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Compostition I

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Collin College

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Course Number: ENGL 1301.AL4
Course Title: Composition I

Fall 2018
MWF 1:12-2:02
Room 104

Dr. Michelle Tvete, PhD (Dr. T)
MTvete@collin.edu
SCC Office: L 215

Office Hours—Allen Center (*By appointment only*)
Monday/Wednesday 12:00-12:30
Friday 12:40-1:10

Course Description: Welcome to English 1301, an 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:

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

Withdrawal Policy: October 19 is the last day to withdraw from 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: 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.

ACCESS Forms: Students with ACCESS accommodation forms must find a time to talk with me about any necessary accommodations (preferably during office hours for privacy). Once we have come up with a plan we will both initial and date the accommodation form. Student should feel free to revisit our plan if any changes are needed.

Late Registration Policy: Students who register for and begin attending this course after the beginning of the semester (August 27) will be held to the same standards expected from the first class day (late registration does not excuse missed work/information). Hard stop for late registration Fall 2018 is August 30.

Course Format: The format for this class includes: labs, lectures, class discussion, group discussions, group work collaboration, digital lectures, Canvas course, audio/visual material, oral presentations, and personal conferences. I will make changes in objectives, assignments, and due dates for this course if necessary. Any changes will be announced in class.

Keys to success for this course:

- ❖ Read assigned readings before class and bring them to class
- ❖ Participate meaningfully in class discussions
- ❖ Ask questions
- ❖ Complete daily work
- ❖ Attend class regularly and be punctual
- ❖ Turn in work on time
- ❖ Plan ahead and be proactive (don’t start assignments at the last minute)
- ❖ Take ownership of your intellectual growth
- ❖ Demonstrate your mental discipline by resisting the urge to check your phone

Textbook:

- ❖ **MLA Handbook* (8th Edition) or internet access to the Purdue OWL
- ❖ **The Norton Field Guides to Writing with Readings and Handbook* (Richard Bullock, Maureen Daly Goggin and Francine Weinberg)
- ❖ Other required readings will be available as PDFs and Links on course Canvas

Required Materials:

- ❖ Notecards (50—lined)
- ❖ Pen and Paper for taking notes, group work, and quizzes during class
- ❖ Thumb drive or other means (dropbox.com account, for example) of storing work and other written material you compose. Always, always, ALWAYS keep a backup of everything you turn in. Technology issues WILL happen and they will not excuse late work.

Minimum Technology Requirements:

- *Regular computer and internet access
- *Access to your Collin email address that you check every day (see email policy)
- *Access to class Canvas
- *Access to a printer, ink, and paper (ability to print 30-50 pages throughout the semester- funds, ink, paper, etc.)
- *Access to a computer with MS Office (assignments **will be submitted as MS Word docs**- Google docs, pages, etc. will not be acceptable methods for submitting work)
- *Some supplementary texts for this course exist exclusively online, so you must have internet access to read and/or view these texts

Minimum Student Skills: Students will be expected to keep up with course load expectations. Computer literacies will be necessary to succeed in this course (Understanding Word programs, typing skills, internet navigation, emailing, etc.).

Attendance

Make sure to complete all reading assignments before class, because we will discuss each reading as a group. I believe knowledge is created through such group collaboration—the unique intersection of **all** of our perspectives, ideas and experiences. So for our class to be successful, each of you needs to come to class ready to ask **your** questions and share **your** insights. I will typically ask you to prepare for our discussion by writing an in-class response at the beginning of class (note cards). If I notice that our discussion is not fruitful (due to a lack of preparation), I will give pop quizzes, as well. Since each of you has chosen to become a college scholar, I do not expect this to happen.

Excused absences include religious holidays, military service, or College (not High School) sanctioned activities. As per p. 62-63 in the student handbook, “*Students are required to file a written request with each professor within the first 15 days of the semester to qualify for an excused absence.*”

Students who miss class due to excused absences are still required to submit work on time. Students must be present in class to submit in-class work—even when the absence is excused.

