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Compostition I

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COLLIN COLLEGE COURSE SYLLABUS

Course Information

Course Number: ENGL 1301.S63 (14419)

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: The final day to withdraw from this course is Friday, October 19, 2018.

Attendance Policy: Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Instructors have the right to lower a student's grade based on excessive absences. Class attendance and participation are essential to your success. Absences are not excused or unexcused, so use your absences wisely. Students receive daily class participation grades for every class meeting; therefore, you will earn receive a zero for daily class participation on the days you are absent from class. Additionally, points will be deducted from your daily class participation on the days you are tardy.

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.

Collin College Academic Policies: See the current *Collin College Student Handbook*.

Below is the scholastic dishonesty policy in the *Collin College Student Code of Conduct* (pages 96-97) in the 2018-2019 Student Handbook.

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.

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.

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.

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.

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.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member shall delay posting a grade for the academic work in question until the case is final. A student found responsible for a scholastic dishonesty offense(s) shall receive an appropriate disciplinary penalty or penalties from the Dean of

Students Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member shall determine the appropriate academic penalty, which may range from a grade of zero (0) on the assignment to failing the course.

Americans with Disabilities Act: 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 (<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.

Instructor Information

Instructor's Name: Joe Guy

Office: Plano Campus, D128 (by appointment)

Office Hours: By appointment only, Monday-Friday: 9am-11:30am, 1pm-4pm

Phone: 972-578-5561

Email: jguy@collin.edu (through Canvas)

Class Information

Section Number: S63

Meeting Times: Saturdays 9am-12pm

Meeting Location: Plano Campus, Room J 214

Minimum Technology Requirement: access to computer outside of school, basic keyboarding skills, access to internet, access to Canvas

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.

Netiquette Expectations: Students are expected to check their Canvas email frequently and to communicate with the instructor professionally and promptly.

Course Resources:

There is no textbook for this course.

Supplies: pens (two or more colors), pencil, highlighter, 2-inch three-ring binder, binder dividers, notebook paper, one Blue Book

Electronic Devices Policy: As per the Collin College *Student Code of Conduct*, all electronic devices are to be switched off during class, unless an exception is obtained from the instructor in advance. No text messaging and no open laptop computers. Students may be asked to leave the classroom if in violation of this policy. In addition, students may be referred to the Dean of Students' Office for a student *Code of Conduct* violation.

Method of Evaluation:

Major Writing Assignments	60%
Lab Assignments	20%
Assignments/Quizzes/Attendance	20%
Total	100%

Lab Assignments: Lab assignments count for 20% of the final grade. Lab Assignments: Students will complete four lab assignments which coincide with the concepts covered in class. The following activities will be done outside of class time to complete lab credits.

Labs 1-2: You must attend two campus seminars, workshops, or presentations sponsored by an academic office or program presented at any campus. You will need to stay for the entire event. You may attend writing and/or non-writing related seminars (ex. Math, student success, etc.) During the presentations, you will write down at least two things you learned on a sheet of paper. Then, have the presenters sign your sheet of paper.

Labs 3-4: You must visit the Writing Center at any Collin College campus to receive credit for these lab requirements. In order to visit the Writing Center, you must prepare for your visit. You may not tell a consultant, "I need help with everything," or "can you fix this?" You must bring in a writing assignment for this course or for another course. You will need to pick specific problem areas (1-3 maximum) to address in the 30-minute session. Problem areas may include:

- Thesis Statement – is it clear? Complex sentence? Fact + Opinion format? End of the introductory paragraph?
- Body Paragraphs – topic sentences? Supporting details (6-9 complete sentences)? Transition words?
- Sentences – subject + verb? Run-ons? Fragments
- Organization – follows a pattern of some sort: logical, spatial, chronological, etc.
- Other: Pick an area of your choosing from the topics we have studied thus far in class

Late Work Policy: Homework assignments, including essays, are due at the beginning of the class period. Students will be given a chance to submit homework and essays one class period after the assignments were originally due. This grace period policy does not count towards class work, quizzes and the final essay (essay #3). Work turned in after the "one class period" grace period will receive a zero (0). Please consult the attendance policy for the penalty for tardiness which will apply on the day papers are due just as it applies on any other day of class. As it is the nature of in-class writing and group exercises to take place during class, make-up work is not an option. If you miss class, you have missed in-class and group work. Quizzes may be made up at the discretion of the instructor as long as the student contacts the instructor on the date of the quiz and makes arrangements to take the exam by the next class period.

