

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

INSTRUCTOR: Jennifer Mooney

OFFICE: Online Only / **OFFICE HOURS:** By Appt.

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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

COURSE DESCRIPTION: Study of English to improve students' ability to think objectively and to communicate effectively. Stress on clarity and effectiveness in the sentence, paragraph, and whole composition. The composition is chiefly expository, and assigned material is designed to increase students' ability to read objectively, to develop skills in critical analysis, and to improve their style. We will also be learning the research process as well through a research project that at the end 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.)
- Some type of *MLA Handbook* (Bedford, Pearson, Brown Book, Keys, etc.)

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 is very important. Much of what you learn occurs during online discussion, not from textbooks or conferences with the instructor. Absence from these discussions contributes to failure since you miss explanations and clarifications plus information that are not in the texts. During absences, you also are unaware of changes made to the class structure, an action that normally results in missed assignments and points.

Due to the nature of this online course, discussion is an extremely important facet to your learning experience. Much of your knowledge that will be used in the future, including papers and the final, will be obtained through these discussions. If you do not read and participate in them, it is doubtful you will be able to achieve substantial marks on either requirement. Given the workload of Engl101, if you are not attending regularly, it is doubtful that you can pass the course. Please budget wisely! Participation is a large part of your grade!

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.*

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>

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.

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.

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

Work Requirements:

- Peer Evaluations.....10%
- Homework and Misc. Assignments.....5%
- Creative Definitional Memoir.....5%
- Public Service Announcement.....10%
- Proposal.....10%
- New Story.....10%
- Intro to Research Paper.....20%
- Quizzes.....10%
- Midterm.....10%
- Final.....10%

Instructor's Grading System

A	=	90– 100
B	=	80 – 89
C	=	70 – 79
D	=	60 – 69
F	=	Below 60%

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: The last page of this syllabus will serve as a “class contract” as far as your understanding of the course and its policies regarding assignments, tests, and all other requirements.

Revision and Rewrite Policy:

Fixes: After a major paper has been submitted and graded, a student may revise it once to improve his or her grade. At the instructor’s discretion, the student may be allowed to revise a major paper a second time. Revisions include: margins, headers, headings, reference pages, citations, and other formatting errors. All papers may be revised and turned back in to obtain points lost. The original document however must be submitted along with the revised copy for full credit.

Rewrites: Rewrites require global revision: for example, restructuring of the paper, a better organized introduction or conclusion, or additional research and added information to support an informational or argumentative thesis. If a student revision simply corrects grammar and spelling errors that the instructor marks and edits on the first submission, the instructor may choose to let the original grade stand or raise it half a letter. If the paper has been fully rewritten, the paper will be graded as a brand new paper. If the new grade is higher than the original grade, the new grade will then be averaged with the original grade and the resulting grade will be substituted in the grade book. If the rewrite grade is lower than the original grade, it will not count (students will never be penalized for rewriting an assignment). Only one major paper from the total semester may be rewritten. A due date at the end of the semester will be provided. Again, the original document must be submitted along with the rewritten copy for full credit.

Final Notes:

- Please keep all your work, including rough drafts, miscellaneous assignments, etc. until the end of the semester.
- Written topics must be approved in advance.
- If you do not attend class, it is your responsibility to see me for missed handouts, assignments, etc. -- I am not your mother.
- Plan in advance. The system going down is not an excuse as to why your work is not ready to turn in. All work turned in late will be penalized 10 pts each day late (not each day of class – EACH DAY) off the original grade.
- Exceptions to any policies may be made at my discretion.
- Any lying or plagiarism will result in an automatic failure of the entire class.
- If you do not pass the writing strand of my class, you will not pass my class. Period.

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AT THE DISCRETION OF THE INSTRUCTOR.
THE INSTRUCTOR WILL COMMUNICATE ANY CHANGE TO THE CLASS.

