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Compostition I

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Collin College

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COURSE SYLLABUS

Course Number: ENGL 1301

Course Title: Composition I

Professor: Mrs. Nagia Eltorai Moharram

Email: nmoharram@collin.edu

Website: [Canvas](#)

Office Hours: by appointment via email request

Class Information

Section Number: 1301.RW6

CRN: 14431

Meeting Times: MW 8:30-9:45 am

Term Dates: Fall 2018 (August 27 – Dec 16, 2018)

Meeting Location: Collin College Rockwall Center, classroom D105

General Class Policy: **In a nutshell, be respectful, be open, engage, and communicate.** We are here to learn and share ideas through respectful communication (listening, talking, reading, writing) and engagement with all members of the class to benefit from our time together. Consequently respecting one another as individuals, with both shared and differing ideas, is critical to this class and the college experience overall. Please share your own views and be open to exchanging and contemplating different points of view through respectful oral discussions and analysis in your writing. By trying to understand another person or group's perspective (through listening, discussing, reading, summarizing, paraphrasing, evaluating, analyzing, and writing), we gather more ideas to help us better formulate our own perspectives and understand the larger world around us.

General Course Information

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.

For English Co-Requisite Courses: This class is paired with INRW 0315.RW1 (CRN 14300). If you withdraw from one of the courses, you will be withdrawn from the other. Enrollment in both courses for the duration of the semester is required. A student must have a passing grade in INRW 0315 to be able to pass ENGL 1301. However, if a student does not have a passing grade in ENGL 1301, but has a passing grade in INRW 0315, the student passes INRW 0315 and will no longer have to take the paired course. The student can then move on to retake ENGL 1301 only.

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:

- Demonstrate knowledge of individual and collaborative writing processes. (Teamwork, Communication Skills)
- Develop ideas with appropriate support and attribution. (Communication Skills)

- Write in a style appropriate to audience and purpose. (Communication Skills)
- Read, reflect, and respond critically to a variety of texts. (Critical Thinking)
- Use Edited American English in academic essays.

Additional Collin Outcome: Upon successful completion of this course, students should be able to do the following:

- Demonstrate personal responsibility through the ethical use of intellectual property. (Personal Responsibility)

Registration Policies: See the current [Collin Registration Guide](#)

Adding/Dropping Class: By Fall 2018 Census Day, Sept. 10, 2018 (dropping will not show up on transcript)

Withdrawal Policy: Fall 2018 last day to withdraw, October 19, 2018 (“W” will appear on transcript)

Class Late Registration Policy: Students who register for and begin attending this course after the semester has started will still be held to the same standards expected from the first day of class.

Collin College Academic Policies: See the current [Collin Student Handbook](#)

- **The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty.**
- Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, **plagiarism**, collusion, use of annotated texts or teacher’s editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records.
- **Collin faculty are required to report alleged violations of scholastic dishonesty** to the Dean of Student Development, who then investigates the case, and renders an administrative decision.
- **Faculty are not allowed to assign a grade to the work in question** until the Dean of Student Development renders a decision
- **Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty from the office of the Dean of Student Development.**
- **Additionally, students found responsible for scholastic dishonesty will be assigned a penalty in this class that ranges from a grade of “F” on the assignment to a grade of “F” for the course**

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 (<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 (Accommodations at Collin College for Equal Support Services) Office.

Specific Course Information

Course Format: Lectures, class discussion, group discussions, collaborative work, individual assignments, outside class labs, summary/response, in-class writing, audio/visual material, oral presentations, and student/teacher conferences. Changes in objectives, assignments, and due dates for this course may be made as necessary. Any changes announced in class and on Canvas.

Minimum Technology Requirement: Computer with Internet access, ability to send emails, and login to class website; appropriate writing software (compatible with Canvas & Microsoft Office Word); flash drive or other means (dropbox.com account, for example) of storing digital versions of essays and other written material you generate (always, always keep a backup of everything you turn in!)

