

English 1301 (Comp I) Summer I 2013



Instructor Info:

Instructor: Dr. Donna Smith

Office: Wilkerson Hall 208 (because I'm teaching completely online, I'll only be in my office by special appointment)

Cell Phone: 432-553-1393 (Texting is okay and in fact encouraged! Please identify yourself in either your texts or your voice mails)

Email: dsmith@odessa.edu

Course Credits: Three (3) semester hours

Course 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.

Course Prerequisites: English 0370 passed with a C or better or a satisfactory placement score.

ICOS: 1,2,3,5

Important Course Dates:

Class begins: June 10 (Monday)

Drop/Add Schedule change: June 10 (Monday)

Census date: June 13 (Thursday) Note: a student who drops in the first five days of a summer term receives a 100% refund. A student who completely withdraws from college within the first five days of a summer term receives a 70% refund.

Last date for student to initiate drop: July 2 (Tuesday)

Class ends: July 11 (Thursday)

Required/Optional Course Materials

- Textbook: None. **I'll provide the information needed either as handouts or I'll direct you to a place on the web.**
- Recommended: Flashdrive

All assignments plus reading materials will be in Blackboard.

Course Objectives

- 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 competence in using Edited American English when articulating ideas in well-organized, lucid prose that exhibits the application of the aforementioned skills.

Course Expectations:

- Four to five essays, of varying weights, cumulatively worth **60%** of your final grade
- Miscellaneous work: partial drafts, pre and post essay work, outlines, peer and self-critiques, minor writing and grammar assignments, other minor assignments, cumulatively worth **20%** of your final grade.
- Final exam/essay: worth **20%** of your final grade.

Grading Policy

Please remember that this is NOT a self-paced class.

1. Essay assignments, grammar quizzes, etc., have assigned due dates.
 - a. Your due date is midnight on the assigned day.
 - b. Work submitted after midnight will receive five points off per day.
 - c. After an assignment is one week late, it can receive no higher than an ungraded F (55 points), and that's only if it would have passed had you submitted it on time.
2. Cheating/Academic Dishonesty: Cheating on tests, assignments, etc., will result in a 0 for the first instance; repeated cheating may result in an F in the course.
3. Plagiarism: The first instance of plagiarism will be assigned a grade of zero (0). The second instance will result in an F in the course. If you do not understand the term or have any questions, please contact me immediately.

General Course Policies: Attendance, Expectations, etc.

1. OC G-Mail Account: You must activate your OC email account! This applies to every student. Every OC student has a free G-Mail account. If your account is not working, you will be directed to someone who can fix the problem. Here is the URL to activate your G-Mail account:
<http://www.odessa.edu/gmail/>
 - a. You should use your OC student account rather than your personal email account so that you can receive email notifications about various campus activities you may want to attend. More importantly, when I add an announcement to Blackboard, the system is set to automatically email the announcement to your OC email account. Also, when I need to contact you quickly, I will be emailing your OC account.
 - b. You should check your OC student email account daily. It is our primary form of communication in this class. Please log into Blackboard and your OC student email account daily, at the same time of day. I promise to check my email every day so that I can respond to you; it only makes sense that you need to check your email every day as well, to hold up your end of our communication.
 - c. If you do not receive an email response from me, please assume that I did not get it and either email me again or call or text me. OC has an aggressive spam filter, which sometimes blocks even student emails.
 - d. Be sure to include your name in emails (as well as in voice mails and texts) so that I **know who I'm talking to.**
2. BE PREPARED TO ACTIVELY PARTICIPATE IN ALL CLASSROOM ACTIVITIES!! I am a firm believer in group participation, and, at various times during the semester, you will be divided into groups to work on various assignments.
3. Please save a copy of all of your work in more than just one location. You should save to your computer as well as on a flash drive. Computers crash and files get jumbled, but the assignment is still due. Protect yourself!

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 provide 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 times which I am 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. I will 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,
 - a. I will line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
 - b. recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course;
 - c. 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
 - a. **Getting “kicked off” the system during an assignment**
 - b. having trouble submitting assignments;
 - c. 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
 - a. seek out help from my instructor and/or from tutors;
 - b. access my course several times during the week to keep up with assignments and announcements.

To successfully complete this course, students will need:

1. Regular access to a computer. You should have access to an alternate computer in case the primary computer crashes. A computer crash is NOT an excuse for late assignments. The Student Success Center has open access computers which are available for student use when the campus is open. Check their website for the hours: www.odessa.edu/dept/ssc/
2. Regular access to the Internet. Also in the Student Success Center if necessary!
3. Blackboard User Name and Password. If you are new to Blackboard, begin at this URL: <http://www.odessa.edu/dept/it/web/blackboard.htm6>
4. A working OC student e mail account. For activation instructions, click on this URL: <http://www.odessa.edu/dept/it/web/blackboard.htm> <http://www.odessa.edu/gmail/>

5. A word processing program of some type. (Word, WordPerfect, Works, etc.) *Please note that .pages (iPad format word processor) is not an acceptable format. If you use your iPad, save your document as **.rtf (rich text)** only.
6. Some type of storage device to save your work. Always save a copy of your essays, etc. on your computer hard drive, but it is also a good idea to put everything on a thumb drive as a backup. However, another way to save your work is to email to yourself at your OC Gmail account.

