

8-27-2018

# Composition I and II

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*Collin College*

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## Recommended Citation

Shehan, Teri, "Composition I and II" (2018). *Fall 2018*. 499.  
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## **COLLIN COLLEGE COURSE SYLLABUS**

### **COURSE INFORMATION**

**Course Number:** ENGL 1301/Honors English III

**Course Title:** Composition I and II

**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. Required lab is embedded in the curriculum.

**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:

1. Demonstrate personal responsibility through the ethical use of intellectual property.

**Withdraw Policy: Last Day to Withdraw = October 19, 2018**

**Collin College Academic Policies:** See the current *Collin Student Handbook* at [https://www.collin.edu/studentresources/deanofstudents/pdf\\_documents/20172018studentHandbook.pdf](https://www.collin.edu/studentresources/deanofstudents/pdf_documents/20172018studentHandbook.pdf) (*Links to an external site.*) *Links to an external site.* (this is an extremely important document for you to read)

**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. If you experience or anticipate any barriers to learning based on disability, please contact the ACCESS Office (<https://rainier.accessiblelearning.com/Collin/ApplicationStudent.aspx>).

### **INSTRUCTOR INFORMATION:**

**Instructor's Name:** Professor Teri Shehan, M.Ed.

**Email:** [TShehan@collin.edu](mailto:TShehan@collin.edu)

I will respond to emails within 24 hours Monday through Friday. I may check emails over the weekend, but my response is not guaranteed. If you have a time-sensitive question, please do not wait until the weekend to ask if it can be helped. Please note that I will ONLY respond to emails regarding class concerns if they are sent from your CougarMail address. I will not discuss your grades via email.

**Office Location:**

**Office Phone Number:** 469.752.9600

**Office Hours:** Tuesdays and Thursdays 4:20 p.m. - 4:50 p.m.

**Course & section Number:** ENGL 1301.

**Course Materials:**

1. **Norton Field Guide**
2. **Writer's Notebook**
3. **Memoir choice (needed in class by September 10):**

*Educated* by Tara Westover

*Hillbilly Elegy* by J.D. Vance

*Me Talk Pretty One Day* by David Sedaris

*The Distance Between Us* by Reyna Grande

*Just Mercy* by Bryan Stevenson

4. **Whole Class Novel (needed in class by November 12):**

*Extremely Loud and Incredibly Close* by Jonathan Safran Foer

**Class Supplies:** Bring your Norton textbook, a pen, paper and Writer's Notebook to every class. If we are reading a novel, you'll need to bring that as well.

**Minimum Technology Requirement:** As the course relies heavily on Canvas, students must have access to the internet and the ability to function within the Canvas server as linked on the Collin College website or at <https://collin.instructure.com>.

**Netiquette:** Students will maintain proper decorum in electronic communication - email, discussion boards, Canvas chats - and will not use “texting” abbreviations in such interaction. Further, any and all electronic communication using Collin College resources will be pertinent to classroom or course activities - no spam, chain emails, forwarded emails, etc. Lastly, any and all communication with the instructor MUST be made via EITHER the Canvas email system (for communiques pertaining directly to classroom activities) or CougarMail (provided to students through the College). Any other email address will be deleted for security purposes and will not be registered as valid. Only email your professor to her CougarMail account; emails from Dual Credit students sent to her Plano ISD account will receive no response. Also, when emailing your professor, engage with a level of discourse and academic professionalism. Emails with little or no regard to grammatical convention will receive a reply to “try again” with proper grammar.

### **MLA Format Expected for All Work**

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.

### **Contacting Me:**

Many of your questions can and should be answered in person. I have found that the majority of emails I receive from students are about things I have already covered in class. Let be as clear as possible: I expect you to take good notes, check into Canvas at least once a day, check your Collin College email, and maintain at least two contacts from your fellow classmates. If you cannot find the answer to your question after trying all of these means, then please feel free to email me. Here are some email questions I will ignore (as the answers are here/on Canvas/in my announcements/in your notes):

What are we to read? When is this due? What is my grade? How many absences do I have?

### **METHOD OF EVALUATION:**

**Essays:** Grades for all major writing assignments and essays will be based upon how well the writing satisfies the requirements of the assignment.

Scoring guides (rubrics) for essays will be provided with each writing assignment. However, as this is college writing, students should not expect to be presented with or taught a “formula” for writing, per se. Instead, writing will be taught through the reading and discussion of model essays from the textbook, at home reading and annotation of model essays, and/or lecture.

Essays must be typed in 12-point Times New Roman font, double-spaced, and stapled. Use correct MLA format (see MLA 8 Style guide, or the Purdue Owl online for more help). On the essay's due date, print and submit one hard copy to me in class. You are responsible for printing your own paper before class begins. Also, submit one electronic copy to turnitin.com no later than the start of class the day the essay is due.

**Grade Weights:**

Lab - Essay Drafts (Evaluation, Report, Memoir, Reflection): 20%

Final Expository Essay (Evaluation **or** Report): 15%

Final Memoir/Reflection Essay: 15%

Final Literary Analysis: 15%

Poetry Timed Writing: 10%

*Extremely Loud & Incredibly Close* Assessment: 15%

Semester Exam Presentation: 10%

**Attendance Policy:** Remember this is not a self-paced course. If you are unable to complete this course, you must withdraw from it by the drop date October 19, 2018. Withdrawing from a course is a formal procedure which YOU must initiate. If you stop submitting work and do not withdraw, you will receive a performance grade based on the work submitted prior to your last date of attendance ONLY. If you withdraw from the Collin Course, you will be placed into an Honors or On-Level English III only course depending on the availability of those classes, and your grades will be transferred to that course through your new teacher.

