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# Composition I

Tim Janky  
*Collin College*

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## COURSE SYLLABUS

Fall 2018

**Course Number:** ENGL 1301.C24

**Course Title:** Composition I

**Professor:** Tim Janky

**Office Hours:** (By appointment)

**Department Office Number:** B342

**Phone number:** 972-548-6830

**Email:** [tjanky@collin.edu](mailto:tjanky@collin.edu) (do not use my Canvas email)

**Department** in case of emergencies: Office of Academic Affairs, B-122G, #214-491-6270

### Class Information:

**Section Number:** C24

**Meeting Times:** 11:30 am to 12:45 pm; TR

**Meeting Location:** B116

**Course Description:** Intensive study 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.

### Course Credit Hours:

Lecture Hours: 3 hours per week

Lab Hours: 1 hour per week

**Prerequisite:** Meet TSI college-readiness standard for Reading and Writing; or equivalent

**Course Resources:** **Textbook:** Bullock, Goggin, and Weinberg, *The Norton Field Guide to Writing (with Readings and Handbook)* 4<sup>th</sup> ed., ISBN: 978-0-393-61739-9 (REQUIRED)

**Supplies:** One gig (or larger) flash drive (RECOMMENDED), college ruled notebook, index cards, post-it-notes, colored reference tabs, pencils, pens and highlighters.

**State Mandated Student Learning Outcomes:** Upon successful completion of this course, students will:

1. Demonstrate knowledge of the 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.
4. Read, reflect and respond critically to a variety of texts. (Critical Thinking)
5. Use edited American English in academic essays.

**Additional Outcome:** Students should demonstrate *personal responsibility* through the ethical use of intellectual property.

<b>Method of Evaluation:</b>	Daily Grades (quizzes, in-class assignments, etc.)	40%
	Labs	10%
	Essays	40%
	Final Exam	10%

**Course Requirements:**

1. **Diagnostic Writing Sample:** In this in-class essay, you will demonstrate your best response to a topic that is given to you. While this paper will be evaluated, you must complete it before I will accept any other work from you. If this assignment is not completed, all activities and assignments that follow will receive a zero for a grade.
2. **Essays:** Students will write five essays that respond to assigned topics that will be given to you in class. Each essay will require that you provide support for the claims you make about the topic. All evidence must be clearly attributed to sources and when specified, documented correctly using MLA format, including in-text citations and a works cited page. Essays must have a clear thesis, clear supporting evidence, and logical analysis and evaluation of evidence. Essays should be well organized and free of errors of grammar, punctuation, and mechanics. Essays must follow guidelines of standard MLA page layout. All essays must be typed and double-spaced with one inch margins, using a standard 12 point font. Topics are TBA.

All essays will be submitted and graded via Turnitin.com via Blackboard. Essays must be attached in a Word document. *Work that has been submitted to another class previously is not acceptable.* 24/7 Blackboard Technical Assistance is available by calling **972-377-1777**.

**GRADING RUBRIC ENGLISH 1301**

(See the English Department rubric for details.)

INTRODUCTION AND THESIS STATEMENT (Presenting an Argument) 10%

SUFFICIENT EVIDENCE (Research) 25%

WELL DEVELOPED WRITING/CRITICAL THINKING 30%

EDITING/TECHNICAL ASPECTS 25%

CONCLUSION (Call to action) 10%

3. **Workshop/Participation:** Throughout the semester you will participate in activities including peer reviews, discussions, group projects, and individual writings as part of the preparation for final drafts of your essays. If you show up after an activity has started, you may not have the opportunity to participate in that activity, or you may only get partial credit for it, depending on how late you show up. If you leave and return during an activity or if you leave early during an activity and do not return, you may not receive full credit for the activity.
4. **Argumentation Oral Presentations:** You may read/present your paper in class.
5. **Grammar Workshops:** In-class assignments
6. **Library Orientation and Scavenger Hunt:** You will attend a Library Orientation on an assigned date, and then complete a Library Scavenger Hunt by the following class.
7. **Lab Assignments:** The lab component, designed to support writing as a process and writing improvement, is an integral, required part of the course. Students should complete “lab assignments” throughout the semester. These assignments will be worth 10% of the overall grade. You will be responsible for **16 lab credits**.

