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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 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*. Note that the professor cannot withdraw you from class. You must complete a drop form with Admissions and Records to formally withdraw.

**Collin College Academic Policies:** See the current *Collin Student Handbook*

**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.

**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 2018 Registration Guide for more information.

### **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.

## Instructor Information

**Instructor's Name:** Dr. Lisa Hull Forrester

**Office Number:** Frisco Campus L213-A, 2<sup>nd</sup> floor of the library

**Office Hours:** If the hours listed below do not work for you, email me to arrange an appointment.

- Tues. and Thurs. 9:00 AM – 10:00 AM
- Wed. 10:00 AM – 12:00 PM and 5:00 PM – 7:00 PM

**Phone Number:** 972-377-1087

**Email:** lforrester@collin.edu and through Canvas

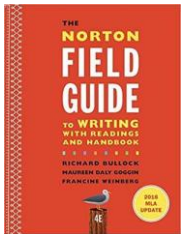
### When you email me

Send emails with clear subjects and appropriate signatures for identification purposes; responses to emails should be expected within 24 hours during weekdays; emails will rarely receive responses on weekends.

## Class Information

**Section Number:** BPX CRN 27687

### Course Resources



Collin College's book seller is Barnes & Noble College. You may order your books online or at your nearest campus bookstore or from whatever book source you choose, but there will be reading assignments from this textbook the first week of class so be aware that you will be held accountable for the assignments due in class regardless of when you receive the book.

Textbook: ***Norton Field Guide to Writing with Handbook and Readings, 4<sup>th</sup> ed.***

You are *not* required to purchase anything listed under the "Optional Study Tools & Resources" which may appear on the Barnes & Noble page under your required textbooks.

*Any additional readings will be provided in class*

### Minimum Technology Requirement

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.

### Minimum Student Tech Skills

Students are expected to be familiar with typing papers on a keyboard, surfing the Internet, and other basic computer literacies.

## Plagiarism Policy

My plagiarism policy is in sync with the policy laid out in the *Collin Student Handbook* (<https://www.collin.edu/studentresources/personal/studenthandbook.aspx>). The last line of the policy states that “The faculty member will determine the appropriate academic penalty” for cases of scholastic dishonesty including plagiarism and cheating. To this end, all major papers in this course must be turned in through Canvas which is linked to Turnitin. If your paper comes up with an originality score over 15%, you can expect me to carefully review the paper and determine what has been plagiarized (if anything). There are certainly situations where papers may come back with a higher than usual score (i.e. papers that have been turned in for multiple drafts for the class), so we will determine grades case by case. That being said, papers which are determined to likely be plagiarized will be submitted to the Dean of Students Office. If it is determined that the work was plagiarized, the essay will receive a 0 and the student may receive a F for the final course grade (<https://www.collin.edu/studentresources/deanofstudents/>).

## Lab Units

Although the lab portion of the grade is a pass/fail grade, students must pass the lab requirement of 16 units to pass the course. The lab is explained further in Canvas under the Welcome to Class Module. It is due on Dec. 9 at 11:59 pm but can be turned in early.

## 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](mailto: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](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/>).

## MLA Format Expected for All Work

There is information on MLA Style and Format in your textbook and on Canvas. I expect you to have a basic knowledge of MLA formatting. I strongly suggest you get yourself to the interwebs ([Purdue OWL MLA](#) is a great place), *YouTube*, and/or the Collin College Writing Center for extra help if you are finding the documentation style confusing.

**The basics:** One-inch margins, 12 point font (Times New Roman, Arial, Calibri, and Garamond are acceptable), double-spacing at 0 point (you will usually need to change this since most Word programs default to 8 or 10 point spacing), name and page number in header top right, informational header on first page only top left, in-text citations when appropriate, title on first page, works cited page. Nothing underlined. Nothing in **bold**. No other font sizes. No other fonts but the ones suggested above (particularly comic sans). No title pages. No extra spacing after/before paragraphs or sentences.