Minimum Student Tech Skills: Student should be familiar with typing papers on a keyboard, surfing the Internet, and other basic computer literacies; <http://www.collin.edu> & [CougarWeb](#),

Cell Phones, Pagers, Laptops, and Headphones in Classrooms Policy: We all know how distracting electronic devices are. To gain the full benefit of any class, students need to give their full attention to what is happening live in class. Face to face communication and handwriting are essential for this class. **Therefore, cell phones, pagers, laptops, and headphones must be put away and all devices are to be turned off or put on silent mode and not on vibrate at all times during class** so that all class members can engage in the class and not be distracted. No phones on desks or under desks; they need to be placed safely out of sight. Do not answer your phone during class, do not send or check text messages during class, and do not leave the room to answer or make phone calls. The professor will give reminders, but if students do not comply, devices will be given to the professor until the end of class. Class breaks will be given when students may use their phones and headphones. Headphones are not to be used in classrooms nor in computer labs and should be put away during class.

Laptops must be put away at all times in class, unless you have permission to use them for a project. Taking notes by hand rather than on a keyboard is required. Some studies have shown that taking notes by hand allows for greater retention of instruction over notes written using a keyboard. Most assignments will also be completed by handwriting. Only final projects are required to be typed. As stated in *The Collin Student Handbook*, "Collin College may initiate disciplinary proceedings for student violations, including, but not limited to, a student who: engages in the use of media or telecommunications devices during class, Collin College labs, and/or other learning environments. In addition, all media and telecommunication devices must be completely turned off (not on silent or vibrate) while taking examinations and prior to entering the Testing Center testing room."

Due to FERPA, you cannot use any technological device (including your cell phone) to video, record, or take pictures of anyone in class.

Netiquette Expectations: Students will only receive replies to emails from their Collin College email account (no personal email accounts in student/teacher communications). Students *must* check their CougarMail – but if students want to forward their CougarMail to another preferred email address, here are instructions to learn how to do so: <https://www.youtube.com/watch?v=-MyDJTLEv1s>. The professor is always happy to answer student questions in person or by email. However, before sending the professor an email, students should first check their class notes, refer to Canvas announcements/emails, refer to this Course Syllabus, or contact classmates whose contact information should be obtained on the first day of class.

Students are expected to send emails with clear subjects and appropriate signatures for identification purposes; professor replies to emails should be expected within 48 hours during weekdays; emails will rarely receive replies on weekends.

Emails Contents:

Subject: Specific reason for email; e.g., “Grade on Quiz 2”

Opening Address: “Hello, Professor Moharram,” or “Dear Mrs. Moharram,”

Issue: “I want to ask/tell you....” (be specific & brief)

Request: “Would it be possible/Can you/I...” (be specific)

Closing: “Sincerely, Thank you, or Best regards,”

Signature: Student’s full name & class section; e.g. “Orlando K. Miller, ENGL 1301.RW6”

Course Resources:

Students may purchase textbooks through one of the Collin College Bookstores located at the Central Park, Preston Ridge, or Spring Creek Campuses. Textbooks may also be purchased through the College’s bookstore website at <http://bookstore.collin.edu/>.

Textbook: *The Norton Field Guide to Writing with Readings and Handbook*, 4th Edition (red cover)

Supplies:

1. A valid, working Collin College email address that students check daily
2. Loose-leaf 8.5” x 11” college ruled lined paper, pens, pencils, highlighters, correction fluid/tape (e.g. Wite-Out), etc., for taking notes and class assignments
3. Flash drive or other means (Google Docs for example) of storing digital versions of essays and other written material student generates (student should keep a backup copy of everything turned in!)
4. Paperback Dictionary of student’s choosing (e.g., Merriam-Webster, Oxford English, etc.)

Attendance Policy: If you miss four classes your final grade will be lowered. Upon your fifth absence, you will receive a failing grade for the course. If you will be absent, please contact me before the absence or as soon as you return from any unplanned absence.

Regular attendance is critical. Writing is a process. This class is structured as a fast paced workshop, which takes the students from the beginning to the end of that process. Missing any one class will take the student out of the sequence of the writing process. Additionally, attending class provides students with the benefit of interacting with one another and having the professor present while working on assignments. Therefore, absences will result in missing a great deal of information that will be difficult for students to make up on their own and will require more out of class work time.

