

8-27-2018

# Composition I

Carrie Sanford  
*Collin College*

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# COLLIN COLLEGE

## COURSE SYLLABUS

Course Information
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**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.

### **Instructor Information**

**Name:** Carrie Sanford

**Office Hours:** Tuesday and Thursday 9:00 to 10:00 a.m. and by appointment (in person or online)

**Office:** Adjunct Office in U116

**Email:** CSanford@collin.edu

### **Professor Sanford's Fall 2018 Class schedule:**

Section	Time	Location
ENGL 2332-LB1 (World Lit)	7:15-8:30 a.m. (Dual Credit) MW	LHS C126
ENGL 1301-LB3 (Comp I)	7:15-8:30 a.m. (Dual Credit) TR	LHS C117
ENGL 1301-CE2 (Comp I)	9:59-10:49 a.m. MWF	Celina HS

### **Required Textbook:**

*The Norton Field Guide to Writing with readings and Handbook.* 4th

Edition, MLA Update. Eds. Richard Bullock, Maureen Daly Goggin and Fran Weinberg.

W.W. Norton & Company.

You may buy or rent the book at the Collin College bookstore or from your online retailer of choice.

**Supplies:** Bring your book, paper, and pen/pencil to class every day. You might also want to bring a flash drive.

**Instructor Contact:** Email is the best way to reach me; you may contact your instructor with/through the Canvas email tool or with/through CougarWeb email at [csanford@collin.edu](mailto:csanford@collin.edu). You should receive a response within 24 hours Monday through Friday. Emails should have a clear subject line, use a proper greeting, use excellent grammar and capitalization, and a closing salutation that includes your full name and course.

**Attendance Policy:** Attending class is extremely important. To get the most out of class discussions, class handouts or notes, and important explanations of assignments and quizzes, students must attend every day the class meets. If a student must be absent, he or she is expected to be prepared for class in the same manner as those students who were present at the previous class session. Students should contact a fellow student or the professor for assignments or class notes. If problems arise, please contact instructor by email as soon as possible, preferably before the class meets. Missing over 15% class will result in an F for the course (more than five 75-minute class meetings).

You are responsible for any work you miss and for any material distributed or discussed when you are absent. Additional assignments may be made at any time, and the assignments listed on the syllabus may change, depending on how quickly we are able to progress.

### **How your grade for the course is determined:**

50% 4-5 major essays/writing assignments

15% Research paper

15% lab assignments

10% daily work, quizzes, etc.

10% final examination

If your final course average is 89.5 to 100, that is an A. 79.5 to 89.4 = B. 69.5 to 79.4 = C. 69 to 65 = D. Below 65 = F.

Your final **grade** will reflect your work in several areas. Read carefully the following descriptions of what is expected of you in each area.

### **A. Essays and Research Paper**

All essays must be submitted online through the Turnitin feature in Canvas (in CougarWeb). Turnitin automatically checks the **originality** of each paper submitted. This helps the professor determine if the essay has source-use problems or is plagiarized.

There are multiple steps to each essay: invention, planning, drafting, researching, etc. Assignments such as outlines and rough drafts will be graded as a percentage of the associated essay grade. See details on each individual assignment.

To **PASS**, each essay must be original. Original essays express your ideas, are not plagiarized, and were written by **you** for **this** class, **this** semester. (See the [Collin College Academic Honesty](#) policy). Each essay must have at least 4 paragraphs, always including one introduction paragraph and one conclusion paragraph. Each essay **MUST REACH** the minimum length requirement. Each essay must have a clear thesis that is thoroughly supported throughout the essay. Each essay must be clearly organized. Each essay must have no more than 4 total run-on sentences, sentence fragments, or verb errors. Each essay must otherwise fulfill the requirements explained on its specific assignment sheet. Each essay **MUST** be uploaded through the Turnitin feature in Canvas (in CougarWeb).

We'll go over how to upload assignments during class. If you have trouble uploading your essay, get help from a friend, the internet, or your instructor.

All work, whether it involves reading or writing, is due on the day specified in the calendar.

