

# Oklahoma State University Institute of Technology

## Course Syllabus

### Spring 2018 Online

#### ENGL 1213 Composition II

ENGL 1213 continues to focus on patterns of developmental and expository writing, seeking to hone the writing skills learned in English 1113, as well as research skills and persuasive writing. The emphasis is on technique, style and form.

**Course Purpose:** The purpose of this course is to further skills learned in Freshman Composition I and advance the learner's ability to analyze and synthesize ideas and information. Students will focus on research and argument for writing in college and beyond.

**Type of course:** Theory

**Credit Hours:** 3

- Total hours of theory per semester: 48
- Total hours of lab for the semester: n/a
- Total hours of clinical per semester: n/a

**Class length:** Full Semester

**Class days and times:** MWF 11:30-12:25

**Prerequisites:** None

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#### INSTRUCTOR INFORMATION

**Instructor Name:** Tara Cole

**Instructor email:** [tara.cole@okstate.edu](mailto:tara.cole@okstate.edu)

**Instructor's Office Hours:**

- M 9- 9:20, 11:30-12:20, 1:30-3:30
- T 11:30-3:30
- W 9- 9:20, 11:30-12:20, 1:30-2:30
- R 11:30-12:30
- *Other times by appointment*

**Office:** NCAT 314A

**Instructor Phone:** 405-308-3789

**Contact:** My preferred method of contact is in person or by e-mail. If I haven't responded within 24hrs M-R or 48 hrs F-Su, I did not receive your email.

**Division Name:** Arts and Sciences

**Division's Main Phone:** 918-293-4768

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## REQUIRED TEXTS, REFERENCES, AND MATERIALS

### Texts (3):

- *They Say/ I Say*, 3<sup>rd</sup> ed., Gerald Graff and Cathy Birkenstein ISBN: 9780393617436
- *Easy Writer*, 6th ed., Andrea Lunsford, Bedford St. Martins, ISBN 978-1319050917
- Traditional textbook: *Successful College Writing*, 6th ed, MLA 2016 update, McWhorter, Kathleen T. Bedford/St. Martin's. (Approximate cost to student (\$95) ISBN: 9781457670770
- OR eBook option: *Bedford e-Book to Go for Successful College Writing*, 6th ed., Kathleen T. McWhorter Bedford St. Martin's (Approximate cost to student: \$45.99). The access code can be purchased through our bookstore or you can order your own ISBN: 9781457684333

**Materials:** notebook paper, pen, pencil, regular access to a computer, flash drive for saving work

**Uniform/Tools:** n/a

**Estimated Cost for Materials:** \$ 110 (used); \$146 (new)

**Estimated Cost for Uniform/Tools:** \$ n/a

## ABOUT THIS COURSE

### Upon completion of the course, students should:

Course Objectives	Assessment of Objectives
1. Compose written documents, using processes that combine critical thinking and rhetoric.*	Write essays that demonstrate an effective writing process. Participation activities/study questions will hone specific concepts.
2. Construct written documents using Standard American English, standard grammar, punctuation, spelling, and a variety of sentence types.*	Write essays which reflect correct usage of grammar, punctuation, and spelling. Write essays which employ a variety of sentence types and structures in clear, concise, and forceful sentences. Participation activities/study questions will hone specific concepts.
3. Create written documents with clear, well-defined topics that apply cause & effect, comparison & contrast, extended definition, persuasion, and argument while showing a clear sense of purpose and audience.*	Write essays which demonstrate a clear purpose and sense of audience. Participation activities/study questions will hone specific concepts.
4. Construct documents using MLA Style.*	Write essays using MLA Style. Participation activities/study questions will hone specific concepts.

5. Apply structural elements in compositions to affect meaning/content.*	Write essays which are developed, unified, and logically organized. Participation activities/study questions will hone specific concepts.
6. Interpret research for the purposes of written communication.*	Understand, apply, compare, analyze, synthesize, and evaluate information and sources for research. Participation activities/study questions/writing assignments will hone specific concepts.
7. Integrate research into written communication.*	Write essays and papers that incorporate research. Understand, apply, compare, analyze, synthesize, and evaluate information and sources for research. Participation activities/study questions will hone specific concepts.
8. Produce multiple drafts of written works demonstrating effective use of a writing process.*	Write essays that demonstrate an effective writing process. Participation activities/study questions will hone specific concepts.

