

Clarendon College
SYLLABUS for ENGL 1301
English Composition and Rhetoric I
Fall, 2011 3 semester hours



INSTRUCTOR: Melissa McCoy

OFFICE: Room 110, Phone: 806-874-4830 (direct line). The best way to catch me is to e-mail me at: melissa.mccoy@clarendoncollege.edu. I check email at least once a day.

OFFICE HOURS:

My schedule is posted on our Clarendon College Website under Faculty & Staff/Directory/Melissa McCoy

CALENDAR OF IMPORTANT DATES:

Classes Begin -- Late Registration Begins	Wednesday, August 31
Last Day to Register and/or Add/Drop	Friday, September 9
12th Class Day	Thursday, September 15
Pre-Registration for Spring 2011	Monday, November 14
Last Day to Drop with a "W"	Friday, November 18
Thanksgiving holiday	Wednesday-Friday, November 23-25
Final Exams	Saturday-Thursday, December 12-15
Final grades due at 10:00 a.m. and dorms close	Friday, December 16

TEACHING PHILOSOPHY: It is my belief that students who take the responsibility for learning will learn the most. What you learn in this course will come primarily from these sources: textbook exercises, assignments, class discussions, and lectures. If you ever need extra help, I am only a phone call or an email message away. I am always willing to help you, and asking for help is one way to take responsibility for your own learning.

COURSE DESCRIPTION: A study of principles of effective writing through analysis of sentence structure, paragraph organization, and theme development. Our study will include analysis of model paragraphs and essays, essay writing, assigned library reading, and individual conferences. We will learn the research process as well through a research project that will span the length of the semester.

COURSE PURPOSES: English Composition and Rhetoric I partially satisfies the requirements for the Associate degree at Clarendon College and is designed for transfer to a senior college.

COURSE VALUE: Ability to communicate across the curriculum; ability to interpret what is read and to accept or reject ideas projected from that reading; designed to fulfill the requirements of the core curriculum.

REQUIRED INSTRUCTIONAL MATERIALS:

- Blau and Burak. *Writing in the Works*, 2nd Edition. Boston: Houghton Mifflin, 2010.
- Glazier, Teresa Ferster, Carol Friend, and Laura Knight. *The Least You Should Know about Vocabulary Building: Word Roots*. 6th ed. Boston: Thomson Wadsworth, 2008. (You may have the earlier, 5th edition, which has a blue cover. This will work fine, but you will need to be sure to get the handouts detailing the changes in the new book.)
- YOU WILL NEED ABOUT 10 SCANTRONS FOR THIS COURSE. You can get these at the Student Services office.
- 3-ring binder with loose-leaf notebook paper.
- Collegiate dictionary (optional but recommended)
I don't require but highly recommend *The MLA Handbook for Writers of Research Papers*
- If you come to class without supplies (textbook, notebook, pencil or pen, Scantron, etc.) YOU WILL RECEIVE AN ABSENCE FOR THAT DAY AND A ZERO FOR THE DAILY GRADE! This is a college class, and you will be treated as an adult, who is expected to bring his or her own supplies. Come prepared.

METHODS OF INSTRUCTION: Lecture (comments and explanations of the topics), PowerPoint presentations, class discussion, some group work.

SPECIFIC COURSE OBJECTIVES: At the end of the course the student will

1. demonstrate the writing process through invention, organization, drafting, revision, editing
2. demonstrate the ability to write for an audience as specified
3. demonstrate the ability to use different modes of expression in writing—narration, description, cause and effect, comparison and contrast, process analysis, and argument/persuasion
4. demonstrate the ability to write analytical paragraphs or essays over reading assignments
5. demonstrate the ability to discuss reading assignments
6. develop the ability to use writing and analytical skills across the curriculum
7. develop the ability to effectively research a chosen topic and write a paper with support from sources in the MLA format.

Students may vary in their competency levels on these abilities. You should expect to acquire these abilities only if you honor all course policies, attend classes regularly, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student.

CLASS POLICIES

Attendance

Attendance in college courses is your choice. Because so much of what you will learn in this course is not found in the textbooks, however, it is very important that you attend all classes if you want to be successful. Therefore, a portion of your grade for this course is for attendance in the form of in-class writings and “surprise events” (pop tests) for daily grades. These surprise events are not only to determine if you have read the material for the day, but also act as an attendance monitor. If you aren’t in class to take the pop test with the rest of the class, you will receive a **zero** for that grade, even if you were late and came in to class after the pop test was over. If you are going to be gone on a school activity, you will have an excused absence but will still receive a zero for the daily grade you miss. These zeros cannot be made up, but I will **drop the lowest three grades** on daily work. You may also check with me before you leave and see if the assigned work can be received and turned in before you leave.