Religious Holidays: "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 holy 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 (1st) 15 days of the semester to qualify for an excused absence. A copy of the state rules and procedures regarding holy days is available from the Student and Enrollment Services Offices. The form for notification of absence from each class under this provision is located

at www.collin.edu/getting_started/admissions/forms.html." (2018-2019 *Collin College Student Handbook*, pg. 65).

Major Writing Assignment Revisions: You may revise the first three major writing assignments (essay 1, essay 2, and the annotated bibliography) for a chance to earn a higher grade on the essays. You will not be given the opportunity to revise essay 3. Revisions are optional. Additionally, only students who earn less than a 90% on a major writing assignment may take advantage of the optional revisions. Mere editing will not merit grade reconsideration. Revisions will not be accepted unless they are accompanied by your original graded paper and a clean final draft.

Classroom Decorum: Any classroom disruption may result in the student(s) causing the disruption being asked to leave and being counted absent for that day and/or the number of points deemed appropriate by the instructor being deducted from the student's final grade in the course. Class disruption includes, but is not limited to, the following: using your cell phone or any electronic device during class, disrespect, rudeness, sleeping, excessive talking, interrupting the instructor and/or other students, fussing, verbally fighting, etc., and working on things unrelated to the course. Students should conduct themselves in an adult manner.

Course Schedule: The following course schedule details the assignments and corresponding due dates for this course. This schedule is tentative and is subject to change as necessary by the instructor.

Week	Lesson	Homework Assignment	Due Date	Learning Outcomes
09.01.18	<i>Introduction to Course</i>	<i>Course Agreement Form/Quiz</i>	<i>Saturday, 9/8</i>	
	<i>Course Requirements and Expectations</i>	<i>Week 1 Discussion and Class Participation</i>	<i>Saturday, 9/8</i>	<i>SLO 4</i>
09.08.18	<i>Introduction to Narrative and Descriptive Writing</i>	<i>Essay #1: Topic and Prewriting</i>	<i>Saturday, 9/15</i>	<i>SLO 1</i>
	<i>Narrative/Descriptive Exercises</i>	<i>Week 2 Discussion and Class Participation</i>	<i>Saturday, 9/15</i>	<i>SLO 4</i>
09.15.18	<i>Building the Narrative-Descriptive Essay</i>	<i>Essay #1: Thesis Statement, Outline, and Introduction</i>	<i>Saturday, 9/29</i>	<i>SLO 1, 2, 3</i>
	<i>Narrative/Descriptive Exercises</i>	<i>Week 3 Discussion and Class Participation</i>	<i>Saturday, 9/29</i>	<i>SLO 4</i>

