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| <p><i>Instructor Information:</i> Name: Donna Smith E-Mail: dsmith@odessa.edu Office Location: WH 208 Odessa College 201 W. University Odessa, TX 79764 Office: 432.335-6548 Office Hours: By appointment</p> | |
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Course Information:

Course:

Title: ENGL 1301: Composition and Rhetoric
Course Dates: January 17 through May 12
Course Credits: 3 lecture hours
Location – This course is a full Web course and is conducted in Blackboard.
Prerequisites – C in ENGL 0370 or a satisfactory placement score

Course Catalog Description:

Consists of essentials of correctness and effectiveness in writing skills. Emphasizes reading and writing expository prose. Requires expository essays and collateral reading

Course Overview:

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

Course Learning Outcomes and Objectives:

- 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 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 conventional English;
- Articulate ideas in clearly-written, well-organized, lucid prose that exhibits the application of the aforementioned skills.

Required Materials:

Textbook: No text required

Computer Skills:

You must be able to type, browse and research internet, upload and download files, attach files, save files and

find files on your computer. You should also have a fully functional word processing program and know how to save a file in Rich Text Format. (There are a number of free word processing programs available for download from the Internet. Contact me for suggestions.)

Course Schedule:

The course is divided into units, and I direct the coursework for each unit as we go through the semester. In other words, the course is not self-paced, but rather, you will have weekly assignments with due dates, and you will complete course units on the schedule that I provide through weekly announcements.

Important Dates:

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| Classes Begin: | January 18, 2011 |
| Final Exam: | May 8-11, 2011 |
| Last day to withdraw/drop: | April 14, 2011 |

Course Requirements:

- Five multi-paragraph essays, 12% each,
- Grammar, preliminary writing activities, group work, discussion board and miscellaneous work: 20%
- Final exam: 20% (failure to take the final will result in failing the course). The final exam takes place in Blackboard and is not proctored, unless something has occurred that has prompted me to require you to take your exam with a proctor (see "Policies and Procedures" below).

Letter Grade Explanation:

90 to 100 = A
80 - 89 = B
70 – 79 = C
60 – 69 = D
59 and below = F

WHAT YOU NEED TO COMPLETE THE COURSE SUCCESSFULLY

- The course is NOT self-paced. I will typically make assignments on Monday morning with the deadline the following Sunday night. In other words, you'll normally have a full week to complete assignments. In addition, I will post explanatory and (I hope) helpful announcements several times a week to assist you. So while you can choose when you want to work on your assignments during a normal week, you'll still need to abide by my posted deadlines or else suffer late penalties (explained later in this policy statement)
- Regular access to a computer and Internet. If your computer breaks during the semester, you must find an alternate computer and continue to access the course and submit assignments on time. A computer crash is NOT an excuse for failing to work the class. The Student Learning Center (first floor of the library) has open access computers that are available for your use when the campus is open. You can check their website for their hours: www.odessa.edu/dept/slc/.
- You also need to activate your OC student email account, if you have not already done so. The instructions for doing so are on OC's home page. Use your OC student email to work the course and to communicate with me.
 - Please sign your name to your emails and read them over before you send them to me.
 - Ask yourself if you've given me enough information and background to answer your question or respond to you.
 - From your point of view, it sometimes feels like it's just me and you in the class, but from my point of view, I have a lot of students, all with different needs and stories. Sometimes it's hard for me to keep it all straight without extra help from you to remind me of what you need.

- You need to know how to attach a file to an email, whether you're sending in Blackboard or through your OC student email account. **Warning:** To keep a copy of all email transmissions sent to me via student email, you will need to save those emails to the "sent" email folder. Otherwise, they will be deleted.
- You will need a word processing program of some type (Word, WordPerfect, Works, etc). If you use a word processing software other than Word, you will need to save your word in Rich Text Format. Otherwise, I may not be able to open your document to grade. If I cannot open your document because you fail to save it in Rich Text, then you are subject to the same late penalties that you would be if you hadn't sent the document to me at all.
- You should always save a copy of everything you do, either on your computer's hard drive or on some kind of storage device such as a thumb drive, a disk or a CD. Never give me or any other teacher the ONLY copy of a piece of work.
- Because there is some audio and video content, you will need working speakers. If you do not have PowerPoint installed on your computer, you will need to download this viewer: <http://www.microsoft.com/downloads/details.aspx?FamilyId=428D5727-43AB-4F24-90B7-A94784AF71A4&displaylang=en>

ASSIGNMENTS AND LATE WORK

- Unless prior arrangements have been made with me, I will deduct five points per day for each day an assignment is overdue. Assignments over one week late will receive a grade of "F." I won't accept assignments that are over two weeks late. Computer problems are not an acceptable excuse for late assignments; make sure you have a backup computer in case of emergencies. The Student Learning Center has open access computer labs that you can use. Call 335-6878 for hours.
- For full credit, you MUST submit your work via the Assignments link in available in the Content section of Blackboard.
- Discussion board participation must occur during the time the discussion board is open. Once it closes, you lose the opportunity to participate and must take the grade earned, even if it's a zero.

HOW TO PARTICIPATE IN THE DISCUSSION BOARD

Regularly, I'll ask you to participate in discussion boards with your classmates. These interactions will be graded and will become part of the Daily Grades, which make up 20% of your total grade. In the discussion boards, you'll be asked to respond to the discussion topic by making an initial posting of 200 words and then two subsequent comments on the postings of classmates, each posting containing at least 75 words.

You'll be graded on the thoughtfulness and care in which you make the initial posting. It should be well written and well proofread. It must also meet the minimum word requirement. You will also be graded in your responses on the degree to which you add value to the initial posting. You can agree, disagree, or simply add to the comments of the original poster, but you should explain yourself fully. You should be polite in your comments (and I will monitor and let you know if I think your tone is too aggressive). Just as you need 200 words in the initial posting, you'll need at least 75 words in each of your responses in order to get full credit.

CHEATING/ACADEMIC DISHONESTY: Plagiarism is defined as using someone else's words and/or ideas without giving that person credit. If you plagiarize, you'll receive a zero on that assignment, without the opportunity to re-do it. Copying and pasting from Internet sources DOES qualify as plagiarism.

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 335-6861 to request assistance and accommodations.

COURSE OVERVIEW

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| Unit One: Basic Essay Structure | With this first paper, students will focus on basic essay structure. Grammar work as needed. | Most essays take approximately three weeks to complete from start to finish. Most essays also require preliminary work before the submission of the final draft. <u>Due dates will be announced in class.</u> |
| Unit Two: Basic Essay and Outline | In this essay, students will learn to do a descriptive outline, prior to writing the essay. Grammar work as needed. | |
| Unit Three: Timed and In-class Writing | Students will do a timed writing. Grammar work as needed. | |
| Unit Four: Research | Students will write a research paper. Grammar work as needed | |
| Unit Five: Segue into Literature | Students will write a paper based on Joseph Campbell's Hero's Journey. Grammar work as needed. | |
| Final Exam | Students will write an in-class essay from a choice of prompts. Mandatory. | |