

**Clarendon College**  
**Liberal Arts Division**  
**English 1301 – Section 195**  
**English Composition I**  
Spring 2011 --- 3 Semester Hours

---

**INSTRUCTOR:** Rosemary Baxter

**CONTACT INFORMATION:**

I can be reached through “Mail” in the “Communication” link in the Course Menu on your Homepage. I can also be reached by e-mail at [Rosemary.Baxter@clarendoncollege.edu](mailto:Rosemary.Baxter@clarendoncollege.edu). My cell phone number is 806-334-1155, but please try not to call after 9:00PM. I am on the Clarendon campus of Clarendon College on Tuesdays and Thursdays for my face-to-face classes and can be reached on those afternoons from 1:30PM to 4:30PM through the Student Services office – 806-874-4820 or on my cell phone.

**SPRING 2011 CALENDAR OF IMPORTANT DATES:**

Classes Begin	Tuesday, Jan. 18
Late Registration Begins	Tuesday, Jan. 18
Last Day to Register and/or Drop	Thursday, Jan. 27
Last Day for Financial Settlement	Thursday, Jan. 27
12 <sup>th</sup> Class Day	Wednesday, Feb. 2
Spring Break	Monday-Saturday, Mar. 14-19
Last Day to Drop with “W”	Friday, Apr. 15
Pre-Registration for Summer 2011/Fall 2011	Tuesday, Apr. 19
Easter Holidays	Friday-Monday, Apr. 22-25
Commencement	Friday, May 6
Final Exams	Saturday-Thursday, May 7-12
Final Grades due @10:00AM	Friday, May 13

**TEACHING PHILISOPHY:**

I believe that successful students take the responsibility for their own learning. The course curriculum will come primarily from the recommended textbooks, class lectures, class handouts, and interaction with me and other students in the class. In other words, class participation and questions show your interest in this class. If you have questions or need extra help, please feel free to call or e-mail me.

**COURSE DESCRIPTION:**

A study of principles of effective writing through analysis of sentence structure, paragraph organization, and theme development. Includes analysis of model paragraphs and essays, essay writing, assigned library reading, and individual conferences.

**COURSE PURPOSE:**

English Composition 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, Susan, and Kathryn Burak. *Writing in the Works*. 2<sup>nd</sup> ed. Boston: Wadsworth, 2010. Print. **Please make sure that you have the 2<sup>nd</sup> edition of this text. The page numbers and chapter numbers differ from the 1<sup>st</sup> edition.**

\*Glazier, Teresa F., Carol Friend, and Laura Knight. *The Least You Should Know about Vocabulary*. 6<sup>th</sup> ed. Boston: Thomson Wadsworth, 2005.

\*Any good dictionary (Optional, but recommended) i.e. *The American Heritage Dictionary*, *Webster's Collegiate* or any good on-line site such as <http://www.m-w.com/>

**TECHNOLOGICAL INFORMATION:**

A computer is necessary for the successful completion of this on-line course and you **must** have a word processing program. Presently, WebCT likes Microsoft Word 2003 best. \*\*\*\*If you are using "Works," "Word Perfect," "Word Pad," or any other program, you must save your document as an "rtf.file" before submitting it to me through WebCT. At the bottom of the "Save As" screen, from the "Save as type" bar, select "Rich Text Format" before clicking on "Save." If you are using "Word 2007," you must save your document as a "Word 97-2003 Document" file before submitting your document to me through WebCT. At the bottom of the "Save As" screen, from the "Save as type" bar, select "Word 97-2003 Document" before clicking on "Save."

**INSTRUCTIONAL METHODS:**

Web CT, phone, WebCT e-mail

**STUDENT LEARNING OUTCOMES:**

At the end of the course the student will

1. demonstrate the writing process through brainstorming, composing, revising, 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. be able to differentiate rhetorical methods and analyze those modes in reading assignments

8. be able to construct effective paragraph- and essay-length assignments using the rhetorical methods.
9. be able to manage grammar and mechanics by the completion of English 1301.

*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

Regular attendance for college classes is up to the student, but necessary for successful completion of this class. An on-line class presents certain differences concerning attendance.

**Regular attendance consists of logging on 3 – 4 times a week during a regular semester and everyday during a summer semester.** Regular attendance is also part of your Class Participation grade that is 10% of your final grade in this class.