NO CLASS – PLANO BALLOON FESTIVAL – CAMPUS CLOSED				
09.22.18				
	<i>Building the Narrative- Descriptive Essay</i>	<i>Essay 1: Body and Conclusion</i>	<i>Saturday, 10/6</i>	<i>SLO 1, 2, 3</i>
	<i>Learning How to Peer Review</i>	<i>Week 5 Discussion and Class Participation</i>	<i>Saturday, 10/6</i>	<i>SLO 4</i>
09.29.18	<i>Introduction to MLA Format</i>			
	<i>Introduction to the Rhetorical Appeals/Rhetorical Exercises</i>	Essay 1 Due	<i>Saturday, 10/13</i>	<i>SLO 1, 3, 5</i>
		<i>Week 6 Discussion and Class Participation</i>	<i>Saturday, 10/13</i>	<i>SLO 4</i>
		<i>Essay 2: Topic, Prewriting, and Thesis Statement</i>	<i>Saturday, 10/13</i>	<i>SLO 1, 3</i>
10.06.18	<i>Introduction to Essay 2: The Rhetorical Analysis</i>			
	<i>Building the Rhetorical Analysis</i>	<i>Essay 2: Outline, Introduction, and Body</i>	<i>Saturday, 10/20</i>	<i>SLO 1, 2, 3</i>
	<i>Rhetorical Exercises</i>	<i>Week 7 Discussion and Class Participation</i>	<i>Saturday, 10/20</i>	<i>SLOR 4</i>
10.13.18				
	<i>Building the Rhetorical Analysis</i>	Essay 2 Due	<i>Saturday, 10/27</i>	<i>SLO 1, 3, 5</i>
		<i>Week 8 Discussion and Class Participation</i>	<i>Saturday, 10/27</i>	<i>SLO 4</i>
10.20.18				
	<i>Introduction to Essay 3: The Argument Essay</i>	<i>Essay 3: Topic and Prewriting</i>	<i>Saturday, 11/3</i>	<i>SLO 1</i>
	<i>Information Literacy</i>	<i>Week 9 Discussion and Class Participation</i>	<i>Saturday, 11/3</i>	<i>SLO 4</i>
	<i>Introduction to the Annotative Bibliography</i>			
10.27.18				
11.03.18		<i>Annotated Bibliography: Summary Paragraphs (3)</i>	<i>Saturday, 11/10</i>	<i>SLO 1, 2, 3</i>

	<i>Finding Credible Sources/Using the Research Tracker</i>	<i>Research Tracker for Essay 3 Sources</i>	<i>Saturday, 11/10</i>	
	<i>Building the Annotated Bibliography</i>	<i>Week 10 Discussion and Class Participation</i>	<i>Saturday, 11/10</i>	<i>SLO 4</i>
11.10.18	<i>Building the Annotated Bibliography</i>	<i>Annotated Bibliography Due</i>	<i>Saturday, 11/17</i>	<i>SLO 1, 3, 5</i>
	<i>Creating Work Citations</i>	<i>Week 11 Discussion and Class Participation</i>	<i>Saturday, 11/17</i>	<i>SLO 4</i>
	<i>Avoiding Plagiarism</i>			
11.17.18	<i>Introduction to Argumentation and Argumentative Writing</i>	<i>Essay 3: Thesis Statement, Outline, and Introduction</i>	<i>Saturday, 12/1</i>	<i>SLO 1, 2, 3</i>
	<i>Learning about Fact vs. Opinion</i>	<i>Week 13 Discussion and Class Participation</i>	<i>Saturday, 12/1</i>	<i>SLO 4</i>
11.17.18	<i>Analyzing Arguments Exercises</i>			
11.24.18	NO CLASS – THANKSGIVING HOLIDAY			
12.01.18	<i>Building the Argument Essay</i>	<i>Essay 3: Body</i>	<i>Saturday, 12/8</i>	<i>SLO 1, 2, 3</i>
	<i>Direct Quoting and Citing Sources</i>		<i>Saturday, 12/8</i>	
12.01.18	<i>Works Cited Pages</i>	<i>Week 14 Discussion and Class Participation</i>		
12.08.18	<i>Building the Argument Essay</i>	<i>Essay 3 Due</i>	<i>Saturday, 12/15</i>	<i>SLO 1, 3, 5</i>

	<i>MLA Formatting Workshop</i>	<i>Week 15 Discussion and Class Participation</i>	<i>Saturday, 12/15</i>	<i>SLO 4</i>
12.15.18 Finals	<i>In-Class Writing Assignment</i>			<i>SLO 1, 2, 3, 5</i>