course, students will practice writing as a process, and for each paper, will produce multiple drafts, exchange those drafts with peers, and work to develop their own sense of academic writing.

All your essay assignments must be typed and submitted in Times New Roman 12-point font with 1-inch margins. Your assignments should be double-spaced with no additional space in between paragraphs. All typed assignments should be submitted in MLA format. **Any assignment that does not meet these requirements could receive a failing grade.**

5. **Labs:** The lab component is an integral part of this writing course and is required by Collin. Over the course of the semester, students will complete a combination of lab units from the list provided on the lab assignment sheet. This lab work is not the same as the regular daily coursework that students must complete to stay on track in the class; it is, instead, designed as additional writing-focused activities that will help improve students' writing throughout the term. During the semester, students will need to track and provide evidence of completing these lab units outside of class. Students will be provided with a lab log and a list of potential lab units. These logs will be turned in to the instructor at the end of the semester.

# COURSE SCHEDULE OVERVIEW

This course calendar is for proposed due dates of major assignments, exam dates, projects, etc. Note that this syllabus and course schedule may change to meet the needs of the class. When changes occur, I will let you know by e-mail via a Blackboard announcement. This schedule is just a basic overview. I will also provide a more detailed schedule for each unit.

Week 1	Jan 22–26	Introductions, Syllabus
--------	-----------	-------------------------

## UNIT 1: ANALYSIS

Week 2	Jan 27–Feb 2	Rhetoric, Analysis
Week 3	Feb 3–9	Writing Strategies
Week 4	Feb 10–16	Sample Analyses, <b>Essay 1 due</b>

## UNIT 2: EVALUATION

Week 5	Feb 17–23	Evaluation
Week 6	Feb 24–March 2	Plagiarism
Week 7	March 3–9	Sample Evaluations, <b>Essay 2 due</b>
Spring Break	March 10–16	NO CLASS

## UNIT 3: ARGUMENT & RESEARCH

Week 8	March 17–23	Argument, Conferences
Week 9	March 24–30	Research, Library Orientation
Week 10	March 31–April 6	Pathos & Ethos
Week 11	April 7–13	Sample Arguments
Week 12	April 14–20	Documentation, <b>Essay 3 due</b>

## UNIT 4: REVISION & REFLECTION

Week 13	April 21–27	Revision
Week 14	April 28–May 4	Revision, <b>Revisions due</b>
Week 15	May 5–11	Reflection, <b>Labs due</b>
Finals Week	May 12–16	<b>Essay 4 due</b>

## Important Dates

February 4: Census Date  
March 22: Last Day to Withdraw  
April 19: Spring Holiday  
May 13–19: Final Exams

# COURSE POLICIES

## Late Work

No late work will be accepted for this course.

## Disruptions and Technologies

**Disruptions:** The following actions are considered acts of misconduct and may subject a student to university discipline: obstruction or disruption of teaching, physical or verbal abuse, threats, and disruptive activities. Any student engaging in these activities will be asked to leave class.

**Cell Phones:** Please silence your cell phones or turn them off before class starts and do not text message or do anything else on your phone during class. I reserve the right to count you absent or to ask you to leave if I see you on your phone.

**Classroom Computers:** Computers are to be used in the classroom only when the instructor has made a specific assignment. They are not to be used to check email, surf the internet, work on non-related papers, etc. unless permission is given. Consistent disregard of this rule will result in computer privileges being taken away, a possible lowering of grades, or I may count you absent for the day.

**Laptops:** No laptops or tablets should be out during class.

## Attendance

At the beginning of each class, I will take attendance. If you are not present at that point, you will be counted absent. If you are more than 10 minutes late, I encourage you to come in and learn, but you will still be counted absent for the day, and I will not spend class time catching you up on what you missed.

You are expected to attend all classes and to arrive on time. There is no way to make up what goes on in class. I may give additional assignments in any given class period, depending on what we've accomplished that day. You are allowed 6 absences during the term for any reason. All absences are treated equally—it doesn't matter what the reason for the absence is. Emailing me the reason does not mean the absence is excused. **Any student who has 7 or more absences will receive a grade of F for the course.**

Please Note:

- Sleeping in class does not count as attendance (neither does texting or surfing the internet or anything like that). If I see this happening, I will mark you absent.
- If you miss a class, I suggest you contact a classmate to find out what we covered. **I will not go over in-class material with someone who misses class.**
- Because you have an extremely high number of possible absences, **I do not excuse any** (non-college-sanctioned) **absences**. It will be in your best interest to save your absences and use them only in emergency situations.
- If you need to miss class for a college-sanctioned event, military service, or religious holiday, you need to notify me in writing and provide any necessary documentation *before* the absence.