### **B. Lab Assignments**

You must complete 16 units of lab work to receive a grade in this course. If you fail to do so you will receive an Incomplete with an understanding that you will do assignments that I assign before you receive a grade in the course. You will choose from a number of lab choices, including but not limited to

- Writing Center visit with legitimate receipt
- Writing Center, library, or other college sponsored workshop with legitimate proof of attendance
- Access CC tutoring
- Completing library online tutorials with certificate
- Completing additional writing assignments: Reading an essay (not assigned in the course calendar) and answering the questions which follow
- On campus events (films, art shows, speakers, etc.) with a written 1 page, double spaced paper about the event

### **C. Daily work and quizzes**

This category includes a variety of assignments, including freewriting responses, citation practice, reading quizzes, videos, quizzes, group work, etc.

### **D. Final exam**

Each student must take the final exam during the final exam period.

### **Grading Standards**

Letter grades (A, B, C, D, F) are assigned to essays on the basis of *what* is said and *how* the essay reads---its style and how it conforms to standard grammatical and mechanical practices. The following are descriptions of each of those categories:

**A:** The A paper displays the writer's imagination and curiosity about the subject, so the reader is engaged. Clear, insightful, original, and mature thinking by the writer provokes/teaches the reader. The essay treats the subject thoroughly. It has been written (and rewritten) with an awareness of style; neither over-written nor under-written, it is graceful. In choices of words, phrases, and sentence-form and in organization of ideas from clearly focused and supported thesis to ending, the *excellent* essay shows signs of careful revision and editing. It has been worked on to remove the "worked on" quality; the A essay is pleasurable to read.

**B:** The level of writing is *good*, above average. It reveals the writer's having explored the subject carefully and completely. The writer has conformed to the cardinal principles of subject/thesis development: focus on subject, unity, coherence and support. The language used is clear, and its level of usage is appropriate for the assignment. The B essay shows some originality of thought and expression since it has been revised and edited and is easily read. A and B work will be basically error free, particularly in terms of serious problems in diction, sentence construction, grammar and usage. There will be virtually no careless errors in spelling, punctuation mechanics, and typing.

**C:** *Satisfactory* writing performance is indicated by the C. The writer of such an essay conducts the reader through a satisfactory exploration of the subject matter but only minimally engages the project. Minor problems in the writing (which could have been avoided by more careful revising and editing) do not obstruct the reading of the paper, but the reader has only slight interest because the writer has achieved little originality of expression or depth of thought. If one only writes to the criteria for the minimum standards for passing a writing assignment for English 1301, the C grade is assigned.

**D:** The D indicates *below-average* achievement. (D's on the transcript are not transferable as passing grades.) Thorough development of the subject, organization of ideas, and clarity of language are missing from most D papers; these attempts reveal little effective revision and proofreading

although they may be “long enough.” The level of language is generally unacceptable in academic writing.

**F:** F's are given to essays *failing* to state and develop a thesis. These essays may also reflect serious problems with grammar, among which are usually these kinds of errors: many comma splices or fused sentences, sentence fragments, and verb form errors including the lack of subject-verb agreement. Generally, three or more of these errors will result in an F. The F essay is unreadable. **NOTE:** There are other ways to earn an F, including plagiarism and turning in an essay that does not fit the assignment criteria (for example, turning in a personal experience essay as a research paper).

**A paper that is plagiarized or that contains plagiarized passages will be forwarded to the Dean of Students (See the student handbook).** Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty.

### **Correct Formatting for Essays:**

All essays need to follow the MLA formatting guidelines.

- ✓ Times New Roman, 12 pt. font
- ✓ double-spaced
- ✓ do not add space between paragraphs of the same style
- ✓ **1-inch** margins
- ✓ plain 8 1/2 x 11 white paper
- ✓ black ink
- ✓ the correct heading will be in the upper left hand corner of the first page only (your name, prof's name, class, date).
- ✓ All pages will be numbered (Lastname #) in the upper right hand corner of the page.

### **Late Assignment Policy**

Papers must be submitted in CougarWeb by 11:59 p.m. on the due date. You must have your drafts for in-class workshop at the **beginning** of the class period in which the workshop will occur.

Late assignments will **only** be accepted one class day after the due date. The highest grade a late essay or paper can receive is a C. Late papers may not be revised.

### **Revision Policy**

You must **earn** the chance to have me re-read and re-grade 3 essays for this class. You can only earn it by completing both of the following requirements:

- 1) Turn the essay in on time.
- 2) Attend class on all workshop days, on time, with a nearly complete, well-developed and thoughtfully written rough draft that is **TYPED** and **DOUBLE-SPACED**.
- 3) Participate in peer reviewing essays for at least 2 classmates.