Aspects of the course objective assessments may be used in the university's assessment of student learning. If applicable, an asterisk (\*) above indicates this assignment is used in the university assessment program.

## COURSE ACTIVITIES

In this course students will:

- Participate on Discussion Boards to synthesize information and learn from classmates.
- Review basic grammar and usage, as necessary
- Write well-developed essays that include definition, comparison/contrast, and cause and effect, and argument research.
- Complete an annotated bibliography
- Produce a research project complete with source cards, notes, drafts, and final paper which defends an argument of an approved topic.

## EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:

Essay 1 (Essay + Process) .....	15%
Essay 2 (Essay + Process) .....	15%
Essay 3 (Essay + Process) .....	15%
Other Activities .....	20%
Core Assessment Process .....	15%
Core Assessment* .....	20%
Total .....	100%

<b>OSUIT Grading Scale</b>
A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 59% & below

*\*The student's grade for this assignment will be used in the university's assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student's course grade.*

Normal return time for daily and/or weekly quizzes, small weekly assignments and similar type projects is approximately one (1) week.

Normal return time for extensive writing assignments, large group projects, extensive quizzes, exams and similar type projects is approximately one (1) to two (2) weeks.

**All assignments submitted via the Dropbox or Discussion Board must be .doc (Word file), .pdf, or .rtf (rich text format).** Any files that are in an incorrect format and unreadable on D2L will be counted late until a readable file format is submitted. The late policy below applies in those situations.

## WRITING ASSIGNMENTS

Writing Assignments for this class include but are not limited to: Cause and Effect essay, Compare and Contrast Essay, and Extended Definition Essay. Instructions and rubrics will be given when the project is assigned. These are not group projects and are expected to be completed individually.

## OTHER ACTIVITIES

Other Activities include but are not limited to: quizzes, in-class group projects, classroom conduct/participation, peer review, and attendance. These points are awarded in-class and cannot be made up, even with a late work pass.

- *Quizzes-* Pop quizzes will be given over the day's reading from time-to-time. Be sure to complete your assigned reading so you'll be ready for a quiz.
- *Classroom conduct/participation-* Daily points are awarded for good classroom conduct and participation in the classroom activities and discussion. These points may include in-class assignments and group projects, participation in daily discussion, and other assignments. *Rude behavior, cussing, no participation in daily discussion or group work, etc...will hurt this grade.*
- *Attendance-* Attendance is taken daily by a sign in sheet and instructor checklist. Points are awarded for being present in class. Cheating by signing someone else's name is not acceptable and will earn both participants zero points for that day.

## CORE ASSESSMENT AND PROCESS

In each course, the university has a core assessment tool. Our Argument Research Paper will be the core assessment for this course. Instructions and a rubric will be given when the project is assigned. The writing process for this assignment is also a significant part of your grade. The process includes but is not limited to: Drafts, Peer Review, Note Cards, Formal Outline, and Annotated Bibliography. A 70% or higher will receive a passing grade. This grade is independent of the student's course grade.

## RECOMMENDED STUDENT COMPETENCIES/SKILLS

Students entering Freshman Composition courses need basic computer skills which include keyboarding, Microsoft Word, saving documents using either cloud or portable hard drives, and uploading files to a web-based platform. Entering students should have basic understanding of Standard American English grammar and spelling, as well as an understanding of the writing process, essay structure, and the development and support of ideas.

## AUTHORIZED TOOLS

Students may use any/all course materials, including books and notes for writing assignments. All quizzes and written assignments are to be completed independently; no collaboration with classmates is permitted unless it is a group assignment and any instance of such will be considered academic dishonesty.

## LATE WORK

**Assignments must be in the correct Dropbox or Discussion board to not be counted late.**

Writing assignments (Small essays, Formal Outline, Note cards, and Annotated Bibliography) may be submitted late for partial credit using your (1) late work pass. *10% is deducted for everyday late.* After 10 days late, you may turn an assignment in for feedback, but no points will be awarded.

