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Composition II

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Collin College

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**COLLIN COLLEGE
COURSE SYLLABUS**

Course Information

Course Number: ENGL 1302

Course Title: Composition II

Course Description: Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Lab required.

Course Credit Hours: 3
Lecture Hours: 3
Lab Hour: 1

Prerequisite: ENGL 1301

Student Learning Outcomes:

- **State Mandated Outcomes:** Upon successful completion of this course, students will:
 1. Demonstrate knowledge of individual and collaborative research processes. (Teamwork)
 2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays. (Communication Skills)
 3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence. (Critical Thinking)
 4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action. (Communication Skills)
 5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.).
- **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.

Instructor's Information:

Instructor's Name: Leslie Richardson, Ph.D.

Office Number: BB115 (Spring Creek Campus)

Office Hours:

Tuesday 12:50 p.m. – 2:10 p.m.

Wednesday 2:20 p.m. – 3:30 p.m.

and by appointment

(I may change my office hours later in the semester, but I will let you know in advance.)

Phone number: 972-578-5582

Email: LRichardson@collin.edu

Class Information:

Section Number: 1302.S20

Meeting Times: MW (Monday and Wednesday) 1:00 p.m. – 2:15 p.m.

Meeting Location: G218

Supplies:

Textbooks:

Required:

The Everyday Writer, 6th edition, with 2016 MLW Update

by Andrea A. Lunsford.

ISBN-13: 978-1319083434

ISBN-10: 1319083439

“They Say / I Say”: The Moves That Matter in Academic Writing, 3rd edition
(without reading), by Graff and Birkenstein

(ISBN-13: 860-1401247128)

(ISBN-10: 0393935841)

Note: I will reserve a copy of the textbooks in the Spring Creek library for your convenience. You can use it for a few hours at a time there in the library.

Method of Evaluation:

Quizzes, group work, in-class assignments and homework assignments	10%
Presentations	10%
Paper #1	20%
Paper #2	25%
Tests	20%
Lab Assignments/Journals	15%
Total	100%

Grading Scale: A=90-100 B=80-89 C=70-79 D=60-69 F= 59 and below

About the Lab Requirement

The lab component is an integral part of this writing course. This lab work is not the same as regular daily coursework. Labs are writing-focused activities that will help improve your writing throughout the term. We will have regular “lab” assignments throughout the semester. You will read an article by Peter Elbow about fast, forced freewriting. Then, you will use Elbow’s guidelines to write five pages per week (250 words per page). I will grade your freewriting journals once or this semester. See the syllabus for dates.

Grades: The English Department Essay Grading Criteria (included in this syllabus) is based on nationally accepted grading standards for written compositions. Please take a look at those criteria, and talk with me about them whenever you have any questions about how to improve your writing, and thus your grades.

English 1301 & 1302 Essay Grading Criteria				
Excellent (A)	Good (B)	Adequate (C)	Poor (D)	Failing (F)
<ul style="list-style-type: none"> Controlling idea/thesis is significant, important, logical, and solidly supported. Evidence is relevant, concrete, clear, and substantial. Paper shows originality and creativity. 	<ul style="list-style-type: none"> Controlling idea/thesis is logical and important. Evidence is relevant, concrete, and substantial. The ideas expressed and/or the evidence provided is not as significant or as original as the “A” paper. 	<ul style="list-style-type: none"> Controlling idea/thesis is, for the most part, logical. Evidence does not clearly define or advance the thesis. Evidence may be irrelevant, too general, or repetitious. The ideas expressed are unoriginal, obvious or general. 	<ul style="list-style-type: none"> Controlling idea/thesis is largely illogical, fallacious and/or superficial. Evidence is insufficient, obvious, contradictory, or aimless. The ideas expressed are unoriginal, obvious or general. 	<ul style="list-style-type: none"> Lack of controlling idea/ thesis. Evidence and discussion provided may be random and/or without explanation. Relatively few complete ideas expressed in the paper.

