

**English 1301 Syllabus**  
**Spring 2011**  
**Mrs. Nancy McCall**  
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**Clarendon College, Division of Liberal Arts**

**ENGL 1301 - English Composition I**

**Tuesday 5:30-8:20 P.M.**

**CREDIT HOURS: 3**

**CLASSROOM LOCATION:** room 205

**OFFICE HOURS:** in class or lab time ( M 7:30 PM, W afternoon)

**COURSE DESCRIPTION:** An in-depth study of grammar; a study of the principles of effective writing through analysis of sentence structure, paragraph organization, and theme development which includes an analysis of model paragraphs and essays, readings, and essay writing. In many ways, this class is as much about thinking as it is writing. You will develop critical thinking and analytical skills throughout the course which will enable you to 'read between the lines' to understand what the writer is trying to convey to you.

**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. How much effort and work you put into this course determines its value to you. This course is the first of two; you will add what you learn in this course to English 1302.

**REQUIRED INSTRUCTIONAL MATERIALS:**

☒ Textbooks:

Blau and Burak. *Writing in the Works*, Boston: Wadsworth, 2010. ISBN: 978-0-495-80200-6

Glazier, Teresa Ferster, Carol Friend, and Laura Knight. *The Least You Should Know about Vocabulary*. 6th ed. Boston: Thomson Wadsworth, 2008.

☒ Other materials: A Dictionary is optional, but recommended. A **USB drive** is also recommended. You will need access to a computer and printer throughout the semester. You should always keep your work on the flash drive and make more than one copy when work is due. Any computer problem is not an excuse for arriving without your work. Learn now to develop good work habits- do not wait until the last minute to write and print.

**STUDENT REQUIREMENTS:** The student is expected to come to class prepared (with materials, homework, and readings), work hard, respect classmates, and commit to learning. NOTE: If you do not know what a word means, you must look it up in the dictionary before coming to class.

This may be one of the first college classes you are taking. As young adults, you are expected to behave in a professional manner in the classroom. This means that you are to be

respectful of both your classmates and me. You should not bring cell phones, arrive late, leave early, use inappropriate language, sleep during class, or engage in other disruptive behaviors. Please do NOT wear a hoody, or listen to any device. If you create problems in the classroom, I will ask you to leave and you will receive a 0 for any daily work. You will not be allowed to make up any daily work that you miss during that class period. If I ask you to leave class, you will be required to meet with the dean before you may re-enter my class. Repetitive classroom disruption may result in course dismissal or failure. Please do not bring children to class. Quizzes will be oral; if you arrive late and miss the quiz you cannot make it up. If you arrive at question 5, that is where you start. I will read each question twice and not go back.

**ELECTRONIC AND ENTERTAINMENT DEVICES:** The use of cell phones, iPods, lap top computers, or other electronic communication or entertainment devices is prohibited. I know you will have your cell with you- if you answer it in class or I hear it, you will leave, earning a 0 for the day. If you leave to answer during a quiz or test, you earn a 0. My suggestion is that during quizzes/tests, you place your phone on your desk top, face down, and do not touch it.

**ATTENDANCE:** Although attendance in college is primarily your choice, you must attend class to succeed.. **I DO NOT ACCEPT LATE DAILY WORK.** As you can see, if you are not here, you make a 0 for all work done or due that day. If you miss class for a school activity, you must contact me ahead of time to be excused, BUT the work is still due. Find someone to bring it or come early and have it placed in my box . If you miss class for an emergency, you must notify me ASAP.

**METHODS OF INSTRUCTION:** This class will employ a variety of teaching methods, including lectures, in class discussions, group work, and practical application

**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

**EXEMPLARY EDUCATIONAL OBJECTIVES**

1. demonstrate awareness of the scope and variety of works in the humanities
2. understand those works as expressions of individual and human values within a historical and social context
3. respond critically to works in the humanities
4. to engage in the creative process and comprehend the physical and intellectual demands required of the author
5. articulate an informed person reaction to works in the humanities
6. develop an appreciation for the aesthetic principles that guide or govern the humanities

7. demonstrate knowledge of the influence of literature and philosophy on intercultural experiences

*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**

**Dropping a Course:** If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive a grade of "F" on your transcript. A student is permitted to drop a course if he/she obtains an official drop slip from the office and has the instructor sign the slip before the 12<sup>th</sup> class week. **Remember, a student is only allowed to drop the same class twice before he/she will be charged up to triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, 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.** If you think you need to drop this course, please talk with me about it first. It is possible that there is something you can do to still pass the course.