Helpful Hints:

1. Become familiar with the course at the very beginning of the semester. Spend some time clicking all the buttons to see how everything works in the Blackboard component. You will not break anything. If you don't understand how something works, let me know. I will be happy to answer all your questions. If necessary, you and I can arrange to work together over the phone or in person.
2. Keep up with the assignments by budgeting your time wisely. Set aside some distraction free time to devote your full attention to the material .computer screen. If a handout is in Blackboard, I suggest you make a copy of it to use as a reference as you write.
3. [Read my feedback and react to it. Learn how to access returned work and how to keep up with your grades.](#)
4. Remember: There are NO stupid questions! If you don't understand something, please ask. Because we are not working together in a classroom environment and I cannot see the puzzled look flash across your face, I rely on you to let me know when you need help. However, don't wait until the end of the semester to let me know you need help. By then, it may be much too late to salvage that "A."
5. Stay in contact with me and don't just disappear from the course without a word of explanation. There may be some way that you and I can work through the problem, whatever it is. However, if you make the decision to stop working the class, please remember that it is your responsibility to drop the course to avoid an F at the end of the semester.
6. Keep track of all due dates. These will be clearly posted on assignments as well as in the course calendar in Blackboard.

HINT: I suggest that you create a master semester calendar for all your college classes. On it, mark all the due dates for all tests, projects, speeches, essays, etc., for each class. I suggest using a different color ink for each class. After you finish recording all the information on the master calendar, you can tell at a glance where the "hot spots" are going to be in the semester and begin to budget your time appropriately.

7. Keep a copy of the essays which you submit to be graded either on the hard drive of your computer or on a movable device of some type: disk, CD, thumb drive, etc. HINT: Plan to attach your thumb drive to something, such as your keychain or a necklace of some type, to avoid

Online Behavior: You will be participating in computer-based class discussions this semester. Please remember that you are always free to express your opinion on any subject, but you must be

respectful of other people's opinions, religion, race, gender, age group, sexual orientation or political position. **Because we're online, it's difficult to determine tone and it's easy to hurt other people's feelings or make them angry. Also, please don't use language that others might consider obscene.** Treat others cordially and professionally, as you would like to be treated yourself.

Essay Grading Rubric

A = Excellent / outstanding / fluent / thought-provoking/original (90-100)

Follows all instructions, addresses question(s) asked, carefully organized, contains an effective thesis, fluent style, clear and concise writing, few if any mechanical errors, shows thought and analysis, presents original insights independent of the teacher/text, in-depth and detailed, goes well beyond what was expected

B = Good / above average / clear well-organized Follows all instructions, addresses question asked, contains a thesis, mechanical errors are not distracting to the reader, contains some detail, shows little thought or analysis independent of information supplied by teacher/text. (80-89)

C = Average / adequate / competent / fair /unoriginal Follows most of the instructions, addresses most of the questions asked, weak thesis, lacks clarity, mechanical errors are obvious but do not distract from **reader's understanding of the work**; little if no detail, thought or analysis; **THIS IS AVERAGE WORK FOR ALL COLLEGE STUDENTS.** (70-79)

D = Below average / inadequate / ineffective / unclear / under-developed. Follows only the most basic assignment requirements, addresses questions on a very general level, shows insufficient understanding of the material, significant mechanical errors make communication of ideas ineffective, no thesis, lacks organization, gross spelling errors. (60-69)

F = Failure / blocked communication / plagiarism or cheating / major errors / illiteracy / directions not followed / badly underdeveloped. Instructions were not followed, question was not addressed, no thesis, no organization, mechanical errors make work unreadable and/or incapable of being understood, some or all of the content was plagiarized, fails to address the given topic, minimal detail, thought, or analysis. 59 and below.

Plagiarism

Plagiarism is the use of other people's **words or ideas without giving the original author credit.** Anything that comes from a source other than yourself needs to be cited. If you take information from the **Internet, that's plagiarism as well, even if the page you've borrowed from has no stated author.** The first instance of plagiarism earns a zero on the assignment. The next instance of plagiarism may earn you a failing grade in the course.

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

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 correspondence should be through your Odessa College email account.

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, etc., can be found in the Odessa College Student Handbook.

Student Success Initiative

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

Tentative schedule: This schedule lays out the tentative schedule of the major writing assignments. There may be additional minor assignments, dependent on the needs of the class.

Monday, 6-10	Tuesday, 6-11	Wednesday, 6-12	Thursday, 6-13	Friday, 6-14	Saturday, 6-15	Sunday, 6-16
Class begins	Complete orientation activities		Submit e1 Census day!	Peer and Self Critique	Begin e2	
Monday, 6-17	Tuesday, 6-18	Wednesday, 6-19	Thursday, 6-20	Friday, 6-21	Saturday, 6-22	Saturday, 6-23
	Collaboration	E2	Peer and			E2 final due

	activity due	preliminary due	self-critique			
Monday, 6-24	Tuesday, 6-25	Wednesday, 6-26	Thursday, 6-27	Friday, 6-28	Saturday, 6-29	Saturday, 6-30
Begin e3	Post essay and/or collaboration activity due	E3 preliminary due	Peer and self-critique due			E3 final due
Monday, 7-1	Tuesday, 7-2	Wednesday, 7-3	Thursday, 7-4	Friday, 7-5	Saturday, 7-6	Saturday, 7-7
Begin e4	Collaboration due	E4 preliminary due	Peer and self-critique due			E4 final due
Monday, 7-8	Tuesday, 7-9	Wednesday, 7-10	Thursday, 7-11			
Final preparations			Final to be completed online			