<ul style="list-style-type: none"> • Essay establishes a logical order and emphasis, creating a sense of “flow.” • Paragraphs are focused, idea-centered, and transition smoothly. • Introduction pulls the reader in, and the essay continues to be engaging, and the conclusion supports and completes the essay without repeating. 	<ul style="list-style-type: none"> • Essay establishes a logical order, indicating emphasis. • Paragraphs are focused, idea-centered, and include transitions to indicate changes in direction. • Introduction engages the reader, and the conclusion supports without mere repetition of ideas. 	<ul style="list-style-type: none"> • Essay does not follow a consistent, logical order, though some order may be apparent through the discussion. • Paragraphs are generally focused and idea-centered. Transitions between paragraphs and ideas are obvious and/or dull. • Introduction and conclusion are formulaic and uninteresting, offering little insight. 	<ul style="list-style-type: none"> • Essay is inappropriately ordered or random, failing to emphasize and advance any central idea. • Paragraphs may be chaotic, may lack development, discussion, and shape; transitions are inappropriate, misleading, or missing. • Introduction merely states what will follow; conclusion repeats what has already been stated. 	<ul style="list-style-type: none"> • Essay seems to lack order and/or emphasis. • Paragraphs follow a sort of rule-bound structure (i.e., three to five sentences each) rather than thoroughly developing a single idea. Transitions are inappropriate, misleading, or missing. • Neither the introduction nor the conclusion satisfies any clear rhetorical purpose, or may be missing all together.
<ul style="list-style-type: none"> • Sentences are unified, coherent, varied, and emphatic. • Word choice is fresh, precise, economical, and distinctive. • Tone enhances the subject, conveys the writer’s persona, and suits the audience. 	<ul style="list-style-type: none"> • Sentences are purposeful, varied, and emphatic. • Word choice is precise and distinctive. • Tone fits the subject, persona, and audience. 	<ul style="list-style-type: none"> • Sentences are competent but lacking emphasis and variety. • Word choice is generally correct and distinctive. • Tone is acceptable for the subject. 	<ul style="list-style-type: none"> • Sentences lack necessary emphasis, variety, and purpose. • Word choice is vague or inappropriate. • Tone is inconsistent with the subject. 	<ul style="list-style-type: none"> • Sentences are incoherent, incomplete, fused, monotonous, elementary, or repetitious, thus obscuring meaning. • Tone is unclear or inappropriate to the subject.
<ul style="list-style-type: none"> • Student has clearly met and followed requirements and criteria of the writing prompt. • Obvious use of preliminary explorative writing/planning, rough drafts, and revisions. 	<ul style="list-style-type: none"> • Student has met and followed the requirements of the writing prompt. • Apparent use of preliminary writing/planning, rough drafts, and revision. 	<ul style="list-style-type: none"> • Student has met and followed the basic requirements of the assignment. • Paper contains evidence of at least some preliminary writing/planning. 	<ul style="list-style-type: none"> • Little to no evidence of preliminary writing/planning presents itself. • Student has not fully met or followed the basic requirements of the assignment. 	<ul style="list-style-type: none"> • No evidence of preliminary writing/planning. • Student has not met or followed the basic requirements of the assignment.
<ul style="list-style-type: none"> • Proper format is clearly illustrated. 	<ul style="list-style-type: none"> • Paper is largely formatted correctly, though the text may contain a few minor formatting issues. 	<ul style="list-style-type: none"> • Text may contain minor formatting errors. 	<ul style="list-style-type: none"> • Formatting is problematic. 	<ul style="list-style-type: none"> • Formatting does not follow course requirements.
<ul style="list-style-type: none"> • Grammar, syntax, sentence structure, punctuation, and spelling adhere to the conventions of Standard American English, thereby contributing to the essay’s overall clarity and effectiveness. 	<ul style="list-style-type: none"> • Grammar, syntax, sentence structure, punctuation, and spelling deviate from Standard American English only slightly, and insufficiently enough to distract from the essay’s overall clarity and 	<ul style="list-style-type: none"> • Grammar, syntax, sentence structure, punctuation, and spelling deviate from Standard American English sufficiently enough to distract from the essay’s overall clarity and effectiveness. 	<ul style="list-style-type: none"> • Grammar, syntax, sentence structure, punctuation, and spelling deviate frequently from Standard American English so as to damage the content sufficiently enough to interfere with the essay’s 	<ul style="list-style-type: none"> • Grammar, syntax, sentence structure, punctuation, and spelling deviate frequently and seriously from Standard American English so as to damage the content sufficiently enough to damage the essay

