



ALVIN COMMUNITY COLLEGE

ENGL 1301: Composition I

INSTRUCTOR:	Carol Fountain	E-MAIL:	cfountain@alvincollege.edu cfountain@alvinisd.net
OFFICE:	Manvel HS Room C110	PHONE:	281-245-2187
OFFICE HOURS:	3:00 – 4:00 PM M-Th		

COMMUNICATING WITH THE INSTRUCTOR

During the first week of class, the instructor will specify a preferred method of communication such as telephone, ACC e-mail, or Blackboard messages. The instructor will generally respond to messages by the end of the next business day.

As a college student, you are expected to communicate with your instructors about your own education. ACC instructors follow the provisions of a federal law called the Family Educational Rights and Privacy Act (FERPA), which has been in place since 1974. Instructors will not communicate with your parent, your spouse, or any similar third party about your progress or performance in college classes. This law applies even to college students who are under 18 years old.

PRE-REQUISITES: DIRW 0310 or ENGL 0310 and READ 0310 or passing score on THEA or equivalent test

COURSE DESCRIPTION

Intensive study of and practice in writing process, 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. (3 credits)

LEARNING OBJECTIVES

Students who successfully complete this course will

- demonstrate knowledge of individual and collaborative writing processes
- develop ideas with appropriate support and attribution
- write in a style appropriate to audience and purpose
- read, reflect on, and respond critically to a variety of texts
- use Edited American English in academic essays

REQUIRED TEXTBOOKS

The following books are required for this course.

- *Everyone's An Author with Readings*. Eds. Andrea Lunsford, et. al. Norton, 2013.
- *Rules for Writers, 7th edition*. Eds. Diana Hacker and Nancy Sommers. Bedford, 2011.

For more information about the textbooks, including details about how to order your book online and have it delivered to you, visit the [ACC College Store](#) website.

ASSIGNMENTS

The following table indicates assignments in this course and how they will be calculated into the final course grade:

Assignment	Length	Percentage of Course Grade
Report	750-1,000 words	20%
Review	750-1,000 words	20%
Analysis	900-1,200 words	20%
Reader Responses	300-500 words each	10%
Professionalism	N/A	15%
Portfolio	Includes an essay of 500-800 words	15%

In order to pass this course, students must submit all three of the major writing assignments – Report, Review, and

Analysis.

Drafts are an integral part of this course, are required for all major essay assignments, will elicit instructor comment, and function as the basis for peer review.

Reader Responses are brief (300-500 word) responses to assigned readings. Although they are not formal essays, they must be typed and edited. The instructor will provide specific directions during the semester.

The Portfolio will be the final assignment in the course. It will include a reflective essay and a collection of previously submitted work. More details will be provided during the final week of classes.

Professionalism: Our class will reproduce in many ways a “real-world” work environment and students will be expected to participate professionally in the class. You should arrive on time, meet deadlines, and contribute meaningfully to class discussions. Professionalism also includes collaboration, willing participation in all class activities, and sincere effort to improve your own writing and that of your peers through peer review, revision, and conferencing. In the real world, employees are assigned various tasks outside their core job duties as needed. To reflect this sort of real-world circumstance, all quiz grades, homework, and daily work will be included in this category. Some assignments such as peer reviews or quizzes over key concepts may be weighted more heavily than other assignments. Professional behavior is a cooperative endeavor that affects the entire class, but it will be tied to an individual grade. Many instructors will choose to make the professionalism grade a “silent grade,” one that is not announced until the end of the semester. The reason for a “silent grade” is to avoid unproductive behavior from students in relation to class discussions and activities, behavior such as competing with each other or performing to the instructor.

Schedule: During the first week of class, the instructor will distribute a schedule of readings and assignments.

COURSE GRADES

Your instructor will use your grades on the assignments above to calculate your course grade. Letter grades are based on the following scale:

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F <60%

I.....Incomplete. No Incompletes or “I” grades will be given except for extreme circumstances. If an “I” grade is assigned and the course work is not completed by the pre-arranged time limit, this grade will convert to an “F”.

W.....Withdrawal. It is recommended that the student talk to the instructor before withdrawing. Current course withdrawal information can be found in the printed version of the ACC Schedule for this semester or online at [ACC Course Withdrawal Instructions](#). Students who file withdrawal requests by the published deadline and have not exceeded the withdrawal maximum will receive a grade of W.

CORE REQUIREMENTS This table is an example-you may wish to use other assignments to evaluate Oral and Visual Communication than those which appear here. However, you must indicate which assignments will be used and how those assignments will be evaluated.

Because this is a core course, certain core objectives must be met. Below is a chart which details which core requirements are applicable to this course, the activities in which you will participate to develop skills in the required areas, how your mastery of those areas will be assessed, and the level of expertise you are expected to demonstrate (this is already included in your grade and is not a separate grade).

