

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
Spring 2018 Syllabus

ENGL 0112 FRESHMAN COMPOSITION STRATEGIES

This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in ENGL 1113 Freshman Composition I. Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.

COURSE PURPOSE: The primary purpose of this course is to enhance the student's writing skills using various methods of instruction.

TYPE OF COURSE: Theory

CLASS LENGTH: Full semester

CREDIT HOURS: 2; Total clock hours of theory per semester: 30;
Total clock hours of lab for the semester: N/A; Total clock hours of clinical per semester: N/A.

CLASS DAYS AND TIMES:

- Section 20-519 – TTH 8:30 am-9:25 am; NCAT 101

PREREQUISITES: None

C0-REQUISITE: ENGL 1113 (MWF 8:30 – 9:25; NCAT 101)

ABOUT THE INSTRUCTOR

NAME: Kari Henry Hulett

PHONE: (918) 293-4842

Note: I have a compound last name; *Henry Hulett* is my full last name—no hyphen.

OFFICE: Noble Center for Advancing Technology (NCAT), 103 C

EMAIL: kari.henry_hulett@okstate.edu

CONTACT: My preferred method of contact is email. Please allow 24-48 hours to return your correspondence Monday through Friday. Response times may be longer on weekends or holidays.

INSTRUCTOR'S OFFICE HOURS:

MWF – 7:30 — 8:30 AM; **TTH** 7:30 — 8:30 AM; –9:30 AM – 12:00 PM (CST)*

Additional office hours are available by arrangement.

Note: I encourage you to see me during office hours (make an appointment if you cannot attend my scheduled office hours) to discuss your writing projects, especially if are having a problem with a paper. Students often tell me one of the most helpful parts of the course was conferencing with me about their writing.

School Name: Arts & Sciences

School's Main Phone: 918-293-4768

ABOUT THE COURSE

This syllabus contains the policies and expectations I have established for ENGL 0112 Composition Strategies. **Please read the entire syllabus carefully before continuing in this course.** These policies and expectations are intended to create a productive learning atmosphere for all students.

REQUIRED TEXT, REFERENCES, AND MATERIALS

TEXTS:

1. Lunsford, Andrea A. *Easy Writer*, 6e, Bedford. ISBN# 9781319050917 (\$30 new; \$22 used)
2. McWhorter, Kathleen T. *Successful College Writing*, 6e, Bedford/St. Martin's. ISBN: 9781319051426 (\$105 new; \$79 used) (This is the same text used in ENGL 1113.)

REFERENCES: College-level Dictionary **Highly Recommended** (Paperback copies run \$5 - \$10)

OTHER MATERIALS:

- Standard notetaking elements (notebook, pen, etc.)
- Digital storage space (cloud drive, USB flash drive, etc.)
- Folder with pocket to collect and submit writing assignments for Final Project
- Consistent access to a computer, the Internet, and Microsoft Word (If you do not have Word, you may download it for **free** from the OSUIT website.)

ESTIMATED COST FOR MATERIALS: \$100 to \$150 depending on options chosen

UNIFORM/TOOLS: None

ESTIMATED COST FOR UNIFORM/TOOLS: \$ None

Upon completion of the course, students should be able to:

Course Objectives	Assessment of Objectives
Construct documents using Microsoft office.	Learning Activities and Writing Assignments Midterm and Final Projects
Construct documents using MLA Format.	Learning Activities and Writing Assignments Midterm and Final Projects
Use conventions of standard English, capitalization, punctuation, and spelling when writing.	Learning Activities and Writing Assignments Midterm and Final Projects
Develop well-organized, coherent paragraphs.	Learning Activities and Writing Assignments Midterm and Final Projects
Apply concepts learned to the steps of the writing process.	Learning Activities and Writing Assignments Midterm and Final Projects
Recognize and use new vocabulary in writing assignments.	Learning Activities and Writing Assignments Midterm and Final Projects
Use critical thinking skills when reading and writing.	Midterm and Final Projects

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:

- Complete reading assignments as assigned in class
- Participate in class discussions, activities, and group work
- Retain all writing in a Writing Assignment Folder
- Take quizzes (both announced and unannounced)
- Apply concepts learned to work produced in ENGL 1113

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

Learning Activities and Writing Assignments...	60%
Midterm Project.....	20%
Final Project.....	20%
Total	100%

Satisfactory completion of a minimum of 70% is required to earn a passing grade.

RECOMMENDED STUDENT COMPETENCIES/SKILLS

Students entering Freshman Composition Strategies courses need basic computer skills. Some prior writing experience is helpful.

GRADING POLICIES

FEEDBACK ON ASSIGNMENTS

- Daily and/or weekly quizzes, small weekly assignments and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.
- Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Normal return time to students in one (1) to two (2) weeks.

Please note: Should I need to contact you about an assignment, I will do so through your okstate.edu email, so check it often.

