

Collin College Faculty Syllabus

Course Number: ENGL1301.C04

Course Title: Composition/Rhetoric I

Instructor's Information:

Instructor's Name: Gordon O'Neal

Office Number: B305C, CPC

Office Hours: MWF, 1—2 p.m.

TR, 10—11:30 a.m.

M, 5:00—5:30 p.m.

Other times by appointment.

Contact Information:

Phone: 972-548-6841

E-mail: goneal@collin.edu

The department office contact in case of emergencies is: Office of Academic Affairs, B-122 F
214.491.6270

Class Information:

9—9:50, MWF; B202, CPC

Course Description: Expository writing, development of paragraphs and the whole composition, study of model essays, extensive theme writing, and individual conferences. Assessment required prior to enrollment. Lab required. Assessment: Placement in ENGL 1301; College-Level Reading. 3 credit hours.

Course Credit Hours: (SCH)

Lecture Hours: 3 hours weekly

Lab Hours: 1 hour weekly

Assessment(s): Prior to enrolling in this course, the student must demonstrate eligibility to enroll in the following:

ENGL-1301

READ- College Level

College Repeat Policy:

A student may repeat this course only once after receiving a grade, including "W".

Course Delivery Method: Lecture; Lab

Required Textbooks:

Concise Guide to Writing. Axelrod and Cooper. Boston: Bedford, St. Martin's, 2009.

A Pocket Style Manual. Hacker. Boston: Bedford, St. Martin's, 2009.

Both of the textbooks are required. There should be a copy of *Concise Guide To Writing* in the CPC library.

Required or Recommended Readings: All assigned readings are required. See Calendar.

Required Supplies: Notebook paper, folder with pockets, blue or black pen, USB drive

Student Learning Outcomes:

Student Learning Outcomes – Upon successful completion of this course, students should be able to do the following:

1. Students should be able to demonstrate rhetorical knowledge in the following ways:

- a. Read and interpret a prompt for a writing assignment.
- b. Write essays that take a position and successfully argue or defend that position.
- c. Write essays with appropriate evidence, discussion, and organization for a specific audience.
- d. Write essays with strong introductions and conclusions that represent sophisticated thought and writing.
- e. Write essays that use format, structure, tone, diction, and syntax appropriate to the rhetorical situation.

2. Students should be able to demonstrate critical thinking, reading, and writing in the following ways:

- a. Use reading and writing for inquiry, learning, thinking, and communicating.
- b. Integrate their own ideas with those of others with clear distinction between the two.

3. Students should be able to demonstrate knowledge of the writing process in the following ways:

- a. Be aware that it usually takes multiple drafts to create and complete a successful text.
- b. Develop and demonstrate flexible strategies for generating ideas, revising, editing, and proofreading.
- c. Understand and utilize the collaborative and social aspects of writing processes by learning to critique their own and others' work.

4. Students should be able to demonstrate knowledge of conventions in the following ways:

- a. Apply knowledge of genre conventions ranging from structure and paragraphing to tone and mechanics.
- b. Control such surface features as grammar, punctuation, and spelling.

Course Requirements: During the semester, each student will write a total of six (6) essays, which include a first-week ungraded assessment and the final exam (an essay). The course lab work may include additional writing assignments in addition to the grammar work and grammar test.

Brief Description of Major Course Requirements:

Essay 1: An in-class assessment essay (ungraded)—approximately 300 words

Grammar and Usage test: a 50 question test covering the grammar and usage review during the first weeks of the course.

Essay 2: An essay on “Remembering an Event.” (Approx. length: 500—750 words)

Essay 3: An essay “Explaining a Concept.” (Approx. length: 500—750 words)

Essay 4: An essay “Arguing a Position.” (Approx. length 600—800 words)

Essay 5: An essay “Proposing a Solution.” (Approx. length 800—1000 words)

Final Essay: An in-class essay written in the classroom during the final exam period. (Approx. length 400—500 words)

Method of Evaluation: : Essays in English 1301 are graded closely for clear expression of ideas, style, content, organization, and standard usage and grammar. You will have several opportunities to confer with me during the drafting stage of each essay and to make corrections and revisions before submitting the essay for a grade. Essays will be graded with letter grades from A+ to F-. These scores will be converted to numerical grades (see scale below) and averaged to determine the composition grade (65%).

A+=98; A=95; A-=92 ; A-- =90
B+=88; B=85; B- = 82; B-- =80
C+=78; C= 75; C- = 72; C-- = 70

D+= 68; D= 65; D- = 62; D-- = 60

F+= 55; F= 50; F- = 40

Failure to turn in an assignment earns a zero (0) as a grade.

