

**COLLIN COLLEGE
COURSE SYLLABUS****Course Number:** ENGL 1301**Course Title:** Composition I**Course Description:**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Lab required.

Course Credit Hours: 3 **Lecture Hours:** 3 **Lab Hour:** 1**Placement Assessments:** Placement in ENGL 1301; College-Level Reading**Student Learning Outcomes:**

- **State-mandated Outcomes:** Upon successful completion of this course, students will:
 1. Demonstrate knowledge of individual and collaborative writing processes.
 2. Develop ideas with appropriate support and attribution.
 3. Write in a style appropriate to audience and purpose.
 4. Read, reflect, and respond critically to a variety of texts.
 5. Use Edited American English in academic essays.

- **Additional Collin Outcome:** Upon successful completion of this course, students will:
 1. Demonstrate personal responsibility through the ethical use of intellectual property.

Withdrawal Policy: See the current *Collin Registration Guide* for last day to withdraw.**Collin College Academic Policies:** See the current *Collin Student Handbook*. As your instructor, I am asked to report suspected cases of plagiarism, collusion, and/or any scholastic dishonesty to the Dean of Students at Collin College. I will withhold a grade until your case is reviewed.**Americans with Disabilities Act Statement:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Instructor's Name: Shirley McBride, Professor of English

Email: smcbride@collin.edu [Preferred method of contact]
You may email me anytime, but on Tuesdays 8:00 - 9:00 p.m.,
I will respond immediately. Please use your cougarmail account.

Class Information:

Section Number: ENGL 1301. XW1 **CRN:** 24649
8-week express course: January 19 – March 16, 2016

ENGL 1301. XW2 CRN: 24650
8-week express course: March 21 – May 11, 2016

[Note: Please check which section that you are registered for.]

Meeting Times: N/A -- Web Course **Meeting Location:** N/A

Minimum Technology Requirement: Computer Access to CougarWeb

Minimum Student Skills: Keyboard and Microsoft Word

Netiquette Expectations: [expectations for electronic discussions and mail communication](#)

Required Textbook: Bullock, Goggin, *The Norton Field Guide to Writing (with Readings and Handbook)*, 3rd edition ISBN: 978-0-393-91959-2
Norton

Note: Be sure to get the edition with both READINGS and HANDBOOK.
Be sure to get the third edition. A previous edition cannot be used
because the readings are different.

Attendance Policy: Students must observe weekly Sunday evening deadlines for submitting work.

Blackboard will not allow students to submit work after the posted time/day deadline.

Students who study and keep up with assignments each week can expect a successful experience. Work is due as assigned and cannot be accepted late.

Method of Evaluation: Final grades for the semester are based on the following point system:

- | | |
|---------------------------------------|------------|
| 1. Short Writing #1 | 100 points |
| 2. Short Writing #2 | 50 points |
| 3. Essay #1 | 120 points |
| 4. Essay #2 | 120 points |
| 5. Essay #3 | 120 points |
| 6. Essay #4 | 120 points |
| 7. Lab - Grammar Quizzes (Weeks 1-7) | 210 points |
| 8. Lab - Discussion Board (Weeks 1-8) | 160 points |

Total: 1000 points

Grading Scale:	A = 900 – 1000 points	D = 600 - 699 points
	B = 800 – 899 points	F = Below 600
	C = 700 – 799 points	

Note: Turn-around time for Grading and Instructor Response:

- Writing assignments will be graded by approximately three days **after the due date**. The grade along with instructor comments will be available at the Turnitin assignment area.
- A student’s score on each Grammar Quiz will be available on the due date/time set for the Quiz.
- Points for Discussion Forum will be posted **after the weekly due date**. Points are based on whether the student responds adequately to the discussion prompts.
- Points for bonus work will be posted **at the end of the semester**.
- Instructor Response to Mail messages within Blackboard: Usually **within forty-eight hours**. Emails during online office hours receive immediate response.

