

ENGL 1301W Composition I Syllabus Spring 2018; Credit 3

<u>Meeting Days/Times</u>	<u>1301.35</u> (CRN: 23833) MWF 10:00-10:50	<u>EV 358</u>
	<u>1301.10</u> (CRN: 20032) MWF 11:00-11:50	<u>EV 262</u>
	<u>1301.26</u> (CRN: 22825) MWF 12:00-12:50	<u>EV 318</u>

Instructor: Cassandra Tomchik

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Office Hours: Mon & Wed 8:30-10:00, and also by appointment

Course Description:

ENGL 1301, Composition I, is the basic study in English diction, sentence structure, and rhetoric with emphasis on the development of a thesis or claim. More specifically, the course involves the study of skills and methods used in writing at the university level, with the focus on writing academic texts and incorporating appropriate documentation. As the first half of a two-semester sequence that constitutes first-year composition at SHSU, ENGL 1301 is designed to introduce students to the nature of writing for academic purposes so that they will be able to develop ideas through invention and express them clearly and persuasively. The course builds a solid framework for students' understanding of how reading and writing operate concurrently in academic contexts. Learning the rules and conventions of Standard American English is an essential part of learning to write competently in a university setting.

Aims and Outcomes:

Freshman composition is a core requirement because writing well is an essential part of a university education. By the end of ENGL 1301, students will be able to develop a thesis or claim, in a discernible and effective order, and demonstrate that they have a command of the conventions of written English appropriate to the freshman level in college. The course includes a review of usage and grammatical terminology as they relate to the writing process. The main aims of ENGL 1301 are (1) to strengthen students' ability to read a variety of texts representing several rhetorical types and (2), through this reading component, to improve their writing skills, oral expression, and visual literacy. Students will also learn to work with peers to review their own writing and the writing of others. They will learn to draft and revise their own texts for content and organization of thought, as well as for editing. Thorough revision includes the re-visioning of the text, its structure, its contents, its visual effect, and how appropriately it meets the needs of its intended audience and purpose. Discussions, peer reviews, and oral critique will develop students' competence in clear verbal expression.

Course Objectives:

Upon completion of ENGL 1301 students will be able to

- analyze audience, purpose, and context,
- respond appropriately to different rhetorical situations and constraints,
- read analytically and think critically, with the aim of solving problems through the development of exposition and argument,

- build a solid connection between reading and writing, with the emphasis on understanding texts, oral, written, and visual,
- use the modified process method (prewriting, writing, and rewriting) to develop well-organized, formal texts in support of a thesis or claim,
- evaluate and critique others' writing, including that of their peers, logically and constructively,
- based on careful listening, give constructive verbal criticism to their peers' oral team presentations,
- work in collaboration to improve their written and oral expression through revision and editing,
- identify persuasive appeals in written, oral, and visual texts,
- use the MLA citation method for documenting basic, fundamental research tasks,
- demonstrate the conventions of Standard American English grammar and appropriate mechanics across various genres and writing situations.

Required Textbooks & Materials

- (1) Glenn Cheryl and Loretta Gray. *The Hodges Harbrace Handbook*. 19th ed. Boston: Cengage Learning, 2017. ISBN: 978-1-305-67644-2 (student edition)
 - (2) Jo Ray McCuen-Metherell and Anthony C. Winkler. *Readings for Writers*. 15th ed. Boston: Cengage Learning, 2016. ISBN-13: 978-1-337-28104-1 (student edition)
 - (3) Composition book or Spiral: It should be college-ruled, no larger than 100 pages, to be used for journals in this class only. No other notes. Label with your name, class & section on the cover
 - (4) Pocket Folder for submitting work. Label with your name, class & section on the cover
 - (5) Access to Blackboard and your SHSU email.
- **A Thumbdrive to backup all work is highly recommended.**

Attendance

Attendance is mandatory for successful completion of the course. This is a face-to-face course, utilizing a combination of lectures, class discussions, individual and group exercises, major writing assignments, quizzes, and exams to achieve course objectives. Even a moderate number of absences may seriously jeopardize your ability to learn the material and pass the course.

