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Compostition 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.

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's Name: Tawnya Smith

Email: TBA (I will email you in the first week)

Office Location: RM L-215

Office Phone Number: 972-881-5756

Office Hours: By appointment

Web: Canvas (through Collin College CougarWeb)

CLASS INFORMATION:

Course Number: 1301.XS5

Meeting Times: Mondays 5:30-8:15 PM [October 22 – December 15]

Meeting Location: Spring Creek Campus – RM B111

Minimum Technology: 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 format (.doc, .docx) *only*. I will not accept any other files including PDFs and 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.

Netiquette: All communication via email with me should come from your CougarMail account, be formally worded, and formatted properly. Include your full name, course number and section on any emails you send me. Emails without that information will not be answered promptly. Responses to emails should be expected within 48 hours.

Although I check email daily, many of your questions can and should be answered in person. To avoid emailing about things already covered in class, you should take good notes, check Canvas at least once a day, read all of my announcements/emails, check your CougarMail, and maintain at least two contacts from your fellow classmates. Also, *read this syllabus!* If you cannot find the answer to your question after trying all of these, then email me.

Please compose emails as follows:

Subject [State the specific reason for this email, e.g. “Grade on Essay 2”]

Dear/Hello Ms. Smith:

I wanted to ask/tell you.... [Be specific and brief]

Sincerely/Thank you/All the best/ Etc.

[Write your full name and class section]

Course Resources:

Textbooks: ~~Barrie's College~~ **Barrie's College** You may order your books online or at your nearest campus bookstore.

The following textbook is *required* for this course:

- Yagelski, Robert P. *The Essentials of Writing: 10 Core Concepts* (2nd Ed.). ISBN: 978-1-337-09173-2.

Supplies

Loose, 8.5"x11" composition paper for quizzes and in-class writing assignments.

Writing Assignments

There are two main types of graded writing assignments for this course: low stakes assignments—in-class writing, quizzes, worksheets, short graded pieces, early essay drafts and peer reviewed drafts; and high stakes assignments—the larger essays and research projects where you demonstrate what you have learned through engaging in low-stakes work. Lower stakes work will happen in class most days, and it provides the scaffolding of understanding that you need in order to write a higher stakes assignment.

Low stakes assignments

We will be working in class on smaller graded assignments during the semester. In-class assignments include: reading comprehension quizzes, worksheets, early essay drafts, and peer reviewed drafts. Low stakes assignments are listed on the schedule and must be turned in by their due dates.

Low stakes assignments will be assigned completion/diagnostic letter grades such as A/C. The top grade will be a completion grade recorded in Canvas to reflect the status of the work (A=on time and follows directions). The grade on the bottom of the fraction is a diagnostic grade that grade level your writing is currently at in the work. Thus, you can build your low stakes average grade by completing your work on time and turning it in, and your work will also give you an indication where your weaknesses are that need attention before turning in a higher stakes work. Your total averaged low stakes grade will count for 20% of your total grade. Low stakes writing grades are also NOT eligible for revision. Also note: **In class assignments and quizzes cannot be made up.**

High stakes assignments

The 4 high stakes Assignments are: a personal essay, sequenced research assignment, a poster, and the final essay project. Each of these assignments counts for 20% of your grade. Each will be given a provisional grade with a 2-week revision period. That is, once the work is provisionally graded, you will have 2 weeks to revise if you'd like to improve your grade. Once the 2-week window has passed, the grade becomes permanent and counts towards your final grade for the course.

Writing project descriptions

Personal Essay: You will work with the first two chapters of the text to write a first essay that will follow the conventions of the personal essay while communicating to a specific audience. (3-4 pages).

Sequenced Research Project and Annotated Bibliography: You will choose a career field or particular occupation to research and will generate 5 different types of sources from your research. Then, you will write a series of annotated bibliography summary /analysis drafts, including formatted MLA citations for each source. The research summary will also indicate how the sources work to outline the research area, and what type of conversations would happen between the authors of the sources. (5 sources, 1

page each)

Research Poster: You will construct a visual representation to informally present your research findings. Using topical graphics, clear textual choices and engaging visuals, you will showcase aspects of your chosen field that are both interesting and revealing. You will present this work to the class, with the aim of using outside input to help push you towards an interpretative conclusion for your research. (5 sources represented on the board, works cited page, and in-class informal presentation required)

Final Paper: You will write a close analysis and argument of your research process that both summarize your research and theorize a particular answer based on the evidence generated in your research process. Drafts will be required (3-5 pages).

