

English 1301

Instructor: Ashley Arroyo

Office: WH 211

Phone: 335-6545

Email: aarroyo@odessa.edu

Office Hours: MWF- 8-9 and 11-12; TTH 9:30-12 and 2-2:30

Course Purpose: This course is primarily an essay-writing course where you will learn how to organize and develop thesis-driven essays in response to writing occasions. You will also learn some fundamental research techniques.

Prerequisites: Passed English 0370 with a C or better, or have a satisfactory placement score.

Scans: 1,2,9

Course Text:

- The Prose Reader: Essays for Thinking, Reading, and Writing. Ninth Edition. Eds. Kim Flachmann and Michael Flachmann. Pearson.

Required Materials:

- Students will need access to a computer that is compatible with OC's Blackboard servers.
- Access to OC student email account

Course Objectives: Upon successful completion of the course students should be able to:

- Learn to write thesis driven essays with clear internal organization governed by a series of controlled paragraph topic sentences
- Learn to move 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 resources
- Demonstrate an understanding of some basic research techniques and how to use library resources
- Demonstrate knowledge of research documentation including quotation integration, proper citation, and some knowledge of bibliographic form.
- Demonstrate competence in using conventional English

- Articulate ideas in well-organized, lucid prose that exhibits the application of the aforementioned skills

Course Requirements:

- Five essay assignments 10% each
- Quizzes 10%
- Discussion Boards 10%
- Journals 10%
- Final 20%

Unit one- Basic Essay Structure

- Students will review the basic essay process. They will be given an outline to follow in their writing that depicts the traditional three-part essay. Students will overview thesis statements, the rhetorical situation, simile and metaphor, sensory language, *etc.* Students will participate in class activities showing how these concepts are put into action.

Unit two- Description

- Lecture will be over the mode of description. Essay one will be assigned. The students will have to write a personal description essay. Students will read essays that depict the specific mode. Essays will be discussed in class so that students are able to analyze texts. Parts of the assigned essay will be developed in class under instructor supervision so that the students remain on the right track in their writing.

Unit three- Narration

- Mode of writing will be discussed in class. Students will read essays that demonstrate this specific mode. Students will look at the implementation of different modes and how one specific mode stands out. Class activities.

Unit four- Process Analysis

- Lecture over the specific mode. In class activities that demonstrate this mode. Students will write the process of tying their shoes. Writing samples will be read in class.

Unit five-Comparison and Contrast

- Lecture on the specific mode. Students will have readings to demonstrate this mode and the essays will be discussed in class. Class activities will also be in place in order that the student utilizes the type of writing.

Unit six-Definition

- Students will be assigned their second essay. They will have to define a belief that they hold. Students will also have readings that will accompany this mode. Readings will be discussed in class.

Unit seven-Cause and Effect

- Third essay will be assigned. Students will choose a topic from a list of topics and write a paper showing causes, effects, or both. They will be specifically instructed not to use sources so they can utilize their own common knowledge.

Unit eight- Argument/Research

- Students will utilize research when drafting their fourth essay. They will be instructed in and ultimately have to utilize proper research and documentation skills.

Unit nine-Movie Review

- Students will watch a film and write an in class movie review for their fifth and final essay. They will have to analyze the film and compose a critique of it using guidelines for a film review essay that were learned in class

Final

- The final exam will be a drafted research essay. The student will have to pick out the mistakes in that essay by answering the provided questions. This will determine if they are able to recognize and correct basic grammar, modes of writing, format, and documentation.

GRADING STANDARDS FOR FORMAL WRITTEN WORK

(Including Short Answer/Essay Responses on Tests and Any Stand-Alone Writing Assignments)

“A” work: 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, present original insights, independent of the teacher / text, in-depth and detailed, goes well beyond what was expected

“B” work: Good / above average / clear / well-organized

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

“C” work: 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” work: 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” work: Failure / blocked communication / plagiarism-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

Late Work:

- You will be given ample time to complete your assignments. The assignment will be closed after midnight on the due date and you will not be able to submit your assignments. I will NOT accept assignments through my email. If there is a valid reason for turning your assignment in late, I will accept the late work up to 5 calendar days after the due date, but you will receive a deduction of 10 points per day.
- 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.
- **Any time you submit a file for this 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.**

Classroom Behavior:

- Arrive on time, and stay for the whole class period. Please do not schedule appointments during class time.
- No social use of technology. Silence your cell phone and please do not text during class. If you are asked once to stop, the second time you will be asked to leave.
- Bring your book, journal, and a means to take notes to class. Please make sure that you have read the material assigned for that day.
- If you are absent it is your responsibility to find out what you have missed and come to the next class prepared.

Communication:

Odessa College provides every student a free email account. This email system is the official communication method at the college. In addition, if you use the "Send Email" function in Blackboard to send an email, you are using your OC student email account to do so. This means that when your instructor hits Reply, the reply goes to your OC student email account. 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 your instructor know, but requests for help must be addressed to the Student Success Center at 432-335-6673 or pcannady@odessa.edu. The easiest way to get a hold of me is through your email account. All responses, whether to emails, notes, or phone messages, will be sent back to you 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 or address a technical issue, either of which takes time.

Plagiarism:

Simply put, plagiarism is turning in work that you claim to be your own, but that is not yours, that is, it comes from another source. Plagiarism occurs if you do any of the following without giving proper credit to the real author of the material: directly quote from another author's material, paraphrase from another author's material, or even borrow an idea from another author's material. If you are caught plagiarizing material, you will receive a zero on the assignment in question. If you are caught plagiarizing material a second time, you will receive an F for the course. In cases of plagiarism, the relevant administrators will be contacted. In a case of improper documentation, you will lose a significant amount of credit. You can do the work; plagiarism is not worth it. If you are not sure how to correctly document a source, ask me and we will figure it out.

My Policy:

My philosophy is that you all can succeed in this class, and you can get the grade that you are willing to work for. I maintain rigorous standards, but I will help you in any way that I can. We can get together and work out any problem pertaining to this class that you may have, you just have to contact me. If your schedule does not allow you to visit during my office hours an appointment can be made for another time.

Computer:

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 issues.

Be sure to 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, etc), go to <http://www.odessa.edu/blackboard.htm>.

New Law Pertaining to College Freshmen: Senate Bill 1231, passed by the 80th Texas Legislature, provides that, except for several specific instances of good cause, undergraduate students enrolling as first-time freshmen at a public institution of higher education in fall of 2007 or later will be limited to a total of six dropped courses during their entire undergraduate career.

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 432-335-6861 to request assistance and accommodations.

Learning Resource Center

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 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/>.

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.

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](#).