### **Conferences**

We have three short conferences scheduled this semester. These are mandatory to pass the course as this is a blended online course.

1. Oct. 22 at 5:30-6:30 pm in L204 of the Frisco Campus Library
2. Nov. 12-116—students must schedule and attend a one-on-one conference with the professor in her office; usually these last 15 minutes
3. Dec. 10-14 students must turn go to the Testing Center on the Frisco campus to take the final exam. The Testing Center is in Founder's Hall in room F209, Phone: (972) 377-1523.

### **Special Considerations for Online Students**

Because this class has little face-to-face component, your primary method of receiving information will be through text. You must read all course materials thoroughly and carefully. You also need to check course materials and email regularly (I'd suggest at least twice a week), which naturally requires a computer with Internet access. If you don't have one at home, I highly recommend choosing a study location where you can access one (library, home of a friend or relative, etc.) and planning to spend a lot of time there over the course of the semester. We do not have a strict schedule in which everyone is expected to be online at specific times, but all students are expected actively participate in class activities.

### **Method of Evaluation**

Discussion Boards are worth 10 points each.....	100 pts
Reading Responses are worth 20 points each.....	100 pts
Assignments are worth 20 points each.....	100 pts
Essays are worth 150 points each.....	450 pts
Final Exam is worth 150 points.....	150 pts
Participation is worth 100 points.....	100 pts

### **Attendance Policy**

Although there is no attendance taken in this online course, I am required to certify that all students on roll are "attending" by the census date for this semester. This means students will need to participate in an assignment through Canvas by Oct. 29, 2018 to avoid begin certified as not attending.

### **Withdrawal Policy**

See the current Collin Registration Guide for last day for information about withdrawing from courses at Collin. Should you choose to withdraw from this class, you must see the Registrar's Office for the proper paperwork. Students who do not formally withdraw will receive a performance grade.

### **Professor's Requirements and Behavior Expectations**

1. All essays are to be submitted in accordance with the 8th ed. of MLA documentation style. Be sure that you use 12- point font, include a heading, and set all of your margins to 1". For additional information, consult the Pocket Style Manual or the MLA style manual.
2. This course stresses writing as a process, and if you fail to complete part of the process, you fail to complete the assignment.
3. In this class, any cases of plagiarism will automatically be reported to the College's Dean of Students. I will not accept future work from students who are caught plagiarizing; thus, students caught plagiarizing should not expect a passing grade. Plagiarism is unacceptable in college-level courses and is therefore grounds for failing. Students cannot submit work from other/previous classes for a grade in this class. See Collin College's plagiarism policy below for more details.

Instructor clarification: MANY CASES OF PLAGIARISM ARE THE RESULT OF CARELESS DOCUMENTATION OR FAULTY NOTETAKING. Unfortunately, the reader who finds the error, not knowing the writer's intent, can only assume the plagiarism is intentional. Intentional or not, plagiarism in any paper will still carry serious penalties. You can avoid plagiarizing if you remember that when you quote, use quotation marks; when you paraphrase, use only your own words. IN EITHER CASE, YOU MUST DOCUMENT. Many students overreact when they learn what plagiarism means. They either assume that they should not use any sources (thus avoiding the problem entirely), or they assume they should document every word they have written. Both reactions are in error, for good writing involves the synthesis of your own ideas with the ideas of others. Documentation serves the purpose of clearly indicating which ideas are yours and which are those of other writers. If you are in doubt about that dividing line, ask your instructor or the Writing Center tutors for guidance. Plagiarism, because it is a form of theft, burglary, kidnapping, or dishonesty that interferes with the goals of education, must carry severe penalties. The English Department's policy is that an assignment containing plagiarized material receives an "F."

### **Participation Grading**

Class attendance, Peer Review and other work assigned for essay preparation, group work contribution, and in class discussion participation all make up the 100 points possible.