Description of Major Course Requirements:

1. **Orientation:** An online orientation will be posted on my web site. **Students should let the instructor know if there are questions the first week of class.**
2. **Reading and Thinking Assignments.** This course is built around reading and thinking assignments from the textbook that will help students prepare and do well on the weekly writing assignments. These assignments are listed and discussed under the **“Course Content”** icon on the Blackboard homepage.
3. **Writing Assignments** will include short essays and full-length essays, either experience-based or research-based (or a combination of both experiences and research). Due dates for weekly writing assignments are specified on the Blackboard homepage under Announcements.

Every Writing Assignment must be submitted in Turnitin. To submit a paper in Turnitin, students simply click on the “Turnitin” icon on the appropriate weekly lesson page under “Course Content” (in Blackboard) and attach the paper as a Word document..

Note: After one “free” paper, a paper not submitted in Turnitin will receive a 10% penalty and subsequent papers not submitted in Turnitin may not be graded. Note: Papers must be submitted in Turnitin for the student to see instructor comments (under “Grademark”).

Assignments must be submitted by the posted due date (usually **Sunday evenings by 11:59 p.m.**)

Writing assignments must be submitted as **Word documents** with the “doc” or “docx” suffix in order for me to open them.

Documents must exhibit **MLA formatting** and may not be graded if sent in some non-academic style. The textbook provides instruction and examples of MLA style. See the example essay with **MLA formatting on pages 524 – 532.**

Comments on Graded Writing Assignments: After writing assignments are graded, comments on graded work will be available to the student by going to the Turnitin icon. Click on the “Grademark” tab.

The student should observe the comments about the graded writing assignments and then study and work to improve subsequent writings in those areas. If there are questions, the student should

contact the instructor immediately.

Due Dates of Assignments: Students must realize that this online course is **not self-paced**. Assignments are due as announced, and indeed when an assignment is past the deadline, it cannot be submitted via Blackboard. **Assignments are due each week on Sunday evenings by 11:59 p.m. beginning with Week 1.**

NOTE: If an emergency (that can be documented) arises and the student is prevented from submitting a writing assignment by the posted due date, the student must contact the instructor immediately and e-mail or fax (972-881-5629) the documentation to support the emergency. Consistently late assignments will not be accepted. Remember the old axiom: "It's easier to keep up than to catch up!"

4. **Conferences with the Writing Center (optional):** Students who wish additional instruction or individual tutoring are encouraged to make an appointment with one of the Collin Writing Centers.

Writing Center conferences with a writing professional may be held at a campus close to you in Frisco (Preston Ridge Campus), McKinney (Central Park Campus), or Plano (Spring Creek Campus). Locations and phone numbers of the various Writing Centers can be found online at www.collin.edu/writingcenter/. The Writing Center will send me a report of your visits. See opportunity for Bonus Points below.

OWL: Online Writing Lab. A Writing Center professional will also review and offer helpful comments on drafts of essays in progress for students who click "Online Review" on the Writing Center website. Your grade on the writing assignment will likely improve because of the comments and suggestions that you receive.

Instructor Conferences: If you wish to conference with me about a writing assignment or your progress in the course or any related issue, you may contact me by e-mail.

5. **Grammar Study, Grammar Practice Quizzes, and Grammar Unit Quizzes.** Weeks 1 through 7 include a grammar study which is designed to prepare students each week for a Grammar Unit Quiz over the area studied that week. The grammar study covers common errors in sentence structure, grammar, and punctuation.
- a. **Grammar Study.** Each week's study specifies textbook pages to study. Students may also make appointments in the Writing Center for individual help on any part of the grammar study.
 - b. **Grammar Practice Quizzes.** There is a practice self-study quiz for each of the seven units in the grammar study. Students should use these quizzes to check which areas to study further. Scores in the practice quizzes are not counted in the student's final grade.
 - c. **Grammar Unit Quizzes.** Students are required to take the Grammar Unit Quiz each week (by the due date/time) to test students over each week's grammar study. The Grammar Unit Quiz scores are averaged and that grade counts up to 210 points toward the student's final grade (30 points possible for each quiz).

