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Composition I

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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 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. **(October 19)**

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, PRC -F144 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

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

Instructor Information

Instructor's Name: Leanne Lentschke

Email: llentschke@collin.edu

Office Number: J 240 - A - 1

Office Hours: TR 9:15 -11:15 am – T 2:30-4:30 pm and by appointment

Class Information:

Section Number: P30

Meeting Times: TR 10:00-11:15 am

Meeting Location: L219

Course Resources:

The Norton Field Guide to Writing with Readings and Handbook 4th edition and

Book in Common – *Death in the Air* by Kate Winkler Dawson

Supplies: Pens, and a notebook.

Minimum Student Skills: Computer with internet access and ability to send emails and login to our class website (You *must* check your CougarMail – remember that you can forward it to your preferred email address. Here are instructions “how to do that”: <https://www.youtube.com/watch?v=-MyDJTLEv1s>).

Document Uploads: All papers turned in on Canvas in this class *must* be in a Word document (.doc, .docx) or a PDF (Adobe Acrobat) file *only*. I cannot open any other files including those from Macs or Google Docs. **If you turn in a document I cannot open, it will not be graded.**

Email Expectations: Please do your best to proofread emails before you send them. Emails should include a subject line, relevant to the content of the email, a greeting, and a sign off with your name, class, and section number. I will only correspond with you through your CougarMail address (username@collin.edu). Please do not email me from any other account. Responses to emails should be expected within 24 hours during weekdays; emails will rarely receive responses on weekends.

Many of your questions can and should be answered in person. I have found that the majority of emails I receive from students are about things I have already covered in class. So, please take good notes, check into Canvas at least once a day, read all of my announcements/emails, check your Collin College email, and maintain at least **two contacts** from your fellow classmates. Also, check the syllabus. If you cannot find the answer to your question after trying these means, then please feel free to email me. Here are some email questions I will absolutely ignore (as the answers are here / on Canvas /and should be in your notes):

- What are we supposed to read?
- When is this assignment due?
- What is my current grade?
- How many absences do I have?
- Did we do anything the day I was absent?

Attendance Policy: Attendance is very important in this class as all assignments and major concepts will be explained during class and participation grades are taken regularly. If you miss ten minutes or more of class from arriving late or leaving early, you will be considered absent. If you must be absent, please let me know by email. You are responsible for all deadlines. **I will not** accept late papers. Collin College excused absence policy: religious holiday. However, this is **not** an excuse for late papers. If you have more than 4 absences, you could receive a F in the course.

Methods of Evaluation: To pass this course, students must meet all course requirements.

All or Nothing Grades

Almost all grades in this course are “all or nothing” meaning that you will receive a grade based on whether or not you met the requirements for that assignment. For example, if your assignment has a minimum page count but you turn in less than the page count required, you will receive a zero. In the “real world” you would not get away with *almost* paying your rent or *almost* taking your kids to school or *almost* making a sale. You either do it or you don’t – same in this class.

Writing Assignments: All assignments will be in MLA format. www.owl.purdue.edu Writing assignments will be submitted to Turnitin or Canvas. I will give clear instructions before due dates.

All essays that you write for this class should be original. Do not use an essay that you have submitted for previous or concurrent classes. You are required to bring a rough draft to class on peer review days. Failure to bring your rough drafts to class on the days specified will result in an absence for the day.

Grading/Return Policy

My policy is generally to return major grades no later than two weeks after the assignment has been submitted. On rare occasions, there may be an exception to this return policy, but I will alert you immediately if such an occasion occurs. If you have not received a grade by the two-week deadline, please contact me. I want you to know how you are doing in the class at all times.

Plagiarism Policy: The penalty will range from redoing the existing paper to starting over with a new topic (failure to cite a couple of passages). You will be reported for plagiarism and receive a zero for the assignment if 50% or more of the paper is plagiarized (cut and paste).

Essay Grades are determined by the following evaluation scale:

Content/Thesis (main argument narrowed and clearly stated as well as thoroughly and logically supported) 15%

Organization (clear introduction, thesis, orderly paragraphing, smooth transitions, sense of conclusion) 15%

Syntax (appropriate and varied sentence structure) 10%

Wording (exact and appropriate words without filler) 10%

Formatting (appropriate documentation, in text citations, using MLA style) 10%

Audience (clear and appropriate for intended audience) 10%

Mechanics: Usage 10%, Punctuation 10%, Spelling 10%

Labs:

Writing Center (at least one visit) – 5 units

Attend one Writing Workshop and write a reflection paragraph – 5 units

Book-in-Common Assignments – 6 units

Lab Assignments

The lab component is an integral part of this writing course. Over the course of the semester, you will need to complete the three lab assignments. This lab work is not the same as regular daily coursework that you must complete to stay on track in the class; it is instead designed to be additional writing-focused activities, which 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.

Method of Evaluation

Attendance, Participation & Class Assignments: 10%

Labs: 10%

Homework/Quizzes: 10%

Summary: 5%

Annotated Bibliography: 10%

Textual Analysis: 15%

Report Information: 15%

Portfolio: 10%

Presentation: 10%

Final Exam: 5%

Student Conduct: *Respect the class.* All students are expected to participate in class and in small group discussions, and all students are expected to behave in a mature and respectful manner. Disruptive behavior will not be tolerated. Any student who disrupts the class or who interferes with classroom instruction or discussion will be asked to leave the class and will not receive credit for attendance.