Tardiness: Excessive tardiness will result in a lowered course grade. Three tardies are equal to one absence.

Late Work: Late assignments will be accepted, however, every day late, they will lose one letter grade. If a student will be absent, the student should email their assignment by the due date. Essays are due on the due date stated in the syllabus. No essay will be accepted if it is more than one week late.

Assignments: Every college course requires time inside and outside of class. Students must have time to complete readings and homework assignments outside of class to be successful. If a student spends two and a half hours in class a week, they should expect at least two and a half hours of work outside class.

Students should read assignments before coming to class, so that when material is reviewed in class, students will have the advantage of a second reading. Out-of-class essays are due at the start of class **in hard copy form and must also be uploaded to “Turnitin” via Canvas.**

Paper Submission Policy: All submissions must be delivered on time and directly to the professor (i.e., not left in mailboxes, with secretary, under office door, etc.). Staple or clip the pages together in the upper left-hand corner.

MLA Format for All Assignments: MLA (Modern Language Association) style formatting is most commonly used for the liberal arts and humanities and is one of the basic components of a college writing course. MLA is used to help students learn to adhere to a style of formatting for their typed work, to cite their sources in text, in endnotes/footnotes, and in a Works Cited page at the end of their compositions. Therefore, basic MLA format will be expected for all papers.

MLA Basics: One-inch margins, with ragged right margins, Times New Roman 12 point font, double-spacing at 0 point (need to change if Word program defaults 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 title pages. No extra spacing after/before paragraphs or sentences.

Note MLA example below for sample student:

Jones 1

Angela Jones

Professor N. E. Moharram

ENGL 1301.RW6

11 October 2018

Essay Title

Indent the first paragraph and every paragraph thereafter. Staple the paper only. No cover sheets or title pages are needed. Use this format for all assignments. Points will be deducted from assignments for missing headings, missing titles, and non-double spaced essays.

Method of Evaluation

Grading: Your grade will be determined by your performance on the required papers as well as on weekly work comprised of quizzes, and class discussion. Discussions are based not exclusively on personal opinions but on facts and opinions derived from the essays we read from our book and from handouts. The class is based on the process of composing three major essays. Additional assignments include readings, to be summarized and analyzed, and reflective writings. Grades will be assessed according to the following standards.

Grade Scale: 1000 points total

A= 900 to 1000, B= 800 to 899, C= 700 to 799, D= 600 to 699, F= 0 to 599

A = exceptional work; superior in both style and content

B = above average work; superior in content

C = average work, good enough but not extraordinary

D = below average work; mean mechanics, style, content

F = failing work; deficient in mechanics, style and content

Grade Components: The main components of this class are three essays. We will focus on the basic aspects of the writing process with Essay 1, including prewriting (brainstorming & outlining), paragraph development, 1st draft, 2nd draft typed, peer review, final draft typed, and reflection. While each essay will include the same basic writing process, the essays will increase in complexity and added elements. Essay 2 will add an interview, secondary sources, bibliographic notes, and MLA citations. Essay 3 will add an annotated bibliography, and a PowerPoint presentation.

Essay 1: Informal Narrative Essay (E1) – 10% (100 points)

Essay 2: Expository Profile/Interview Essay (E2) – 25% (250 points)

(Interview, 50 pts.; Bibliographic Notes, 50 pts.; Essay 2, 150 pts.)

Essay 3: Persuasive Proposal Essay (E3) – 30% (300 points)

(Annotated Bibliography, 50 pts.; PowerPoint Presentation, 50 pts.; Essay 3, 200 pts.)

Final Exam: Reflection Essay – 10% (100 points)

Labs: Summary/Response, Vocabulary Log, & Journal – 25% (250 points)

(25 total lab assignments, at 10 points each)

Labs: The lab component is an integral part of this writing course. It is designed to provide additional writing focused activities, which will help improve your writing throughout the semester. During the semester, students will need to track and provide evidence of completing these lab requirements outside of class. The lab assignments are the Summary/Response readings, Vocabulary Log, and the Journal Writings. The 3-ring binder for INRW 0315 must contain these lab assignments.