### **Incomplete**

Students prevented from completing the course because of extenuating circumstances may qualify for a grade of Incomplete if the student has attended regularly, completed 80% of the course work, and is present to sign the Incomplete Contract. (See the College Catalog about Incomplete Grades and Contracts.)

### **Writing Workshops for Students**

Several Writing Workshops will be held each semester to address specific areas of the writing and research process. These workshops address topics such as sentence structure, MLA documentation, writing a literary analysis, essay organization, ESL issues, how to spot and correct common writing errors, etc. There is a schedule of these workshops provided on Canvas.

Grade Scale as it appears in Canvas	
A= 900 to 1000* B= 800 to 890 C= 700 to 790 D= 600 to 690 F= 0 to 590	*TURNING IN THE FINAL EXAM IS MANDATORY TO PASS THE COURSE, REGARDLESS OF CUMMULATIVE TOTAL
This scale applies no matter what the “total number of points possible” shows on Canvas. The total number of points may be higher due to extra credit opportunities. So, if you see that 1300 points are available and you have 900, you still have an A. Please do not pay attention to the percentages shown in Canvas.	

### Online Discussion or Collaborative Activities

All discussion and collaborative activities must be submitted in a timely manner. Discussion posts must include around 200 words and substantive comments, including at least two responses to other posts. (Avoid posts that don't really add to the conversation, like “I agree” or “good point” – elaborate your thoughts more clearly.) Maintain a collegial tone appropriate for class discussion, and never resort to insults, slurs, or inappropriate language. Don't plagiarize the words, images, or ideas of others; if you include information from an outside source in your post, include information about where you found it.

Discussion and collaborative activities will be evaluated based on timely submission, substantive contribution to the conversation, and proper tone, including appropriate grammar and syntax. Please see the course netiquette statement for more details.

### Late Work Policy

**I do not accept late work.** If you recognize that you will not be able to turn in an assignment on the day and time it is due, make plans to turn it in early. If that is not possible, turn in as much of the work as you have completed. Something turned in on time is worth more points than nothing turned in.

### 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 an assignment by the two-week deadline, please contact me. I want you to know how you are doing in the class at all times.

### Grading Feedback

You will receive grades based on a very clear numeric breakdown. I will also add comments in Canvas in the comments box. If you have a dialog box beside your grade in the Canvas grade book, you have a comment in addition to your grade.

### Course Calendar

Your tentative course calendar for the semester is on the following page. This plan can change, but I will provide you notice before any adjustments to the schedule through Canvas.



## English 1301.BPX Course Calendar

Due dates for Essays, Assignments, Reading Responses, and Discussion Boards are on Canvas.

### **Week One** Oct 22

Review syllabus, course calendar, class policies. Read chapters 1-9  
Attend the mandatory meeting on the Frisco campus L204 at 5:30 pm  
Discussion Board 1 (DB1)  
Reading Response 1 (RR1)  
Baseline Essay which is Assignment 1(A1)

### **Week Two** Oct 29

Read chapter 10 and 27  
DB2, RR2, A2  
Begin and Complete Essay 1

### **Week Three** Nov 5

Schedule mid-term conference for next week with the professor  
Read Chap 11 and begin Essay Two  
DB3 and DB4, RR3, A3

### **Week Four** Nov 12

Meet with professor for mid-term conference  
DB5 and DB6  
Complete Essay 2

### **Week Five** Nov 19

Read chap 13  
DB7, RR 4, A4  
Nov 21-27 Thanksgiving Holiday at Collin College

### **Week Six** Nov 26

Skim through chap 36, 50-52  
DB8  
A5  
RR 5  
Read directions for Essay 3 and begin working on it

### **Week Seven** Dec 3

Complete Essay 3  
DB9 and DB10  
Lab Units report due.Dec.9 at 11:59 pm

### **Week Eight** Dec 10

Dec 10 through the 14--Final exam in Testing Center at Frisco Campus F-209