Outside of these instances, each student will be given 6 grace absences for the semester. That means they have 6 absences before they begin to count against their grade.

6 absences = No impact

7 absences = -10 points

9 absences = Fail the course

It is the student's responsibility to inquire about missed class work/homework from fellow students- NOT the professor. Email me if you need clarification, but your email should be comprised of a specific question or questions.

Partial Attendance: Entering class 5 minutes or more after class has begun or leaving before class has concluded counts as a Partial Absence. 3 Partial Absences equal one unexcused absence.

Percentage Requirement: Students who miss up to 20% of the class (9 days) will fail the course.

Missed days/work: For excused or unexcused absences: It is 100% the student's responsibility to ask peers for any material, assignments, lectures, etc. missed. In the first week meet peers who will be willing to catch you up. I suggest you exchange contact information with them.

Grading/Return Policy: My policy is generally to return major grades at least two-four weeks after the assignment has been submitted *depending on the assignment*. All necessary information for grading expectations will be covered during class time. Specific comments and suggestions will be made on students' papers. Students who would like even more detailed comments can schedule a meeting with me during my office hours so we can chat more in depth about the assignment.

Ethics, Content, and Respectful Discourse Expectations: Students will interact in physical and online discussions and will maintain audience and contextual awareness. All students will be respectful and appropriate both in class and online. Students will also be expected to respectfully interact with instructor via email. Students will maintain professionalism and construct emails that follow the emailing guidelines supplied by the instructor (*see Email Policies under instructor's policies*).

Ethics Policy: This is a college course that focuses on argument, composition, critical thinking, and communication so controversial topics will be discussed and opposing views are not only encouraged but a **necessity**. But to be able to do so, students must participate with **rhetorical awareness and respect**.

Disrespectful or intolerant discourse and behavior, and any advocacy of hateful or discriminatory ideologies are unacceptable in this course. Taking this course requires an ability to openly participate in discussions about ideologies that may be new or different. Students will interact in class and online discussions and will maintain audience and contextual awareness. All students will be respectful and appropriate both in class and online. Students who do not follow this policy will, at the professor's discretion, be asked to leave class immediately and will not be allowed to return to class until they set up a one-on-one meeting with the professor during her

office hours, discuss the issue, and the professor determines that the student will be allowed to return.

Content Warning: In this course you will likely be exposed to new ideologies and possibly adult language that some may consider offensive. Just as she expects you to be, your professor is extremely aware of the rhetorical contexts of her courses and the rhetorical situations that take place within them. **Any content** included in this course is *intentional and beneficial* in helping all students achieve the ***Student Learning Outcomes***. In sum, all students will equally be treated as **respectable adults** fully capable of existing and succeeding in the world.

**Well, yes- it does seem unnecessary to have to say this because this is a college course designed for adult students who have signed up and expect to be treated as adults. However, some students may not be interested in being exposed to this pedagogical approach and now know exactly what to expect from the professor (Dr. Tvette) who has been completely transparent from day one.*

Instructor Communication: Students will interact with instructor via email outside of class and office hours and will maintain professionalism and construct emails that follow the emailing guidelines supplied by the instructor (*see Email Policies under instructor's policies*).

Collin College Academic Policies: "See the current Collin Student Handbook." Academic Dishonesty - Please see section 7-2.2 of the Collin Student Handbook. The range of academic penalty determined by the professor may be a zero on the assignment to dismissal from the course.

Instructor Policies on Academic Dishonesty: Intellectual Property is an important conversation in academia. Your instructor determines *most* essays with over 40% similarity results from Turnitin as plagiarized. For essays that the instructor finds as plagiarized students will have two options:

- 1) Instructor will first speak to the student about the situation. If student chooses, s/he will be allowed to withdraw the assignment and receive a zero (for intentional or accidental plagiarism) and understands that the second time this occurs s/he will receive a zero for the class and will no longer be allowed to attend.
- 2) Instructor will first speak to the student about the situation. If student chooses, the instructor will submit the document to the Dean of Students for review. Once reviewed and based off of the DoS recommendation, instructor will determine whether or not the document is plagiarized (for intentional or accidental plagiarism). Plagiarized assignments will receive a zero and the second time this occurs the student will receive a zero for the class and stop attending (submitted documents found guilty of plagiarism will often be documented on student's transcripts).