1. Go to the Quiz Tab to access the Late Pass
2. Click on "Late Pass" → "Start Quiz" → Fill in the blanks
3. Upload the late assignment to **that assignment's** Dropbox

Expect 1-2 weeks for late work to be graded.

## EXTRA CREDIT

Extra credit opportunities may be given during the course of the class. Participating in instructor selected campus activities and in depth discussion/critical thinking on the daily topic including additional research (web research, non-personal examples, apps not included in textbook, etc...) If you wonder if an activity or discussion is considered extra credit, ask. There 50 pts = about 2.5% available towards your final grade.

Generally:

- Extra research/ examples = 5 pts.
- Campus activities/ volunteer work = 10 pts
- Grammar Quizzes = 10 pts.
- Essay Comma Revision = 10pts.
- Didn't use Late Pass = 10pts.

See the Extra Credit dropbox for specific directions about the above opportunities.

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## UNIVERSITY & COURSE EXPECTATIONS

It is the responsibility of each OSUIT student to read, abide by and maintain a copy of the syllabus for this course. Syllabi are available on the OSUIT website.

Students understand that excerpts or portions of their work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. Every effort will be made to keep this information confidential.

## OTHER LAB AND CLASSROOM POLICIES

Students are expected to cooperate in maintaining a classroom environment conducive to

learning. Courteous and respectful behavior will be expected from all students. Constructive feedback and comments are welcome on the Discussion board and collaborative comments are always welcome; however, unkind, overly critical, and demeaning comments are not allowed and will be deleted.

## ONLINE COURSE INTERACTION

OSUIT requires all online courses to include interaction between students, peers, and instructors. Our online courses use a variety of tools to build a community of learners and strengthen engagement between students and their peers, as well as between students and the instructor. Communication tools used in this course may include Discussion, News, Virtual Classroom, and Email. Read the syllabus completely to determine which of these methods you, your classmates, and your instructor will use for interaction.

### **Interaction with your Peers**

Each week you will be required to participate in the class collaboration opportunities where you will discuss that week's topic and solve problems related to that topic using the materials learned that week and in previous weeks. These will be found on the Discussion Board within the Online Classroom.

Required Discussion Posts for 1 Discussion Board each week: See the online classroom for specific due dates.

### **Interaction with your Instructor**

In addition to my regular office hours (as indicated on the first page of this syllabus), you can also expect me to provide.

- ✓ individual meetings in the Virtual Classroom upon request
- ✓ response to the Muddiest Point Discussion Board within 24 hrs/48hrs on weekend (ask questions that might interest other students on this discussion thread and email me those of a more personal nature)
- ✓ whole class meetings in Virtual Classroom (TBA)
- ✓ input to discussion threads
- ✓ additional information and updates about the course through email and the News feature in the Online Classroom
- ✓ detailed analysis, feedback, and explanation of grades according to the following schedule:
  - Daily and/or weekly quizzes, small weekly assignments, and similar type projects: Normal return time is approximately 1 week
  - Extensive assignments, large projects, and/or group projects: Normal return time approximately 1-2 weeks

You may contact me by email at any time with questions or concerns about your course. Please allow 24 hrs M-R for a reply and 48 hrs F-Su. If you have not heard back from me within this time frame, I did not receive your email. Please do not leave your course work until the last possible moment in case you need assistance.

## TECHNOLOGY ACCESSIBILITY STATEMENTS

The technologies in this course are accessible to all learners. See the following links for the Accessibility Statements for these technologies.