If you fail to meet these requirements, I will only grade your paper the one time—your first chance will be your only chance. If you do meet these requirements, you may revise each paper once. Revisions will be due three weeks after I return the graded papers to you.

However, you **MUST**:

- 1) Write a brief summary explaining why and how you revised; for example, why you decided to change the paper's focus or organization; why you added or deleted a certain part of the paper; why you rearranged the information, and so on. **Prove to me that you understand the changes you are making**, above and beyond simply following my editing marks and grading comments.
- 2) Use a **highlighter** or the highlight function in Word to mark all changes on the *revised* version of the paper.

### **Conferences**

I cannot urge you strongly enough to consult with me as frequently as you need or want to. I am available by appointment and am always happy to look at your drafts. If you have concerns regarding due dates, revisions, necessary absences, etc., please talk to me about it. I am willing to work with you, but I can't work with you if you don't keep me informed.

### **Professional Conduct**

All students are required to practice courteous, respectful, cooperative behavior at all times, as this would be the norm in any higher education or work environment. To avoid distractions in the classroom, students will:

- Arrive on time and stay until class is dismissed;
- Be prepared and stay on task;
- Listen courteously to one speaker at a time, with no interruptions and no side conversations;
- Minimize distractions from electronic devices;
- Generally behave as mature adults would in the workplace.

Basically, I expect you to behave as mature adults who are **engaged** in your own educational process and **self-motivated** in your acquisition of critical thinking and writing skills. I expect you to complete all reading and writing assignments on time, attend classes faithfully, and participate in class discussions.

### **Technology**

Cell phones, laptops, tablets, recording devices, or other electronic devices can be useful educational aids, or hideous distractions for every person in the classroom. Do not become the distraction. Your classmates have sacrificed time and money to be in this class--you can help yourself and your classmates succeed by using technology responsibly.

Keep your devices in your bags or on the floor and out of sight unless otherwise directed. Absolutely no headsets or earbuds are to be worn in the classroom (unless verified as an accommodation through ACCESS).

For classes in the computer classroom: While class is being conducted, students should only use computers when the instructed. Campus computer labs are available outside of this class time if you need to check e-mail, surf the Internet, work on homework, etc., without any distractions.

### **Accommodations at Collin College for Equal Support Services (ACCESS) 5.2 :**

Specialized services and academic accommodations are available for students with a documented disability. The law requires that students must self- identify to the ACCESS Office and provide required current documentation to that department. Only documentation from a licensed professional (psychologist, diagnostician, or physician) is acceptable. The report must be current; on official letterhead; include the name and title of the person completing the report; their telephone number, address, and signature; the specific diagnosis; current functional limitations related to the educational setting; and the projected duration of the condition. Students seeking accommodations should contact the ACCESS Office at least one (1) month before the services are needed. Services are available for students at all campus locations.

It is the student's responsibility to pick up their accommodations letter each semester to receive requested accommodations. Students should contact their ACCESS advisor immediately if they are having difficulty in their classes or having problems with their requested accommodations. Students must schedule special testing arrangements with ACCESS at least 2-5 days in advance, due to limited space. Students must take exams on campus for which they are enrolled. Assistive technology and software are available on each campus for students with disabilities. Please contact the ACCESS Office for more information.

**Scholastic Dishonesty 7-2.2:** Every member of the Collin College community is expected to maintain the highest standards of academic integrity <https://www.collin.edu/studentresources/personal/studenthandbook.aspx>). 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 presentation of all papers and other written work, students must distinguish their own ideas and knowledge from information derived from other sources. The term "source" includes not only published primary and secondary materials, but all information and opinions gained directly from other people. Whenever ideas or facts are derived from a source, the source must be identified by the student.
- **Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination; 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 an 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.**

#### **Religious Holy Days:**

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.

#### **Drop Procedures**

To withdraw from this class, you must obtain a drop form and follow the prescribed procedure. It is the student's responsibility to drop (I cannot do it for you), and failure to do so will result in you receiving a performance grade (usually an F). The last date to drop this course is October 19. Students who drop by that date will receive a W (withdraw).

#### **STOP BEFORE YOU DROP**

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a "W." Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning.

**Additionally**, withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester

#### **PLEASE NOTE--Syllabus Adjustment**

This document is subject to change at my discretion. I reserve the right to make any modifications or additions to course assignments, point values, and due dates which are necessary for the success of the class. Students will be notified of changes in writing through Canvas and/or email.