- Department policy is that up to three hours of absence will receive no penalty. This translates into three absences for the MWF class. **Each absence beyond the three hours will result in a two-point deduction from your end-of-semester grade.**
- Arrive on time. Repeatedly entering the classroom late is disrespectful and a disruption to others. **Three tardies (5-10 minutes late) will constitute an absence.** Anything over 10 minutes will detract from the allotted three hours of absence. Quizzes and journals will often be given in the first 10-minutes of class and cannot be made up.
- Students must be in the classroom, prepared, and participating for the entire time in order to receive credit for attendance. Arriving unprepared, not participating in the activity or discussion, or doing any non-class related activity (such as texting or sleeping) will result in your being counted absent.
- If you are unable to attend a class, it is **your responsibility** to make sure that you are prepared and ready to participate for the session when you return. You will still be responsible for any assignments or readings due. Contact your classmates and check Blackboard to see what homework assignments, announcements, discussions, etc. you might have missed.
- Any in-class work (Quizzes, peer reviews, exercises, presentations, exams, etc) **cannot be made up.**

- Absences for school-sanctioned activities will be excused if proper documentation is provided. Students are responsible for meeting with the instructor prior to the event date and any assignments due.

Should an emergency arise (such as a serious illness or death in the family) please report your absences through the Dean of Students. His office will assist you in gathering the required documentation and make sure that all your professors are made aware of the circumstances. The instructor will decide whether the documented circumstances qualify as an emergency or not.

Course Requirements and Grading Plan

This is a “W” course, which means that at least 50 percent of your course grade will derive from writing activities designed to help you master course objectives. Some assignments may not receive a grade but are designed to assist you in critical reflection of the course material. You should approach writing in this course as a tool to use as part of your learning as well as a tool your instructor will use to assess your level of learning.

Grade Distribution

*According to department policy, **no extra credit** is offered.*

50%	Formal Essays (E1:5% E2:10% E3:10% E4:10% E5:15%)
20%	Quizzes & Journals
5%	Midterm
5%	Team Presentation
10%	Participation
10%	Department Final
100%	Total

- ❖ **Formal Essays:** The bulk of your grade will come from your ability to create formal written compositions through invention, organization, drafting, revision, and editing. Each of the five essays will include time spent in various stages of the writing process. Essays will be drafted, go through guided peer-editing, and be revised by the original author before evaluation and assessment. All formal assignments must include all preliminary work in order for you to get full-credit. Essay requirements and grading criteria will be given in class and posted on Blackboard. The essays will exemplify the following writing methods: Narration (This essay is to be done entirely in class); Exposition/Exemplification; Division/Classification; Comparison/Contrast; Argument and Persuasion. Grading criteria and specific requirements for each essay will be given in class and posted to Blackboard.

I highly, highly recommend you save copies of your essays frequently as you work on a thumb-drive as well as your computer/cloud/etc in the event of a crash, or in the event an assignment is misplaced or lost.

- ❖ **Quizzes:** Short quizzes will be given based on assigned readings, course material, and grammar/usage principles. Quizzes are to ensure that the students have done the readings, comprehended their meaning, and are able to analyze and synthesize the content. Because the intent of ENGL 1301 is to develop and practice writing skills that are academically and professionally essential, it is important to give brief weekly attention to those grammatical and usage principles that are most frequently and glaringly violated. The following list may be regarded as a minimum and may be extended at the discretion of the instructor: *Correct use of the principal parts of verbs; Agreement of subject and verb; Agreement of pronoun and antecedent; Correct use of pronoun form; Correct choice between adjective and adverb;*

Avoidance of sentence fragments; Avoidance of run-on sentences and comma splices; Sentence structure and emphasis; Correct punctuation.

- ❖ **Journals:** Your course journal should be its own composition notebook which you bring to class each meeting. Specifics on the journal setup will be given in class. Journal entries will include responses to informal writing prompts, reading responses, and brainstorming/prewriting for formal essays. Journals will be graded based on effort and completion. They will be collected periodically throughout the semester for assessment and grading.
- ❖ **Participation Grades:** These assignments are to be chosen by the instructor and include: Peer workshop responses, class exercises, homework, group exercises, and participation in class discussions.
- ❖ **Midterm Exam:** Information will be given in class before the exam date.
- ❖ **Oral team presentation:** According to new established guidelines, every student must participate in an oral team activity, which ties together with the assigned readings. Teams of 2-3 students will be formed, and presentation dates will be assigned by the instructor. In collaboration, members of the team will prepare a 10-minute oral presentation, which incorporates visual and textual materials.
- ❖ **Departmental Final Exam:** Students will take a final exam, based on usage and mechanics (basic editing skills). The final is an objective test, which will be administered (designed and scored) centrally by the Department of English. Your instructor does not know the detailed content of the exam in advance.