<ul style="list-style-type: none"> Paper has been carefully edited. 	<p>effectiveness.</p> <ul style="list-style-type: none"> Paper has been edited. 	<ul style="list-style-type: none"> Careless proofreading is evident. 	<p>overall clarity and effectiveness.</p> <ul style="list-style-type: none"> Little evidence of proofreading. 	<p>significantly overall.</p> <ul style="list-style-type: none"> No evidence of proofreading.
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Attendance Policy: Each student is expected to attend class regularly and participate, and **each student's success in this class is directly tied to attendance.** Students gain essential information and skills during in-class activities; therefore, students who miss a significant number of classes will most likely not have what they need to successfully complete the course. Also, please note that the information presented during class cannot reasonably be "told" to you by a professor at a later date.

After six class absences (for MWF classes) or four (for T/TR or M/W classes), your grade will be lowered one letter grade. Additional absences will lower your grade at a rate of five points (half a letter grade) per week. Please note that two or three instances of tardiness, depending on lateness, will count as one absence.

You are responsible for anything you miss during your absence or tardiness. Be prepared upon your return to class to take a quiz, turn in a paper, or to discuss the reading and assignments for that day.

Special treatment will not be given to a student who adds the course late. That student will earn absences and zeroes just as a student who was signed up before the term started and simply failed to come to class.

I don't like to be in a position to have to "judge" one student's excuse against another, so I leave it up to you to save or spend your absences as you see fit. **Of course, if you are facing unusual or serious problems please make an appointment to talk with me in my office. I will try to help you in a way that is fair to everyone.**

College Repeat Policy:

Grades of all courses taken will be recorded on the student's transcript. The highest grade earned will be used in computing the grade point average and applied toward degree or program requirements. Beginning fall 2002, a course in which a grade (including W) has been received can be repeated only one (1) time to replace the grade. The grade received does not affect the student's ability to repeat a course. Registration holds will be placed on courses that have been attempted twice.

When a course is repeated: 1. Only one (1) course/grade will be counted in a student's GPA. 2. The highest grade will be used in GPA calculations.

Courses repeated before fall 2008 will have only the last grade and credits (whether higher or lower) earned used in computing the grade point average and applied toward degree or program requirements.

Veterans should consult the Director of Financial Aid/Veterans Affairs before repeating any course. Students planning to transfer to another college or university should check with a Collin College academic planning consultant (advisor) or with receiving institutions for their repeat policies. See the Registration Guide for details on specific courses.

7-2.3 Scholastic Dishonesty

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, the award of a degree, and/or submitting work that is not one's own. All work submitted for credit is expected to be the student's own work.

Scholastic dishonesty shall involve, but is not limited to, one or more of the following acts: plagiarism, cheating, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or in any electronic medium, and/or falsifying academic records. Students are expected to record honestly and accurately the results of all their research. Falsification of research results includes misrepresentations, distortions, or omissions in data or reports on research. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation. In the preparation of all papers and other written work, students must distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published primary and secondary materials, but also information and opinions gained directly from other people. Whenever ideas or facts are derived from a source, the source(s) must be indicated by the student.

