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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* 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

Instructor's Name: Rebecca Sader

Office Hours: By appointment only

Phone Number:

Email: RSader@collin.edu (preferred mode of communication)

Class Information:

Section Number: PWD

Meeting Times: Tuesdays and Thursdays 9:00-9:50 AM

Meeting Location: A2052

Netiquette Expectations: Students need to have access to Canvas, and must use a valid Collin College email address that the student checks regularly.

Course Resources:

Required Textbook: Be sure to get the correct version—use the ISBN number when you buy them—available at the Collin College bookstore

Writing Today, 3rd. ed. Pearson, ISBN: 978134-58641-0

Supplies: You will need to bring pencils or pens, as well as notebook paper to class.

You must have access to a computer and a printer as any out-of-class assignments or drafts for peer review must be printed.

Stock up on paper and ink or try to print early enough that you can use the library's printer if your printer fails.

Printer failure is not an acceptable excuse.

Method of Evaluation: Final grades for the semester are based on the following point system:

Essay 1, Summary Response Essay	20%
Essay 2, Visual Analysis Essay	15%
Visual Analysis Presentation	10%
Essay 3, Persuasive Essay	25%
Peer Reviews (3)	10%
Conferences (2)	10%
Lab Assignment	10%

Grading Scale: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, and 59% and lower=F

LATE WORK WILL NOT BE ACCEPTED—Papers must be submitted electronically to the Canvas class page BEFORE the deadline. **Papers submitted via e-mail will not be accepted.** Papers submitted in hard copy or in any other manner (in faculty mailbox, with faculty secretary, etc.) will be not be accepted.

NOTE: If you wait until the last minute to submit your work (10:55, 10:59. etc.) it is possible that the system will not accept it, as it does take a bit of time for your paper to load into the system. **If you miss the**

submission deadline, you miss it (and the grade points). Please manage your time carefully, and allow yourself ample time to complete the writing and submission process—I recommend that you wait no later than 10:00 PM to begin the submission process to insure there are no glitches.

- **Course Calendar: Please note that this schedule is subject to change.** Regular attendance is necessary so that you will be aware of any calendar changes. **You should exchange phone numbers and/or e-mail addresses with at least two of your classmates so that you can keep informed in the event you are absent.**
- **Absence is not an excuse for missed deadlines or assignments.**

Course Calendar:

Class Meetings	Lectures/ Activities	DUE DATES
Aug 28-30	Course syllabus and class expectations Introduce Essay 1	
Sep 4-6	Logic: Appeals, Argument, and Organization	
Sep 11-13	Writing to Respond: Summary and Paraphrase, Voice Introduce LAB	
Sep 18-20	Mechanics: Thesis Development, MLA format	
Sep 25-27	Peer Review/ Revisions Workshop	
Oct 2-4	Writing to Analyze: The Language of visuals Introduce Essay 2 and Presentation	OCT 2: Essay 1 is due in Canvas by 11:59pm.
Oct 9-11	Evidence: Incorporating and synthesizing sources.	
Oct 16-18	Evidence: How to Avoid Plagiarism/ Peer Review	OCT 19: Final Withdrawal Date

Class Meetings	Lectures/ Activities	DUE DATES
Oct 23-25	Conferences	
Oct 30-Nov 1	Visual Analysis Presentations	NOV 1: Essay 2 is due in Canvas by 11:59 pm
Nov 6-8	Writing to Persuade: Logic, Appeal, and Stance Introduce Essay 3	
Nov 13-15	Sources: Finding and Evaluating Sources	NOV 15: LAB is due in Canvas by 11:59pm.
Nov 20-22	Sources: Using Sources Strategically	Class will be on-line on Nov 20th.
Nov 27-29	Peer Review/ Revisions Workshop	
Dec 4-6	Conferences	DEC 6: Essay 3 is due in Canvas by 11:59 pm.
Dec 11-13	FINALS WEEK	Class will meet ONLY on the day of the final.

Lab Assignment

Students will read and write a two page review and response paper for the Collin College Book in Common, *Death in the Air*, by Kate Winkler Dawson. The book is available at the Collin College bookstore and online. This assignment is done outside of class. You must submit your review in Canvas by the Lab deadline.