- D2L (<https://www.d2l.com/accessibility/> this will be an outside link)
  - Blackboard Collaborate (<http://www.blackboard.com/accessibility.aspx>)
  - Youtube (The accessibility is determined by the content creator.)
  - All videos for this class have either been closed captioned or include a transcript to make the content accessible for all students.
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## ACADEMIC DISHONESTY/PLAGIARISM

All writing assignments that students submit for this course must either be entirely their own or properly cited in MLA format. If it is not, the student is guilty of plagiarism, which is not tolerated at OSU. It is important for you to have a clear idea of what academic dishonesty and plagiarism are from the start so that there can be no mistake later. Academic dishonesty and/or misconduct and plagiarism include, but is not limited to the following actions:

1. **Word-for-word copying, without acknowledgment, of the language of another writer.** Having another person write or dictate all or part of one's composition is plagiarism of this kind and is clearly forbidden. But, in addition, the student should copy NO printed passage, no matter how brief, without acknowledging its source and either placing it in quotation marks or set it aside as a block quotation. This applies to even the briefest of phrases if they are truly distinctive.
2. **The unacknowledged paraphrasing or summarizing of an author's ideas.** The student should no more take credit for another person's thoughts than for another person's words. Any distinctive, original idea taken from another writer should be credited to its author. If the student is not sure whether or not an author's idea is distinctive, he or she should assume that it is: no fault attached to over-acknowledgment but under-acknowledgment is plagiarism.
3. **Incorrectly copying, paraphrasing, summarizing.** In a verbatim copying of a source, involving the use of quotation marks and the acknowledgment of the author, the student does not have the right to change or add any words, even if the original author made a mistake. When paraphrasing or summarizing, merely using synonyms, while maintaining the original sentence pattern and/or word order, is a form of plagiarism involving the copying of the author's style. A paraphrase should be in the student's own style.
4. **Submitting part or whole of a paper written for another class.** Though it is your own work, recycled essays are not allowed in part or whole. All work for this class is to be original to the class.
5. **Unauthorized collaboration on projects.** We will have a few group projects in this class. You may only collaborate on those projects listed as a "group project" in the instructions with other members of this class. If "group project" does not appear in the instructions, no collaboration is allowed.
6. **Cheating on tests or examinations.** This includes sharing answers, test questions, and unauthorized advanced access to quizzes or exams.

**Any students found participating in academic dishonesty/misconduct and plagiarism will receive a zero for the assignment.**

**Ways to avoid academic dishonesty and plagiarism:** No fault is attached to the over-acknowledgment of ideas, but under-acknowledgment is plagiarism. When using quotations, the student should incorporate brackets "[ ]" to add comments within a given passage, add three periods ". . ." to imply words that have been deleted, or use "[sic]" to tell the reader of a mistake made by the author or publisher.

Because of the serious nature of academic dishonesty/misconduct and plagiarism, a case involving such may be referred to the Academic Appeals Committee which can recommend that the student, if found guilty, be dismissed from the university. At the very least, any students found participating in academic dishonesty/misconduct and plagiarism will receive a zero for the assignment.

Students are required to actively protect their work against misuse by others. For details, refer to The OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior) available online at [http://www.osuit.edu/academics/forms/student\\_rights\\_responsibility.pdf](http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf).

**This class will use TURNITIN.COM linked through D2L as a way to prevent and detect plagiarism.**

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## OTHER INSTRUCTOR POLICIES

I use the Online Classroom site as a supplement to the classroom setting. You should request an account the first day of class (Go to the OSUIT website) and stay in touch with the course work by going to this site daily. **Also, important documents that I hand out in class and all homework assignments can be found there.** Make sure you check your email frequently; sometimes I try to get in touch with you through this tool.

## SYLLABUS ATTACHMENT

View the Syllabus Attachment, which contains other important information, by visiting [http://osuit.edu/center/student\\_syllabus\\_information](http://osuit.edu/center/student_syllabus_information)

## OPTIONS FOR WHEN OSUIT WEBSITE IS DOWN

In the event that our online classroom is not accessible through our OSUIT.edu website, students can always access it through the OSU-Stillwater main campus site by using following connections:

- Online Classroom: <http://online.okstate.edu>
- Email: <http://mail.okstate.edu>

