Name: Dr. Donna Smith
E-Mail: dsmith@odessa.edu
Office Location: WH 208
      Odessa College
      201 W. University
      Odessa, TX 79764
      Office: 432.335-6548; Cell: 553-1393
Office Hours: MWF: 11-12; MW: 1-2:30; TTH: 1:30-2:30 (I know that you're web students, but these are the hours where you can reach me by telephone. Also, there's an office-hours function in Blackboard that we can arrange to use).

Course Information:

    Title: ENGL 1301: Composition and Rhetoric
    Course Dates: August 27-December 14
    Course Credits: 3 lecture hours
    Location – This course is a full Web course and is conducted in Blackboard.
    Prerequisites – C in ENGL 0370 or a satisfactory placement score

Course Catalog Description:

This course focuses on applying the essential principles and techniques needed to produce college-level writing. The course emphasizes using critical thinking to write organized and grammatically correct expository and persuasive essays using various modes and strategies; students will learn modes and strategies through class instruction and through the analysis of class readings. In ENGL 1301, students will gain a basic understanding of research and documentation techniques. Requirements include multiple essays, a final exam, collateral readings, and other assignments as determined by the instructor. (ICOs 1, 2, 3, 5) ENGL

Learning Outcomes Upon successful completion of this course, students will:
- Demonstrate knowledge of individual and collaborative writing processes;
- Read a variety of texts and reflect upon and respond critically to those texts;
- Learn to write thesis driven essays, with clear internal organization governed by a series of controlled paragraph topic sentences;
- Learn to develop ideas by moving logically in a body paragraph from the generalization of the topic sentence to more specific clarifications;
- Learn to understand and appropriately apply modes of expression in written communication;
- Learn to maintain a logical movement through an essay with control of transitions, clarifications, and reasonable conclusions to ideas;
- Learn to analyze an audience to determine the best strategies for effectively communicating with that audience;
- Demonstrate an understanding of some basic research techniques and how to use library resources;
- Demonstrate a knowledge of research documentation including quotation integration, proper citation, and some knowledge of bibliographic form;
- Demonstrate competence in using Edited American English when articulating ideas in well-organized, lucid prose that exhibits the application of the aforementioned skills.

Required Materials:

Textbook: *No text required*

Computer Skills:
You must be able to type, browse and research internet, upload and download files, attach files, save files and find files on your computer. You should also have a fully functional word processing program and know how to save a file in Rich Text Format. (There are a number of free word processing programs available for download from the Internet. Contact me for suggestions.)

Course Schedule:
The course is divided into units, and I direct the coursework for each unit as we go through the semester. In other words, the course is <u>not</u> self-paced, but rather, you will have weekly assignments with due dates, and you will complete course units on the schedule that I provide through weekly announcements.

Classes begin	August 27, 2012
Semester ends	December12 , 2012
Last day to withdraw/drop	November 14, 2012: I will not give administrative drops—if you need to drop this class, you will have to initiate the drop yourself.

Course Requirements:
- Five multi-paragraph essays, 12% each,
- Grammar, preliminary writing activities, group work, discussion board and miscellaneous work: 20%
- Final exam: 20%. The final exam takes place in Blackboard and is not proctored, unless something has occurred that has prompted me to require you to take your exam with a proctor (see "Policies and Procedures" below).

Letter Grade Explanation:
> 90 to 100 = A
> 80 - 89   = B
> 70 – 79   = C
> 60 – 69   = D
> 59 and below = F

What You Need to Know in Order to Complete the Course Successfully:
- **This course is NOT self-paced**. Typically, I will make assignments on Monday morning with the deadline coming the following Sunday night. In other words, you'll normally have a full week to complete assignments. In addition, I will post explanatory and (I hope) helpful announcements several times a week to assist you. So while you can choose when you want to work on your assignments during a normal week, you'll still need to meet the posted deadlines or else suffer late penalties (explained later in the policy statement).

- You must have <u>regular</u> access to a computer and the Internet. If your computer crashes during the semester, you <u>must</u> find an alternate computer and continue to access the course and submit assignments on time. A computer crash is **NOT** an excuse for failing to work the class. The Student Learning center (first floor of the library) has open access computers that are available for your use when campus is open. You can call them at 432-335-6673 to learn their hours.

- You also need to activate your OC student email account, if you have not already done so. The

instructions for doing so are on OC's home page. Please use your OC student email to work the course and to communicate with me.

- o When you communicate with me via email, read your emails over before you send them to me. When you talk to me, you're talking to your *English* teacher, and thus, you need to make sure that you're communicating clearly. **Please don't use texting abbreviations when communicating with me**.

- o Before you hit "send," ask yourself if you've given me enough information and background to answer your question or respond to you.