AUTHORIZED TOOLS

Students may use any/all course materials, including books and notes, while participating in classroom activities. All quizzes and written assignments are to be the sole intellectual work of the individual student; no collaboration with classmates is permitted and any instance of such will be considered academic misconduct. During quizzes, students are not allowed to utilize cell phones or other personal digital devices for any reason; these devices must be out of sight and turned off.

LATE WORK

Since many of the written assignments in this class rely on the sequence and timing of the course schedule, **late work will not be accepted.** Specific due dates and times are outlined in the Course Schedule section of this syllabus. These dates and times are not flexible. Please review the calendar to ensure that you fulfill all course requirements in a timely manner. All in-class work is graded at the time of assignment and **cannot be made up.**

All written assignments (essay drafts, assignments, homework, etc.) must be submitted electronically to the Dropbox by 11:59 pm (CST) on the due date; Dropbox access will close at that time. Remember, this is the latest possible time you may submit an assignment. You are encouraged to submit much earlier to allow time for solving any technology problems which may arise.

PLEASE NOTE: If you have difficulty uploading an assignment to the Dropbox, you may submit it by email to the instructor *prior* to the due date and time to show you have completed the work by the deadline and earn credit. **Assignments not received by the due date and time will earn a grade of zero.**

ONE-TIME EXCEPTION TO LATE POLICY

I recognize there are sometimes extenuating circumstances; therefore, I am including a permit that may be used **one time** for a late final essay regardless of the reason. You may have up to an additional week from the original due date to earn credit; however, no assignment may be submitted after the last day of the semester.

IMPORTANT NOTES ON LATE POLICY:

- The late permit may not be used for the course project. (Portfolio Project)
- The late assignment must be submitted within one week of the original assignment due date to earn credit.
- The late permit may not be used for peer reviews, in-class work, or quizzes. (These assignments must be completed at the time they are assigned.)
- **After this permit has been used one time, any further late work will earn a zero.**

To claim a late exception, email the instructor from your school email address to gain access to the Dropbox for late submission.

PLAGIARISM

Plagiarism means using words, ideas, or arguments from another person or source without citation. To avoid plagiarism, cite all sources consulted to any extent (including material from the internet), whether or not assigned and whether or not quoted directly. For quotations, four or more words used in sequence must be set off in quotation marks, with the source identified. You are responsible for being familiar with the university standard for academic misconduct. Please see the Student Rights and Responsibilities Handbook for information (See Academic Dishonesty section below).

In order to deter and detect plagiarism, originality detection software is used in this course. Each written assessment submitted to the Dropbox will be analyzed for originality and a report will be generated. Students are encouraged to review the originality report in the Dropbox after submitting each assignment. If necessary, the student may revise and resubmit the assignment *prior to the due date and time* to rectify the situation.

PENALTIES FOR PLAGIARISM

The penalty for plagiarism will be based on the severity of the issue. The first three levels will be considered academic misconduct and dealt with as follows:

Level 1 – A minor portion of the submission is not cited correctly and clearly. Grade will be reduced by 10%.

Level 2— A moderate portion of the submission is not cited correctly and clearly. Paper will earn a zero. Student will be given the opportunity to redo the assignment for up to 50% credit. If this issue occurs again, the student will receive a zero with no opportunity to resubmit.

Level 3 – A major portion of the submission is not cited correctly and/or clearly. Paper will earn a zero; student *will not* be given opportunity to resubmit.

Level 4 – Student presents the work of others as his or her own original work. This is academic dishonesty; the student will earn a grade of F for the course, and university officials will be notified.

TESTING

Students may be required to take unannounced quizzes. Whether announced or unannounced, quizzes will be taken in class. No makeup quizzes will be given. If a student is not in class on the day the quiz is given, he or she will receive a zero on that quiz.

ADDITIONAL CLASSROOM POLICIES

INSTRUCTOR'S TECHNOLOGY POLICY

This course is highly dependent on technology and the online classroom; therefore, it is imperative that you plan for submitting assignments, internet access, and ensure you have the correct software to be successful.

When submitting assignments, make sure the file you are uploading is the correct file and meets the assignment guidelines. If the file you upload does not meet the assignment, it will earn a zero and cannot be made up. It is your responsibility to check your own work.

Allow plenty of time to upload assignments in case you have internet or computer issues. (For example, Computer crashed, Don't have Word, No Internet, Expired OKey password, etc.) These types of issues are not excuses for missing an assignment. Unexpected issues occur; have a backup plan. You can always submit early; you cannot submit late.

You will use Microsoft Word extensively in this course. Google Docs does not have all the features you will need in this course. If you do not have Word on your home computer, you are advised to download it at the beginning of the course. The University provides you with a free copy of this software. You will find more information here:

http://go.osuit.edu/computer_information_services/myosuit.

INSTRUCTOR'S POLICY ON ABSENCES

I will take roll every day. To maximize the value of this course in connection with ENGL 1113, it is imperative that students attend regularly and participate. Most class periods, we will have in-class assignments, quizzes, and/or peer reviews to go with the day's discussion. If you are not in class for these, you miss the points for that activity, and **these cannot be made up**.