Even if you are gone on a school-sponsored activity, it is still **your responsibility** to turn your work in on time. **I WILL NOT TAKE MAJOR WRITING ASSIGNMENTS OR HOMEWORK LATER THAN THE CLASS PERIOD ON THE DAY THEY ARE DUE!!!** All major assignments are posted in this syllabus for each day, so even if you are to be gone for a school-sponsored event, they will be posted in plenty of time for you to do them early. **AGAIN, I WILL NOT TAKE PAPERS LATE! I WILL ALSO NOT GIVE MAKE-UP TESTS.** If you are going to be gone, you must take the test early.

Respectful Behavior

I will always show you the respect you deserve as a student. I, in return, expect respectful behavior from you. Otherwise, you will be asked to leave the classroom. The main way you show respect in the classroom is by paying attention during class time. I will not tolerate the following:

- ◆ sleeping
- ◆ talking to fellow students about things other than class work
- ◆ talking to fellow students when I am talking or presenting material on the projector
- ◆ listening to music over headphones
- ◆ texting on your cell phone (and **yes...**I know what you’re doing.. ☹)
- ◆ using your computer in class for anything *other than class notes*. **IF YOU ARE GOING TO BE USING A LAPTOP, YOU MUST SIT IN THE FIRST TWO ROWS. NO SITTING IN THE BACK.**
- ◆ other similar activities.

One infraction such as this will result in my warning you verbally. A second infraction will result in our visiting the Dean of Students and your being withdrawn from the class with an “F” for serious infractions.

Ring cell phones cause disruption and loss of instructional time. Please turn off all cell phones during class. If I hear a cell phone ringing in class, **you will receive a zero for your daily grade for that day.** If you must keep your phone on because of work or child issues, please turn it on vibrating mode and please alert me before class starts.

Because Clarendon College endeavors to prepare you for the workplace, I do ask that you dress appropriately for class. This translates to: I don’t want to see underwear in class!! It will not be

acceptable in the workplace nor my class. You also need to pull your hoodies down and not be listening to audio players in class. Outside of my class, you can dress as you please.

Withdrawing from the Course

If you decide that you are unable to complete this course, you must withdraw from it by the date set in the Clarendon College catalog. Withdrawal from a course is a formal procedure which you must initiate; I **cannot do it for you**. If you think you must withdraw from this course, please talk with me about it first. If you quit turning in assignments and do not withdraw, you will receive an "F." Remember, I will not withdraw you from the course; only you can do that.

Academic Dishonesty

School Policy: "Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit (more about in the following paragraphs).

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Dean of Students when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved. Students who are reported as cheating to the Dean of Students more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken."

PLAGIARISM: Read the following explanations carefully and be sure that you understand them.

1. **Word-for-word plagiarism:** The student quotes his or her source without using quotation marks. Even if the student cites the source, he or she is still plagiarizing because proper quotation procedures were not used. A general rule of thumb is that if you borrow MORE THAN TWO WORDS IN A ROW, you must use quotation marks!
2. **Paraphrased plagiarism:** The student uses a source and with the exception of changing a few words or phrases essentially quotes the original. Even if the source is properly cited, the writing is still plagiarized because the student has used the author's style, vocabulary, and content and claimed it as his or her own.
3. **Improper citations:** If a student uses someone's information other than his or her own, the source of the material must be properly cited. Failure to do so is plagiarism.
4. **Improper use of ideas:** Ideas are as equally protected as words. If the student uses someone's ideas, but expresses them in his or her words, the student plagiarizes if he or she does not cite the source of the idea.
5. **Internet use:** Copying and pasting from the Internet is plagiarism. Purchasing papers from a paper mill is plagiarism.
6. **Student sharing:** While students are certainly free to work together and study together, an assignment that calls for individual work must reflect the student's personal effort. If a student borrows or copies another student's work, that is plagiarism. If a student has another student write a paper, that is plagiarism. If two students collaborate on an individual assignment and turn in the same work, that is plagiarism.

Plagiarism is a serious academic offense. It involves legal issues about improper use of materials that do not belong to the student. Plagiarism is also unethical. A student must do his or her own work;

otherwise, the learning process is compromised. Plagiarism is unfair to fellow students who take the time and make the effort to do their own work. Essentially, plagiarism is cheating and will not be tolerated.

