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Composition I

Gordon O'Neal
Collin College

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Collin College
Central Park Campus Faculty Syllabus
Fall, 2018

Course Number: ENGL 1301

CRN: 13445

Course Title: Composition I

Instructor's Information:

Instructor's Name: Gordon O'Neal

Office Number: B305C, CPC Main Building

Office Hours: MWF, 9:30—9:50 am.

TR, 10:00—11:20 am

TR, 1:15—2:15 pm

M, 5—5:20 pm

Other times by appointment

Phone number: 972-549-6841

Email: goneal@collin.edu (best way to contact)

Department office contact in case of emergencies: Office of Academic Affairs, B-217
214.491.6270

Class Information:

Section Number: C09

Meeting Times: MWF, 11—11:50 am

Meeting Location: B202, CPC Main Building

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:

Lecture Hours: 3 (*weekly contact hours*)

Lab Hours: 1 (*weekly contact hours*)

Placement Assessment(s): Meet TSI college-readiness standard for Reading and Writing; or equivalent

Course Resources: *Concise St. Martin's Guide to Writing*. 8th ed., Axelrod and Cooper. Boston: Bedford, St. Martin's, 2012. ISBN: 9781319058548
A Pocket Style Manual. 8th ed. Hacker and Sommers. Boston: Bedford, St. Martin's, 2012. ISBN: 9781319057404

Both of the textbooks are required. You can buy or rent texts from the bookstore, or buy or rent online. Make sure your copy has the 2016 MLA updates (should be marked on cover).

Supplies: Folder with pockets, blue or black pen, USB drive or other removable drive.

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)

Method of Evaluation: Essays in English 1301 are graded closely for clear expression of ideas, style, content, organization, and standard usage and grammar. You will have several opportunities to confer with me during the drafting stage of each essay and to make corrections and revisions before submitting the essay for a grade. Essays will be graded with letter grades from A+ to F-. These scores will be converted to numerical grades (see scale below) and averaged to determine the composition grade (80%).

A+=98; A=95; A-=92; A-- =90

B+=88; B=85; B- = 82; B-- =80

C+=78; C= 75; C- = 72; C-- = 70

D+= 68; D= 65; D- = 62; D-- = 60

F+= 55; F= 50; F- = 40

Failure to turn in an assignment earns a zero (0) as a grade.

The professor may decide to give full credit to late papers caused by extenuating circumstances (documented illnesses, emergencies, etc.). However, most assignments turned in late (after the class period when due) will not receive a grade higher than a 70. This policy also applies to assignments emailed to the professor. The time stamp on the email must be *before or during class time* on the due date. If an assignment is a week late, the grade will be a zero.

Your laboratory work in English 1301 will count as 20% of your grade. This 20% is made up of your Grammar/Usage test score plus two points for each additional lab activity you complete. (See list on last page of syllabus.) You are responsible for accurately recording your lab credits on the provided page. There is no maximum number of points you can earn; this is the only form of extra credit in English 1301.

Attendance Policy: The highest priority of this course is that you learn to write effectively for college. To reach this goal, you must take advantage of the opportunities to attend class, meet with me for conferences, and attend any scheduled workshops. If you do not attend these sessions, your writing will not improve. Excessive absences (more than 2) will adversely affect your grade. The last day to drop a course officially is **Friday, October 19, 2018**, this semester. If you do not have a passing average (C-) at that time, you should consult with me about dropping English 1301. Note: dropping means completing the appropriate forms in the Registrar's office; it does not mean calling me, having an uncle call the information desk, or just stopping attending class. Failure to complete the proper forms means that the only grade you can receive is an F.

Bad Weather Policy (Emergency Campus Closing): All students should sign up for Cougar Alerts on their cell phones or email accounts. You can ask for alerts to be delivered to multiple devices. This is the best and most reliable way to learn about bad weather closings or emergencies on campus. In addition, if bad weather at your residence is so severe that you believe coming to campus endangers you, please stay at home and contact me via email as soon as possible, even if the campus is open. Students sometimes live far away from CPC, and the weather at your home may be completely different from that in McKinney. BE SAFE AND SMART.

Withdrawal Policy: See the current Collin Registration Guide for the last day to withdraw. The last day for withdrawal is October 19, 2018.

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.

Collin College Academic Policies: **Scholastic Dishonesty**

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.

[Additional information about cheating: if you plan to submit a paper for English 1301 you have previously written for another class, you must obtain my permission before submitting that paper, and it is your responsibility to ensure that the paper meets all requirements for the English assignment.]

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.

[Additional information about plagiarism: 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 indicated by the student.]

(In most cases, the penalty for scholastic dishonesty in my classes is a zero (0) on the assignment.)

