

English 1301
Composition and Rhetoric

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A course syllabus is a contract between instructor and student. Whether or not you actually sign and return a copy of the syllabus or take a quiz over it is irrelevant; 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.** Give me at least 24 hours to respond before you make additional attempts. I may have to ask someone else for information address a technical issue, either of which takes time.

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 placements 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. However, 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/>.

My other suggestion is to 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. It is not required but is definitely a good idea. 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
Unit 1	Prior to the first significant writing assignment, we will cover formatting, the writing process, thesis statements, topic sentences, and detail and development in body paragraphs.
Unit 2	Prior to the second significant writing assignment, we will cover word use, verbs, commas, editing, and revision.
Unit 3	Prior to the third significant writing assignment, we will cover point of view, audience, logical fallacies, and arguing effectively.
Unit 4	Prior to the fourth significant writing assignment, we will be covering basic research topics, including balance and bias, plagiarism, and how to evaluate sources.
Unit 5	Prior to the fifth significant writing assignment, we will be covering specific research techniques, including how to incorporate quotes and paraphrases and how to create a works cited page.

ESSAY REQUIREMENTS:

Any essays turned in will follow established MLA guidelines, with the following exception: I do not want a cover page or header. Your name, the date, and class and section number at the top of the first page (this is called a heading and is different than a header) are all I want as a means of identifying your essay. 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/>. I will supply 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 means no 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 explaining the criteria I use when grading any written work.

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: Earning a D in this course is considered passing and makes you eligible for English 1302 at Odessa College. However, a D will 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 2 calendar days after the original due date. For each day past the original due date, 15 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. My decision will be based on the policies in this syllabus. **I do not accept any work via email.** If there is a problem with Blackboard, I will address the issue and send out an email with instructions for what you need to do. Do not send me work via email or post it where you are not instructed to. Anytime you submit a file for the course, be sure it is saved as a Rich Text Format file (this is not the file name; it is the file type). This ensures I am able to open your work no matter what program you use to create it. When the due date and time for each assignment passes, it will become unavailable in Blackboard. You will have to contact the instructor 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. If one computer breaks, gets a virus, or is incompatible with the course delivery system (OC uses Blackboard), you will still be held responsible for turning in any and all work by the given due dates and times.

Your instructor 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 or work schedule issues.

Be sure you verify your computer's compatibility with Blackboard prior to attempting to complete any work in any course. For help with Blackboard basics (logging in, what buttons mean/do), go to <http://www.odessa.edu/blackboard.htm>. If you have problems logging in, opening files, etc., let me know, and I will let you know what to do or whom to contact.

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

You will not be able to successfully complete this course without regular, quality interaction with other students and the instructor. If you have a question, it is your responsibility to ask in a timely manner. Those who regularly attend/login and interact with classmates and the instructor perform better than those who do not.

In face-to-face classes, I reserve the right to ask you to leave a class 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 by commission, omission, or collusion, will not be tolerated. The fact that the information was very easily accessed or came from a personal source does not negate your responsibility to give credit to the source of the information. The first time a student is caught plagiarizing, they will receive a 0 (zero) on the assignment. The second time, they will receive an F in the course. Not knowing is not an excuse.

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

LEARNING RESOURCES 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, addresses 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