Extra Credit: Extra credit opportunities will be offered.

Conferences: Student/Teacher conferences will be held near essay due dates, and will be held during class while other students are working on their writing in class.

Grading/Return Policy: Generally major grades will be returned two weeks after the assignment has been submitted. Checks of lab assignments and other assignments placed and organized in the INRW 0315 3-Ring Binder will be made at least twice during the semester.

Course Calendar

ENGL 1301- Fall 2018

Week 1	Welcome to Writing!	Assignment
M 8/27	<ul style="list-style-type: none"> - Syllabus & Plagiarism - Exercises (Ex.): ice breakers; exchange phone numbers 	<ul style="list-style-type: none"> - Email professor - Buy books & supplies - Study for Quiz #1 (Syllabus Quiz)
W 8/29	<ul style="list-style-type: none"> - Quiz #1 - Review Summary/Response #1 (SR1) - Vocab Log #1 (VL1) - Intro to Rhetoric & Rhetorical Situations 	- See INRW 0315 Assignments
Reminder	- Secure Interview for Profile in Career Essay (E2)	
Week 2	Informal Essay (E1)	Assignment
M 9/3	No Class - Labor Day	
W 9/5	<ul style="list-style-type: none"> - Review SR2 & VL2 - Introduction to Informal Descriptive Narrative Essay (E1) 	- See INRW 0315 Assignments
Reminder	Census Day, 9/10- Last day to drop class without appearing on transcript	
Week 3	Informal Essay (E1)	Assignment
M 9/10	<ul style="list-style-type: none"> - Review SR3 & VL3 - Main Idea & Thesis - Choose E1 Thesis 	- See INRW 0315 Assignments
Census Day		
W 9/12	- Outlining, Strengthening Thesis & Thesis Support	- See INRW 0315 Assignments
Reminder	- 3-Ring Binder Check Week 5, Monday, 9/24	
Week 4	Informal Essay (E1)	Assignment
M 9/17	<ul style="list-style-type: none"> - Review SR4 & VL4 - Paragraph Development 	- See INRW 0315 Assignments
W 9/19	- Body Paragraphs & Transitions E1	- Prep for 3-Ring Binder Check
Reminder	- 3-Ring Binder Check Week 5, Monday, 9/24 - Secure Interview for Profile in Career Essay (E2)	
Week 5	Informal Essay (E1)	Assignment
M 9/24	<ul style="list-style-type: none"> - Group Peer Review E1 2nd Draft (2 Reviews/ Student) - 3-Ring Binder Check 	- See INRW 0315 Assignments
W 9/26	<ul style="list-style-type: none"> - J5 - Vocab Exercise - Conference with Professor for E1 	- Complete Final E1 Typed/MLA formatted
Reminder		
Week 6	Expository Essay (E2)	Assignment
M 10/1	<ul style="list-style-type: none"> - Submit Final E1 Typed/MLA formatted - Introduction to Expository Profile in Career Essay (E2) - Summarize Profile Essay in class 	- See INRW 0315 Assignments
W 10/3	<ul style="list-style-type: none"> - Group Discussion on E2 Brainstorm - Doing Research: Secondary Sources, Summarizing, Quoting, & Paraphrasing 	- See INRW 0315 Assignments
Reminder	- Bring Laptops next week (Week 7)	
Week 7	Expository Essay (E2)	Assignment
M 10/8	<ul style="list-style-type: none"> - Librarian Visit: Databases & Research - Librarian Worksheet - Bibliographic Notes 	- See INRW 0315 Assignments
W 10/10	<ul style="list-style-type: none"> - Summarize MB Article Exercise - Analyze MB Article Exercise - Adjust Outline based on Research - Conference with Prof on Bibliographic Notes and Interview Questions 	-

