

**Odessa College**  
**Humanities Division**  
**Department of English and Foreign Languages**

**ENGL 1301.WB S1 2013 – Composition 1 Online**

*Instructor – Ms. Christy Henegar, [chenegar@odessa.edu](mailto:chenegar@odessa.edu), (432) 335-6551*

**Class Meeting:** Web-based course

**Course Hours:** 3 credit hours

**Prerequisite:** ENGL 0370 passed with a “C” or better or a satisfactory placement score.

**Catalog Description:** ENGL 1301 focuses on applying the essential principles and techniques needed to produce college-level writing. The course emphasizes using critical thinking to write organized and grammatically correct expository and persuasive essays using various modes and strategies; students will learn modes and strategies through class instruction and through the analysis of class readings. In ENGL 1301, students will gain a basic understanding of research and documentation techniques. Requirements include multiple essays, a final exam, collateral readings, and other assignments as determined by the instructor. A lab fee is required for ENGL 1301 (Word Processing). (ICOs 1, 2, 3, 5)

**Textbooks: Nadell, Judith, John Langan and Eliza A. Comodromos. The Longman Reader. 10<sup>th</sup> Edition. Boston: Pearson, 2012. (ISBN 13:978-0-205-17289-4)**

The instructor will provide or direct the student to any additional materials that need to be used for this class.

**Learning Outcomes:** Upon successful completion of this course, students will:

- Demonstrate knowledge of individual and collaborative writing processes;
- Read a variety of texts and reflect upon and respond critically to those texts;
- Learn to write thesis driven essays, with clear internal organization governed by a series of controlled paragraph topic sentences;
- Learn to develop ideas by moving 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 Edited American English when articulating ideas in well-organized, lucid prose that exhibits the application of the aforementioned skills.

**Attendance Policy:** Regular attendance and class participation is expected. Any unexcused absence may result in a lowered final grade and/or individual assignment grade if turned in late. When you are absent it is **YOUR** responsibility to get the assignments and or information that you missed from class either by accessing Blackboard or taking initiative to contact me or a class mate. See the Expectations for Engagement in this document as well as my OC Instructor Information Sheet for further information.

**Computer Access:** You will need to have access to a computer for this class. All essay assignments must be computer generated. You will be expected to use a word processor, print and submit copies in hard copy (or through Blackboard if so instructed). Instructions and materials including some assignments may also be posted through Blackboard. Some online discussions may also be used through Blackboard as part of your participation in this course. If you do not own a computer, you will still need to access a computer and printer either through one of the labs or the Learning Resource Center on campus. No computer or having computer trouble will not be an excused reason for turning in items late, since there is access to computers in the Student Learning Center and library. Plan ahead.

**Plagiarism:** Please refer to the Instructor Information Sheet concerning this policy.

**Classroom Behavior:** Please refer to the Instructor Information Sheet concerning my policies for expected class behavior.

**Student Assistance and Academic Support:** Odessa College offers free tutoring services through the Student Learning Center which is located on the 1st floor of the LRC. Online instruction is also available. It is each student's responsibility to seek assistance if needed. You may call (432) 335-6878 or drop by. Be sure to take your book, notes and the assignment if seeking help from the tutors so that the complete information is available.

**ADA Policy: 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.

**Student Evaluation of Instruction:** The SEI process for face-to-face and online courses is scheduled for the Fall semester courses in November.

**Design for Completion:** As part of the Design for Completion initiative, your Odessa College Student Success Coach and faculty mentor 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. Your Student Success Coach or faculty mentor will contact you to work toward a solution.

### **Course Competencies/Requirements:**

1. At least four to five major essays throughout the entire semester as assigned.
2. Readings throughout the semester of various types of essays in text and/or provided materials.
3. At least one writing project in a group research format which may involve an oral presentation of a summary of the material presented.
4. Grammar work which may include assignments given through the class or may be focused on the individual performance of students on their essays. Those needing additional assistance should seek tutoring services through the college.
5. A 2 ½ hour final examination which contains both objective material and an essay. The Final Exam will carry more weight than any single normal, daily grade but not more than 20% of the course grade.
6. All writing assignments must be computer generated; hand written work will not be accepted and will not receive a grade.  
\*\* Please Note: Late work will only be accepted up to but not past one week from the assigned due date.

### **Grading Policy:**

**Course participation (5%** of final course grade) includes attendance, timely arrival and submission of assignments with class discussion.

**Daily work (65%** final course grade) includes five to seven, assigned, final essays, reading assignments, any provided supplemental worksheets and text essay annotations in the nine major rhetorical patterns of writing.

**Grammar (10%** of the final course grade) includes assigned practice exercises on various grammar topics.

**Final exam (20%** of the final course grade) will consist of a comprehensive exam both objective portions, and a final interpretive/analytical essay portion.

Late assignments will receive a 10 pt. / day deduction if submitted past the posted assignment due dates. Assignments will only be accepted up to, but not past 1 week from the assigned due date. Any item turned in past the 1 week limit will not be accepted or graded. The only exceptions are the I-Search paper and Final Exam essay which will not be accepted late, no exceptions. Each week, I will provide grades or scores and comments on assignments. Late assignments receive a 10% deduction for each day that they are late up one week past the due date. If assignments are not submitted in class within the first 15 minutes of class or posted by that same course time online the day the assignment is due it will be considered late and receive the applicable late penalty. The only exception to the late work acceptance policy is the I-Search paper and Final exam - no late submissions will be accepted. Technological issues or printers not working will not be considered as valid grounds for late assignment submission. In the event of a server outage, students should submit assignments to the instructor in hardcopy fashion in class on the due date. The Final Course Grade is determined by this rubric: 90 through 100 = A; 80 through 89 = B; 70 through 79 = C; 60 through 69 = D; below 60 = F.

### **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 E-mail:** Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

**Student Portal:** Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All 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](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](#).

### **Expectations for Engagement – Online Learning :**

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

#### **Reasonable Expectations of Engagement for Instructors**

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - post grades for discussion postings within one week of the discussion thread closing.
  - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

## **Reasonable Expectations of Engagement for Students**

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
  - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
  
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
  - getting “kicked off” of the system during tests or quizzes;
  - having trouble submitting assignments; and
  - dealing with a traumatic personal event.
  
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
  - seek out help from my instructor and/or from tutors;
  - ask questions if I don't understand; and,
  - access my course several times during the week to keep up with assignments and announcements.

### **Course Outline:**

The Assignment Due Date document provided in Course Documents will show you the lessons and when they are due (normally twice per week). Some of the dates may change according to the needs of the class as the semester progresses. Be sure to login and follow any announced updates in the Blackboard section of the course to stay on track. Be sure to contact the instructor concerning any questions, changes or discrepancies. As the instructor, I reserve the right to adjust this schedule as needed during the progression of the course this semester. I look forward to a great semester and can't wait to get started. Thank you for joining us for this course.