Definition of Grades

_____ The Grade of “A” indicates work of exceptional quality. Papers which receive “A’s” address the assignment thoroughly, appropriately, and insightfully; are sophisticated in structure, syntax, and diction; and conform to appropriate conventions of grammar, mechanics, and usage. “A” papers include a sophisticated topic or offer a sophisticated angle on a typical topic. “A” papers use documented sources correctly (MLA/APA) in conjunction with probing commentary and smooth transitions. “A” papers are dominated by precise, specific phrasing (rare use of “its” and “is”). “A” papers make exceptional and smooth use of combined independent clauses.

_____ The grade of “B” indicates work of above average quality. Papers which receive “B’s” address the assignment thoroughly and appropriately; are clearly focused; demonstrate sound structure, appropriately varied syntax, and diction suitable for the assignment; and conform to appropriate conventions of grammar, mechanics, and usage. “B” papers include above average topics or treatments of topics. “B” papers use documented sources correctly (MLA/APA) in conjunction with direct commentary and obvious transitions. “B” essays contain a majority of precise, specific phrases and word choices (some use of “its” and “is”). “B” essays make reasonable use of combined independent clauses.

_____ The grade of “C” indicates satisfactory completion of the assignment. Papers that receive “C’s” meet the goals of the assignment adequately; have an identifiable and appropriate focus; are clearly structured and written; and are relatively free of errors in grammar, mechanics, and usage. “C” essays cover safe topics or treat topics somewhat superficially. “C” essays use documented sources correctly (MLA/APA) in conjunction with little commentary or transitions. “C” essays contain at most an even mix of precise and vague phrases and word choices (repetitive use of “its” and “is”). “C” essays use inconsistent or sometimes incorrect forms of combined independent clauses.

_____ The grade of “D” indicates unsatisfactory, yet passing, work. Papers which receive “D’s” may be successful in some areas, but are weakened in one or more ways, including failure to address the assignment; unclear focus; confusing structure; simplistic or flawed syntax and diction; or a number of errors in grammar, mechanics, and usage. Papers with incorrect documentation (MLA/APA) are unsatisfactory. Papers with multiple errors in grammar, mechanics, or usage are also unacceptable. An essay may be unsatisfactory if it contains an abundance of vague phrases or word choices.

_____ The grade of “F” indicates failing work. Papers may receive “F’s” for failing to address the assignment; lack of focus; organizational deficiencies; significant errors in syntax and diction; or large numbers of errors in grammar, mechanics, and usage. Papers will fail for a lack of documentation, a lack of precision, or a lack of development. Papers may also fail for not following the assigned guidelines for a given assignment.

English 1301 News Story Paper Grading Profile

Paper is 3-4 pages, double spaced, 12 point font _____ Yes _____ No

Content: 45 points	Excellent	Good	Average	Fair	Poor
1. Introduction states narrowed topic and a clearly appropriate thesis or purpose, and major points.					
2. Writer provides ample relevant examples, reasons, and analysis of sources to support the thesis.					
3. Paper avoids summarizing and focuses on analysis.					
4. Author avoids needless repetition and uses a vivid, scholarly vocabulary, as well as maintains sentence structure variety, sentence introduction variation, and flow.					
5. Paragraphs have clear topic sentences.					
6. Content has originality/character/style and contains perceptive ideas.					
Total Points	45-40	39-35	34-30	29-25	24 and below

Organization: 20 points	Excellent	Good	Average	Fair	Poor
1. Paper includes an introduction, body, conclusion, and works cited that work together clearly and concisely.					
2. Author follows logical outline that clearly develops the thesis and does not stray from the topic.					
3. Paragraphs are fully developed with a clear purpose and smooth transitions.					
4. Paper shows an effective news story body structure					
Total Points	20-18	17-16	15-14	13-12	11 and below

Mechanics and Grammar: 25 points	Excellent	Good	Average	Fair	Poor
1. Writing is free of grammar errors such as word usage, agreement, proper structure, etc.					
2. All sentences are punctuated correctly with few to no mechanical errors.					
3. Paper uses formal diction with correct spelling.					
	25-23	22-20	19-18	17-15	14 and below