My Policy: Anyone who is dishonest in any way (including the following examples), or who plagiarizes on an assignment, will receive a zero for that assignment, with no opportunity to make up the zero. You WILL receive a grade of F in the course for more than one violation. It doesn't matter if the second offense is a major writing assignment or something as simple as an extra credit assignment. In addition, **this instructor reserves the right to give the student an F for the class if there is any one cheating violation which she perceives as a deliberate, not accidental, infraction.**

Included in any discussion of plagiarism must be a discussion of the dangers of unintentional and intentional plagiarism in research. Intentional plagiarism has been discussed in depth in this syllabus. Incidents of unintentional plagiarism are often the result of carelessness dealing with the use of quotation marks, in-text citations, and incorrect paraphrasing. These situations are addressed and corrected through classroom instruction and rough draft consultation between student and instructor.

In addition to the above, I invoke my own requirements:

You are guilty of cheating on an assignment by letting someone else complete part or all of your work by

- using unauthorized electronic devices for in-class assignments or tests
- using someone else's electronic files
- letting someone else use your electronic files**

**** It is your responsibility to protect your electronically saved files. If someone else turns in an assignment as if it were that student's work but it is work that you completed, I will have to assume that you allowed it to happen, and both of you will suffer the same consequences.** Therefore, make sure your saved files are kept in a place where others cannot copy them. DON'T SHARE DISKS!!!

It is also unacceptable if you use work that you have turned in for another instructor *if you don't get my permission first.* ALWAYS ASK!

TURN-IT-IN

- Students are responsible for ensuring that their work is consistent with Clarendon College's expectations about academic integrity. In this course you will submit your papers using an online tool, Turnitin.com, to confirm that you have used sources accurately in your papers and that you are not using another student's work. In order to submit your papers to Turnitin.com, you will be provided a class id and enrollment password at the appropriate time by your instructor.
- Step-by-step instructions and videos about how to use Turnitin.com to submit papers are available at Clarendon College's website. Additional information about the Turnitin.com plagiarism prevention tool is available at <http://turnitin.com>

Class Changes/Notifications

If any changes are made to the class (assignments, due dates, etc.), I will try to inform you individually, especially if we don't have class due to bad weather. This is why I ask for your email address and contact information. Please be sure you give me accurate information on the student profile form so that I may contact you.

Daily Grades: You will have a series of daily grades that will figure into your semester grade. These daily grades will consist of pop tests over assigned textbook reading, daily exercises, or other such material. At the end of the semester, I will average all the daily grades. If you don't take a daily grade, you get a zero. Plain and simple.

Major Assignments: Students are responsible for all assignments in this course and must satisfactorily complete all major assignments to receive a passing grade. **Outside assignments:** Outside assignments must be done on a word processor. The MLA format must be used for all papers. I will NOT drop the lowest grade here, so you MUST turn in all your major writing assignments.

Research Paper: The research process will be composed of several different grades. Missing any segment of this process will affect your overall grade for this project. It is up to you to make sure that every component of the research paper is turned in on time.

Important! It's always a good idea to have more than one back-up device. Always keep two copies of your work. Be very careful with flash drives—drives carried in backpacks, purses, and pockets could easily become corrupted and unusable. A lost, stolen, or corrupt disk or flash drive or lost or corrupt data will not be accepted as an excuse for late work. Neither will “my computer crashed”. Do work enough ahead of time that you are prepared for emergencies and always save more than one copy of your work, in separate locations.

Evaluation: Clarendon College has implemented a new policy wherein a student must complete the Class Evaluation at the end of the semester in the Student Portal in order to be able to view his or her grade. Please let me know if you have questions on this.

Grading Procedure: The final grade in this course will be determined by the following:

Vocabulary tests	30%
Major writing assignments	20%
Daily assignments	20%
Research Paper project.....	30%

The final semester grades will be figured as set in the current catalog:
90 to 100...A 80 to 89...B 70 to 79...C 60 to 69...D Below 60...F

ACCOMMODATIONS STATEMENT: Clarendon College provides reasonable accommodations for persons with disabilities. Should you have a recognized disability and require special accommodations, you must notify either of the following individuals as soon as possible so that we can provide those accommodations: Dean of Students or your instructor.

COURSE CONTRACT:

AFTER REVIEWING THIS SYLLABUS, YOU MUST SIGN THE ENGLISH DEPARTMENT CLASS CONTRACT. FAILURE TO DO SO MAY RESULT IN THE INSTRUCTOR ASKING YOU TO DROP THIS CLASS. WE MUST AGREE ON THESE STANDARDS TO SUCCESSFULLY WORK TOGETHER. I PROMISE THAT THE REWARDS FROM FOLLOWING A STANDARD OF EXCELLENCE AND INTEGRITY WILL YIELD RESULTS FOR LIFE...NOT JUST FOR THIS CLASS.

SEE ATTACHED CALENDAR FOR TENTATIVE COURSE SCHEDULE and CLASS TOPICS
(Subject to adjustments if necessary)