Your laboratory work in English 1301 will count as 15% of your grade.

The English Department Final counts as 20% of the semester grade.

Attendance Policy: The highest priority of this course is that you learn to write effectively for college. To reach this goal, you must take advantage of the opportunities to attend class, meet with me for conferences, and attend any scheduled workshops. If you do not attend these sessions, your writing will not improve. Excessive absences (more than 2) will adversely affect your grade. The last day to drop a course officially is **October 15, 2010**, this semester. If you do not have a passing average (C-) at that time, you should consult with me about dropping English 1301. Note: dropping means completing the appropriate forms in the Registrar's office; it does not mean calling me, having an uncle call the information desk, or just stopping attending class. Failure to complete the proper forms means that the only grade you can receive is an F. Remember that you can repeat this course only once after receiving a grade, including W.

Course Drop Limit Provisions: Texas Education Code 51:907

Students who enroll as an entering freshman or a first-time college student in undergraduate courses at any Texas public community college, technical institute, health sciences institution, or any public university offering undergraduate courses must comply with the legislation of TEC51.907.

TEC51.907 states that students who enroll for the first time during the fall 2007 semester, or any subsequent semester, are subject to the course drop limit of six course drops. This includes any course a transfer student has dropped at another institution. Collin College will not begin to count dropped course until the fall 2009 semester. For more information, please contact Academic Advising or the Admissions and Records Office on any campus.

Religious Holy Days: In accordance with Section 51.911 of the Texas Education Code, the college 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 15 days of the semester to qualify for an excused absence. A copy of the state rules and procedures regarding holy days and the form for notification of absence from each class under this provision are available from the Admissions and Records Office.

ADA Statement: It is the policy of Collin County Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This 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-G200 or 972.881.5898 (V/TTD: 972.881.5950) in a timely manner to arrange for appropriate accommodations.

7-2.3 **Scholastic Dishonesty:** 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. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own.
Scholastic Dishonesty

. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records. 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:

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.

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; copying computer or Internet files; using someone else's work for assignments as if it were one's own; 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; 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 alleged violation of scholastic dishonesty, faculty are requested to delay posting a grade, for the academic work in question, until the Dean of Student's Office renders an administrative decision of the case. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty from the Dean of Students Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The professor will determine the appropriate academic penalty.

Tentative Course Calendar:

Week 1:

8/23 Course introduction; **Required reading: Chapters 1,2 in *Concise Guide to Writing***

8/25 **1st essay**

8/27 Grammar review

Week 2:

8/30 Grammar review; **Required reading: Chapter 8 in *CGW***

9/1 Grammar and usage

9/3 Usage review

Week 3:

9/6 Labor Day Holiday

9/8 **Test on grammar and usage**

9/10 Beginning Essay 2; **Required reading: Chapter 9 in *CGW***

Week 4:

9/13 Planning Essay 2

9/15 Drafting

9/17 Drafting/Revising

Week 5:

9/20 Revising

9/22 Peer Review; **Required reading: Chapter 4**

9/24 **Essay 2 Due**; begin essay 3

Week 6:

9/27 Planning Essay 3

9/29 Film *A Hot Dog Program*

10/1 Drafting

Week 7:

10/4 Library Research Day; **Required reading: Chapter 10**

10/6 Drafting

10/8 Revising

Week 8:

10/11 Peer Review; **Required reading: Chapter 5**

10/13 **Essay 3 due**; begin essay 4

10/15 Planning (LAST DAY TO WITHDRAW)

Week 9:

10/18 Library Research Day, essay 4; **Required reading: Chapter 11**

10/20 Drafting

10/22 Drafting

Week 10:

10/25 Revising; **Required reading: Chapter 6**

10/27 Revising

10/29 Peer Review

Week 11:

11/1 **Essay 4 due**; begin Essay 5

11/3 Planning; **Required reading: Chapter 13**

11/5 Library Research Day

Week 12:

11/8 Drafting; **Required reading: Chapter 14**

11/10 Library Research Day

11/12 Drafting/Revising

Week 13:

11/15 Revising

11/17 Peer Review

11/19 Revising

Week 14:

11/22 **Essay 5 due**

11/24 Thanksgiving Holiday

11/26 Thanksgiving Holiday

Week 15:

11/29 Review, **grammar re-test**

12/1 Review, prep for final

12/3 Review

Week 16:

12/10 **Final exam** for section C04, 9am—11am