

# **Course Syllabus**

<b>Department :</b>	English & Foreign Languages
<b>Course Title :</b>	Composition and Rhetoric
<b>Section Name :</b>	ENGL_1301_16HY
<b>Start Date :</b>	08/27/2012
<b>End Date :</b>	12/14/2012
<b>Modality :</b>	Face to Face
<b>Credits :</b>	3

## **Instructor Information**

**Name** : Catrina V. Moody  
**OC Email** : cmoody@odessa.edu  
**OC Phone #** : (432) 335-6692

## **Course Description**

ENGL 1301 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. A lab fee is required for ENGL 1301 (Word Processing).

## **Prerequisites/Corequisites**

English 0370 passed with a C or better or a satisfactory placement score.

## **ICOs**

ICOs 1, 2, 3, 5

## **Learning Outcomes**

**Upon successful completion of this course, students will be able to**

- 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 Readings/Materials**

a) You must purchase the following **required** readings/materials:  
All required reading materials in an online course will be provided.  
In a f2f class, you will need the following textbook:

Nadell, Judith, ed., et al. The Longman Reader. Boston: Pearson, 2012.  
ISBN-13: 978-0-205-17289-4

b) You are encouraged to buy the following *optional* books/materials:  
a quality English handbook or have access to a reliable online sources like [owl@purdue.com](mailto:owl@purdue.com)

### **Course Requirements (Lectures, Assignments and Assessments)**

English 1301 contains the following units:

Unit One: Narrative/Descriptive Essay

Understand the concepts associated with this type essay and produce a written product.

Unit Two: Process Analysis Essay

Understand the concepts associated with this type essay and produce a written product.

Unit Three: Classification Essay

Understand the concepts associated with this type essay and produce a written product.

Unit Four: Definition Essay

Understand the concepts associated with this type essay and produce a written product.

Unit Five: Argument Essay

Understand the concepts associated with this type essay and produce a written product.

## **Policies and Procedures:**

**Written Work/Essays:** Your analytical paper(s) will follow standard MLA guidelines for documentation. Writing components should illustrate an appropriate level of critical thinking, which incorporates independent thought, self-awareness, recognition of relevance, intellectual curiosity, and academic integrity. All essays must be submitted in Rich Text (RTF) format. If you submit in an incorrect format, your work will be counted late. Work submitted incorrectly will be counted as late. Work is submitted through BB in online classes and face-to-face classes.

### **Late Submission Policy for Written Work:**

An essay needs to be submitted on or before the deadline. Late work is not accepted on essays or assignments unless extenuating circumstances occur. I have sole discretion over whether the circumstances warrant an extension and a late penalty of no higher than a 70 can be earned. No late papers, etc. will be accepted after five consecutive days (including weekends).

**Disabilities:** In accordance with federal and state laws and regulations, Odessa College does not discriminate on the basis of disability in the recruitment and admission of students, the employment of faculty and staff, and the operation of any of its programs and activities. Students with disabilities should contact the ADA Accommodation/Support counselor, Becky Rivera-Weiss, directly: [brivera@odessa.edu](mailto:brivera@odessa.edu). All requests, including VCT, for accommodations must be channeled through the Accommodation counselor.

**Withdrawal Policy:** See the current schedule for withdrawal policy criteria. Students who cannot complete the course must take the responsibility upon themselves to drop. The instructor will not drop students. Failure to drop before the deadline (see catalog or schedule of classes for the deadline) will result in a grade of F.

**Incomplete Policy:** An Incomplete (I) may be given only if the student has earned a passing grade on all submitted coursework and if the student has completed a minimum of 75% of the required coursework. A grade of "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student. Furthermore, it is the student's responsibility to contact the instructor to complete the missing assignments. Remember, an Incomplete will automatically roll to an F at the end of the first long semester after the Incomplete was issued.

**Instructor Response Time:** I check my email daily and will respond to your email within 24 hours. If you do not receive a timely response from me, please assume that I did not receive your email and resend it.

### **Plagiarism/Cheating:**

If you plagiarize or cheat, you will receive an "F" in the course. Here is an excellent source of information in regard to plagiarism: <http://www.plagiarism.org/>

### **Grades:**

All OC learners must access their grades through Web Advisor.

### **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.

#### **Expectations for Engagement – Face to Face Learning**

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the 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 in a timely manner through telephone, email, or next classroom contact; 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
  - return classroom activities and homework within one week of the due date and
  - 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
  - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
  - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet 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,
  - missing class when a major test is planned or a major assignment is due;
  - having trouble submitting assignments;
  - dealing with a traumatic personal event; and,
  - having my work or childcare schedule changed so that my classroom attendance is affected.
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,
  - attend class regularly to keep up with assignments and announcements.