See the current *Collin Student Handbook* for additional information

Tentative Course Calendar:

Week 1:

8/27: Course introduction; **Required reading: Chapters 1,2 in *Concise Guide to Writing***

8/29: **1st essay**

8/31: Grammar and usage review (bring your USB)

Week 2:

9/3: Labor Day Holiday (campus closed)

Required reading: Chapter 9 in *CGW*

9/5: Grammar and usage review

9/7: Usage review

Week 3:

9/10: Usage review

9/12: Usage review

9/14: **Test on grammar and usage**

Week 4:

9/17: Beginning Essay 2; **Required reading: Chapter 10 in *CGW***

9/19: Drafting

9/21: Drafting/Revising

Week 5:

9/24: Peer Review; **Required reading: Chapter 4**

9/26: Final editing/revising

9/28: **Essay 2 Due**; begin essay 3

Week 6:

10/1: Planning Essay 3

10/3: Film *A Hot Dog Program*

10/5: Drafting the concept essay

Week 7:

10/8: Drafting; **Required reading: Chapter 11**

10/10: Drafting/Revising

10/12: Revising

Week 8:

10/15: Peer Review; **Required reading: Chapter 6**

10/17: Final revisions

10/19: **Essay 3 due**; begin essay 4

10/19 (FRIDAY): (LAST DAY TO WITHDRAW)

Week 9:

10/22: Drafting, essay 4; **Required reading: Chapters 12 and 16**

10/24: Library research day; drafting

10/26: Drafting, revising

Week 10:

10/29: Revising; **Required reading: Chapter 7**

10/31: Peer Review

- 11/2: Final revisions
- Week 11:
- 11/5: **Essay 4 due**; begin Essay 5
- 11/7: Planning; **Required reading: Chapter 14**
- 11/9: Library research day
- Week 12:
- 11/12: Drafting; **Required reading: Chapter 15**
- 11/14: Drafting
- 11/16: Drafting/revising
- Week 13:
- 11/19: Revising
- Thanksgiving Holiday, 11/21-25 (All campuses closed)
- Week 14:
- 11/26: Revising
- 11/28: Peer review
- 11/30: Revising (as needed)
- Week 15:
- 12/3: **Essay 5 due**
- 12/5: Review; **Lab portfolio due**
- 12/7: **Grammar re-test**
- Week 16:
- 12/12: **Final meeting (required)** for section C09, 11 am—1 pm.

Brief Description of Major Course Requirements:

Essay 1: An in-class assessment essay (ungraded)—approximately 300 words

Grammar and Usage test: a 50 question test covering the grammar and usage review during the first weeks of the course.

Essay 2: An essay on “Remembering an Event.” (Approx. length: 500—750 words)

Essay 3: An essay “Explaining a Concept.” (Approx. length: 500—750 words)

Essay 4: An essay “Arguing a Position.” (Approx. length 600—800 words)

Essay 5: An essay “Proposing a Solution.” (Approx. length 800—1000 words)

Lab portfolio: This is a semester-long project of approximately 10 activities, several of which are extra writing assignments in different genres. The portfolio grade includes the Grammar and Usage test, Writing Center visits, and other activities that will count as 20% of your final grade.

This is going to be a great semester as we work together to make you the best writer you can be. I will work with you in any way possible to improve your writing skills. Please take advantage of all the support Collin College offers: the Writing Center, the library staff, the workshops, the special programs and speakers on campus, and our outstanding faculty and staff!

Professor O'Neal

Name: _____

Total credits: _____

Section: _____

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English 1301 Lab Portfolio

For your lab work in English 1301, you will need to complete a variety of assignments. Each completed assignment will add two points to your Grammar and Usage Test score.

- Writing Center visit 1: _____(date)
- Writing Center visit 2: _____(date)
- Research log for argument essay and proposing solution essay: _____

- **Additional Writing Center visit:** _____(date)
- **Additional Writing Center visit:** _____(date)
- Writing Center workshops (two points each)
_____(title and date)
_____(title and date)
- An on-campus speaker (with 2 page summary, 2 points)
_____(speaker and date)
- Summary of a class lecture from another course (not English) (2 pages, 2 points)
_____(class and date)
_____(class and date)
- Film reviews (up to 2 reviews, 2 pages each, 2 points each)
_____(film and date)
_____(film and date)
- Scholarly article summaries (up to 2 summaries, 2 pages each, 2 points each)
_____(article title)
_____(article title)
- Annotated bibliography (at least 15 entries, 4 points)

You may add extra activities in the space below:

Your lab work portfolio is due no later than the last required day of class before finals week, 12/7/18.