Assignment Policies:

- It is your responsibility to keep track of assignments, grades, and meet with your professor or visit the writing center in a timely manner if additional assignment help is needed.
- During the semester you will be working in teams whose responsibility will be to read and provide constructive criticism on each member's written work and at times create a document (such as an oral team presentation) as a team. Failure to work as part of the collaborative team will mean that you do not have the proper background to do the assignment and no grade will be recorded.
- If you are to bring a draft of an assignment, make sure you are clear about its purpose and have that draft with you. Do not come to class without the needed materials, including your books and your drafts. You must have prepared the proper materials by the calendar deadline in order to be able to participate and get the full benefit of the class interaction.
- **Plagiarism and Academic Dishonesty in any form (including the recycling of your own work) will not be tolerated and will result in an automatic zero for the assignment.**
- I will utilize Blackboard and SHSU email for course announcements, online exercises, and posting assignments. Know your SHSU username and password and determine any browser issues within the first week of class in order to utilize resources provided and avoid late assignments.
- Quizzes, tests, presentations, and any other in-class assignments cannot be made up. Assignments are due when class begins on the due date. You cannot participate in peer review without a draft. ****Tip: Do not wait until just before class to print your work.**
- Formal essays may be submitted after the due date. Late essays will receive a **10-point penalty for each day the paper is late, and a zero after one week.**
- Because writing is a process and involves various stages, students are expected to work through projects in a step-by-step fashion and turn in all of these steps when the assignments are due. If any step in the process of a particular assignment is missing or completed unsatisfactorily, the final paper will not be accepted.

- You will be required to submit all of your essays to a plagiarism detecting service, Turnitin, via Blackboard. Papers will not be considered turned-in or graded until they are submitted to the turnitin dropbox. Turning in a hard copy without submitting it to the turnitin assignment will not be accepted.

Classroom Policies

- No food or eating in the classroom
- You are expected to behave in a mature, respectful manner at all times in class. Sleeping, texting, disruptive or disrespectful behaviors, making offensive or inappropriate comments, and engaging in any other activity not related to the coursework will result in your being asked to leave the classroom and an absence.
- **Cell phones and Electronics:** The use (including visible presence) of cell phones and electronic devices is prohibited during class-time. There are numerous studies published on the detrimental effects of off-task electronic use in the classroom that you may refer to for an in-depth explanation of why it is a distraction from learning for you and others. It is also, however, disrespectful to your instructor and peers. Failure to comply with this policy will result in expulsion from the classroom and/or being marked absent for the day, and a zero for that assignment/quiz. All such devices should be turned off or put in a silent mode and not be taken out during any class.
- Attendance goes hand-in-hand with participation. In order to earn the participation percentage of the overall course grade, students are expected to be in class on time with all of the necessary class materials, readings/homework completed, take an active role in all collaborative activities, and offer and accept constructive criticism (both written and oral) during workshops and other peer discussions.

University Policies

Academic Honesty: English Department policy states that a paper or assignment, which evidence can support as plagiarized or in any manner not the result of a student's own intellectual endeavors, will receive zero points. **The second offense will result in failure of the course and possible university disciplinary action.** Submitting your own previously written work for a current assignment or submitting an assignment in more than one class without the prior permission of the instructors is also considered academically dishonest. For information on plagiarism and other **Classroom Rules of Conduct**, see the following site: <http://www.shsu.edu/students/guide>.

Americans with Disabilities Act: It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the **Office of Services for Students with Disabilities (SSD)** located in the Lee Drain Annex (telephone 936.294.3512, TDD 936.294.3786, and email disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired. All disclosures of disabilities will be kept strictly confidential. **NOTE: No accommodation can be made until the student registers with the Services for Students with Disabilities.**

Religious Holy Days: Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be

allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. “Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

Visitors in the Classroom: Unannounced visitors to class must present a current, official SHSU identification card to be permitted into the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor’s discretion whether or not the visitor will be allowed to remain in the classroom. This policy is not intended to discourage the occasional visiting of classes by responsible persons. Obviously, however, the visiting of a particular class should be occasional and not regular, and it should in no way constitute interference with registered members of the class or the educational process.

Instructor Evaluations: Students will be asked to complete a course/instructor evaluation form toward the end of the semester.

Tentative Course Schedule

****NOTE:** This schedule is subject to (will) change. It is an overview of planned topics, readings, formal essay due dates, and exams. Assignments, quizzes, and homework are not included. Those, along with any changes, will be given in class.