Potential work:

- Grammar/Punctuation Tutorials and Quizzes at:  
[http://grammar.ccc.commnet.edu/GRAMMAR/quiz\\_list.htm](http://grammar.ccc.commnet.edu/GRAMMAR/quiz_list.htm) (*Print proof of your scores and turn them in. You may complete up to 6 of these.*)
- **Collin College Student Research Conference** attendance with a written 1 page report, see details on your Course Calendar
- **Online Tutoring** (free): [www.collin.edu](http://www.collin.edu) Click “Student Resources” then click “Tutoring” (available 24 hours a day, 7 days per week).
- **The Collin College Online Writing Lab** (5 day turn-around time, submit early.)  
<https://www.collin.edu/studentresources/writingcenter/onlinetutor.html>
- **Writing Center Tutorial Conference**
- Writing Center Workshop
- Library RAPS Session (A personal meeting with a librarian for research help)
- Library Workshops
- Study Skills Workshops (Writing Related Only)

- Study Skills Seminar (Writing Related Only)
- ENG1301 Access or Group Tutoring

**Attendance Policy:** Your prompt and regular attendance and a strong work ethic is crucial to your success in this class. If you miss class, you are missing material that you will be responsible for in your essays. It is your responsibility to be in class, and on those rare occasions when you are legitimately unable to attend, it is in your best interest to make a friend in class, someone you know you can trust, who will share their notes with you. Please contact me via email regarding legitimate absences and make sure to catch up. I do understand illness and unavoidable issues. ***Please stay home if you have a contagious illness like the flu.***

**\*\*Unexcused absences will result in a zero grade per quizzes, etc.**

**Make-Up or Late Work:** Workshop and lab assignments cannot be made up under any circumstances after the due date. ***NO work will be accepted late***, except in extreme circumstances such as hospitalization of the student or a death in the student's immediate family (parent, child, sibling, significant other or grandparent) with proper documentation. Excused or unexcused absences will be determined at the discretion of the instructor. Other late work may be considered at the discretion of your instructor, and will receive minimal—if any—commentary, and discretionary points will be deducted for it being late if accepted. It is your responsibility to check for assignments and deadline dates on Blackboard. *(One of the honors of earning a college degree is having the ability to meet deadlines.)*

**Revisions:** I rarely accept revisions for assignments and essays; this is per instructor discretion.

**Withdrawal Policy:** See the current Collin Registration Guide for the last day to withdraw. The last date to withdraw from the course is \_\_\_\_\_. Faculty does NOT do this.

**Americans with Disabilities Act:** 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.

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

**Accommodations at Collin College for Equal Support Services (ACCESS) 5.2:**

Specialized services and academic accommodations are available for students with a documented disability. The law requires that students must self-identify to the ACCESS Office and provide required current documentation to that department. Only documentation from a licensed professional (psychologist, diagnostician, or physician) is acceptable. The report must be current; on official letterhead; include the name and title of the person completing the report; their telephone number, address, and signature; the specific diagnosis; current

functional limitations related to the educational setting; and the projected duration of the condition. Students seeking accommodations should contact the ACCESS Office at least one (1) month before the services are needed. Services are available for students at all campus locations.

It is the student's responsibility to pick up their accommodations letter each semester to receive requested accommodations. Students should contact their ACCESS advisor immediately if they are having difficulty in their classes or having problems with their requested accommodations. Students must schedule special testing arrangements with ACCESS at least 2-5 days in advance, due to limited space. Students must take exams on campus for which they are enrolled. Assistive technology and software are available on each campus for students with disabilities. Please contact the ACCESS Office for more information.

