

English 1301.13
Composition I

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A course syllabus is a contract between instructor and student. By remaining a student in a course, you agree to abide by all policies found in the syllabus. These policies exist to ensure fairness through clarity. They are direct and firm in order to deter abuse. If you feel that a situation warrants exception from any of the policies in this syllabus, you will be required to provide written documentation of the situation. The following policies constitute your contract with me:

My office hours can be found online: <http://www.odessa.edu/directories/PER.DIR.html>. If you would like to meet with me, the easiest way to set up a meeting is via email. **All responses, whether to emails, notes, or phone messages, will be sent via email to your OC email account.**

COURSE DESCRIPTION

English 1301 consists of correctness and effectiveness in writing skills. Emphasizes reading and writing expository prose. Requires expository essays and collateral readings. Lab fee required for ENGL 1301 (Word Processing). (SCANS 1, 2, 9) Prerequisite: ENGL 0370 passed with a "C" or better or a satisfactory placement score.

This is a writing course, which means you will have to complete several significant writing assignments over the course of the semester. You will not do well in this course if you do not apply the information from the course to your writing or if you fail to submit all assignments!

REQUIRED TEXT

There is no required text for this course.

You will be required to learn MLA guidelines as part of this course. A reliable online source for this information is the OWL at Purdue: <http://owl.english.purdue.edu/owl/resource/557/01/>.

I suggest you purchase/acquire access to an English handbook. It will help with research in this course and basic skills for any other college course you take. Here are some possible texts: *Hodges' Harbrace Handbook*; *The Little, Brown Handbook*; and *QA Quick Access Handbook*.

COURSE REQUIREMENTS:

1. The student will write at least four to five major pieces of writing, spaced evenly over the course of the semester, in addition to a separate final exam essay.
2. Several pieces of writing, including the special forms discussed below, should stress analytical rather than expressive forms to prepare the student for college writing projects beyond English 1301.
3. At the instructor's discretion, one of those pieces of writing may be a project involving multimedia elements, such as image scanning, desktop publishing, web page construction, or a PowerPoint presentation.
4. The students will participate in reading throughout the semester, possibly including professional and student writing as well as the writing of other students in the class.

LEARNING OUTCOMES

Upon successful completion of this course, students will 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.

SUMMARY OF ASSIGNMENTS & ACTIVITIES

Specific due dates are announced as the class progresses, as class progress depends on student learning.

Item	Description
Interview Essay	Focuses on using precise and vivid language along with development of vocabulary.
Response Essay	Requires close analysis of supplemental course readings and ability to combine analysis with course notes in order to improve student ability to use language.
Concept Essay	Focuses on analysis of concept combined with skills required for interview and response essays.
Annotated Bibliography	Focuses on demonstrating basic skills required for academic research.
Research Final	Focuses on demonstrating skills acquired over course of the semester, resulting in an academic research essay.

I do not offer extra credit.

ESSAY REQUIREMENTS:

Every essay submitted will follow established MLA guidelines, with the following exception: I do not want a cover page or header. If you do not have an MLA handbook, you can find the MLA guidelines at the OWL at Purdue: <http://owl.english.purdue.edu/owl/resource/557/01/>. You will be given a sample of a correctly formatted essay, including spacing, font size and type, margins, heading, etc.

In addition, I expect your writing to demonstrate competency in conventional English (see learning outcomes). This includes not using slang, contractions, misspelled or misused words, fragment or run-on sentences, incorrect capitalization, abbreviations, or emoticons.

You are submitting academic writing assignments; your writing must reflect the fact that you are in a college course. The last page of this syllabus is a rubric. It explains the basic criteria that I use when grading essays.

GRADE DETERMINATION

Grades in this course are weighted as follows: 5 significant writing assignments x 18% each; other course work x 10%.

At the end of the semester, grades will be determined based on the following scale:

A = 100 – 90

B = 80 – 90

C = 70 – 79

D = 60 – 69

F = 59 and below

Note: A D in this course is passing and means you are eligible for English 1302 at Odessa College. However, a D may not transfer to another institution or make you eligible for certain programs (i.e. the nursing program).

LATE ESSAYS

I will take late essays up to 5 calendar days after the original due date. For each day past the original due date, 10 points will be deducted from the essay grade.

