8-27-2018

Composition I

Paul Lee Dr.
Collin College

Recommended Citation

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* for last day to withdraw.

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

Lab Requirement:

The lab component is an integral part of this writing course. Over the course of the semester, you will need to complete a combination of typically 5 selections from the list below. This lab is not the same as regular daily course work that you must complete to stay on track in the class; it is, instead, designed as additional writing-focused activities that will help improve your writing throughout the term. During the semester, you will need to track and provide evidence of completing these lab requirements outside of class.

Acceptable Lab Activities:

Submission of Lab Assignments: **Submit Lab assignments to me by email.**

Lab Assignment Instructions:

Lab #1: Library Online Research Orientation (30 pts.):
Use the following link to access and complete the online library orientation. Write a brief (1 page) essay that summarizes the content of the orientation and explains how it specifically helped you. Submit **BEFORE 11:59 PM on September 17.**

http://iws.collin.edu/library/cla.html

Lab # 2: Annotate an article of YOUR choice from the textbook (30 pts.). Your goal is to take notes on an article so you understand the rhetorical components of the text and can use those notes to write a rhetorical analysis of your chosen article. Submit **BEFORE 11:59 PM on October 8.**

Lab # 3: Writing Center Tutor Session (30 pts.)
See the Writing Center page on the Collin college Web site for guidelines regarding tutor sessions (note what the Writing Center will and will NOT do for you).

Write a brief (1 page) essay that summarizes what was covered in the session with your tutor, and explain how it <u>specifically helped you.</u> Submit **BEFORE 11:59 PM on October 29.**

- Work with a tutor in one of the Collin Writing Centers (make an appointment)

OR

- Work with a tutor via the Online Writing Center (OWL)—use the drop box to submit your draft (Note: Tutor Text does <u>NOT</u> qualify for lab credit)

In addition to your written summary of the tutor session, I must receive a report from the tutor you worked with confirming your session—YOU are responsible for making sure that report gets to me. Remind your tutor that he / she should send me a report.

Credit for the Writing Center Tutor session will be recorded ONLY if both the written summary AND the tutor confirmation are received before the deadline.

Lab # 4: Complete any **ONE** of the following library tutorials (30 pts.):
Use the following links to access and complete <u>one</u> online library orientation. Write a brief (1 page) essay that summarizes what you learned from these tutorials.

Connecting to Library Databases in CougarWeb:
http://iws.collin.edu/library/cougarweb.html

Using Academic Search Complete for Magazine and Journal Articles:
http://iws.collin.edu/library/asc.html

Searching SAGE Knowledge When Your Professor Says No Wikipedia:
http://iws.collin.edu/library/sage.html

Using Opposing Viewpoints in Context for Current issues Topics:
http://iws.collin.edu/library/ovic.html

How to Search CQ Researcher for Current Issues Assignments:
http://iws.collin.edu/library/cqresearcher.html

Submit **BEFORE 11:59 PM on November 19.**

Lab # 5: Writing Center Tutor Session (30 pts.):
See the Writing Center page on the Collin college Web site for guidelines regarding tutor sessions (note what the Writing Center will and will NOT do for you).

Write a brief (1 page) essay that summarizes what was covered in the session with your tutor, and explain how it <u>specifically helped you.</u> Submit **BEFORE 11:59 PM on December 7.**

- Work with a tutor in one of the Collin Writing Centers (make an appointment)

<u>OR</u>

- Work with a tutor via the Online Writing Center (OWL)—use the drop box to submit your draft (Tutor text does <u>NOT</u> qualify for lab credit)

In addition to your written summary of the tutor session, I must receive a report from the tutor you worked with confirming your session—**YOU are responsible for making sure that report gets to me**. Remind your tutor that he / she should send me a report.

Credit for the Writing Center Tutor session will be recorded ONLY if both the written summary AND the tutor confirmation are received before the deadline.

These labs are located at various places on campus and on the web site and are conducted by different departments. So, please contact the appropriate organization (for instance, the library for library workshops) for information about each type of lab, or do a search on the Collin site for online-based labs (for instance, familiarity assignments) as I am not sure where to find and complete each and every type of lab. If you are completely unsure of where to begin, though, please let me know and I'll point you in the right direction. **Please keep in mind that there are specific due dates for the labs; they must be turned in on time for credit.**

Instructor Information:
Instructor's Name: Dr. Paul Lee
Office Number: Spring Creek Campus, Office TBA
Office Hours: By Appointment Only, TR
Phone Number: Contact me by email
Email: plee@collin.edu

Class Information:
Section Number: P26
Meeting Times: TR 4pm-5:15pm
Meeting Location: L206

Minimum Technology Requirement:
Computer with Internet connection and ability to connect to Canvas

Minimum Student Skills:
You should know how to access a Web site when given an address, use the features of your Web browser, download files, attach files to emails, disable pop-up blockers, and use word processing software. If you do not have these skills, you can get assistance at the lab on campus, get help from a friend, or take this course in a classroom setting. I will NOT teach computer skills in this class.

Course Resources:
Required Textbook: Bullock, Richard, Maureen Daly Goggin, and Francine Weinberg. *The Norton Field Guide to Writing with Readings and Handbook, 4th ed.* New York: W. W. Norton & Co., 2016.

Supplies:
Materials for notes and to write in-class activities; in addition see "Minimum Technology Requirement' above.