MLA documentation: 10 points	Excellent	Good	Average	Fair	Poor
1. Each quotation/paraphrase/summary is introduced smoothly and is significant to the thesis.					
2. Parenthetical citations included appropriately.					
3. Works Cited entries are in appropriate formats.					
4. All headings, headers, and margins are in proper format.					
	10-9	8-7	6-5	4-3	2 and below

English 1301 Proposal Paper Grading Profile

Paper is 4-5 pages, double spaced, 12 point font _____ Yes _____ No

Content: 40 points	Excellent	Good	Average	Fair	Poor
1. Introduction states narrowed topic and a clearly appropriate thesis or purpose, and major points.					
2. Writer provides ample relevant examples, reasons, and analysis of sources to support the thesis.					
3. Paper avoids summarizing and focuses on analysis.					
4. Author avoids needless repetition and uses a vivid, scholarly vocabulary, as well as maintains sentence structure variety, sentence introduction variation, and flow.					
5. Paragraphs have clear topic sentences.					
6. Content has originality/character/style and contains perceptive ideas.					
Total Points	40-36	35-32	31-28	27-24	23 and below

Organization: 20 points	Excellent	Good	Average	Fair	Poor
1. Paper includes an introduction, body, conclusion, and works cited that work together clearly and concisely.					
2. Author follows logical outline that clearly develops the thesis and does not stray from the topic.					
3. Paragraphs are fully developed with a clear purpose and smooth transitions.					
4. Paper shows an effective proposal body structure					
Total Points	20-18	17-16	15-14	13-12	11 and below

Mechanics and Grammar: 25 points	Excellent	Good	Average	Fair	Poor
1. Writing is free of grammar errors such as word usage, agreement, proper structure, etc.					
2. All sentences are punctuated correctly with few to no mechanical errors.					
3. Paper uses formal diction with correct spelling.					
	25-23	22-20	19-18	17-15	14 and below

MLA documentation: 15 points	Excellent	Good	Average	Fair	Poor
1. Each quotation/paraphrase/summary is introduced smoothly and is significant to the thesis.					
2. Parenthetical citations included appropriately.					
3. Works Cited entries are in appropriate formats.					
4. All headings, headers, and margins are in proper format.					
	15-14	13-12	11-10	9-8	7 and below

English 1301 Intro to Research Paper Grading Profile

Paper is 5-7 pages, double spaced, 12 point font Yes No

Content: 40 points	Excellent	Good	Average	Fair	Poor
1. Introduction states narrowed topic and a clearly appropriate thesis or purpose, and major points.					
2. Writer provides ample relevant examples, reasons, and analysis of sources to support the thesis.					
3. Paper avoids summarizing and focuses on analysis.					
4. Author avoids needless repetition and uses a vivid, scholarly vocabulary, as well as maintains sentence structure variety, sentence introduction variation, and flow.					
5. Paragraphs have clear topic sentences.					
6. Content has originality/character/style and contains perceptive ideas.					
Total Points	40-36	35-32	31-28	27-24	23 and below

Organization: 15 points	Excellent	Good	Average	Fair	Poor
1. Paper includes an introduction, body, conclusion, and works cited that work together clearly and concisely.					
2. Author follows logical outline that clearly develops the thesis and does not stray from the topic.					
3. Paragraphs are fully developed with a clear purpose and smooth transitions.					
4. Paper shows an effective cause/effect body structure					
Total Points	15-13	12-10	10-8	7-5	5 and below

Mechanics and Grammar: 20 points	Excellent	Good	Average	Fair	Poor
1. Writing is free of grammar errors such as word usage, agreement, proper structure, etc.					
2. All sentences are punctuated correctly with few to no mechanical errors.					
3. Paper uses formal diction with correct spelling.					
Total Points	20-18	17-16	15-14	13-12	11 and below