- o From your point of view, it sometimes feels like it's just me and you in the class, but from my point of view, I have lots of students, and sometimes I don't immediately remember the particulars of your situation, even if we've communicated before.

- You need to know how to attach a file when you're submitting through Blackboard. All your graded work **must** be submitted as file attachments. Failure to do so may result in penalties.

- You will need a word processing program of some type (Word, WordPerfect, Works, Open Office, etc.). If you use word processing software other than Microsoft Word, you will need to save your work in Rich Text Format. Otherwise, I may not be able to open it and grade it. If I cannot open your document because it's saved in a format other than Word or Rich Text, you may be subject to late penalties (even though you submitted the work on time—if I can't open it to read it, then it's not submitted).

- You should always save multiple copies of everything you do—both on your computer's hard drive and in a backup system, like a USB thumb drive. Never, ever give me or any other teacher the ONLY copy of your work.

- Because there is some audio and video content, you will need working speakers. There are also PowerPoint presentations as part of the instructional material. If you do not have PowerPoint installed on your computer, you can download a free PowerPoint viewer at http:// www.microsoft.com/download/en/details.aspx?id=6.

Assignments and Late Work:

- Unless you make prior arrangements with me, I will deduct five points per week day for each day an assignment is overdue. After a certain point, your essay may fail as a result of late points deducted. Computer problems are not an acceptable excuse for late assignments. Make sure you have a backup computer in case of emergencies. The Student Learning Center has open access computer labs you can use. Call 335-6879 for hours.

- For full credit, you MUST submit your work via the Assignments link in the Content section of Blackboard.

- Discussion board participation must occur during the time the discussion board is open. Once the discussion board closes, you lose the opportunity to participate and must take the grade you've

earned.

- At the end of the semester, I will drop the three lowest daily grades. **NO ESSAY GRADES WILL BE DROPPED.**

- I will take attendance by noting how often you check into Blackboard. You should check in minimally three times a week. If you are "absent" for a full week, I will attempt to contact you, either by email or by telephone, <u>unless you contact me first.</u>

Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
   - provided my contact information at the beginning of the syllabus;
   - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
   - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.

2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
   - provide clear information about grading policies and assignment requirements in the course syllabus, and
   - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
   - post grades for discussion postings within one week of the discussion thread closing.
   - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
   - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
   - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
   - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to

- getting "kicked off" of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
   - seek out help from my instructor and/or from tutors;
   - ask questions if I don't understand; and,
   - access my course several times during the week to keep up with assignments and announcements.

Cheating/Academic Dishonesty
Plagiarism is defined as using someone else's words and/or ideas without giving that person credit. Plagiarism includes copying and pasting from the Internet, turning in a purchased piece of work, working with a classmate and each of you turning in exactly the same product. If you plagiarize an assignment, you'll receive a zero on that assignment without the option of re-doing it for a higher grade.

Student Assistance and Academic Support: Odessa College offers free tutoring services through the Student Learning Center which is located on the 3rd floor of the LRC. Online instruction is also available. It is each student's responsibility to seek assistance if needed. You may call (432) 335-6878 or drop by. Be sure to take your book, notes and the assignment if seeking help from the tutors so that the complete information is available.

ADA Policy: SPECIAL NEEDS: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations.

Learning Resource Center (Library): The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

Student E-mail: Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal: Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support: For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies: For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

COURSE OVERVIEW: What follows is an approximation, subject to modification based on what the class needs.

Essay One	Our focus here will be on learning the basic organizational and developmental structure. We'll work on this essay (as well as all the others) in various pieces, and you'll be responsible for writing preliminary work, conducting peer critiques, conferencing with me at times, via Blackboard, producing multiple drafts and revisions. Also, on an as-needed basis, we'll work on grammar concepts.	Essays one, two, and five will take approximately three weeks from start to finish including all intermediate work.
Essay Two	We'll be working on the same writing concepts as essay one, with similar supporting assignments. The addition in this essay is that we'll also be working with secondary source material, and you'll learn how to write a descriptive outline.	
Essay Three	Much of the writing you do in college is on-the-spot writing, so essay three will approximate an in-class essay.	This assignment will take only one week.
Essay Four	This essay will incorporate the elements you've practiced in the other essays you've written. In addition, it will include a more formalized research component and you'll learn how to cite secondary sources and write a works cited page.	This assignment usually takes four weeks.
Essay Five	This assignment attempts to build a bridge between 1301 writing and 1302 writing by having you apply a literary structure to a personal experience of yours.	
FINAL	The final is an essay similar to the kind you wrote in essay three, though typically in response to a reading. Once you've turned in essay five, you'll be cleared to write the final. I'll open it at the end of the last week of classes (sometimes earlier), and you'll need to get it written no later than Wednesday of finals week.	