Grading Feedback

Most of your feedback from me will come in our interactions in class and during our conferences. If I notice something in an essay (i.e. improper MLA, weak transitions, etc.), I will often bring it up in class since you are probably not the only one struggling. I will also comment on 1-2 writing concerns that addressing would most improve your writing. If you have questions or concerns about a particular area that I have not brought it up in class, please let me know in class or by email. I am here to help you grow as a writer and I want to do that in a useful and efficient manner.

Lab Requirement

The lab component is an integral part of this writing course. Over the course of the semester, you will need to complete a combination of assignments from the list below. This lab work is not the same as regular coursework that you must complete to stay on track in the class; these are, instead, designed to be additional writing-focused activities, which will help improve your writing throughout the term. You will need to provide evidence of completing these lab requirements in order to receive credit for completing them.

To complete the lab requirement for this course, you are required to investigate and participate in campus resources that will help you with your writing. Directions for each lab assignment are in Canvas, along with due dates. Lab scores are completion grades. You must complete each requirement to be eligible to receive a B in the course. Failure to complete lab assignments makes you ineligible for the A grade and may put the B out of reach as well.

Here are the lab assignments:

1 copy of your ideal schedule submitted before midterm, with explanation.

1 copy of your actual schedule submitted after midterm, with reflection.

A writing conference with Instructor Smith, with reflection

A Writing Center consultation with a draft in progress, with reflection

Ask a reference librarian for assistance with your research and report on the outcome

3 detailed reports of work on Collin Career Resources site:

<http://www.collin.myplan.com>

These lab assignments are posted in Canvas with due dates.

Grading Scale

Grade Breakdown:

Low stakes writing, labs, attendance 20%

Personal Essay 20%

Annotated Bibliography 20%

Research Poster 20%

Final Paper 20%

I use the following point totals when scoring your assignments:

A: 100

B: 89

C: 79

D: 69

F: 0-59 (The F grade is at my discretion based on the assignment and degree of fulfillment. Points may be assigned within the range to keep your grade on track, even if you score the lowest grade on the assignment. Missing assignments are automatically assigned zeros, and some low stakes missing work may not be made up.)

Course Policies

Attendance Policy:

You are expected to attend all classes and to arrive **on time**. Missed in-class assignments cannot be made up. I take attendance in every class. If you arrive late, make sure that you notify me at the end of the class period that you came late to avoid being marked absent. In addition, excessive tardiness will count heavily against your grade.

Attendance counts in the low stakes portion of the course. I take attendance on Canvas in every class, and the program will track your absences and assign a percentage grade for them. Do not allow your attendance grade to fall below 80%, **or you will likely fail the course**. Collin College requires that all students attend and participate in 80% of the course to be eligible for a passing grade. **For our class, that means 3 absences result in an automatic F**. In this class, all absences are equal; there are no excused or unexcused absences, and only the total number counts against your grade. I do not require notes or emails explaining your absences.

The only absences that do not apply to your overall total are religious holy days and school sponsored absences (team trips, Collin research conferences, Model UN trips, etc.). Please refer to your current Student

Handbook: https://www.collin.edu/studentresources/deanofstudents/pdf_documents/20172018studentHandbook.pdf

If you know you will be absent for one of these reasons, notify me immediately for absence purposes (check your schedule at the beginning of the semester) and get in touch with a classmate for determining what you was missed. All other absences count towards your total attendance grade.

Late Work:

You must turn in all work on time to pass the course. I will not accept late work without prior notice. Any work turned in late without advance warning will not receive my written comments, you must discuss your work after class in order to get the feedback you need to move forward. Late work turned in without prior notice makes you ineligible for an A in the course. *Missing major assignments are automatically assigned zeros as provisional grades, which become permanent at the end of the 2-week revision period.* If you miss a deadline, you need to talk to me immediately to make a plan for turning the work in.

If you feel like you're going to miss a deadline, talk to me BEFORE the assignment is due for some assistance. The 2-week period of revision following my initial returned comments stands as a hard deadline for missing work. If you do not turn in a work after that 2- deadline, a zero will be assigned as a grade. Zeros for high stakes work means that you are less likely to pass the course.