## **Class Cancellation**

In case of class cancellation (due to weather, illness, or any other reason) keep up with the assigned reading and check our Canvas course page and your Cougarmail account for assignments so that you don't get behind. You will be responsible for keeping up with the required work regardless of class cancellation. Assignments submitted via Canvas will be due regardless of class cancellation.

## **Email**

I will check my email at least once a day during the week. If you do not receive a response to an email within 24 hours on weekdays, you should assume I did not receive the message and send it again. On the weekends (Friday–Sunday), please allow me 48 hours to respond.

**You must use your Cougarmail address** to contact me, and you should check that account regularly, as that is where I will contact you if I need to do so outside of class for some reason. I cannot respond to emails sent from personal email accounts. Likewise, I will not respond to emails sent to any account but the one listed here in the syllabus.

Do not send me an attachment with an otherwise blank email or with only your signature. When I receive an email like this, I will not respond. If you want me to look at a rough draft or some other work, then you need to explain that in the email and include specific questions about the draft (or whatever it is you want me to review).

Your emails to me should be professional. I am your professor; consequently, you should not send me emails lacking capitalization or punctuation. Your emails should be professional and proofread. Your emails must have the following:

- A specific subject line that lets me know what the email is about. “Question” is vague. “ENGL 1302 Question about Chapter 4” is specific.
- Your first and last name in the signature of the email.

## **Turning in your work**

All written assignments are due by 11:59 pm on the due date and should be submitted electronically. You must submit your papers through our course Canvas page. You may submit your papers more than once before the due date, but after the due date, you may no longer submit anything. **I do not accept papers via email. I will not grade assignments that do not follow these instructions, and I do not accept late work.**

Exceptions to this policy will only be granted in cases of genuinely extenuating circumstances. You must contact me as soon as possible in the case of an emergency. Last-minute computer problems, oversleeping, etc. do not qualify as extenuating circumstances. If there are technical issues which prevent uploading the paper, contact the Help Desk. **Students are encouraged to save a digital receipt after uploading their essays, in case of technical issues.**

# INSTITUTIONAL POLICIES

## **Religious Holidays/Observances**

In accordance with Section 51.911 of the Texas Education Code, Collin College will allow a student who is absent from class for the observance of a religious holiday 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.

## **Americans with Disabilities Act (ADA)**

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, F-144 or 972.881.5898 to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

## **Drop / Withdrawal Policy and Semester Drop Date**

If you are unable to complete this course, it is your responsibility to withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. You must withdraw through the Admissions/Registrar's Office **in person** or **by mail** by **March 22**. You may also withdraw through eConnect. Failure to withdraw before the deadline will result in receiving a performance grade, usually a grade of "F." You will receive a "W" ("Withdraw") in each class dropped. A "W" shows up on your transcript BUT does not hurt your GPA.

## **Certification Policy and Certification Date**

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above. Failure to do so will prevent you from being certified and will affect your financial aid. The certification date for this course is **February 4**.

## **Academic Dishonesty Policy**

All cases of academic dishonesty will be reported to the Dean of Students' office for investigation. Students found responsible for academic dishonesty will receive a penalty ranging from a zero on the essay to an F in the course, depending on the severity of the incident.

## **7-2.2 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. 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. Scholastic dishonesty shall involve, but is not limited to, one 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, and/or the award of a degree; falsifying academic records; 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; and/or submitting work that is not one's own. All work submitted for credit is expected to be the student's own work. Students are expected to record honestly and accurately the results of all their research. Falsification of research results includes misrepresentations, distortions, or omissions in data or reports on research.

**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. In the preparation of all papers and other written work, students must distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published primary and secondary materials, but also information and opinions gained directly from other people. Whenever ideas or facts are derived from a source, the source must be indicated by the student.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; 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; unauthorized copying computer or Internet files; using someone else's work for assignments as if it were one's own; submitting or resubmitting an assignment (in whole or in part) for more than one (1) class or institution without permission from the professor(s); 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 or unauthorized collaboration; 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.

In cases where an incident report has been filed for alleged violation of scholastic dishonesty, the faculty member is requested to delay posting a grade for the academic work in question until the case is final. 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.



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

**DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE**

The instructor reserves the right to amend this syllabus as necessary.