### Respectful Behavior

I will always show you the respect you deserve as a student. In return, I expect respectful behavior from you. An on-line class presents certain differences from the regular classroom concerning behavior. Since most of our communication is via either e-mail or phone, please be considerate and respectful while using these lines of communication with me and with other students in the class. **Remember the ramifications of posting anything on the Internet.** One infraction will result in my warning you verbally or by e-mail. A second infraction will result in our consulting the Dean of Students and the possibility of your withdrawal from the class, possibly with an “F.”

### Course Withdrawal

A student may drop a class with a “W.” This must be done on or before the last day to drop a class as designated by the college calendar. This request for permission to drop a course is **initiated by the student** by procuring a drop form from the office. The student should sign the form, have the instructor sign the form, and return it to the office. For on-line students, this can also be done by calling the Registrar’s Office. Please remember that failure to officially drop a course will result in a final grade of “F” for the class. Any student who is considering dropping this course is encouraged to contact me before initiating the drop. **Remember, a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount at Clarendon College for taking the class a third time or more. Furthermore, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6, he/she will no longer be able to withdraw from any classes. The final drop date for Spring 2011 is Friday, Apr. 15.**

## **Student Academic Integrity and Classroom Ethics**

“Academic dishonesty 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) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (5) entering an office, classroom, laboratory, or building to obtain an unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory activity; and/or, (10) plagiarism. **Plagiarism is defined as the using, stating, offering, or reporting as one’s own an idea, expression, or production of another person’s work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student. (Clarendon College Student Handbook 2010-2011 – Student Academic Integrity & Classroom Ethics section )** --- The *CC Student Handbook* is available online under the “Quick Links” pull down menu on CC’s Homepage. More about plagiarism will follow.

Students are responsible for ensuring that their work is consistent with Clarendon College’s expectations concerning academic integrity. In this course you will submit some papers using an online tool, **Turnitin.com**, to confirm that you have used sources accurately in your papers. In order to submit your papers to **Turnitin.com**, you will receive a **class id** and **enrollment password** at the appropriate time from me.

You will also receive step-by-step instructions about how to use **Turnitin.com** from me. The instructions and videos are also available at CC’s website at the **Students >> Forms & Resources** link. Additional information about the Turnitin.com plagiarism prevention tool is available at <http://turnitin.com>

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of the course will file a report with the Dean of Students when a “cheating” event occurs, whether it be a workforce or academic course. The report shall include the course, instructor, student’s name, and the type of cheating involved. The Dean shall discipline students who are reported as offenders more than once. The Dean will notify all involved parties within fourteen days of any action taken.

**PLAGIARISM:** Please read and make sure you understand the following!

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. Proper documentation **must** include quotation marks and the proper citation.

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 own 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 to receive an individual grade must reflect the student's personal effort. In other words, if each student is to turn in a paper for a grade, it must be obvious to me that each student has done his/her own work. The papers should not be exactly alike!!! If a student borrows or copies another student's work, that is plagiarism. One student writing a paper for another student is plagiarism. Plagiarism also occurs if two students collaborate on an individual assignment and turn in the same work.
7. Student sharing: Plagiarism also occurs when you use someone else's electronic files or allow another student to use any of your personal files. It is important to protect all of your electronically saved files. The Student Handbook states that accounts (IDs and passwords) are approved and issued by the Dept. of Information Systems and Computer Operations and are issued to individuals and intended for the sole use of that individual. The individual to whom the account has been issued is responsible for the proper use of the account . . . and shall keep his or her keywords and passwords confidential to protect himself/herself and said files. Users shall not give or sell passwords to others.

\*\*\*Your responsibility is to protect your electronically saved files. If someone else turns in an assignment as if it were that student's work, but is the work that you have completed, I will have to assume that you allowed this to happen. **Both of you will suffer the same consequences.** Therefore, make sure your saved files are kept in a place where others cannot copy them. **DO NOT SHARE DISKS, FLASH DRIVES, ETC.**

Plagiarism is also committed if you use work that you have turned in for another instructor *if you do not get my permission first.* Always ask!