The Grammar Study and the Grammar Unit Quizzes help fulfill **the lab requirement** for the course. As a result of this study, students will be expected to **recognize and correct** sentence

errors in their writing assignments in order to receive full credit for the grammar quizzes. Grammar errors in an essay may penalize the grade up to 20%.

- 7 **Discussion Forum.** You will use the “Discussions” tab to introduce yourself, discuss issues related to assigned readings, post parts of your essays, and learn from the comments of your classmates. Discussions also fulfill **the lab requirement** for the course and contribute points toward the student’s final grade.

Discussion postings will be evaluated for thoughtful and specific content and good writing skills. A failure to participate may jeopardize the grading of the related essay.

There will be questions on the “Discussions” icon beginning the first week of the course. Be ready to share your thoughts. Students often comment, “This is the best part of the course.”

There will also be a place on the “Discussions” icon to ask questions (“**Talk to Your Instructor**”) about an assignment or anything related to the course content. Other students may also have the same question and will see my response as well.

NOTE: If you wish to communicate with me privately, then use the “**Mail**” icon and write “**Question**” on the subject line, and I will respond to you as soon as possible (within two days Monday - Friday).

Bonus Points:

1. **Writing Workshops:** You may earn up to 10 bonus points for attending a Writing Workshop on one of the Collin campuses and writing a report about what was covered in the Workshop. Most workshops last about one hour. The schedule of Workshops is posted on the Writing Center web page (www.collin.edu/writingcenter).
 - **Attend a Writing Workshop.** All workshops are designed to strengthen a student’s writing skills by providing important information about some aspect of college writing.
 - **Write a one-page (minimum) report** about what was covered in the Workshop.
 - **Submit your report** as “Bonus Writing Assignment 1” under the “Assignments” tool on the homepage. The report will be graded as usual for writing skills.
 - The Workshop presenter will notify me of your attendance.

2. **Writing Center:** You may earn up to 10 points for attending a 30-minute tutoring sessions at one of the campus Writing Centers for individual tutoring on a grammar issue or for individual help with a specific writing assignment and then writing a report.
 - **Make an appointment in the Writing Center early in the semester.**
 - **Write a one-page (minimum) report** about what was covered in the tutoring sessions.
 - **Submit your report** after the Writing Center session as “Bonus Writing Assignment 2” under the “Assignments” tool on the homepage. The report will be graded as usual for good writing skills.
 - **Information** about hours and locations and making an appointment at a Writing Center is on the Writing Center website, which you may access under the Resources icon or go directly to www.collin.edu/writingcenter.
 - The Writing Center tutor will send me a report of the student’s visit.
 - Note: Students are also encouraged to use the online writing lab (OWL). Essay scores usually improve as a result.

Grades on Writing Assignments: Student writing is graded based on the Collin English Department Essay Grading Criteria, which are based on nationally accepted grading standards for written compositions. These criteria are reflected on the “Essay Evaluation Form” that is available under the Resources icon on the homepage.

Students can improve their writing and thus their grades by studying the course content assignments, the textbook, and resources on the web site, by using the comments and suggestions of the instructor, and by seeking extra instruction via Writing Center visits and workshops and/or the Online Writing Lab.

Again, welcome to English 1301 online!

English 1301 is required for all degrees and certificates, so you will want to devote the time and study necessary to do well in the course.

In many areas of your life both at school and at work, I think you will find that improving your writing skills can be one of the best things you do for yourself!

I know that you want to be successful! My job is to comment on your writing and point out your strengths as well as your weaknesses so that you can work to improve! Good luck in the course!
-- Professor McBride

P.S. If you have not already done so, please e-mail me that you have enrolled in the course and plan to be active. Please use cougarmail. Messages from me as well as from the college are sent to students via cougarmail.