There is a thing called "self-plagiarism," or "re-gifting a paper." I do not accept papers you have written for other assignments in other classes.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; unauthorized copying of computer or Internet files; using someone else's work for assignments as if it were one's own; submitting or resubmitting an assignment (in whole or in part) for more than one (1) class or institution without permission from the professor(s); or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance or unauthorized collaboration; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site; and allowing a classmate to copy answers.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, a faculty member is requested to delay posting a grade for the academic work in question, until the case is final. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty or penalties from the Dean of Student Development Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate academic penalty.

Depending on the circumstances, in my class, students will receive an "F" for the entire course.

1302 Course Calendar

Major assignments and due dates are listed here. This calendar does not include quizzes, activities and other assignments.

Week 1

January 16 - 19

Topics: Syllabus
Paragraphing and Outlining

Thoroughly read the syllabus. You can expect a quiz or test questions on the syllabus next week.

Set up an account at Turnitin.com. Instructions for setting up your account, and the password and ID number you will need, can be found in Canvas. (Ask me about this if you have any questions.)

Read “Paragraphing Lecture” and “Outlines Lecture” on Canvas. No other pieces of reading will affect your paper grades this semester as much as these two lectures.

Note: From week to week, I may give you copies of articles, or links to articles, that we will read and discuss.

Week 2

January 22 - 26

Topics:
Expectations for College Writing
Conciseness
Thesis Statements
Introduction to Logical Fallacies

Take Test #1 this week in class.

- Read Chapter 2– Expectations for College Writing
- a. Move between social and academic writing
 - b. Position yourself as an academic writer
 - c. Read actively
 - d. Plan research
 - e. Use digital tools to communicate effectively

Pay close attention to “Directness and clarity” on pages 16-17,

and “Read and listen actively” on pages 17 and 18.

Read Chapter 34 – Conciseness

- a. Eliminate unnecessary words
- b. Simplify sentence structure

Work on presentations with your groups.

Week 3

January 29 – February 2

Lab Work/ Assignments

Presentations of Logical Fallacies

Read the lecture titled “Peter Elbow and Freewriting” on Canvas.

Week 4

February 5 - 9

Topic: Introduction to Critical Thinking

Presentations will be graded this week.

Read Chapter 10 – Analyzing Arguments (you’ll read the whole chapter this time)

- a. Think critically about argument
- b. Recognize cultural context
- c. Identify an argument’s basic appeals
- d. Analyze the elements of argument
- e. Think critically about fallacies
- f. A student’s rhetorical analysis

Read the document titled “Instructions for Paper #1” in Canvas.

Week 5

February 12 – 16

Presentations will be graded this week as well.

Read Chapter 5 – Planning and Drafting

- a. Narrow your topic
- b. Craft a working thesis
- c. Gather information
- d. Organize information
- e. Make a plan

Week 6

February 19 – 23

Be prepared to bring your outline for a grade this week, and to participate in a possible peer review.

Week 7

February 26 – March 2

Paper #1 and its outline are due this week.

Topics: Research, Plagiarism

Read the following chapters in *The Everyday Writer*.

Chapter 12 - Preparing for a Research Project

- a. Analyze the research assignment
- b. Formulate a research question and hypothesis
- c. Plan your research
- d. Set up a research log
- e. Move from hypothesis to working thesis

Chapter 13 – Doing Research

- a. Understand different kinds of sources
- b. Use the library to get started
- c. Find library sources
- d. Search the Internet effectively
- e. Conduct field research appropriately

Chapter 14 – Evaluating Sources and Taking Notes

- a. Understand the purpose of sources
- b. Create a working bibliography
- c. Evaluate a source's usefulness and credibility
- d. Read critically, and interpret sources
- e. Synthesize sources
- f. Take notes and annotate sources

Chapter 15 – Integrating Sources and Avoiding Plagiarism

- a. Decide whether to quote, paraphrase, or summarize
- b. Integrate quotations, paraphrases, and summaries effectively
- c. Integrate visuals and media effectively
- d. Check for excessive use of source material
- e. Understand why acknowledging your sources matters
- f. Know which sources to acknowledge

- g. Recognize patchwriting
- h. Adapt structures and phrases from a genre without plagiarizing.
- i. Uphold your academic integrity and avoid plagiarism

Take **Test #2**, which is an **online, open-book test** over the assigned chapters. The test will be titled “Test Over Chapters 12, 13, 14 and 15” on Canvas. Come to class to find out what dates the test will be open on Canvas, and the final date you can take the test.