**NEVER LET ANYONE ELSE USE YOUR COLLEGE LOGIN OR PASSSWORDD!!!!**

The 7<sup>th</sup> edition of the *MLA Handbook for Writers of Research Papers* states that “student plagiarism does considerable harm. . . . it damages teachers’ relationships with students, turning teachers into detectives instead of mentors and fostering suspicion instead of trust. . . . Finally, students who plagiarize harm themselves. . . . Knowing how to collect and analyze information and reshape it in essay form is essential to academic success. This knowledge is also required in a wide range of careers in law, journalism, engineering, public policy, teaching, business, government, and not-for-profit organizations.” Plagiarism is cheating and is unfair to other students who make the effort to do their own work.

**My policy** is that anyone who commits any of the above infractions will receive a zero on that assignment or test with no opportunity to make up the zero and may be dropped from the course with an “F” depending on the decision of the Dean of Students and/or the Dean of Instruction. In other words cheating and plagiarism will not be tolerated.

#### **ASSIGNMENTS:**

Assignments are due as stated in the “Assignment Drop Box” for each assignment, quiz, or test. Exceptions are made only under the most extreme circumstances. PLEASE abide by this “exceptions” rule!

To offset a grade that might be missed and consequently a zero given, I will drop the **two (2) lowest daily grades** and the **lowest test grade** at the end of the semester. Any exemptions to this policy must be handled through the Dean of Students.

Daily grades will be averaged as part of your final grade. Major tests and assignments will be part of your final grade and must be satisfactorily completed in order to pass this course.

**Important:** Assignments must be computer generated. **The MLA format must be used for all typed assignments.** Always keep at least two (2) saved copies of your work. Flash drives are your best option. Any lost or damaged data will not be accepted as an excuse for late work.

#### **GRADING PROCEDURE:**

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

Major writing assignments.....	30%
Major Tests(Course final=a major test).....	30%
Vocabulary tests.....	20%
Daily assignments.....	10%
Class participation/Teacher contact/Good attendance...	10%

The final semester grades will be figured as set in the current catalog:

90-100 --- A    80-89 --- B    70-79 --- C    60-69 --- D    Below 60 --- F

## ACCOMMODATION STATEMENT:

Clarendon College provides reasonable accommodations for a person with disabilities. Should you have a recognized disability and require special accommodations, you must notify the Student Services Office to ensure that services will be available in an effective and timely manner.

## COURSE CONTRACT:

Contact me if you have any questions about the syllabus for this class. The contract for this class reads ---

“I have received and read the syllabus for On-line English 1301 for the Spring Semester of 2011 taught by Rosemary Baxter. I agree to abide by the policies and information included in this syllabus. I understand the policies concerning class attendance, class behavior, class withdrawal, grading policies, academic ethics and honesty and the consequences of failing to comply with these policies.”

If you agree to this contract, your first log-in and the completion of your first assignment ( Trial Run ) will serve as the class contract for this class.

\*\*\*The following chart shows the common editing and proofreading symbols and explanations that I will use to grade and comment on your assigned essays for this class.

### SYMBOLS AND MAJOR AND MINOR ERRORS

#### Major errors

<b>IC</b>	incomplete sentence	<b>Sent.</b>	run-on (fused) sentence or comma splice
<b>SP</b>	misspelled word	<b>SVA</b>	subject-verb agreement
<b>Shift</b>	unnecessary verb tense shift		

#### Minor errors




<b>PR</b>	pronoun reference	<b>D</b>	diction (inappropriate word choice for formal English)
<b>PA</b>	pronoun agreement	<b>IW</b>	incorrect word (definition does not match sentence sense)

#### Miscellaneous errors

<b>Abb</b>	inappropriate or incorrect abbreviation	<b>DM</b>	dangling modifier
<b>Adj or Adv</b>	misuse of an adjective or adverb	<b>II</b>	parallel structure incorrect
<b>Cap or /</b>	capitalization needed ( ) or unnecessary (/)	~	need to transpose words
^	insert a word	δ	omit a word
<b>P</b>	punctuation error (incorrect ending punctuation, incorrect punctuation with quotation marks)		

#### References to content or sentence and paragraph structure and proofreader's marks

¶	new paragraph needed	<b>U</b>	paragraph lacks unity
---	----------------------	----------	-----------------------

<b>No ¶</b>	no new paragraph needed	<b>Rep</b>	repetitious
<b>?</b>	meaning of passage unclear	<b>W</b>	wordy
<b>Coh</b>	paragraph lacks coherence	<b>Awk</b>	awkward sentence—needs rewriting
	delete		
	insert comma		insert period