	Core Objective	Activities	Assessments
*	Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.	All Reader Responses and Essays, plus Final and Peer Reviews, require CT Skills	Essay 3 (Analysis) using CT rubric
*	Communication-Written: effective development, interpretation and expression of ideas	All Reader Responses and Essays, plus Final and Peer Reviews, require CW Skills	Essay 3 (Analysis) using CW rubric
*	Communication-Oral: effective development, interpretation and expression of ideas	Reader Response 2 (Interpretation of oral lecture)	Reader Response 2 using CO rubric
*	Communication-Visual: effective development, interpretation and expression of ideas	Reader Response 2 (Interpretation of visual component in lecture)	Reader Response 2 using CV rubric
	Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.		
*	Teamwork: to include the ability to consider different point of view and to work effectively with others to support a shared goal.	Written Peer Reviews of all three major Essays on Discussion Board	(3) Peer Critiques-Evaluation of effectiveness/helpfulness using TW rubric
	Social Responsibility: to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.		
*	Personal Responsibility: to include the ability to connect choices, actions, and consequences to ethical decision-making.	Reader Response 4 and 6, which ask students to reflect on their performance as writers	RR 4&6-Evaluation of self-awareness and accountability using PR rubric

*indicates core areas required for this course

POLICIES ABOUT COURSEWORK AND DEADLINES

The following policies apply to all composition courses in the ACC English department.

Late Work

Instructors will only accept one major assignment late. After one late assignment, any work that is not submitted on time will receive a grade of zero. Individual instructors may set a more specific policy including penalties for the late assignment. The instructor's specific policy will be provided during the first week of class.

Missed Work

Minor assignments such as quizzes, discussions, and peer reviews cannot be made up for any reason. If a student misses deadlines for this sort of work, he or she will receive a zero for each missed assignment.

Following Directions

Students are expected to follow assignment directions in order to earn credit for the assignment. Like many other course

policies, this mirrors real-world expectations. While employers often value innovation and creativity, they also assume that an employee will follow directions carefully whenever specific directions are given. In this course, following directions includes adhering to specified essay length, document format, topic restrictions, submission instructions, and so on. In short, students should do what the instructor directs them to do. Submitted assignments that fail to follow directions may receive a grade of zero.

Extra Credit

ACC English instructors will not give extra credit assignments.

ATTENDANCE (Logging into Blackboard Regularly)

The following attendance policy is written for 16-week classes and will be adjusted appropriately for shorter semesters.

Online students are expected to log in at least twice each week to participate in discussions, read announcements, review returned assignments, and otherwise keep up with coursework. Under no circumstances should a student disappear from the class and miss deadlines while failing to contact the instructor about what is happening. This is another course policy that mimics real-world situations. An employee who wishes to continue in his or her job cannot miss days of work without contacting the supervisor.

Online instructors are able to track student login history using tools within Blackboard. Students who disappear for more than three weeks of class (cumulatively, not necessarily three continuous weeks) will fail the course. This penalty applies regardless of the quality of the student's coursework and regardless of the reason(s) for the disappearances.

If a student has missed more than three weeks of class and believes that his or her particular circumstances deserve special consideration, he or she may request that part or all of the penalty to the course grade be waived. Such requests will be reviewed by a three-person committee that is designated by the English department. Waivers will be granted only in very rare circumstances. To request a waiver, students should contact the instructor for more information about the process.

ACADEMIC HONESTY

Academic-honesty violations such as plagiarism, cheating, and collusion are described in the [ACC Student Handbook](#), which is available online. For a writing course, the definition of plagiarism is particularly important. Plagiarism includes the following:

- using another person's words without giving that person appropriate credit
- using another person's ideas without giving that person appropriate credit
- representing another person's artistic or scholarly works (i.e., essays, musical compositions, computer programs, photographs, paintings, drawings, sculptures, etc.) as your own
- submitting a paper purchased from a research paper service, including Internet sites that provide papers
- using undocumented print or Web sources

The English department at Alvin Community college recognizes the following common forms of plagiarism:

Global Plagiarism According to Lucas, global plagiarism takes an entire section of someone's work (usually a single source) and presents it as one's own work. This is a blatantly unethical and faculty will see this as one of the most severe forms of academic misconduct. This tactic is usually the result of procrastination and is used by a student who needs something to turn in at the last minute. Resist the temptation to use global plagiarism.

Patchwork Plagiarism This form of plagiarism, says Lucas, lifts verbatim segments from the two or three sources and cobbles them together with connective phrases to give the appearance of original work. Patchwork plagiarism is equally serious to global plagiarism because the ideas of multiple individuals are stolen without giving credit to the creators. Citing your sources along with quoting or paraphrasing avoids this form of academic misconduct.

Incremental Plagiarism Lucas describes incremental plagiarism as the selective use of small sections of work from a variety of sources. Unlike patchwork plagiarism, which uses stolen segments to build nearly the entire assignment, incremental plagiarism sneaks in phrases, ideas, or snippets of information from other authors and intersperses them throughout one's work. Lucas goes on to explain that one form of incremental plagiarism consists of quoting or paraphrasing ideas from a figure that are cited in a secondary source./ This denies the work of the secondary source authors its due. So if J. Smith quotes George Washington and a student quotes Washington without acknowledging Smith, this is a form of plagiarism.