NON-ESSAY ASSIGNMENTS

You will know ahead of time when any non-essay assignments are due. Late submission of these assignments is at the discretion of the instructor and based on the policies in this syllabus. You will have to contact me to find out if you have any options for any missed assignments.

COMPUTER ACCESS

You need to have access to at least two computers any time you take an online course or are going to be using a computer for work in a face-to-face course such as this one. If one computer breaks, gets a virus, or is incompatible with the OC network, you will still be held responsible for turning in any and all work by the given due dates and times.

I cannot arrange due dates/assignments around every student's computer/internet access and/or work schedule. Do not expect to be given extensions on assignments or tests due to computer/internet access and/or work schedule issues.

Be sure you verify your computer's compatibility with the OC network prior to attempting to complete any work in any course.

COMMUNICATION

Odessa College provides every student a free email account. This email system is the official, mandatory communication method at the college. It is your responsibility to monitor the account given to you by OC, either directly or by forwarding email to an external account. Failure to monitor your OC email account is not an acceptable reason for missing due dates or important information. For help with your OC email account, go to <http://www.odessa.edu/gmail/>. If you still have issues with your OC student email account, let me know, but requests for help must be addressed to the Student Success Center at 432-335-6878.

ATTENDANCE

I am required to take attendance. Retention alerts will be sent to the Student Success Coaches in certain situations as a means of added support for you.

Your attendance is mandatory if you want to do well in this course. You will not be able to successfully complete this course without regular, quality interaction with other students and the instructor. Those who regularly attend/login and interact with classmates and the instructor perform better than those who do not.

I reserve the right to ask you to leave if your behavior is disruptive to other students. Disruptive behaviors include but are not limited to: using a cell phone, sleeping, chatting, and playing on the computer.

I know that things happen. However, not everything that happens is a crisis or emergency. Crises and emergencies include severe illness requiring a doctor's visit or hospitalization, death in the family, or college-excused events (which must be approved ahead of time). They do not include not feeling well, oversleeping, forgetting, poor time management, or needing help from or for a friend, roommate, family member, or pet.

ACADEMIC HONESTY

Plagiarism, whether intentional or unintentional, will not be tolerated. The first instance of plagiarism will result in a 0 (zero) on the assignment. The second will result in an F for the course. Not knowing is not an excuse.

A reliable website for information on plagiarism is <http://plagiarism.org/>.

LEARNING RESOURCE CENTER

The library, known as the [Learning Resources Center](#), provides research assistance via the LRC's [catalogue](#) (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.

SPECIAL ACCOMODATIONS

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 (432)335-6861 to request assistance and accommodations.

Without paperwork from the Office of Disability Services, I cannot make accommodations.

Other school policies can be found in the [Student Handbook](#).

GRADING STANDARDS FOR ALL WRITTEN WORK

"A": Excellent / outstanding / fluent / thought-provoking / original

Follows all instructions, addresses question asked, carefully organized, contains an effective thesis, fluent style, clear and concise writing, few if any mechanical errors, shows thought and analysis, presents original insights independent of the teacher/text, in-depth and detailed, goes well beyond what was expected

"B": Good / above average / clear / well-organized

Follows all instructions, addressed question asked, contains a thesis, mechanical errors are not distracting to the reader, contains some detail, shows little thought or analysis independent of information given by teacher/text

"C": Average / adequate / competent / fair / unoriginal

Follows most of the instructions, addresses most of the question asked, weak thesis, lacks clarity, mechanical errors are obvious but do not interfere with reader's understanding of the work, little if no detail, thought or analysis; THIS IS AVERAGE WORK FOR ALL COLLEGE STUDENTS

"D": Below average / inadequate / ineffective / unclear / under-developed

Follows only the most basic assignment requirements, addresses question on a very general level, shows insufficient understanding of the material, significant mechanical errors make communication of ideas ineffective, no thesis, lacks organization

"F": Failure / blocked communication / plagiarism or cheating / major errors / illiteracy / directions not followed / badly underdeveloped

Instructions were not followed, question was not addressed, no thesis, no organization, mechanical errors make work unreadable and/or incapable of being understood, some or all of the contents were plagiarized, fails to address the given topic, no detail, thought, or analysis