Attendance Policy:
Attendance in the course is expected and is mandatory.   As with most skills-based courses like this one, it's very important to be in class and on time so you can practice your writing skills on a daily basis. As with all college courses, absences usually result in a negative impact on student grades. So, you are allowed 3 absences; after these three absences you will begin to lose 5 points for each absence.   So, please keep close track of your absences and avoid missing except in extenuating circumstances.

Method of Evaluation:
Final grades for the semester are based on the following point system:
1. Essay # 1 100 points
2. Essay # 2 150 points
3. Essay # 3 150 points
4. Essay # 4 250 points
5. Daily Work/Quizzes 200 points
6. Lab Assignments 150 points

Grading Scale:
A = 900 –1000 points
B = 800 – 899 points
C = 700 – 799 points
D = 600 – 699 points
F = Below 600 points

The major essays will be accepted late in this class, but only for the first three days (with ten points deducted for each calendar day late). After three days late work will NOT be accepted.   Also, daily assignments and

in-class work will not be accepted late (they are due in class on the day assigned for in-class work and on the next class day for homework).

Daily Work/Quizzes:
Daily work includes in-class work (like outlining, brainstorming and other writing process tasks), as well as occasional take-home work (like responses and summaries). Quizzes will be given periodically (particularly when it's clear that students haven't completed reading assignments) and will be multiple choice and will cover relevant and recent material. The number of quizzes depends on factors like the material that needs to be covered and whether students are reading the materials.

Delivery Method for Graded Material:
Major papers will be returned via Canvas (as they will be turned in through Canvas). Daily work and quizzes will be returned in person.

Instructor Response and Availability:
• **Replies to e-mail and telephone messages will be made within 48 hours**
• **Essay assignments will be graded in** *approximately* **fourteen days after submission**

Course Calendar:
1. All essay assignments must be submitted in Canvas (I DO NOT take them by email unless there is some problem with Canvas): on the left column in Canvas, select "Assignments" and scroll down to the appropriate assignment; follow the directions after you click on that assignment.

2. Essay assignments must be uploaded (in Canvas) as Microsoft Word attachments. **Please do not use any other file format, as I may not be able to open it or grade it. This will result in a delay in you getting your paper back, so I WILL NOT GRADE ANY OTHER FORMAT.**

3. Carefully review and follow ALL grading criteria as outlined in the individual Assignment Instructions (assignment requirements and guidelines).

A note about submission of writing assignments: if you wait until the last minute to submit your papers (11:55, 11:59. etc.) it is likely that the system will not accept it, as it does take a bit of time for your paper to load into the system. **If you miss the submission deadline, you miss the assignment (and the allotted points).** Please manage your time carefully, and allow yourself ample time to complete the writing and submission process--**I recommend that you wait no later than 11:30PM to begin the submission process to insure there are no glitches, especially because assignments are due so quickly and so often during summer courses**.

Course Schedule
(I reserve the right to alter the schedule based on class needs and my discretion)

Week 1

- Course introduction: Students should read the syllabus, description of lab assignments, and other pertinent documents
- Read Part 1, Academic Literacies
- Read Part 2, Rhetorical Situations
- Assign/Begin Essay 1, Rhetorical Analysis. <mark>**Due on September 10 by 11:59pm**</mark>

Week 2

- Read Pages 289-298 (Generating Ideas and Text)
- Work in class on developing topics and ideas

Week 3

- Read Pages 298-305 (Drafting, Assessing Your Own Writing)
- Work on drafting in class

Week 4

- Read 306-317 (Getting Response… and Editing and Proofreading)
- Peer Reviews on the 8th (Be sure to have a FULL draft ready that day)

Week 5

- Finish Drafting your paper (Paper is due on Tuesday night)
- Read Proposals section of book on 235-244
- Begin Essay 2, Issue Proposal. <mark>**Due on October 8 by 11:59pm**</mark>

Week 6

- Read examples of proposals from book, 911-938
- Work in class on generating ideas

Week 7

- Film week (examples of argument)
- Continue working on Paper 2

Week 8

- Work on draft of paper
- Peer reviews on the 6th

Week 9

- Read Doing Research (433-499)
- Begin Essay 3, Argument Paper. **Due November 5 by 11:59pm**
- Begin research for Essay 3

Week 10

- Read 355-373 (Arguing)
- Read 500-540 (MLA Style)

Week 11

- Peer Review on April 3
- Finish Paper 3 (due Thursday)

Week 12

- Discuss Essay 4, Literacy Narrative. **Due December 3, by 11:59pm**
- Choose Subject for Essay 4
- Read 73-82, Writing a Literacy Narrative

Week 13

- Read 399-407 (Describing)
- Continue working on Essay 4

Week 14

- Read 419-428 (Narrating)
- Continue working on Essay 4

Week 15

- Peer review on Tuesday
- Essay 4 due Thursday
- "House-keeping" activities on Thursday (don't miss class!)

Please note that certain material in this syllabus is subject to change, such as assignment due dates and point values. Changes will be announced via e-mail and/or in class.

Where to get additional help with your writing:
Writing assistance can be obtained in the Writing Centers located at each campus. Contact a Writing Center for an appointment or check to see when "drop in" hours are available. The Online Writing Lab is also available, and is a very useful resource for students who are already taking a class online anyway. Here's the
link: http://www.collin.edu/studentresources/writingcenter/onlinetutor.html