Plagiarism Policy

Students are expected to turn in original work in this course. That means the work must be your own entirely—free from collusion, cheating and/or plagiarism as defined by the *Collin Student Handbook*. Please review and refer to the description in the Handbook. Plagiarism is a very serious breach of intellectual integrity.

Most cases of plagiarism happen when students feel rushed and/or stressed from taking several classes as well as balancing work and family requirements. To avoid plagiarizing and risking your academic career, ASK FOR HELP. I would much rather help you by extending a deadline and answering your questions about responsible source attribution than to have to report your work to the Dean of Students.

We are using Turnitin.com as a platform for submitting and grading work. Take advantage of the fact that you are allowed to turn work in early to see what your Turnitin plagiarism score is BEFORE the actual due date. The program is designed to allow you to upload your work multiple times and to see and assess your rate of plagiarism as part of your writing process. Keep in mind that Turnitin does not diagnose plagiarism. It shows you the amount of source material you have borrowed, and it also highlights whether you've used the ideas responsibly.

There are varying degrees of plagiarism, ranging from using sources without proper attribution, to copying and pasting material from other established sources. If you turn in a work that I suspect to be plagiarized, I will assess the degree of plagiarism and follow one of two options.

A) Unintentional or low-level plagiarism (usually characterized by a lack of source citations even though quotation marks are in place, or a small amount of borrowed text in an otherwise clearly documented work): I will withhold a grade on the work and give you 2 weeks to revise and resubmit the assignment. Revised and resubmitted work will not be eligible for an A. If you do not resubmit the work, the grade will automatically revert to a 0 for the assignment, which could lead to a failure of the course.

B) Larger cases of cut and paste plagiarism: I will immediately report your work to the Dean of Students office BEFORE notifying you. A grade will be withheld from the work until your situation is resolved with the Dean. If you are found responsible by the Dean's office, you will receive an automatic 0 for the assignment, with 2 weeks to submit a revised version. Revised and resubmitted work will be graded, but it will not be eligible for an A grade after a finding of responsibility by the Dean. If you do not revise and resubmit the work, the grade of 0 will stand, which could lead to a failure of the course. If it turns out that this is not your first instance of plagiarism at the college, or if I must report you a second time in the same semester, you will automatically receive an F for the course.

MLA Format Expected for All Work

We will discuss MLA format in some detail early in the class. Afterward, I expect you to have a basic knowledge of MLA formatting. Later in the semester, we will spend some time discussing citation. If you forget our initial MLA talk, I strongly suggest you get familiarize yourself with interweb resources ([Purdue OWL MLA](#) is a great place), YouTube, and/or the Collin College Writing Center for help. One of the best skills to develop during your time in college is how to find your own answers.

MLA Basics: One-inch margins, 12 point font (Times New Roman, Arial, and Calibri 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 two short one-on-one conferences scheduled this semester. These will occur during class time in our classroom on these scheduled days. If you miss the appointment, ***you are marked absent for the week***. Be sure to save your appointment time and date; I will not be available during that week to look up the time you signed up for.

Course Calendar:

Abbreviated Schedule of Assignments: for a more descriptive list, refer to the course schedule available on Canvas.

Week	Date	Focus	Reading/Assignment Due
Week 1	October 22	Course Introduction and writing interest survey	Have your book next week!!! Start reading ASAP
Week 2	October 29	Textbook readings, draft workshops, in class writing, peer review	Ch1-2 (54 pages)
Week 3	November 5	Personal Essay due	Personal Essay Due

			Ch 3-4 (64 pages)
Week 4	November 12	Sequenced research assignment. Development of research topic focus and research source work. Individual annotated bibliographic entry papers due. Draft of annotated bibliography, and draft review required.	Ch 8-10 (81 pages) Individual annotated bibliographic entry papers due Draft of annotated bibliography
Week 5	November 19	Poster presentation	Ch 5 (38 pages) Poster presentation
Week 6	November 26	Draft analysis paper and semester review essay	Ch 7 (34 pages)
Week 7	December 3	Revision week	Ch 11-12 (As needed)
Week 8	December 10	FINALS WEEK: Final revisions due at exam period	