Attendance Policy

There are no “excused” or “unexcused” absences, just absences. Be on time - class starts promptly. An attendance sheet will be circulated at the beginning of class. I do not accept signatures for the attendance sheet at the end of class. Leaving class early will count as an absence.

Each student is allowed Five (5) absences during the entire semester, no questions asked. Save them for when you really need them. On the Sixth (6) absence you will automatically receive an “F” for the course. You are responsible for your attendance. Make sure you sign the attendance sheet at the beginning of class.

If you are an athlete, or a member of a school organization that has school sanctioned events that will cause you to be absent, I must receive an email from your coach and a copy of the games schedule within the first two (2) weeks of class. Any assignment must be submitted by the deadline. If you will be absent during that time, you must still submit by the deadline.

If you experience a catastrophic event (such as a grave illness), you may qualify for a withdrawal (from all your classes) without penalty—see an academic dean for assistance in this matter.

Participation

Participation in this course does not include doing work unrelated to this course during class, sleeping in class, or using computers or other electronic devices for personal messaging, research, or entertainment.

Because peer reviews, workshops, and conferences are only effective if everyone participates fully, you must bring the assigned materials for workshops and conferences, and two (2) PRINTED copies of your rough draft for peer review days in order to participate. Any student who does not bring the necessary materials to workshop, conference, or peer review days will be asked to leave and will be counted absent for that class.

Attendance at individual conferences is mandatory. Failure to attend a scheduled conference will result in the loss of points for that paper conference and will count as two (2) absences since conferences take place over two (2) class periods. **Conferences and Peer Reviews cannot be made up.**

Communication

The best way to reach me is by email. When you send me an email, please include the following:

A salutation (Dear Professor Sader)

The class name and number (English 1301. PW3, or your class section number)

A statement that clearly tells me why you are emailing me and what you want.

Your name

I cannot provide grades through email. Please do not email to ask questions about your grade. If you are absent and need to know what we covered in class, please contact a classmate to get their notes. I do not respond to “What did I miss” emails.

I do not adhere to the philosophy that we should be electronically available at all times. Therefore, please note that I check my email throughout the day and around 9:00 pm on weeknights. On Friday evening I check my email around 6:00pm and do not check it again until Sunday evening around 9:00 pm. If you check the schedule you will see that I have not given you any due dates on weekends. I normally respond to emails within 24 hours.

Classroom Etiquette

Turn off or silence and store all cell phones, laptops, and other electronic devices before the start of class. We will occasionally use technology in class, and I will tell you when you may use your devices. Do not use such devices during class unless directed to do so. If your cell phone rings during class, I will answer it and take a message; if my cell phone rings during class, I will expect one of you to answer it and take a message.

This class is based in rhetoric, so I expect you to participate in class discussions. We will engage in discussion of many subjects, some of which may be geared to the college (adult) student. Please remember to engage respectfully with others who may not hold the same position or opinion as you.

You may bring a drink to class as long as it is in a cup with a lid; however, eating is not permitted in the classroom.

Please refrain from gathering your materials before class ends. This behavior disrupts the learning environment and can result in students missing important information or instructions for the next class period.

Plagiarism and Cheating

Plagiarism is using other people’s words or ideas without giving them credit. Using your own work from previous classes is also a form of cheating. **Plagiarism or any form of cheating will result in a referral to the**

Collin College Dean of Student Affairs and a grade of zero for the assignment.

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.

Withdrawal Policy: Students are advised to withdraw from the course if they have not completed the required work by the "Last Day to Withdraw." Students who do not complete all of the required work by the end of the course will receive a letter grade based on the work completed. There will be no grades of "incomplete" given. Note that the professor cannot withdraw you from class. You must complete a drop form with Admissions and Records to formally withdraw.

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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 Spring 2017 Registration Guide for more information.

Where to get additional help with your writing:

Writing assistance can be obtained in the **Writing Centers** located at each campus. Sign up on the sheet outside the Writing Center door for an appointment or check to see when “drop in” hours are available.

Several Writing Workshops will be held each semester to address specific areas of the writing and research process. Brochures are available in the Writing Center.

“Education is not the learning of facts, but the training of the mind to think.”

Albert Einstein