Students who plagiarize any assignment, **either intentionally or unintentionally**, can expect to make a zero on the plagiarized assignment. If the same student plagiarizes a second time that student should expect to fail the course.

The instructor does not tolerate plagiarism so it is important for students to pay close attention to citations, bibliographic information, cases of paraphrasing, and the importance of giving credit where it is due.

Email Policy: I will only email students via their Collin College email accounts or Canvas. Emails must be professional, prompt, and include a clear purpose (IE: Student must clearly explain to the professor what she/he needs). Student will remain aware of their audience (the professor) and construct the email accordingly (IE: Use complete and clear sentences, appropriate language, appropriate content, a subject, a greeting, and **must include the student's name and course number**). If emails include attachments the email will explain what the attachment is. **Blank emails with documents attached will immediately be deleted.** Do not send attachments directly from Canvas (emails with documents attached will only be accepted through Cougarmail- not Canvas).

Emails should/will be constructed using this format as a guide (as we will discuss in class):

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

Hello Dr. Tvette,

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

Sincerely/Thank you/All the best/ Etc.

[Write your **full name and class section**—I often have two or more students with the same name in multiple classes]

Responses to emails should be expected within 48 hours during weekdays; emails will rarely receive responses on weekends.

Paper Policy: Assignments will be submitted either in/during class, or on Canvas unless otherwise instructed. The assignment prompt will detail how and when the assignment should be submitted. *"I did not know" will never be an acceptable excuse.* Papers submitted to incorrect dropboxes will receive zeroes. Papers not submitted correctly and on time will be considered incomplete and receive a zero. *******IF a student has issues with Canvas, they will email Dr. Tvette with the assignment attached BEFORE it is due**, clearly explaining the issue. In the email explain the Turn-it-in/Canvas problem, attach a screenshot of the message Canvas shows, etc. "Canvas isn't working" is not acceptable proof. Students who do NOT explain the problem, attach the assignment, and send the email before the due date/time will receive a zero.

Communication is a vital aspect of this course and collegiate success, in general.

Computer/Internet issues will not count as acceptable reasons to submit late. I recommend using dropbox, or other outside methods of saving documents such as emailing them to your own email address, because computers *do* crash and dogs do eat flash drives.

ALL work submitted as a document online will be submitted as MS Word documents ONLY.

Handwritten work will never be accepted with the exception of work completed during class time.

Format Requirements: MLA format is expected for all work. We will discuss MLA format throughout the semester. I strongly suggest accessing reliable references such as the Collin College Writing Center or the Purdue OWL for help throughout the semester as well.

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. No title pages. No extra spacing after/before paragraphs or sentences.

Late Work: Work will be due at the beginning of class and will be considered late thereafter. If you know you will be missing a class, you need to submit the assignment ahead of time. ***No late work will be accepted.***

Revision: Revision of larger essays (essays that qualify will be specified on each prompt) is possible if student follows all of the Revision Guidelines.

*To revise an essay student must email Dr. Tvete within one week of the original grade posting and set up a meeting during her office hours—an agreed upon—to discuss the essay (prepare to spend at least 20 minutes at this meeting).

*Student will submit the revised essay within one week after meeting with Dr. Tvete.

*Essays can be revised for up to 20 points or up to a 100 (if reaching a 100 takes less than 20 points)

-Revised Essay submission documents must highlight **every** change student wishes to be considered as “revised.” Use the highlight or underlining functions for this and be very specific about the exact changes made.

-Opportunity for revision does NOT guarantee a higher grade.