Taken from *The Art of Public Speaking*, (10th ed. McGraw-Hill) by Stephen F. Lucas

Recycling Your Own Work: Students may not reuse or resubmit papers from any other class. This is a new course; students must submit new work. Recycling work is academic dishonesty, and the assignment will receive a failing grade.

Originality-checking software: Writing assignments submitted in ACC English courses will undergo an originality check. The department uses software to compare student essays to thousands of books, journals, Web sites, and archived student papers.

Consequences: In this course, any essay that contains plagiarized passages will receive a grade of 0. The most blatant cases of plagiarism and repeat incidents of plagiarism will result in an F in the course. Every instance of plagiarism must be reported to ACC administrators who may impose additional consequences such as probation or expulsion from the college.

CLASSROOM ETIQUETTE AND NETIQUETTE

It is the right of each student to participate in his or her learning, and it is the responsibility of each student to not interfere with the learning of other students. Policies governing the classroom are provided in the ACC Student Handbook and students who repeatedly violate one or more of these policies will be subject to disciplinary action. Students are expected to treat everyone in the class with respect at all times. Being respectful includes carefully reading and courteously responding to all posts, messages, and other communications with the instructor and with classmates. When you communicate via e-mail or post anything in Blackboard, you should also observe basic “netiquette,” the conventions for courteous and professional electronic communication. Netiquette involves using standard capitalization and punctuation and avoiding slang and textspeak. If you are communicating outside of Blackboard (such as a message sent to the instructor's ACC e-mail address or a voice mail message), you should clearly identify yourself and the section you are in.

ACC ACADEMIC SUCCESS AND SUPPORT SERVICES

Americans with Disabilities Act ACC complies with ADA and 504 Federal guidelines by affording equal access to individuals who are seeking an education. Students who have a disability and would like classroom accommodations must register first with the Office of Disability Services, A 136, (281)756-3533. Instructors are not able to provide accommodations until the proper process has been followed

Behavioral Intervention Team (BIT) – Letting someone know The Behavioral Intervention Team (BIT) at Alvin Community College is committed to improving community safety. College faculty, staff, students and community members may communicate safety concerns to the BIT team by email, bitcore@alvincollege.edu or through an electronic reporting option located on the [BIT page](#) of the college website.

The *ACC Library* is an excellent source for research and writing help. Quiet rooms are available for studying and doing class work. For more information, visit the [ACC Library Website](#) or call 281-756-3559.

The *ACC Tutoring/Learning Lab*, located upstairs in building A, provides students with a variety of services including tutoring (math, writing, and other disciplines); computers and printers; a testing facility; and tables/carrels. Call 281-756-3566 or visit the [ACC Tutoring/Learning Lab Website](#) for more information.

MyBlackboard Support for **MyBlackboard** can be obtained by completing the [Online Support Form](#).

WEBACCESS, Passwords or ACC Computer Lab Information- [Help Desk Website](#) or contact the IT Dept. Help Desk at 281-756-3544.

WITHDRAWAL

It is recommended that the student talk to the instructor before withdrawing. Current course withdrawal information can be found in the printed version of the ACC Schedule for this semester or online at [ACC Course Withdrawal Instructions](#). Students who file withdrawal requests by the published deadline and have not exceeded the withdrawal maximum will receive a grade of W.

CONFLICT RESOLUTION

Students are expected to first work together with the instructor to resolve any problem they encounter. If a satisfactory solution is not reached, students may contact the Chair of the English Department in an attempt to find a resolution. You can reach the Chair, Mr. Thomas Parker, by e-mail at tparker@alvincollege.edu

DISCLAIMER

The instructor reserves the right to modify this syllabus as needed and will notify the students of any changes using e-mail or

Blackboard.

COURSE CONTRACT

During the first week of class, the instructor will ask students to submit a course contract – a written statement containing the following information. Individual instructors will specify a method of submission (such as e-mail or Blackboard message). When you submit the contract, you should include your name and the course and section in which you are enrolled. You should also observe netiquette guidelines.

I have read the syllabus for this course including attendance policies, late work policies, and other policies that govern this course. I understand that I will be subject to these policies throughout the semester.

I have also read any other introductory materials (such as a course tour) supplied by the instructor within Blackboard, and I am aware of the following expectations of all online students:

- I am expected to obtain the textbooks by the beginning of the second week of class.
- I am expected to allocate a minimum of 10 hours per week to reading course materials, participating in class discussions, participating in peer reviews, and completing assignments. (This is calculated for a 16-week class. The number of hours per week will be higher for shorter semesters.)
- I am expected to regularly access the Internet and Blackboard. I am expected to use a compatible browser and to have an appropriate word-processing program. If I do not have a reliable and compatible computer at home, I can use computers in the ACC computer labs. I know that I am responsible for meeting deadlines regardless of technical problems such as a favored browser developing compatibility issues with Blackboard or not having an Internet connection at home. To allow for technological mishaps, I am aware that I should work well in advance of deadlines and always have a back-up plan for finishing and submitting my work on time.