

**Instructor Information:****Name:** Donna Smith**E-Mail:** dsmith@odessa.edu**Office Location:** WH 208Odessa College  
201 W. University  
Odessa, TX 79764  
Office: 432.553-1393**Office Hours:** By appointment**Course Information:****Course:****Title:** ENGL 1301: Composition and Rhetoric**Course Dates:** June 6, 2011 through July 7, 2011**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 Description:**

The catalog describes this course as consisting of essentials of correctness and effectiveness in writing skills. It also emphasizes reading and writing expository prose and requires expository essays and collateral reading. Basically, in this course, you learn how to write the kinds of essays that college teachers favor: thesis driven. That means that you announce your main point early on (state the thesis) and then “prove” that thesis in a clear and organized way through explanation, example, and warrant. You also write in clear, conventional form, paying attention to how you say your meaning (style) and how correctly you say it (form). At the end of the semester, you should have learned a writing form that will allow you to put together an essay to demonstrate your thoughts, knowledge and/or understanding of any college subject. This is a course where you learn a skill rather than any content.

**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:**

To be successful in this course, you must have computer skills. You must be able to type, to save your

work and find it on your computer later, to attach files, to use email, and to use Blackboard. Of those skills, the only one that the course is prepared to teach is that last one, using Blackboard. If you have no or negligible computer skills, this course will be very difficult, if not impossible to complete. You also need a fully functional word processing program. There are a number of free ones on 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:**

Classes Begin:	June 6, 2011
Final Exam:	July 7, 2011
Last day to withdraw/drop:	June 29, 2011

#### **Course Requirements:**

- Four multi-paragraph essays, along with preliminary assignments leading up to final draft, 15% each,
- Grammar, 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). You must complete the final in order to pass the course. Failure to write the final is an automatic F.

#### **Letter Grade Explanation:**

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

#### **Policies and Procedures:**

##### **Late Submission policy:**

You will lose five points per week day for essays submitted after the due date. After one week, you cannot submit a late essay except by special arrangement with me. You'll have a week to do grammar and miscellaneous assignments. You will lose five points per day for submitting one of these assignments late, and after one week, you cannot submit the assignment.

##### **General Submission Policy:**

You must submit all work as an uploaded file attachment to the Blackboard assignment link. Please do not email your work. Do not send me your assignments via email and do not copy and paste them into Blackboard boxes. All your work must contain (1) your last name and (2) an identification of the assignment. You are subject to points off for incorrectly submitted assignments.

**Plagiarism:** All work you submit **MUST BE YOUR OWN WORK**. If you plagiarize (use someone else's words or ideas without giving the writer credit), I will give that assignment a zero. That includes copying things off the Internet. Just don't do it. Please.

**Attendance:** Regular and punctual logging into an online course is expected and is the responsibility of the student. Students are expected to log on to the course at least three times a week to access announcements and to complete course activities that are scheduled for each week. I will take roll by noting the last date of access. You should expect contact from me if you don't check into the class the required number of times. **You must check into the course every Monday.** I will post a week's worth of assignments on Monday, and usually, you will have work due on Thursday and Sunday.

##### **Instructor's Response Time:**

I will check email every day (M- F), and I spot check it over weekends and holidays. You will get a response to your email within 48 hours, and most of time within 24 hours. If you don't get a response from me within 24 hours, then call me (553-1393) because your email didn't reach me.

### ***Incomplete Policy:***

An 'Incomplete' grade may be given only if (1) the student is passing, and (2) has completed at least of 75% of the required coursework. You can only be assigned an "I" if the conditions for completions have been discussed and agreed upon by the instructor and the student. If you're assigned an "I", you have one semester to complete the course for a grade; otherwise, the "I" automatically turns into an "F."

### ***Semester-End Course Evaluation:***

You will be asked to participate in a semester-end course evaluation survey.

### ***Statement of Special Accommodations:***

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/or the operation of any of its programs and activities. Students with a disability should contact *ADA Accommodation/Support personnel* Becky Rivera-Weiss @ 432-335-6861 or [brivera@odessa.edu](mailto:brivera@odessa.edu)

## ***Preparation for Computer Emergencies***

### ***Computer Crash***

During the semester, if your computer crashes, you are STILL responsible for the assignments due. Contact me via telephone so that I can help you identify a second computer to use while your own is being repaired. This course can be accessed off the Internet from any computer. Odessa College maintains computer labs for student access in the Learning Resource Center. Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time.

### ***Server problems***

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email.

### ***Complete Loss of Contact***

If you lose contact with me completely (i.e. you cannot contact me via Blackboard or email), you need to call me at my office, 335-6548 and explain the reason you cannot contact me and leave me a way to contact you.