Be prepared. It is important that you bring your books and supplies to class each time we meet. Furthermore, it is very important to read assigned readings and complete homework before class.

No cell phones! Cell phones are to be turned off or silenced and put away in the classroom. All phone conversations should occur outside the classroom. DO NOT read or send text messages. Students should give their full attention to learning for the time we are in the classroom. Using a cell phone for any reason during class is disrespectful to me and your classmates.

Put away iPods and MP3 players. Do not wear ear buds or headphones during class. If you do so, you will be asked to leave the room and will be counted absent.

Please note that this schedule is subject to change and readings and assignments may be added at the instructor's discretion.

Week 1

08/28 T - Welcome, Introduction to Course, Syllabus, Labs, Assignments, Book in Common, Canvas, and ePortfolio

HW: Read chapter 32 (Portfolio) and student agreement

08/30 R – Introduction to Turnitin, and Icebreaker / Sign up for Turnitin and ePortfolio /Sign and submit student agreement / Introduction to Rhetorical Situation

HW: Read syllabus and pages 55-70 (Rhetorical Situation)

Week 2

09/04 T – Rhetorical Situation / Article Collaborative Activity

HW: Read pages 3-52 (Academic Literacies)

09/06 R – Visit from Writing Center / Rhetorical Appeals

HW: Read chapter 49 and pages 491-548 (Avoid Plagiarism and MLA)

Week 3

09/11 T – MLA, Quote, Paraphrase, Summarize

HW: Read Article

09/13 R – Library Visit / Fallacies

HW – 1 page summary of article **due on Canvas by 11:00 pm Friday, Sept. 14.** Read pages 664-673

Week 4

09/18 T – Intro to Analyzing Texts / Collaborative Activity

HW: Read pages 675-685 and chapter 11 (Analyzing Texts)

09/20 R – Collaborative Activity Continued

HW – Prewrite

Week 5

09/25 T – Book in Common Quiz #1

HW: Rough Draft

09/27 R – Peer Review

HW: Edit, revise, and complete final copy **Due to Turnitin Saturday, Sept. 29 11:00 pm**

Week 6

10/02 T – Intro to Reflections & Review ePortfolio

HW: Read chapter 21 (Reflections)

10/04 R – Intro to Annotated Bibliography /Research

HW: Read chapter 15 (Annotated Bibliography) and pages 710-714

Week 7

10/09 T – Intro to Reporting Information / Collaborative Activity

HW – Read pages 725-729 and chapter 45 (Developing a Research Plan)

10/11 R – Intro to Reporting Information / Collaborative Activity Continued

HW – Read chapters 46 and 47 (Finding & Evaluating Sources)

Week 8

10/16 T – Evaluate Sources

HW – Annotated Bibliography **Due to Canvas Friday, Oct. 19 by 11:00 pm** and read chapter 12 (Reporting Information)

10/18 R – Book in Common Quiz #2

HW: Prewrite

Week 9

10/23 T – Intro to Using Visuals with Text

HW: Rough Draft

10/25 R – Peer Review

HW – Edit, revise, and complete final copy **Due to Turnitin Friday, Oct. 26 11:00 pm**

Week 10

10/30 T- Reflection Page / Intro to Writing online

HW: Read chapter 57 (Writing Online)

11/01 R – Writing online / rhetorical choices

HW – Read chapters 55 (Designing Texts) and 56 (Using Visuals, Incorporating Sound)

Week 11

11/06 T – Blogs / Turn academic paper into a Blog format

HW: Read article on Canvas

11/08 R – Blog

HW: Work on Blog and read chapter 58

Week 12

11/13 T – Intro to Presentations Video

HW: Complete Blog

11/15 R – Blogs Due Thursday, Nov. 15 11:00 pm / Presentations Continued Collaborative Activity

HW: Complete Blog

Week 13

11/20 T – Book in Common Quiz #3

HW: Write a one-page paper explaining your rhetorical choices for the blog and post on your ePortfolio

11/22 R – **Thanksgiving Holiday**

Week 14

11/27 T – Plan and Prepare Presentation / Class Handout

HW: Class handout

11/29 R – Presentations

HW: Complete presentation eval assignment for portfolio

Week 15

12/4 T – Presentations

HW: Complete presentation eval assignment for portfolio

12/6 R – Presentations / Review for Final

HW:

Week 16

T -12/11 - Final Exam

Important Dates:

F - 9/14 -Summary Due to Canvas by 11:00 pm

S - 9/29 – Analyzing Texts Paper Due to Turnitin by 11:00 pm

F – 10/19 – Annotated Bibliography Due to Canvas by 11:00 pm

F – 10/19 – Last Day to Withdraw

F – 10/26 – Reporting Information Due to Turnitin by 11:00 pm

R – 11/15 Blog Due to ePortfolio by 11:00 pm

T- 12/11 – ePortfolio Due by 11:00 pm

T 12/11 – Final Exam