

Instructor Information:

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: MW: 10-12; TTH: 10-11

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. The course will be conducted partially on Blackboard, and there will be rare occasions during the semester when the course meets online rather than face-to-face.

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*

Important Dates:

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

- 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.
- 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.
- Please arrive on time, and plan to stay for the whole class period. Do not schedule appointments during class time.
- No social use of technology. Keep your cell phone on silent and do not text during class. I’ll stop class and ask you to stop, and if you continue, I’ll ask you to leave. Don’t use the class computers to check Facebook or MySpace.
- Bring your work to class and make sure that you’ve read the material assigned for that day. You can transport your works in progress either by saving them to a flash drive or by emailing them to yourself using your campus email account. Save all work in Rich Text Format (RTF) so that it’s readable no matter what word processing software you’re using.
- If you’re absent, find out what you’ve missed and come to the next class prepared.

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

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. <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.	