**Scholastic Dishonesty 7-2.2:** 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. 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. Scholastic dishonesty shall involve, but is not limited to, one or more of the following acts:

**General Scholastic Dishonesty** includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, and/or the award of a degree; falsifying academic records; using annotated texts or teacher's editions; using information about exams posted on the Internet or in any electronic medium; leaving a test site without authority; failing to secure test materials; and/or submitting work that is not one's own. All work submitted for credit is expected to be the student's own work. 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.

**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 presentation of all papers and other written work, students must distinguish their own ideas and knowledge from information derived from other sources. The term "source" includes not only published primary and secondary materials, but all information and opinions gained directly from other people. Whenever ideas or facts are derived from a source, the source must be indicated by the student. ***(A plagiarized essay could result in a failing grade, or a zero for the assignment.)***

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination; 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 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, the 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. **See the current *Collin Student Handbook* for additional information on these topics.**

In this class, ignorance of what constitutes academic dishonesty is not an acceptable excuse. Regardless of intent and depending on the severity of the incident, a student who is found responsible for scholastic dishonesty (at any stage of the writing process, including writing, drafting, in-class activities, peer review, conferences, etc.) by the Dean of Student's Office may be required to revise an individual paper, or the student may receive a failing grade (of zero to 50 percent) on the individual assignment, or the student may also earn a failing grade in the course. The penalty for academic dishonesty will be assessed on a case-by-case basis by the professor, depending on the severity of the issue and the findings of the Dean.

**Cougar mail:** All email communication with your instructor must be through your Cougar mail account. Your instructor will not respond to any emails that come from outside e-mail addresses due to FERPA Laws. Please allow approximately 24 hours for email replies Monday through Thursday and if your email is sent over the weekend, it will receive a reply by Monday.

**Class Cancellation:** In case of class cancellation (due to weather, illness, or any other reason) keep up with the assigned reading and check our Blackboard course page and your Cougar mail e-mail for assignments so that you don't get behind. (Be aware that sometimes students don't get the group emails that I send from home, so be sure to check for announcements on Blackboard and check your "spam" email box. You will be responsible for keeping up with the required work regardless of class cancellation. Papers submitted via Turnitin.com will be due regardless of class cancellation.

**Cell Phone Policy and Disruptive Behavior:** Certain behaviors disrupt the educational process of the class and will not be tolerated. These include verbal outbursts, talking during class, text-

messaging, arriving after class has begun, leaving before class is dismissed, getting up in the middle of a lecture or discussion to use the restroom, tossing something in the trash can or to sharpen a pencil, etc. When a student engages in disruptive behavior, he/she should expect the instructor to 1) make a note of it, 2) pull him or her aside to discuss the disruptive behavior, 3) ask the student to leave the class, and/or 4) report the disruptive behavior to the Dean of Students who will evaluate the situation and take appropriate disciplinary action. **All cell phones, laptops, and other electronic devices must be turned off and put away in a purse, backpack, or pocket before class begins. These devices should never be in your hand or on your desk during class.** Water bottles are allowed with screw tops, and must be kept on the floor, no food is allowed in the computer rooms.

**Writing Center:** Remember that as a part of the Lab portion of this class, you may choose to visit the Writing Center or participate in a Writing Center Workshop. You are encouraged to make use of the services, which is located in Room A-104, and the phone number is 972-548-6857. All students are encouraged to visit the Writing Center on campus for assistance with writing assignments. In addition, the Writing Center will periodically offer Writing Workshops that will address various areas of the writing and research process.

**Tutoring:** Group or online tutoring is available for ENGL 1301. To participate in group tutoring, fill out a Tutor Request Form which is available in Room D-117 or online at <http://www.collin.edu/studentresources/tutoring/index.html>. Tutoring is free of charge to all Collin College students, and you may begin attending group tutoring at any point in the semester.