Reminder		
Week 8	Expository Essay (E2)	Assignment
M 10/15	<ul style="list-style-type: none"> - Review Bib. Notes with class - Submit Interview & Incorporate in E2 - Revise Outline based on Research - Share Career Vocab 	-
W 10/17	<ul style="list-style-type: none"> - J8 - Transitions - Conference with Prof 	-
Reminder	Fall Last Day to Withdraw, Friday, 10/19- "W" appears on transcript	
Week 9	Expository Essay (E2)	Assignment
M 10/22	- Peer Review E2 2 nd Draft typed	-
W 10/24	<ul style="list-style-type: none"> - J9 - Grammar Assignment Review & Submit - Grammar Quiz 3 - Review Grammar Quiz 3 	- Complete Final E2 Typed/MLA formatted
Reminder	- 3-Ring Binder Check Week 11, Wednesday, 11/7	
Week 10	Persuasive Essay (E3)	Assignment
M 10/29	<ul style="list-style-type: none"> - Submit Final E2 Typed/MLA formatted - Introduce Persuasive Essay (Genre) - Ethos, Pathos, & Logos - Class Analyze MB Persuasive Article 	-
W 10/31	<ul style="list-style-type: none"> - Review SR5 & VL5 - Introduce Proposal Essay E3 - Components of Sound Argument via NFG Proposal Genre Article 	-
Reminder	- 3-Ring Binder Check Week 11, Wednesday, 11/7 - Bring Laptops next week (Week 11)	
Week 11	Persuasive Essay (E3)	Assignment
M 11/5	<ul style="list-style-type: none"> - Introduce Annotated Bibliography (Anno Bib) using NFG Pt 3, Ch 15 - Review SR6 & VL6 - Explain ¶ structure & MLA format - Using E3 Outline decide on 3 Sources for Anno Bib discuss with partner 	<ul style="list-style-type: none"> - Have all 3 Sources for Anno Bib - Prep for 3-Ring Binder Check
W 11/7	<ul style="list-style-type: none"> - Summarize & Analyze Sources - Conference with Prof - 3-Ring Binder Check 	- Complete Anno Bib, Typed & MLA Format
Reminder		
Week 12	Persuasive Essay (E3)	Assignment
M 11/12	<ul style="list-style-type: none"> - Submit Anno Bib, Typed & MLA Format - Introduce Fallacies NFG - Watch Fallacies Video - Fallacies Worksheet 	-
W 11/14	<ul style="list-style-type: none"> - Fallacies Quiz 4 & Review - Cause & Effect for Argument & MB Exercises 	-
Reminder	- Bring Laptops next week (Week 13)	
Week 13	Persuasive Essay (E3)	Assignment
M 11/19	<ul style="list-style-type: none"> - Paragraph Development - Solidify Thesis, Body Support, & Conclusion 	-
W 11/21	No Class - Thanksgiving	
Reminder	- Have 2nd Draft ready for Peer Editing Monday after Thanksgiving - Bring Laptops next week (Week 14)	
Week 14	Persuasive Essay (E3)	Assignment
M 11/26	<ul style="list-style-type: none"> - Peer Editing - Continue Revising & Editing - Transitions & Conclusions 	-
W 11/28	- Prep for Oral Report/Summarize E3 on notecards; one slide/card per essay ¶	- Complete Final E3 Typed/MLA formatted

	- Review PowerPoint t Usage on Canvas	- Complete PowerPoint Presentation
Reminder	- Upload PowerPoint Presentation onto Canvas & on Flash Drive - Bring Laptops next week (Week 15)	
Week 15	Oral Reports	Assignment
M 12/3	- Submit Final E3 Typed/MLA formatted - PowerPoint Presentations due - Peer Review for each Presentation	-
W 12/5	- Continue PowerPoint Presentations - Peer Review for each Presentation	- Prep 3-Ring Binder
Reminder		
Week 16	Finals Week	Assignment
TBA	- Reflection Essay - 3-Ring Binders Due	-
TBA	-	- Have a Great Winter Break!
Reminder	- Pick up 3-Ring Binders Spring Semester	