**Withdrawal from College:** When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number, and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12<sup>th</sup> week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W."

**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 policies in my class:** In any school setting, cheating is a serious offense. And the grade follows you. If you cheat (plagiarize), get removed from class or from the college, the grade and information that you cheat, WILL follow you when you try to enter another college. You must do your own work. If you plagiarize any assignment or test, you will earn a 0 with no opportunity to rewrite/retake it. If you plagiarize two times, you will automatically fail the course and may receive more serious punishment from the university. If allowed to remain in the course, you will not be allowed to receive any extra credit points from the time of the infraction through the remainder of the course. You will be held responsible for all forms of plagiarism including 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.
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 material is 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. Student sharing also includes using someone else's electronic files or letting someone else use your electronic files.

**Plagiarism is a serious academic offense.** It involves legal issues about improper use of materials that do not belong to the student. Plagiarism is 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 effort to do their own work. Essentially, plagiarism is cheating and will not be tolerated. If you have questions about plagiarism, you must ask. Not understanding plagiarism will not excuse you from the consequences of plagiarizing. The consequences for intentional and unintentional plagiarism are the same. NOTE: I only check final copies of work for plagiarism. Do your own work. There is no need to research for any paper.

**GRADING PROCEDURE:** All assignments are due at the **beginning of class. Have it ready = it has your name, it is stapled and ready to turn in.** DAILY ASSIGNMENTS MAY NOT BE MADE UP. If you arrive to class late, you may turn the assignment in at the end of class, but you will receive a 30 point grade deduction. Any quiz questions you have missed may not be made up. For major writing assignments that are turned in after class starts, you will receive a 5 point deduction. If you are not in class on the day a paper is due, **you must get your paper to me that day**, or you will receive the 10 point grade deduction. You will lose

one letter grade per day that your paper is late. Tests must be taken on the day they are given. **You may not make up or re-take tests.** If you have an emergency, you must contact me as soon as possible. **Technology problems** are not an excuse for late assignments. Assignments will be graded according to the rubric provided with each assignment sheet. Tests and quizzes will be graded according to the points assigned for each question on the actual test. You will automatically fail any paper, test, or quiz that is plagiarized/cheated, **does not follow the given instructions, or has excessive grammar errors (15+).** For all handwritten assignments, if your handwriting is not legible, I will not be able to grade your assignment. If you need help with an assignment you must contact me 24 hours before the due date. **All assignments for this class must be original material. All major papers must be turned in and all tests must be taken to pass the class regardless of mathematical score. Failure to turn in a paper or take a test will result in automatic failure.** In addition, failure to sign for the course contract will also result in course failure. All major papers and tests will be handed back to the student, but they must be returned to the instructor after class time to review. If you have taken this class before, you must choose new topics for your papers. You may not turn in the same paper or you will fail. All major papers will be submitted in person and online through [www.turnitin.com](http://www.turnitin.com). The class ID is \_\_\_\_\_ . Failure to submit a paper both in person and online will result in failure until both copies are submitted. Print off the turnitin sheet showing paper submission.

A student's final grade will be made available through Campus Connect at Clarendon College's website. The final semester grades will be figured as set in the current catalog:

A: 90-100  
B: 80-89  
C: 70-79  
D: 60-69  
F: 0-50

#### **Grades:**

Quizzes/vocab qz	10%
Papers	50% ( 10% per paper)
Midterm	10%
Grammar Work	10%
Grammar Tests	10%
Final Exam	10%

**FINAL EXAMS:** Students must take a final exam for each of their academic courses. The schedule of final exams times is published at the beginning of the semester. Do not make plans to leave school before your scheduled final exam. I will not give any early finals except in extreme emergencies after students have provided documentation of said emergency.

**Final Exam Date: 7 PM, Tuesday, May 10, 2011.**

**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. You must submit documentation by the end of the first week of class.

**COURSE CONTENT:** College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content. This syllabus is subject to change due to the instructor's discretion, but you will be notified of all changes with sufficient time to make adjustments

**COURSE CONTRACT** Read and study this now. Ask questions now. I will have each of you come sign a sheet showing you received and understand the course syllabus. I have received the course syllabus for English 1301 taught in the spring of 2011 by Mrs. Nancy McCall. I agree to adhere to all policies and procedures. I understand the guidelines for student conduct, academic dishonesty, and grading procedure. Failure to comply with these policies will result in the consequences mentioned or others according to school policy. If you do not sign this sheet, you do not receive credit for the course.