**COURSE CALENDAR:** This course calendar is for proposed due dates of major assignments. Note that this syllabus and course schedule may change to meet the needs of the class. When changes occur, I will let you know in class or via e-mail. **Other assignments, essay topics and announcements will be posted on Blackboard, please check it and your Collin.edu email regularly for updates.** It will generally take me about a week to grade essays once they have been submitted. I will let you know if there is a delay. Please allow extra time for grading during the finals grading period. **Please read the book chapters prior to class, and take notes of your thoughts and connections.**

Week 1 ( ) Lecture: "It's about communication, but is anyone listening . . . or reading??"

See textbook (text) p. 735. Look at MLA sample paper (Heads up!☺), p. 540. Discuss: Ethos, Pathos, and Logos. Look at transitions, p. 349 and HB 48. Go over summarizing, p. 19; look at "critical" matters (Reading) on p. 26.

Cover Basics: "TAP": topic, audience, and purpose. Unity, coherence, and style. Brainstorm, write, edit, and publish lecture. Intro. Body, and Conclusion.

In-class discussion and quiz. Lab for week.



Week 2 ( ) Focus on "Topic"; p. 84. Topic sentence: p. 347. Analogy--  
TS: paragraph:: Thesis: ESSAY.

Look at "Guide to Writing" pp. 171-182. Focus: organizing and "color codes-highlighting."  
\*\*\*\*DATABASES\*\*\*\*

Lab and quiz. HW (Home Work DUE Friday): Bring one database (first 2 pages) with abstract.

Week 3 ( ) Lecture: "We all have a Bias". ROGERIAN. Abstracts (in detail): p. 183. Singular  
and plural: 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> person/s. In-class essay. Resumes, etc.: pp. 253-264. LAB and quiz.

Week 4 ( ) Text: pp. 285-295. Collaboration, Brainstorming (in detail), Writing!  
Revision (NOT for the lazy!) see p. 306. Activities in class. Quiz and Lab.

Week 5 ( ) Edit p.313, Proofread p. 316, Publish. Necessary words, Clarity. SEE:  
Faulkner's "A Rose for Emily" p. 803.

SEE: L-1 and 2; L-6 with HB 34, 37, 42 and 58 and S-7f. Lab and Quiz. Look at MLA sample paper  
for next week.

Week 6 ( ) Being Succinct/Concise- HB-59. See p. 693, "Gettysburg Address." Parallelism  
(paired ideas) p. 694; HB-34 ("of, by, for the people"). See HB-34 too. "Take Ten Grammar"  
LAB. Quiz.

Week 7 ( ) FOCUS on Labs. Grammar: see HB; i.e. tense shifts HB-39/S-9

Week 8 ( ) LECTURE: Arguing; pp. 355-373. CH. 36. P. 730 (Readings) Alex Weiss

\*\* Get class topic for argument essay/paper!! Essay 1 due Monday of Week 9. NO LATE  
ESSAYS!!!!!!!!!!!!!! Due at the beginning of class.

Week 9 ( ) Define p. 388; see p. 984 essay. Lecture. Essay 2 due Week 10, Monday.

Week 10( ) Explaining Processes paper. Lecture. P. 414. Paper #3 due Monday.

Weeks 11 and 12 ( ) Paper due. THEMES: DVD. React. Write! Essay#4 due Monday.

Week 13 ( ) Paper due. Illustration essay. Lecture. Cover Narratives and anecdotes.  
Paper#5 due Monday.

Week 14 ( ) RESEARCH/Argument paper; pp. 433-539. Paper due Week 15 on Wed.

Week 15 ( ) In-class help; Writing Lab. Paper due Wed. Friday is review day for Final  
Exam.

Week 16 ( @ ) FINAL EXAM

**Note: Inclement Weather Plan or Professor out sick:** *Please read the upcoming textbook chapters, work on your major essays, and/or labs.* Be sure to check for weather alerts and Collin College closures on the local news, radio and Cougar Web. Make sure your active phone number is connected to Cougar Web for updates from Tech Services.

**Please follow Collin College's Core Values:** Learning, Service and Involvement, Creativity and Innovation, Academic Excellence, Dignity, **Respect and Integrity.**

If sleeping in class disturbs instruction, you will be asked to leave; thank you.