### ***Lost/Corrupt/Disappeared files***

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, the student's own computer crashes, the student loses files in cyberspace, etc) you'll need to resubmit the files. In other words, if you submit a document to me, and I either do not receive it or it is corrupted when I open it, you'll have to resend it to me, corrected, with little or no "downtime" in regard to the timeline for submission.

## ***Hardware/Software Requirements***

### ***Computer:***

A minimum of 64 MB RAM, 1 G of free disk space, 150 MHz or higher recommended, a monitor capable of at least 800 x 600 resolution

***Peripherals:*** Speakers to be able to listen to audio files.

***Software: Anti-virus software*** is highly recommended for students and instructors. Online courses involve much file sharing, which increases your risk of computer virus infection. Anti-virus software will help protect your computer in case of exposure to a computer virus.

***Other software:*** You must have a word processing program installed on your computer. I use Microsoft Word 2003, which does not read all word processing formats. Therefore, no matter what word processing

program you use, **you must submit your files saved as Rich Text Format**. If you do not have a word processing program, please contact me for a list of free word processing programs that you can download from the Internet. You cannot complete this course using only wordpad or notepad.

There will be audio/video files in the course for which you will need [Windows Media Player](#) or [QuickTime](#) or [Real Player](#).

**Internet connection:** 56 K modem or better. Tegrity files may not be viewable without a cable or DSL Internet connection.

**Browser and settings:**

Microsoft Internet Explorer 6" (IE 6) works best with Blackboard on computers running the Microsoft Windows operating system.

Java and Cookies must be enabled. To enable Java:

1. In Internet Explorer 6, go to the "Tools" menu and choose "Internet Options".
2. Choose the "Privacy" tab and move the slider to "Medium" (which is the default setting) to enable Cookies.
3. To enable Java (if not installed, first see next item "Java Plug-in for Windows..." or Java Plug-in for Macintosh" below), while remaining in the "Internet Options" window choose the "Advanced" tab.
4. Scroll down until you see the "Java (Sun)" item and check the box beside "Use Java...".
5. Click "OK".
6. You may need to close your browser and all other applications and restart your computer before this setting takes effect.

**Email:** Students enrolled in Odessa College must use Odessa College email address. Go to <http://www.odessa.edu/dept/it/studentemail.htm> to set up your email account.

## Student Support Services

**ADA Accommodation/Support**

Becky Rivera-Weiss                      432-335-6861                      [brivera@odessa.edu](mailto:brivera@odessa.edu)

**Admissions & Registration & Transcripts**

Becky Beard, Director                      432-335-6443                      [bbeard@odessa.edu](mailto:bbeard@odessa.edu)

**Blackboard Technical Support**

Cory Davis                                      432-335-6781                      [cdavis@odessa.edu](mailto:cdavis@odessa.edu)

**Bookstore**

Molder, Sammie (Manager)                      432-335-6654                      [smolder@odessa.edu](mailto:smolder@odessa.edu)

**Business Office**

Pollock, Debbie (Manager)                      432-335-6600                      [dpollock@odessa.edu](mailto:dpollock@odessa.edu)  
<http://www.odessa.edu/livemail.htm>

**Computer Services**

Carson, David (Director)                      432-335-6649                      [dcarson@odessa.edu](mailto:dcarson@odessa.edu)

**Counseling**

432-335-6346

**Help Desk (Student Learning Center)**

432-335-6714                      [atombs@odessa.edu](mailto:atombs@odessa.edu)

**Financial Aid and Scholarship**

Nesmith, Dee (Director)                      432-335-6429                      [dnesmith@odessa.edu](mailto:dnesmith@odessa.edu)

***Library***

Petersen, Carolyn (Director) 432-335-6641 [cpetersen@odessa.edu](mailto:cpetersen@odessa.edu)

***Testing Center/Career Center***

Pease, Terri (Coordinator) 432-335-6816 [tpease@odessa.edu](mailto:tpease@odessa.edu)

***Dean of Arts and Sciences***

Keen, Kathryn 432-335-6412 [kkeen@odessa.edu](mailto:kkeen@odessa.edu)

***Vice President of Student Services***

Bauske, Dr. David 432-335-6683 [dbauske@odessa.edu](mailto:dbauske@odessa.edu)

***Access to Odessa College Library Online Catalog***

<http://www.odessa.edu/dept/library/>

Course Calendar

Week one	Orientation activities, discussion board, e1 preliminary, e1 final
Week Two	Discussion board, e2 preliminary, e2 final, grammar and essay correction activities
Week three	Discussion board, e3 preliminary, e3 final, grammar and essay correction activities
Week four	Discussion board, e4 preliminary, e4 final, grammar and essay correction activities
Week five	Final project