****Readings are to be completed before class on the scheduled date.**

RFW = Readings for Writers HH = Hodges Harbrace Handbook

Date		Topic/Reading	Notes
1	Fri 1/19	Course Introduction/Syllabus	<i>Get Textbooks and Supplies!</i>
2	Mon 1/22	In-Class Writing Rhetorical Situation RFW: ch.2	
	Wed 1/24	Reading Critically RFW: ch.1	
	Fri 1/26	Narration RFW: ch.8 Sentence Essentials HH: ch.1	
3	Mon 1/29	E1 Prewriting: Reporter's Questions Fragments & Run-Ons HH: ch.2 & 3	
	Wed 1/31	E1 First Draft in-class	<i>2/1: Last day to drop without a "Q" & 100% refund.</i>
	Fri 2/2	E1 Peer Workshop/Draft Revision Verbs & Consistency HH: ch.7 & 27	
4	Mon 2/5	Essay 1 Final Draft <i>E1 is to be completed in class and cannot be made up. You will turn in all preliminary work along with the final draft.</i>	Meet in computer lab: AB4-204
	Wed 2/7	Illustration/Exemplification RFW: ch.11 Correct Punctuation HH: ch.12-17	
	Fri 2/9	The Thesis RFW: ch.5 E2 Prewriting: Clustering	
5	Mon 2/12	Paragraph Development RFW: ch.7 Pronouns HH: ch.5	
	Wed 2/14	Introductions/Conclusions S/V & P/A Agreement HH: ch.6	
	Fri 2/16	E2 Draft Due/ Peer Workshop <i>Bring two hard-copies of completed draft</i>	
6	Mon 2/19	Division/Classification RFW: ch.14	<u>Essay 2 Due</u> Submit via BB by midnight

Date		Topic/Reading	Notes
	Wed 2/21	Adjectives & Adverbs HH: ch.4	
	Fri 2/23	E3 Prewriting	
7	Mon 2/26	Clear, Concise Sentences HH: ch.21& 23	
	Wed 2/28	Editing & Revision HH: ch.33	
	Fri 3/2	E3 Draft Due/ Peer Workshop <i>Bring two hard-copies of completed draft</i> Conference sign-up	
8	Mon 3/5	Individual Conferences E3 editing & Revising	Meet in computer lab: AB4-204
	Wed 3/7	Individual Conferences Writing Exercise	Meet in computer lab: AB4-204
	Fri 3/9	Individual Conferences Writing Exercise	Meet in computer lab: AB4-204
9	SPRING BREAK March 12-16		
10	Mon 3/19	Midterm Review	<u>Essay 3 Due</u> Submit via BB by 8:00 a.m.
	Wed 3/21	Midterm Exam <i>(Bring a scantron and pencil)</i>	
	Fri 3/23	TBD	
11	Mon 3/26	Comparison/Contrast RFW: ch.13	
	Wed 3/28	Organization RFW: ch.6	
	Fri 3/30	No Class; Good Friday Holiday	
12	Mon 4/2	E4 Prewriting Assign Team Presentations	
	Wed 4/4	Sentence Variety HH: ch.30	
	Fri 4/6	E4 Draft Due/Peer Workshop <i>Bring two hard-copies of completed draft</i>	<i>Last day to "Q" drop. Students cannot drop after this date; they will receive grade earned.</i>

Date		Topic/Reading	Notes
13	Mon 4/9	Argument/Persuasion RFW: ch.16	<u>Essay 4 Due</u> <i>Submit via BB by midnight</i>
	Wed 4/11	Effective Arguments HH: ch.34	
	Fri 4/13	Background Research vs. Evidence	
14	Mon 4/16	Integrating Outside Sources RFW: ch.3	
	Wed 4/18	Documenting Sources HH: ch.38&39	
	Fri 4/20	Finalize Team Presentations	
15	Mon 4/23	Team Presentations	
	Wed 4/25	Team Presentations	
	Fri 4/27	Team Presentations	
16	Mon 4/30	E5 Draft Due/ Peer Workshop <i>Bring two hard-copies of completed draft</i>	
	Wed 5/2	Cont. E5 revision/editing Usage Review for Final Exam	<u>Essay 5 Due</u> <i>Submit via BB by midnight</i>
	Fri 5/4	Review for Final	<i>Last class day. Last day to resign from spring courses</i>
Finals Week: http://www.shsu.edu/dept/registrar/calendars/final-exam-schedules.html			
Mon 5/7		1301.35: 10:30-12:30 1301.26: 1:00-3:00	<i>The final is an in-class final to be administered during the time to be specified for each section by the University. The final (10% of course grade) focuses on editing skills (grammar, usage, and mechanics).</i>
Wed 5/9		1301.10: 12:00-2:00	

Grades will be posted by Monday, May 14, 12:00 p.m.