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Compostition I

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COLLIN COLLEGE COURSE SYLLABUS
FALL 2018

COURSE NUMBER: ENGL 1301

COURSE TITLE: Composition I

PROFESSOR: Lee Walpole Lassiter, MA

OFFICE HOURS: By appointment

TEXT/VOICEMAIL: 469-406-7207

EMAIL: LWLassiter@collin.edu (Email is preferred means of communication and will be responded to within 24 hours)

CLASS INFORMATION:

1301 - CY5 Saturday 9-11:50am Room B116
 Saturday 12:30-2:30pm

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.

PRE-REQUISITE: Meet TSI college-readiness standard for Reading and Writing; or equivalent

COURSE CREDIT HOURS: 3

LECTURE HOURS: 3 hours per week

LAB HOURS: 1 hour per week

REQUIRED COURSE MATERIALS:

- *Steps to Writing Well with Additional Readings*, 10th edition. ISBN: 978-1-337-28094-5
- *A Pocket Style Manual, 2016 MLA Update Edition* 978-1-319-08352-6
- *Carrie* by Stephen King Preferred edition: ISBN: 978-0-307-74344-4
- *Death in the Air: The True Story of a Serial Killer, the Great London Smog, and the Strangling of a City* Kate Winkler Dawson (any edition)
- Computer access to complete online lab assignments and access to Microsoft Word to type all major assignments. Microsoft Word is free to all Collin students and is the required format for submitting papers for this course. If you do not know how to access your free copy, please let me know.
- Internet access and a working e-mail address to access any additional reading or assignments/handouts I may ask of you, as well as to communicate with me.
- I encourage you to bring tablets and laptops to class; however, these items are to remain turned off until I tell you what to do with them. Class days that require a tablet or laptop will be noted in the Course Calendar.
- A spiral notebook dedicated specifically to this class.
- Writing implements.

STUDENT LEARNING OUTCOMES:

- **STATE-MANDATED OUTCOMES:** Upon successful completion of this course, students will:
 1. Demonstrate knowledge of individual and collaborative writing processes.
 2. Develop ideas with appropriate support and attribution.
 3. Write in a style appropriate to audience and purpose.
 4. Read, reflect, and respond critically to a variety of texts.
 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.

WITHDRAWAL POLICY: “See the current *Collin Registration Guide* for more information.

ATTENDANCE POLICY: Attendance is very important in this class. I realize every instructor says this and every instructor expects faithful attendance of his or her class, however ... almost 25% of your total grade in this class is comprised of in-class assignments and quizzes and these items **CANNOT** be made up. If you miss more than 3 class periods for an unexcused absence you will receive an automatic F in the course. In the instance of a legitimate emergency (i.e., death in the family, hospitalization, communicable illness) please contact me as soon as possible so the absence is marked as excused. Religious holidays may be marked as excused with two weeks notice. Do not email me asking if you missed anything in class, you did! It is your responsibility to ask a peer for the material you missed.

COURSE ASSIGNMENTS:

The breakdown of the course assignments for this semester are as follows:

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Grammar Exercises (GE)	4	70	280
Quizzes	5	60	300
Journal Checks	4	100	400
Process Analysis Essay (2-3 pages)	1	100	100
<i>Argumentative Essay (3-5 pages plus Works Cited)</i>	1		400
Milestone #1 - Topic Selection	1	10	
Milestone #2 - Thesis Statement	1	20	
Milestone #3 - Outline/Sources	1	30	
Milestone #4 - Rough Draft	1	100	
Milestone #5 - Peer Reviews	1	40	
Milestone #6 - Final Draft	1	200	
<i>Literary Essay (3-5 pages plus Works Cited)</i>	1		500
Milestone #1 - Thesis Statement		30	
Milestone #2 - Outline/Sources		30	
Milestone #3 - Rough Draft		100	
Milestone #4 - Peer Reviews		40	
Milestone #5 - Individual Conference		50	
Milestone #6 - Final Draft		250	
Comic Book Narrative	1	100	100
Midterm Exam	1	200	200
Final Exam	1	300	300
Total Course Points			2580

CLASS PARTICIPATION – QUIZZES & ATTENDANCE (IN-CLASS):

Attendance is very important in this class, almost 25% of your total grade in this class is comprised of in-class assignments and quizzes and these items **CANNOT** be made up. In-class assignments and quizzes range from reading quizzes over assigned readings to in-class essays.

WRITING ASSIGNMENTS:

Students will create a total of 20-25 polished pages of text over the course of the semester in a myriad of formats ranging from online journal entries to a polished literary essay to a comic-strip literary narrative.

Essays assignments comprise almost 50% of your total course grade. One of your essays will be 2-3 pages in length including sources with two longer essays (see below) that will be 3-5 pages in length plus sources. All essay assignments must be submitted via Canvas/TurnItIn as outlined in the Course Calendar in Microsoft Word document format following MLA8 guidelines. In the event of Plagiarism, the penalty can vary from correcting MLA documentation, to starting completely over with a new topic, to receiving a zero for the entire assignment. The instructor will determine the penalty. In addition, the event may be reported to the Dean of Students' Office.

