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# Compostition 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*. The last day to withdraw with a “W” is **Oct. 19, 2018**. 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.

Please compose emails as follows:

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

*Greeting:* Dear/Hello Dr. Forrester:

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

*Signature:* Sincerely/Thank you/All the best/ Etc. [Write your full name and class section]

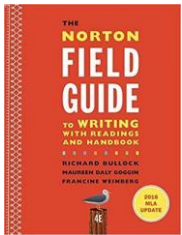
## Class Information

**Section Number:** P41 CRN 14354

**Meeting Times:** Tues. and Thurs.: 2:30 PM – 3:45 PM

**Meeting Location:** L206

### 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. Generally lab units are given to students for completing extra tutoring/events/assignments chosen from the specific list below. Each item listed below has the prescribed points listed beside it when presented in an acceptable form as determined by the instructor. The lab unit handout outlines how to go about this presentation and will be given to students the first week of class.

1. 3 Pts--The college events calendar can be used to look for upcoming college activities to attend. Students can attend and write an original-200-word review of these events and turn them into the instructor. <http://calendar.collin.edu/CalendarNow.aspx>
2. 3 Pts--Writing Center visit:
  - A. 60 minutes
  - B. 30 minutes
3. 2 pts--Writing Center, Library, or other campus sponsored workshops, online library tutorials used in class, study skills seminars, Access tutoring, if student is registered with Access, in-class assignments designated by instructor

## 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

We will discuss MLA format in some detail the first week or so of 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 yourself to the interwebs ([Purdue OWL MLA](#) is a great place), *YouTube*, and/or the Collin College Writing Center for help. **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 one short one-on-one conference scheduled this semester. We do not meet for regular class time on these days. Instead, you must show up to your scheduled appointment at my office. 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.

### Method of Evaluation

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.	

### **Attendance Policy**

Students are expected to be in class each class period. Roll will be called at the beginning of class. Please be on time and in your seat at the beginning of class. Class attendance is a part of the course grade evaluation. See below.

### **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. I have set aside our conference times during the semester for you to ask any questions you may have about your essays. Come to conferences with your questions prepared and with a copy of your essay in hand.

### **Miscellaneous**

Turn off cell phones and other devices before entering the classroom in order to avoid distracting fellow students and the professor. No food is allowed in the classroom. Beverages with lids are permitted. Any serious or repeated disruptions by students deemed inappropriate by the instructor will result in student(s) being asked to leave the classroom and, if necessary, escorted from the classroom by the campus police and or reported to the Dean of Students. See Collin Student Handbook 7-1.5.

### **Course Calendar**

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

## English 1301.P41 Course Calendar

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

Aug 28

Review syllabus, course calendar, class policies. Homework: Read chapters 1-4

Aug 30

Discuss chapters 1-4 and lab units. Homework: Read chapters 5-9 and Discussion Board 1 (DB1)

Sept 4

Discuss chapters read and Reading Response 1 (RR1).

Sept 6

Baseline Essay which is Assignment 1(A1) in class. Homework: DB2 and Read chapter 10

Sept 11

Discuss chapter 10. Homework: Reading to be announced

Sept 13

RR2 in response to reading

Sept 18

A2 and *Writing Center tour*. Homework: Complete A2

Sept 20

Turn in A2. Discuss Essay 1 and chapter 27. Homework: DB3

Sept 25

Begin draft of Essay 1 which is A3. Homework: Complete A3

Sept 27

Using A3, do Self Review in class. Homework: Complete Essay 1 and turn it into Canvas by 11:59 pm on Monday, Oct. 1

Oct 2

Lecture on visual rhetoric. Homework: Read chapter 11

Oct 4

Discuss chap 11. Homework: DB4

Oct 9

A4. Homework: Read "Weirdly Popular" p 687

Oct 11

RR 3 due at the end of class. Homework: DB5

Oct 16

Conferences and Group work with visuals

Oct 18

Conferences and Group work with visuals. Homework A5

Oct 19-- **Last Day to Withdraw**



Oct 23

Discuss Essay 2 and RR 4. Homework: Complete RR4

Oct 25

Begin drafting Essay 2. Homework: DB6 and complete draft of Essay 2

Oct 30

Peer Review Essay 2 in class and discuss chaps 30 and 31. Homework: Complete Essay 2

Nov 1

Discuss chap 13 and 36. Homework: Read chap 13 and 36

Nov 6

RR 5 and discuss chap 51. Homework: Complete RR 5

Nov 8

Discuss MLA and chapters 46-50. Homework: MLA worksheet

Nov 13

Continue MLA Homework: DB7

Nov 15

Discuss library databases. Complete a few labs on library database tutorials.

Nov 20

Discuss Essay 3 and begin drafting

Nov 22—No Class Thanksgiving Holiday

Nov 27

Peer review Essay 3. Homework: Complete Essay 3

Nov 29

Discuss, assign groups for Essay 4. Complete presentations

Dec 4

Group presentations begin. Homework: DB9

Dec 6

Conclude group presentations

Lab Units report due.

Review for Final Exam, Homework: DB10

Dec 13--Final exam 2:30-4:30 pm