# English 1301

Instructor: Sanford

## Fall 2018 Class Schedule

	Monday		Wednesday		Friday	
Week 1	27-Aug	Course introduction and syllabus. Writing sample.	29-Aug	Course introduction. HW: Skim Ch 1-4.	31-Aug	Composition, rhetoric, communication. Point of view. Read Chapters 5-8.
Week 2	3-Sep	<b>Labor Day Holiday.</b>	5-Sep	Introduce essay 1, ad analysis.	7-Sep	Rhetoric and the rhetorical situation. Ethos, pathos, logos.
Week 3	10-Sep	Visual rhetoric. HW: Read Ch. 11. Work with ads and concepts; work with sample essays.	12-Sep	Visual Rhetoric. Work with ads.	14-Sep	Chapter 30, Getting Response. Introduction to peer review.
Week 4	17-Sep	First peer review session. <b>Essay 1 due for peer review. HW: Read 79-81</b>	19-Sep	Perspective. Slant. Ethos/pathos/logos. <b>Essay 1 due today.</b> HW: Read Chapter 40.	21-Sep	Descriptive tools. HW: Write descriptions.
Week 5	24-Sep	Peer review descriptions. Introduce analysis. HW: Descriptions and analysis due next class.	26-Sep	The writing process. Quoting, paraphrasing, and summarizing.	28-Sep	Active Reading Notes. HW: Complete active reading notes Essay 2 due today.
Week 6	1-Oct	Active Reading notes due today. Summarizing activity. Crash-through summaries	3-Oct	Using internal citations. Introduce the MLA format.	5-Oct	Response activities and writing time.
Week 7	8-Oct	Summary and response outline due online. HW: Finish rough draft.	10-Oct	MLA Practice. <b>HW: Finish rough draft.</b>	12-Oct	<b>Peer review Essay 3.</b> HW: Revise essay and submit in Canvas. Read Ch 12 and 36.
Week 8	15-Oct	<b>Essay 3 due today.</b> Introduce essay 4, Researched Informative Essay. Choosing topics. Toulmin terms.	17-Oct	Finding and choosing sources.	19-Oct	Chapter 15--Annotated Bibliography assignment. <i>Last day to drop: October 19.</i>
Week 9	22-Oct	Proofreading assignment.	24-Oct	Astroturfing; Gut Biome; Habits. Example essays. Urban Gardens. Chapter 33-35.	26-Oct	Chapters 33, 34, and 39. Better thesis statements.

English 1301  
Instructor: Sanford  
Fall 2018 Class Schedule

	Monday		Wednesday		Friday	
Week 10	30-Oct	Grammar review. Work with sample essays. <b>Annotated bibliographies due.</b>	1-Nov	Audience Analysis. Example essays. Outlining. Work on outlines during class.	3-Nov	Ch. 6. Grammar and MLA review and practice. HW: Finish writing a rough draft of essay 4.
Week 11	6-Nov	<b>Peer review of essay 4.</b> Reflection examples.	8-Nov	<b>Essay 4 due today.</b> Introduce Essay 5, reflection. HW: Read Chapter 21 and 23. Skim Ch. 40, 41, and 43.	10-Nov	Rhetorical toolbox.
Week 12	13-Nov	Descriptive Writing.	15-Nov	Work with example essays and homework chapters.	17-Nov	In class writing and review time. HW: Work on rough draft.
Week 13	20-Nov	<b>Peer review of essay 5. (Online).</b> HW: Essay 5 due next class.	22-Nov	<b>Thanksgiving Holiday</b>	24-Nov	<b>Thanksgiving Holiday</b>
Week 14	27-Nov	Introduce Evaluation essay. Choosing topics and criteria. Sample essays.	29-Nov	Criteria group work. Organization and transitions. Comma review. HW: Outline the essay.	28-Sep	Work on Evaluation Essay in Class.
Week 15	4-Dec	Work on Evaluation Essay in Class.	6-Dec	<b>Peer review of Essay 6.</b> Review for the final exam.	5-Oct	<b>Essay 6 due today.</b> Review for final exam. Last day for submitting revisions.
Finals Week	11-Dec	<b>Final Exam</b>	13-Dec	<b>Final Exam</b>	15-Dec	<b>Final Exam</b>

This schedule is subject to change at my discretion, and additional assignments can be added at any time.