Week 8

March 5 - 9

(March 9th is the last day to withdraw.)

Begin reading the assigned sections from your textbook *They Say/ I Say: The Moves that Matter in Academic Writing*.

Part 1: “They Say”

Part 2: “I Say”

Part 3: “Tying It All Together”

Please note: The assigned reading from *They Say/ I Say* is **over 144 pages**.

Week 9

March 12 - 16

Spring Break

Week 10

March 19 - 23

Topics: Research Papers, Plagiarism

Read or view any new argument texts that will be given to you in class.

Read from *The Everyday Writer* Chapter 16, Writing A Research Project

- a. Refine your writing plans
- b. Organize and draft
- c. Incorporate source materials
- d. Review and get responses to your draft
- e. Revise and edit your draft
- f. Prepare a list of sources
- g. Prepare and proofread your final copy

Be prepared to **take quizzes or a test** over the assigned sections from your textbook *They Say/ I Say: The Moves that Matter in Academic Writing*.

Week 11

March 26 – March 29
(Spring Holiday is March 31 – April 1)

Paper-writing activities.

Be prepared for quizzes and graded group work this week, and in the following weeks.

Week 12

April 2 – 6

Topic: Research

Be prepared for quizzes and graded group work this week, and in the following weeks.

Research-paper writing continues. You may have an annotated bibliography due this week or next week.

You may have to turn in an outline for peer review this week and/or in the next weeks.

Week 13

April 9 - 13

Lab/Journal Assignment is due this week.

Grammar and other questions and topics of your choosing
Peer review of papers

Week 14

April 16 - 20

Paper #2 and its outline are due this week.

Week 15

April 23 – 27

Review of course ideas for last test.

Week 16

April 30 - May 4

Take Test #3 over major course ideas and your class notes. Date to be announced in class.

Week 17

May 7 - 11

Final Exam Week (We will not have a Final Exam.)

Note: The assignments, point values, and dates are subject to change. Changes will be announced via Canvas and/or email.

Additional Information:

Make-Up Or Late Work: Because I will drop one or more of your lowest quiz grades, quizzes cannot be made up. Papers may be turned in late, but each day your assignment is late, the grade will drop five points. (Perhaps you will decide that another day to work on your paper will be worth that five-point penalty.) An assignment is deemed late if it is turned in more than ten minutes after the *beginning* of class the day it is due. If you miss an in-class essay, you will be able to make it up either in the Testing Center or during my office hours, depending on the circumstances. Appropriate late penalties will apply to those essays as well.

Additional Notes:

Unless otherwise directed, bring your class textbooks to each class meeting.

Electronic devices such as cell phones must have the power off during class.

No recording of class meetings or office conferences is allowed.

Take good class notes. You will need them to write your essays, and to study for quizzes and the final exam.

Please protect yourself by making your own back-up copy of every out-of-class essay and paper you submit. In addition, keep a folder of all your graded work, including quizzes. You may need this folder later to prove your grade. (Because grade books can be lost, and computers do crash, I recommend students keep a folder like this for every class they take.)

Sign up for Cougar Alert

When an emergency occurs, the CougarAlert system can send email, text messages and voice messages to students and employees. Emergencies include but are not limited to weather closures, power outages, police emergencies, catastrophes and/or hazardous exposures.

Collin College employees and students in for-credit classes are partially subscribed automatically, but must log into CougarWeb to add SMS/text and update other preferences.