-Only essays that were completed (reached the original word count requirement when first submitted) and submitted on time and correctly will qualify for revision.

Extra Credit: I will offer extra credit opportunities periodically throughout the semester. As these opportunities present themselves I will give students ample time to complete and submit these. Any extra credit opportunity will be available for all students (there will not be special cases made for individual students). Extra credit options will end at the beginning of Finals Week 16 (Sunday 12/9). **Students will not be granted extra credit as a means to pass the class.** Extra credit is not the answer for students on the verge of failing—students are expected to keep up with their work and grades throughout the entire semester. Extra credit assignments will ONLY count if directions for each assignment are followed 100%.

Grievance Procedure: If at any point a student has concerns about the class or the instructor, please first speak to the instructor about the concerns. If student is not satisfied with the outcome of the conversation, the next person in the chain of command is Associate Dean of Academic Affairs, Dr. Kelly Andrews. She should be contacted via email at kandrews@collin.edu. Student will email Dr. Andrews, fully explain the circumstances, and request a meeting time. Students will NOT barge into her office expecting to be seen without an appointment.

Electronics, Cell Phones, Food, and Miscellaneous

**These are the instructor’s personal policies with electronics and food. However, students are expected to follow any rules established by the school/institution/building.*

**Electronics*: Students are allowed to use laptops, netbooks, iPads, Kindles, etc. during class time. While students are encouraged to follow along on Canvas- anytime I use Canvas it will be pulled up on the projector. Students “following along” on Canvas who pay more attention to their laptops than the lecture will be asked to put their computers away. If I get the impression that the student is using the electronic for anything unrelated to class I will ask student to put it away once. If it happens a second time I will ask the student to leave and student will receive an absence for that class day and will not be allowed to use the electronic in class again.

Cell Phones*: Students’ cell phones must be placed on silent unless it is an emergency. If student gets a call or text that is **an emergency and needs to answer, they should step out to take care of it. Otherwise, ignore it. If the student is actively using phone during class without the instructor’s permission, she will ask the student to leave. No questions asked. If these emergencies occur multiple times, instructor will revise this policy, and we will redefine “emergency.”

**Food*: Feel free to bring snacks and drinks to class. Students will be expected to clean up any messes they make. It’s easy to forget to drink water and eat snacks and meals throughout the day when there’s so much going on--so students are more than welcome to do so during this class if they can do so quietly, discreetly, and without disrupting class.

**Emergency Situation*: If there is an emergent situation such as a shooter on campus we will lock the door, turn off the lights, spread out against the walls, and follow all school guidelines.

**Miscellaneous*:

- Smoking, vaping, e-cigs, etc. will not be allowed
- Bringing friends or family to sit in on class will not be allowed
- Only registered Service animals are allowed in the classroom
- Recording class (video, audio, photos, etc.) will not be allowed without first discussing it with Dr. Tvete and receiving her permission.

Dual Credit Policies

In general, the policies do not change between on-campus classes and my dual credit classes. I have the same academic expectations of all of you. However, I understand that Dual Credit students have many separate campus obligations and I am willing to work with you to an extent. You must let me know ahead of time for any scheduling conflicts, particularly long periods of missed classes or repeated absences (i.e. your team is traveling; you are in a play, pep rallies, etc.). Do not assume I know about your school’s schedule – my main campus is the college, not the high school. You must keep me up to date. Also, I will require emailed verification from a teacher or coach (these must be sent from their school email accounts).

Extra Excused Absence: Dual Credit students will be granted **one** single additional grace absence day (on top of the regular grace absence days) when visiting a college campus. Student must let me know in advance and submit proof of attendance for absence to be excused.

Content, Ethics, and Respectful Discourse Reminder: Dual Credit students are reminded to review the Content, Ethics, and Respectful Discourse section of the syllabus **before choosing to**

remain enrolled in this course. I also want to remind Dual Credit students that you ARE now enrolled in a college course. All students will be treated the same (campus and off campus students) and course material and content will not be filtered or adapted. College students are to be treated as adults and expected to act as adults.