## COURSE SCHEUDLE

Week	Topic/Chapter Readings	Weekly Assignments	Due Dates
Week 1	<ul style="list-style-type: none"> <li>Intro to the Course Syllabus</li> <li>MLA Format</li> <li>Introduction to online learning</li> </ul>	<ul style="list-style-type: none"> <li>Online Learning Quiz</li> <li><b>Introduction Discussion</b></li> </ul>	FS
Weeks 2	<ul style="list-style-type: none"> <li>Chapter 16 “Comparison and Contrast”*</li> </ul>	<ul style="list-style-type: none"> <li>Online Discussions</li> </ul>	MWF
Weeks 3	<ul style="list-style-type: none"> <li>Review Chapters 5 “Prewriting” and 6 “Thesis Statements”</li> <li>Review Chapter 7: Intro and Conclusion</li> </ul>	<ul style="list-style-type: none"> <li>Online Discussions</li> </ul>	MWF
Weeks 4	<ul style="list-style-type: none"> <li>Reader’s Responses</li> <li>Online Tutor.com</li> </ul>	<ul style="list-style-type: none"> <li><b>Compare and Contrast Draft 2 &amp; Peer Review</b></li> </ul>	MWF
Weeks 5	<ul style="list-style-type: none"> <li>Chapter 18 “Definition”</li> <li>Chapter 23: Finding Sources, Taking Notes, and Synthesizing</li> </ul>	<ul style="list-style-type: none"> <li>Online Discussions</li> <li><b>Compare and Contrast Final</b></li> </ul>	MWF
Weeks 6	<ul style="list-style-type: none"> <li>Chapter 22 “Planning a Research Project...”</li> <li>Citing</li> </ul>	<ul style="list-style-type: none"> <li>Online Discussions</li> <li><b>Source Evaluations</b></li> </ul>	MWF
Weeks 7	<ul style="list-style-type: none"> <li>Reader’s Responses</li> <li>Online Tutor.com</li> </ul>	<ul style="list-style-type: none"> <li><b>Extended Definition Draft</b></li> </ul>	MWF
Week 8	<ul style="list-style-type: none"> <li>Chapter 19: Cause and Effect</li> </ul>	<ul style="list-style-type: none"> <li>Online Discussions</li> <li><b>Final Extended Definition</b></li> </ul>	MWF
Week 9	<ul style="list-style-type: none"> <li>Chapter 3 “Summary...”</li> </ul>	<ul style="list-style-type: none"> <li>Online Discussions</li> <li><b>Source Evaluations</b></li> </ul>	MWF
Week 10	<ul style="list-style-type: none"> <li>Chapter 24: Drafting, Revising...A Research Project</li> <li>Reader’s Responses</li> <li>Online Tutor.com</li> </ul>	<ul style="list-style-type: none"> <li><b>Cause and Effect Draft</b></li> </ul>	MWF
Week 11	<ul style="list-style-type: none"> <li>Chapter 20: Reading Arguments</li> </ul>	<ul style="list-style-type: none"> <li>Online Discussions</li> <li><b>Cause and Effect Final</b></li> </ul>	MWF
Week 12	<b>Spring Break</b>		
Week 13	<ul style="list-style-type: none"> <li>Taking notes</li> <li>Constructing an Evaluative Annotated Bibliography</li> <li>Chapter 24: Drafting, Revising...A Research Project—Review</li> </ul>	<ul style="list-style-type: none"> <li>Online Discussions</li> <li><b>Note Cards Due</b></li> <li><b>Evaluative Annotated Bibliography</b></li> </ul>	MWF
Week 14	<ul style="list-style-type: none"> <li>Constructing a Formal Outline</li> <li>Chapter 21: Writing Arguments</li> <li>Integrating Sources</li> </ul>	<ul style="list-style-type: none"> <li>Online Discussions</li> <li><b>Formal Outline</b></li> </ul>	MWF

Week 15	<ul style="list-style-type: none"> <li>• Individual Conferences (Optional)</li> <li>• Reader's Responses</li> <li>• Online Tutor.com</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Research Paper Draft</b></li> </ul>	MWF
Week 16		<ul style="list-style-type: none"> <li>• <b>Final Research Essay</b></li> </ul>	MW

Schedule is subject to change at instructor's discretion.

*\*Reading ahead each week over the weekend is strongly recommended.*