THE LITERARY ESSAY/ARGUMENTATIVE ESSAY:

Roughly a third of your total grade will be comprised of a literary essay and an argumentative essay. I want you to succeed in this class and, more importantly, to leave this class with the ability to write an essay that is polished and reflective of your grasp of English. To best facilitate learning the process of crafting an essay in the least stressful manner, your major essays are broken down into milestones, or steps. Failure to complete any of the milestones will automatically lower your final grade on the essay by one letter grade.

REVISION POLICY:

You will have one week after the return of any of your essays to revise your work and resubmit the paper for additional points. I would love for each and every one of you to get an A on your major paper. If you follow the steps and pay attention to my feedback you will succeed in this class!

JOURNALS: You will be responsible for keeping a journal over the course of the Semester - writing prompts will be given on the first day of class. You should plan of writing 12-15 pages per week. There will be 4 Journal Checks spread throughout the semester worth 100 points each.

THE MIDTERM/FINAL EXAM:

The Midterm for this class is worth 200 points and will be made up of 50 question worth 100 points, 5 short answer questions worth 10 points each, and 1 essay question worth 50 points. The Final Exam for this course will be comprised of a variety of questions totaling 150 points, 5 short answer questions worth 10 points each, and 2 essays worth 50 points each. We will have an extensive review session before the Midterm and on the last day of class.

GRADING SYSTEM:

English 1301 Total Points Available - 2860				
Grade	Numerical Equivalent	Points	Points Equivalent	
			<i>Lower</i>	<i>Upper</i>
A	90-100	4	2310	2580
B	80-89	3	2051	2309
C	70-79	2	1793	2050
D	60-69	1	1536	1792
F	0-59	0	0	1535
W	Withdrawn			
I	Incomplete			

EXTRA CREDIT OPPORTUNITIES:

You have a multitude of opportunities for extra credit in this course. Extra credit opportunities/dates are outlined in the Course Calendar.

Extra Credit Opportunities	Point Value	May Repeat?	Potential Points
Attend a Collin College Sporting event and write a 250-word essay	15	Yes - 2X	30
Attend a Collin College Visual Performing Arts event - write a 250-word essay	15	Yes - 2X	30
Attend a Writing Center Workshop	15	Yes - 2X	30
Attend a Writing Center Individual Appointment	20	No	20
Complete the Book-In-Common Extra Credit Packet	100	No	100
Total Potential Extra Credit Points			210

LATE WORK POLICY:

As a rule, **I do not accept late work**, and all work is due at the beginning of class on the assigned dates. Exceptions to this policy will only be granted in cases of genuinely extenuating circumstances.

In the event of bad weather and school closings, refer to Blackboard for assignments.

STUDENT CONDUCT:

All students are expected to participate in class and in small group discussions, and all students are expected to **behave in a mature and respectful manner**. Disruptive behavior will not be tolerated. Any student who disrupts the class or who interferes with classroom instruction or discussion will be asked to leave the class and will not receive credit for attendance.

It is very important that you bring your supplies to class each time we meet. The textbook is a requirement for this course. Bring the textbook, writing materials, and a means of saving your computer work each time we meet. If you do not have your materials, you cannot participate fully in class; therefore, you will not receive class credit any time you fail to bring the necessary supplies.

Cell phones are to be turned off in the classroom. All phone conversations should occur before class begins or after it ends outside the classroom. **DO NOT** read or send text messages. Students should give their full attention to learning for the time we are in the classroom. If a cell phone rings or I see someone texting, recording, and/or taking pictures, the entire class will immediately have a quiz over materials that should have been read in the textbook.

Do not wear ear buds or headphones during class. If you do so, you will be asked to leave.

Smoking is prohibited from all Collin College campuses including electronic cigarettes.

Children are not allowed in class at any time and they cannot be left unattended in the hallways during class.

RELIGIOUS HOLIDAYS:

In accordance with Section 51.911 of the Texas Education Code, Collin will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time. **Students are required to file a written request with each professor within the first few days of the semester to qualify for an excused absence. A copy of the state rules and procedures regarding holy days, and the form of notification of absence from each class under this provision, are available from the Admissions and Records Office.** Students who plan to observe religious holidays which will require absences from class should consult the current CCCC

Student Handbook, section on Religious Holidays, for the correct process to follow. It is mandatory that this procedure be followed in detail.

ACADEMIC ETHICS: Scholastic Dishonesty

From the Collin Student Handbook, Chapter 6: Student Code of Conduct Violations

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. Collin College may initiate disciplinary proceedings against a student or prospective 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 misconduct through electronic or computerized means. Scholastic dishonesty shall include, but is not limited to, one (1) or more of the following acts.