MLA documentation: 25 points	Excellent	Good	Average	Fair	Poor
1. Each quotation/paraphrase/summary is introduced smoothly.					
2. Each quotation/paraphrase/summary is significant to the thesis.					
3. Parenthetical citations included appropriately.					
4. Documentation of paraphrases and quotes punctuated correctly.					
5. Ellipses and quotation marks handled appropriately.					
6. All paraphrases and quotes have entry on the Works Cited.					
7. Works Cited entries are in appropriate formats.					
8. At least 5 sources, with the majority being primary sources and containing minimal secondary sources					
9. All sources listed on the Works Cited are used in paper at least once.					
10. All headings, headers, and margins are in proper format.					
Total Points	25-23	22-20	19-18	17-15	14 and below

ENGL1301: Weekly Calendar

Week 1 Aug 31 - Sept 2

Introductions and Course Syllabus

Sept 2 - Exercises 19.1, 19.3, 19.4, and 19.5 Due

Week 2 Sept 5 - Sept 9

Sept 5 - Grammar Quiz

Sept 9 - Vocab Test #1

Read Chapters 1,2, and 3 (I realize this is a lot in a few days so just do your best - there is vital info here that needs to be looked at that will help you in all your upcoming papers)

Week 3 Sept 12 - Sept 16

Sept 13 - Memoir Rough Draft Due

Sept 16 - Peer Evaluations Due

Read pages 176-181, 183-186

Week 4 Sept 19 - Sept 23

Sept 19 - Memoir Due

Sept 23 - Vocab Test #2

Read Chapters 10 and 11

Week 5 Sept 26 - Sept 30

Sept 27 - Public Service Announcement Rough Draft Due

Sept 30 - Peer Evaluations Due

Week 6 Oct 3 - Oct 7

Oct 3 - PSA Paper Due

Oct 7 - Vocab Test #3

Read Chapter 7

Week 7 Oct 10 - Oct 14

Oct 11 - News Story Rough Draft Due

Oct 14 - Peer Evaluations

Week 8 Oct 17 - Oct 21

Oct 17 - News Story Due

Oct 18 - 20 - Review

Oct 21 - Midterm

Read Chapter 9

Week 9 Oct 24 - Oct 28

Oct 25 - Proposal Rough Drafts Due

Oct 28 - Peer Evaluations Due

Week 10 Oct 31 - Nov 4

Oct 31 - Proposals Due
Nov 3 - Topics / Thesis Due
Nov 4 - Vocab Test #4

Week 11 Nov 7 - Nov 11

Nov 7 - Read Evaluating Sources Handout / Evaluating Sources Discussion Due
Nov 11 - Documenting Sources Discussion Due
Read Chapters 14, 15, and 16

Week 12 Nov 14 - Nov 18

Nov 14- MLA Quiz
Nov 18 - Vocab Test #5

Week 13 Nov 21 - Nov 25

Nov 21 - Annotated Bibliographies and E&I Charts Due
Nov 23 - 27 - No Class Happy Thanksgiving!

Week 14 Nov 28 - Dec 2

Nov 29 - Research Paper Rough Drafts Due
Dec 2 - Peer Evaluations Due

Week 15 Dec 5 - Dec 9

Dec. 5 - Research Paper Due
Dec 7 - Post Grammar Test Due
Dec 8 - 11 - Review

Week 16 Dec 12 - Dec 15

Dec 12 - Final

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THE INSTRUCTOR WILL COMMUNICATE ANY CHANGE TO THE CLASS.

Please print the following statement, sign, and scan or photo the following statement and submit as via email. Thanks.

Date: _____ Name: _____ (please print)

I have read the syllabus for Ms. Mooney's English 1301 class and I agree to abide by the terms of it. I understand by signing below that I am entering into a contract with Ms. Mooney and agreeing not to violate the terms stated in this syllabus. I further understand the penalties for violating these terms.

Signature: _____