

<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 Cell: 432-553-1393</p> <p>Office Hours: By appointment</p>	

Course Information:

Course:

Title: ENGL 1301: Composition and Rhetoric
Course Dates: 6-4-12 through 7-5-12
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 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. If you are planning to go on vacation during this course, please be advised that you are still responsible for keeping up with your assignments and meeting due dates.

Important Dates:

Classes Begin:	June 4, 2012
Final Exam:	July 5, 2012
Last day to withdraw/drop:	June 26, 2012

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%. 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

Policies and Procedures:

Late Submission policy:

You will lose five points per week day for essays submitted after the due date. After one week, the highest grade you can make is a 55 and that's only if the essay is complete and would have passed had it been submitted on time. 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, the highest grade you can make is a 55 and that's only if the assignment is complete and would have passed had it been submitted on time..

General Submission Policy:

- You must submit all work as an uploaded file attachment to the Blackboard assignment link.
- Please do not email me your work. I will not accept emailed work and will deduct late penalties for assignments submitted incorrectly.
- Submit your assignments as file attachments. 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. If I suspect a student of plagiarizing, if necessary I will insist that the student meet with me personally and defend his or her claim of authorship of the paper in question. In the case of a student taking the course at a significant distance from Odessa College, I will require that student to arrange a telephone meeting, proctored by some authority who can ensure the student is actually the

individual enrolled in the course.

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 four 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

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.

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 (Library):

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 Email:

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/>. All online assignments or correspondence will be submitted using your Odessa College email.

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:

Information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' rights to academic freedom can be found in the Odessa College Student Handbook.

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

Course Calendar

Week one, June 4 through June 10	Orientation activities, discussion board, e1 preliminary, e1 final
Week Two, June 11 through June 17	Discussion board, e2 preliminary, e2 final, grammar and essay correction activities
Week three, June 18 through June 24	Discussion board, e3 preliminary, e3 final, grammar and essay correction activities
Week four, June 25 through July 1	Discussion board, e4 preliminary, e4 final, grammar and essay correction activities
Week five, July 2-3	Final project