1. **Cheating** includes, but is not limited to, having access to unauthorized materials or electronic, digital media, telecommunication, and/or wearable devices (i.e., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during an examination; the giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; using someone else's work for an assignment as if it were one's own; submitting or resubmitting an assignment in whole or in part (i.e., recycling an assignment) for more than one (1) class or institution without permission from each of the professors; 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; removing tests or answer sheets from a test site; and any other dishonest means of attempting to fulfill the requirements of a course.
2. **Collusion** includes, but is not limited to, intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty; failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; unauthorized collaboration or communicating answers to a classmate about an examination or course assignment; and allowing a classmate to copy answers.
3. **General Scholastic Dishonesty** includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, or the award of a degree; and/or falsifying academic records or documents. Students are expected to record honestly and accurately the results of all their research. Falsification of research results shall include misrepresentations, distortions, or omissions in data or reports on research.
4. **Plagiarism** includes, but is not limited to, intentionally or unintentionally failing to quote and cite an author's words, information, and/or ideas in accordance with American Psychological Association (APA) Style, Modern Language Association (MLA) Style, The Chicago Manual of Style (Chicago Style), or another citation style approved by the professor.

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.

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 opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

TENATIVE COURSE CALENDAR - FALL 2018

SATURDAY SEPT 1 st	AM SESSION	PM SESSION
LESSON FOCUS:	MODULE 1	MODULE 2
In-Class Discussion:	Course Introduction Discuss Chapter 1: Prewriting Keeping a Journal Discuss Chapter 6: Effective Sentences	Discuss Chapter 7: Word Logic Discuss Chapter 9: Development by Example Discuss Chapter 10: Process Analysis Assign Process Analysis Paper
In-Class Activity:	QUIZ #1 Syllabus	Process Analysis Paper Topic Selection
HOMEWORK DURING WEEK	ROUGH DRAFT PROCESS ANALYSIS PAPER DUE WEDNESDAY 11:59pm ICE 4 PEER REVIEWS DUE THURSDAY 11:59pm FINAL DRAFT DUE FRIDAY 11:59pm JOURNAL ENTRIES #1 GRAMMAR PACKET #1 START READING <i>CARRIE</i>	
SATURDAY SEPT 8 th	AM SESSION	PM SESSION
LESSON FOCUS:	MODULE 3	MODULE 4
In-Class Discussion:	Discuss Chapter 12: Definitions Discuss Chapter 13: Division/ Classification Discuss Chapter 14: Causal Analysis Discuss Chapter 15: Argumentation Discuss Chapter 2: Thesis Statement	Discuss Chapter 3: Body Paragraphs Discuss Chapter 4: Beginnings & Endings Discuss Chapter 5: Drafting & Revising
In-Class Activity:	Argumentative Essay MILESTONE 1 - Topic Selection MILESTONE 2 - Thesis Statement	JOURNAL CHECK A Argumentative Essay MILESTONE 3 - Outline
HOMEWORK DURING WEEK	GRAMMAR PACKET #2 JOURNAL PACKET #2 QUIZ #2 MILESTONE 4 - Rough Draft Argumentative Essay DUE BY MIDNIGHT WEDNESDAY MILESTONE 5 -Peer Reviews Argumentative Essay DUE BY MIDNIGHT THURSDAY MILESTONE 6 - Final Draft Argumentative Essay DUE BY MIDNIGHT FRIDAY FINISH READING <i>CARRIE</i> and WATCH EITHER FILM VERSION OF <i>CARRIE</i>	

SATURDAY 9/15	AM SESSION	PM SESSION
LESSON FOCUS:	MODULE 5	MODULE 6
In-Class Discussion:	Discuss Chapter 21: Classroom Writing	Discuss Chapter 11: Compare and Contrast Discuss Chapter 22: Writing about Literature Assign Literary Analysis Paper
In-Class Activity:	JOURNAL CHECK B MIDTERM EXAM	MILESTONE #1 Thesis Statement Literary Analysis Paper Start MILESTONE #2 Outline
Homework:	MILESTONE #2 Outline Literary Analysis Paper DUE MONDAY 11:59pm MILESTONE #3 Rough Draft Literary Analysis Paper DUE WEDNESDAY 11:59pm GRAMMAR PACKET #3 JOURNAL PACKET #3 QUIZ #3 MILESTONE #4 PEER REVIEWS LITERARY ANALYSIS PAPER DUE BY FRIDAY NIGHT at MIDNIGHT	
SATURDAY 9/22	AM SESSION	PM SESSION
LESSON FOCUS:	NO IN PERSON CLASS - MEET INDIVIDUALLY WITH PROFESSOR AT SCHEDULED TIME	
In-Class Activity:	MILESTONE #5 Individual Conferences	MILESTONE #5 Individual Conferences
Homework:	MILESTONE #6 FINAL DRAFT LITERARY ANALYSIS DUE WEDNESDAY MIDNIGHT GRAMMAR PACKET #4 JOURNAL PACKET #4 QUIZ #4 QUIZ # 5 - GRAMMAR ONLINE FINAL REVIEW	
WEEK OF 9/29	AM SESSION	PM SESSION
LESSON FOCUS:	MODULE 7	MODULE 8
In-Class Discussion:	Discuss Chapter 17: Narration Comic Strip Narrative Assigned	N/A
In-Class Activity:	Comic Strip Narrative Due by 12:30pm	JOURNAL CHECK C FINAL JOURNAL CHECK FINAL EXAM