Students prevented from completing the course because of documented, extenuating circumstances may qualify for an Incomplete grade if the student has attended regularly, completed 80% of the course work, and is present to sign the Incomplete Contract (See the College Catalog about Incomplete Grades and Contracts).

**Acceptance of Late Work:** No work will be accepted after the due date.

**Delivery Method of Graded Material:** Graded materials will be posted to the individual student grade sheet in Canvas with constructive commentary attached to the individual assignments in turnitin.com when appropriate/necessary. Work will be returned to students within approximately 7 days from the final due date of the assignment.

**Course Calendar by week:** will be provided to the students and posted to Canvas.

**Class Website:** We will use Canvas.

**Join** turnitin.com. Details available in the classroom.

**Religious Holy Days:** Please refer to the current *Student Handbook*. [https://www.collin.edu/studentresources/deanofstudents/pdf\\_documents/20172018studentHandbook.pdf](https://www.collin.edu/studentresources/deanofstudents/pdf_documents/20172018studentHandbook.pdf) (Links to an external site.)Links to an external site.

### **MAKE-UP OR LATE WORK:**

PLEASE NOTE: “Technical Difficulties” of any sort are NOT acceptable reasons for missing or late assignments. If you have issues with your personal technology, avail yourself of the Collin computer labs, the PWHS library, the Chromebooks in our classroom, or the public library. WiFi is available through these and other resources, such as Starbucks and McDonald’s.

Remember, this is a college course, and there are no parent notes excusing absences. If you know you will be absent ahead of time, check our class calendar and Google Classroom. Then email me so that I know you will be gone and can get you any resources that you will miss. If you are unexpectedly absent, check the class calendar and then email me immediately.

You cannot turn in missed work after it is due. Plan ahead so that you have an alternate solution available in case of technical difficulties or medical issues. If you are absent the day an assignment is due, you are still expected to turn it in to me unless there is a severe medical or legal issue that can be validated with proper paperwork. A parent note does not count as validated proper paperwork. If you have a planned absence (for example, a school-sponsored field trip) on the same day a major assignment is due, please know that I will be happy to take that assignment from you early. Field trips, vacations, religious holidays, and other planned events do not excuse you from due dates. Most major assignments must be submitted online via turnitin.com, and that can also be done from home even if you cannot be physically present in class.

### **PERSONAL TECHNOLOGY POLICY:**

All cell phones will be placed in the plastic clear box as soon as you enter the classroom unless your professor requests otherwise, as the use of cell phones is strictly prohibited in class, including texting. Engagement in such prohibited behaviors will result in the device’s capture by the professor. The device will be transported to the student’s subschool principal from whom the student can obtain the device by the end of the school day.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):**

The following statements summarize FERPA regarding parent or third party access to the student’s records:

When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student.

Parents or third parties may obtain DIRECTORY INFORMATION (name, address, enrollment at Collin, etc.) at the discretion of the institution.

Parents or third may obtain NON-DIRECTORY INFORMATION (grades, GPA, etc.) at the discretion of the institution by obtaining a signed written consent from the student. A student must provide written consent each time they are giving a parent or third party access to any part of their education record that is not considered directory information. The written consent must include the precise record or records to be disclosed, the purpose of the disclosure, specifically state to whom the record or records can be released, and must be signed and dated by the student.

\*It is this professor's policy that the student must be physically present with the parent in the professor's office if said parent wishes to discuss the student's grades, test scores, attendance issues, etc. That way, the student can ask for the information with the parent present and no violation of FERPA will occur.

In addition, there is no guarantee of confidentiality in transmitting information electronically via campus email or through the internet. At Collin, we do not make it a practice to release non-directory information to a student over the phone or through campus email because we cannot be sure we are communicating with the student. Please maintain your logins and passwords for CougarWeb, CougarMail, and Canvas as confidential and private. Any breach of this privacy will require the student to immediately change his or her password AND force the professor to cease all electronic communication with the student until site security is re-established as doing otherwise would be a potential violation of FERPA.

## **SCHOLASTIC DISHONESTY AND PLAGIARISM**

Violations to the Code of Conduct include scholastic dishonesty. If a student violates the code of conduct by plagiarism or cheating, the instructor may choose to submit a Student Incident Report to the Dean of Students office.

If a student is suspected of plagiarism, I will escalate the incident to Collin College, and officials from the campus will make the final decision. It is this professor's policy that, in cases of plagiarism or academic dishonesty, the offending assignment/document WILL receive the grade of "0" after verification of such offense has been made by the Dean of Students. Please refer to the current *Student Handbook* for more detailed information about what constitutes plagiarism (section 7-2.2).

[https://www.collin.edu/studentresources/deanofstudents/pdf\\_documents/20172018studentHandbook.pdf](https://www.collin.edu/studentresources/deanofstudents/pdf_documents/20172018studentHandbook.pdf) (Links to an external site.)Links to an external site.

\*\*\*Please sign below, detach, and turn in to the professor. \*\*\*

**SYLLABUS CONTRACT:**

I have read the above syllabus. I understand the policies and procedures of the class as well as the penalties incurred should I violate the terms of the syllabus.

**ACADEMIC HONESTY COMPLIANCE CONTRACT:**

I have read the above brief explanation of plagiarism, collusion, and other forms of scholastic dishonesty. I understand what it is and am aware of the consequences if I should be guilty of it either intentionally or unintentionally.

\_\_\_\_\_ Student Signature