

**Odessa College**  
**Humanities Division**  
**Department of English and Foreign Languages**

**ENGL 1301.29 – Composition I**

*Instructor – Ms. Christy Henegar, [chenegar@odessa.edu](mailto:chenegar@odessa.edu), 432 335-6551*

**Class Meeting:** M,W,F (9:00 – 9:50 a.m.), WH 205

**Course Hours:** 3 credit hours

**Prerequisite:** ENGL 0370 passed with a “C” or better or a satisfactory placement score.

**Catalog Description:** Consists of the essentials of correctness and effectiveness in writing skills. Emphasizes reading and writing expository prose along with some research techniques. Requires expository essays and collateral readings. (Scans 1, 2, and 9). Lab fee required for English 1301 (Word Processing).

**Textbooks:** No required text book. The instructor will provide or direct the student to materials that need to be accessed for this class.

**Learning Outcomes:** After successful completion of this course the student should be able to:

1. Learn to write thesis driven essays, with clear internal organization governed by a series of controlled paragraph topic sentences;
2. Learn to move logically in a body paragraph from the generalization of the topic sentence to more specific clarifications;
3. Learn to understand and appropriately apply modes of expression in written communication;
4. Learn to maintain a logical movement through an essay with control of transitions, clarifications, and reasonable conclusions to ideas;
5. Learn to analyze an audience to determine the best strategies for effectively communicating with that audience;
6. Demonstrate an understanding of some basic research techniques and how to use library resources;
7. Demonstrate a knowledge of research documentation including quotation integration, proper citation, and some knowledge of bibliographic form;
8. Demonstrate competence in using conventional English;
9. Articulate ideas in well-organized, lucid prose that exhibits the application of the aforementioned skills.

**Attendance Policy:** Regular attendance and class participation is expected. Any unexcused absence may result in a lowered final grade and/or individual assignment grade if turned in late. When you are absent it is **YOUR** responsibility to get the assignments and or information that you missed from class either by accessing Blackboard or taking initiative to contact me or a class mate. See the Instructor Information Sheet for further information.

**Computer Access:** You will need to have access to a computer for this class. All essay assignments must be computer generated. You will be expected to use a word processor, print and submit copies in hard copy (or through Blackboard if so instructed). Instructions and materials including some assignments may also be posted through Blackboard. Some online discussions may also be used through Blackboard as part of your participation in this course. If you do not own a computer, you will still need to access a computer and printer either through one of the labs or the Learning Resource Center on campus. No computer or having computer trouble will not be an excused reason for turning in items late, since there is access to computers in the Student Learning Center and library. Plan ahead.

**Plagiarism:** Please refer to the Instructor Information Sheet concerning this policy.

**Classroom Behavior:** Please refer to the Instructor Information Sheet concerning my policies for expected class behavior.

**Student Assistance and Academic Support:** Odessa College offers free tutoring services through the Student Learning Center which is located on the 3<sup>rd</sup> 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.

**Course Competencies/Requirements:**

1. At least four to five major essays throughout the entire semester as assigned.
2. Readings throughout the semester of various types of essays in text and/or provided materials.
3. One writing project in a research format which may involve an oral presentation of a summary of the material presented.
4. Grammar work which may include assignments given through the class or may be focused on the individual performance of students on their essays. Those needing additional assistance should seek tutoring services through the college.
5. A 2 ½ hour final examination which contains both objective material and an essay. The Final Exam will carry more weight than any single normal, daily grade but not more than 20% of the course grade.
6. All writing assignments must be computer generated; hand written work will not be accepted and will not receive a grade.

\*\* Please Note: Late work will only be accepted up to but not past one week from the assigned due date.

**Grading Policy:**

**Course participation (5%** of final course grade) includes attendance, timely arrival and submission of assignments with class discussion.

**Daily work (50%** final course grade) includes five to seven, assigned, final essays, reading assignments, any provided supplemental worksheets and text essay annotations in the nine major rhetorical patterns of writing.

**Research (25%** of the final course grade) includes an approved I-Search topic which relates personally to the student, requires overview of research process, interpretive data, personal interview and outcome all presented in MLA style citation and documentation format. The entire paper usually ranges from 8 to 10 pages in length.

**Final exam (20%** of the final course grade) will consist of a comprehensive exam both objective portions, short answer and a final interpretive/analytical essay portions.

Late assignments will receive a 10 pt. / day deduction if submitted past the posted assignment due dates. Assignments will only be accepted up to but not past 1 week from the assigned due date. Any item turned in past the 1 week limit will not be accepted or graded. The only exceptions are the I-Search paper and Final Exam essay which will not be accepted late, no exceptions.

Each week, I will provide grades or scores and comments on assignments. Late assignments receive a 10% deduction for each day that they are late up one week past the due date. If assignments are not submitted in class within the first 15 minutes of class or posted by that same course time online the day the assignment is due it will be considered late and receive the applicable late penalty. The only exception to the late work acceptance policy is the I-Search paper and Final exam - no late submissions will be accepted. Technological issues or printers not working will not be considered as valid grounds for late assignment submission. In the event of a server outage, students should submit assignments to the instructor in hardcopy fashion in class on the due date. The Final Course Grade is determined by this rubric: 90 through 100 = A; 80 through 89 = B; 70 through 79 = C; 60 through 69 = D; below 60 = F.

**Summary of Assignments and Activities:**

Item(Name)	Type	Description
Text reading/ summaries	summary/ annotations	In each of the 9 rhetorical patterns, the student will read samples in the required text book, and summarize or perform an annotation as instructed in class. As the student gains more basic knowledge of the various modes or rhetorical patterns, he or she will be expected to analyze and identify evidence of these patterns in provided text or supplemental material.
Essays	essay/ written	Four to five major assigned essays will be presented within unit of study based upon the nine rhetorical patterns. Some patterns may be combined in their presentation. The student is allowed to choose the individual subject matter as long as it complies with the required

		assignment/pattern.
Grammar/Mechanics	quizzes and work sheets	Some worksheets and grammar work will be assigned upon a class basis.
I-Search paper	research paper	This is college-level research paper, including use of online, print and specialized sources relating to the approved research topic. This topic must apply to the student as an individual and will also include an interview, and a description of the research process. MLA style of citation and documentation is required and presented. Each student must compose and submit a formal research paper on the approved topic by the assigned due date. No late papers will be accepted.
Final Exam	exam	A comprehensive examination of both objective and essay format along with selected short answer questions will be given. This exam is 20% of the final course grade and will not be accepted late.

**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](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](#).