FERPA Reminder: FERPA does apply to Dual Credit students (even those under 18). Parents, Grandparents, friends, etc. will have to speak directly to the student about the course. As per FERPA the professor can only speak to the student about anything class related, including verifying whether or not the student is even enrolled in the course. It is 100% up to the student whether or not they would like to share their enrollment, grades, email info, etc. with anyone else but legally the professor can and will **only** speak with the student.

Method of Evaluation

Essay 1 (3-5 pages)	15%
Essay 2 (3-5 pages)	15%
Essay 3 (3-5 pages)	15%
Essay 4 (3-5 pages)	15%
Daily Work	20%
Final Essay (8-10)	20%
TOTAL	100%

Grading Scale

90-100 = A

80-89 = B

70-79 = C

60-69 = D

Below 60 = F

1) Daily Work

The daily work portion of your grade is an average of notecards, homework, in-class writing, quizzes, group work, and participation in workshops. This work, while informal, will be some of the most important work we do for the course. Daily work cannot be made up, the majority of these assignments will contributing to class discussion.

2) Essays

The first four essays of the semester will reflect different types of approaches and skills. Each will be 4-6 pages long and formatted following MLA Guidelines. The topics for each paper will be explained in class.

3) Final Essay

Your final essay will be significantly longer than the first four, and will require you to synthesize what you have learned over the course of the semester.

Writing Center

The Writing Center, located in D-203, offers in person and online writing assistance and other resources. You should visit the Writing Center at least once this semester, and I may request that you visit the Writing Center for help with specific writing concerns. The Writing Center also

hosts several free workshops each semester. Visit their website at <http://www.collin.edu/writingcenter> for hours and contact information.

Schedule

(Subject to change—probably *will* change)

Week 1 : Introduction

M	8/27	Icebreaker
W	8/29	Introduction to course and syllabus
F	9/1	In-class writing

Week 2

M	9/3	No Class
W	9/5	Reading and discussion
F	9/7	Reading and in-class writing

Week 3

M	9/10	Reading and discussion; Assign ESSAY 1
W	9/12	Reading and discussion
F	9/14	Reading and discussion

Week 4

M	9/17	Reading and discussion
W	9/19	Peer Edit Essay 1
F	9/21	<i>Essay 1 DUE</i>

Week 5

M	9/24	Reading and discussion; Assign ESSAY 2
W	9/26	Reading and discussion
F	9/28	Reading and discussion

Week 6

M	10/1	Reading and discussion
W	10/3	Peer Edit Essay 2
F	10/5	<i>Essay 2 DUE</i>

Week 7

M	10/8	Reading and discussion; Assign ESSAY 3
W	10/10	Reading and discussion
F	10/12	Reading and discussion

Week 8

M	10/15	Reading and discussion
W	10/17	Peer Edit Essay 3
F	10/19	<i>Essay 3 DUE</i>

Week 9

M	10/22	<i>CONFERENCES</i>
W	10/24	<i>CONFERENCES</i>
F	10/26	<i>CONFERENCES</i>

Week 10

M 10/29 Reading and discussion; **Assign ESSAY 4**
W 10/31 Reading and discussion
F 11/2 Reading and discussion

Week 11

M 11/5 Reading and discussion
W 11/7 Peer editing
F 11/9 ***Essay 4 DUE***

Week 12:

M 11/12 Reading and discussion; **Assign FINAL ESSAY**
W 11/14 Reading and discussion
F 11/16 Reading and discussion

Week 13: Thanksgiving Holiday

M 11/19 ***NO CLASS***

Week 14: Watch *Hamlet*

M 11/26 Reading and discussion
W 11/28 Reading and discussion
F 11/30 Reading and discussion

Week 15: FINAL ESSAY

M 12/3 **Writing Workshop**
W 12/5 **FINAL ESSAY DUE**

Week 16:

M 12/10 No **Final Exam**