If you must miss class, you are responsible for staying on track with the scheduled due dates in the syllabus, regardless of the reason for the absence. Contact me, or one of your classmates, **before** the next scheduled meeting, to ensure you will be prepared for the next class.

If you are absent, check the online classroom for any announcements regarding class and assignments.

Please Note: I follow the University Attendance Policy; in cases of excessive absence, administrative withdrawal will be initiated; this could impact financial aid. If you are administratively withdrawn from either ENGL 0112 or the co-requisite, ENGL 1113, you will be withdrawn from both.

CLASSROOM PROTOCOL

I will provide instruction, guidance and support to you throughout this semester, but your learning will depend on your level of commitment. The critical element of this course comes from your preparation, your active participation, your reading, your writing, and your thinking—basically, you. In other words, you will get out of it what you put into it.

Here are some guidelines that will help you get the most from this class:

1. Come to class on time
2. Be present
3. Be prepared
4. Be courteous and respectful
5. Use your resources wisely
6. Ask for help when you need it
7. Check your school email often
8. Be aware of your grades at all times
9. Use your syllabus
10. Stay in touch with course news, assignments, changes, and grades by visiting this site frequently.
11. You may also subscribe to email updates through the settings feature in Brightspace.

I use the online classroom, Brightspace as a supplement to the face-to-face classroom. You will need a current OKey username and password to fully participate in this course. To access Brightspace, go to online.okstate.edu. Stay in touch with course news, assignments, changes, and grades by visiting this site frequently. You may also subscribe to email updates through the settings feature in Brightspace.

INSTITUTIONAL POLICIES AND ASSISTANCE

SYLLABUS ATTACHMENT

View the Syllabus Attachment, which contains other important information, by visiting http://osuit.edu/center/student_syllabus_information.

COURSE SCHEDULE

This syllabus schedule holds only an overview or brief statement about major assignments; complete assignment instructions and requirements will be provided in class and posted in the online classroom. Please read all assignments fully and carefully.

Course Schedule			
Week & Date	TOPICS	FOCUS	ASSIGNMENTS
Week 1 Jan. 4	Course Introduction <ul style="list-style-type: none"> • Syllabus • Expectations • Using Resources 	Reading: “Learning from Low-stakes Writing” <i>EasyWriter</i> pages 40-41	
Week 2 Jan. 8 - 12	Writing in College	Reading: “The Top Twenty” <i>EasyWriter</i> pages 1-10	Learning Activities and Writing Assignments as Assigned in Class
Week 3 Jan. 15 – 19 NO CLASS MONDAY – MARTIN LUTHER KING HOLIDAY	Basics of Composition	Reading: “Value of Volunteers” <i>Successful College Writing</i> p. 171	Learning Activities and Writing Assignments as Assigned in Class
Week 4 Jan. 22 - 26	Telling Your Own Story	Reading: “Being Double” <i>Successful College Writing</i> p. 248	Learning Activities and Writing Assignments as Assigned in Class
Week 5 Jan. 29 – Feb. 2	Writing Descriptively	Reading: “Eating Chili Peppers” <i>Successful College Writing</i> p. 287	Learning Activities and Writing Assignments as Assigned in Class
Week 6 Feb 5 - 9	The Writing Workshop	Reading: “Useful Techniques for Revision” <i>Successful College Writing</i> p. 176	Learning Activities and Writing Assignments as Assigned in Class
Week 7 Feb 12 - 16	Categorizing Concepts	Reading: “The Use and Abuse of Facebook” <i>Successful College Writing</i> p. 419	Learning Activities and Writing Assignments as Assigned in Class
Week 8 Feb. 19 – 23	Midterm Project	Reading: “Taking a Writing Inventory” <i>EasyWriter</i> p. 11	Midterm Project due February 22
Week 9 Feb 26 – Mar. 2	Classification Essay Writing Workshop	Reading: “Suggestions for Proofreading” <i>Successful College Writing</i> p. 211	Learning Activities and Writing Assignments as Assigned in Class
Week 10 Mar 5 – 9 NO CLASS ON THURSDAY – INSTRUCTOR OFF-CAMPUS MARCH 8 – 9	Explaining a Process	Reading: “Going Vegan: How to Have Your Eggless Cake, and Eat It, Too!” <i>Successful College Writing</i> p. 349	Learning Activities and Writing Assignments as Assigned in Class
Week 11 Mar 12 - 16	Workshop: Process Analysis Essay	Reading: “Shitty First Drafts” <i>Successful College Writing</i> p. 337	Learning Activities and Writing Assignments as Assigned in Class
Spring Break March 19-25 <i>No Classes/ No Assignments</i>			

Week 12 Mar 26 – 30	Showing Revision	Reading: TBA	
Week 13 April 2 - 6	Reflecting on Learning Final Project	Reading: None	Due April 5
Week 14-15 April 9 - 16	Finalizing the Reflective Essay and Portfolio Project	Reading: None	

Schedule is subject to change at instructor's discretion.