

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
SUMMER 2018 SYLLABUS

ENGL 1113 FRESHMAN COMPOSITION I

ENGL 1113 focuses on the writing process and strategies for improving writing. The assignments reflect the fundamentals of expository writing with an emphasis on structure, organization, and style. The course offers a brief review of grammar and punctuation, a study of sentence structure, and practice writing paragraphs and compositions.

COURSE PURPOSE

The purpose of Freshman Composition I is to help students become effective communicators in writing. The ultimate goal is students will apply this knowledge in future writing courses, in writing across the curriculum, and/or in writing beyond the classroom. To be effective, students will learn to analyze the rhetorical situation of purpose, audience, and context, then produce written documents that have a clear message, are organized effectively, and reflect effective use of American Standard English.

TYPE OF COURSE: Theory

CLASS LENGTH: Full semester

CREDIT HOURS: 3; Total clock hours of theory per semester: 45;

Total clock hours of lab for the semester: N/A; Total clock hours of clinical per semester: N/A.

CLASS FORMAT: **Fully Online**

Note Meeting Requirement: Students will be required to conference with the instructor two times during the semester (approximately 15 minutes each time). This will be by appointment and may be done either in person or virtually using Zoom online software. You will need an internet connection and at least a microphone for this conference. A web cam is optional.

PREREQUISITES: None

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 & TTH— 8:30 — 10:30 AM (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 1113 Freshman Composition I. **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

TEXT:

McWhorter, Kathleen T. *Successful College Writing*, 6e, Bedford/St. Martin's. ISBN: 9781319051426 (\$105 new; \$79 used)

NOTE: This text is also available as an eBook option.

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

OTHER MATERIALS:

- Access to a computer and Microsoft Word
- Digital storage space (cloud drive, USB flash drive, etc.)
- I strongly recommend traditional notetaking tools (notebook and pen/pencil), which will enable you to take notes as you read and review course instructional materials.

ESTIMATED COST FOR MATERIALS: \$85 to \$115 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
Compose written documents, using processes that combine critical thinking and rhetoric. *	All essays and course Portfolio Project
Construct written documents using Standard American English, standard grammar, punctuation, spelling, and a variety of sentence types. *	All essays and course Portfolio Project
Create written documents with clear, well-defined topics that apply narration, description, illustration, process analysis, and classification/division while showing a clear sense of purpose and audience.*	All essays and course Portfolio Project
Construct documents using MLA Style. *	All essays and course Portfolio Project
Apply structural elements in compositions to affect meaning/content. *	All essays and course Portfolio Project
Produce multiple drafts of written works demonstrating effective use of a writing process.*	All essays and course Portfolio Project

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 in class discussions, activities, and group work
- Complete reading assignments as noted in the syllabus or announced in the news
- Take quizzes (both announced and unannounced)
- Compose essays that meet criteria outlined in writing assignments
- Contribute to Writing Workshops
- Use Brightspace to submit assignments and participate in writing groups
- Compile a portfolio of work produced in this course

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

Weekly Discussions.....	100 pts
Quizzes	25 pts
Writing Assignments.....	675 pts
Portfolio Project*.....	<u>200 pts</u>
Total	1000 pts

*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.

OSUIT Grading Scale	Points to Letter Grade
A = 90%-100%	A = 900 + above
B = 80%-89%	B = 800-899
C = 70%-79%	C = 700-799
D = 60%-69%	D = 600-699
F = 59% & below	F = 599 -below

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. 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 that 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:

- 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, essay wrappers, 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

Please review the attendance policy for online courses; you will find the complete policy in the Syllabus Attachment document linked below.

Please Note: I follow the University Attendance Policy; in cases of excessive absence, administrative withdrawal will be initiated; should this occur, it could affect your financial aid.

COURSE PROTOCOL

I will provide instruction, guidance and support to you throughout this semester, but your level of learning will depend on your level of commitment. The critical elements of this course come

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. Log in early and often every week and review the Overview Module
2. Ask for help when you need it
3. Be aware of your grades at all times
4. Use your syllabus and the schedule as a checklist
5. Stay in touch with course news, assignments, changes, and grades by visiting the online classroom frequently.
6. You may also subscribe to email updates through the settings feature in Brightspace.

INSTRUCTIONAL METHODS

Keeping up with the assignments is crucial to success in this course. **This is not a self-paced course**; there is a schedule that you must follow. However, you are permitted and encouraged to work ahead during the weeks that you have a major project. Units contain assignment examples, lesson notes, and assignment descriptions. The instructor will provide feedback on all submitted writing assignments. This feedback will be saved in the Dropbox folder. Feedback will contain both an overall assessment of the assignment and notes for improvement for future written assignments.

It is up to you, the student, to plan your time so assignments will be submitted on time – this includes planning for technical difficulties such as problems with the computer, Internet Service Provider, or Brightspace. It is your responsibility to check “Grades” in Brightspace often to verify submitted assignments have received a grade. If you ever have an issue submitting to the Dropbox, you must email the assignment to me prior to the date and time it is due to earn credit.

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 courses may include Discussion, News, and Email. Read the syllabus completely to determine which of these methods you, your classmates and your instructor will use for interaction.

General guidelines for student conduct while interacting within an online course include: (1) Use proper language in all communications; (2) Harassment of any type will not be tolerated; (3) No jokes, insults or threats of an offensive nature. For more information, go to: <http://osuit.edu/center/netiquette>.

This online course uses Discussion, News, Email, and Zoom online conference tool to build a community of learners and strengthen communication between students and their peers, as well as between students and the instructor. Using these tools, you will be able to interact with others in the virtual classroom.

INTERACTION WITH YOUR PEERS

In several of the course modules, you will be required to post one original post and two responses to your peers on the discussion board in Brightspace.

Required: Original post and two responses to peers per discussion thread
Original post – By Wednesday 11:59 p.m. Central time
Two peer responses – By Friday 11:59 p.m. Central time

INTERACTION WITH YOUR INSTRUCTOR

In addition to email and phone correspondence (as indicated on the first page of this syllabus), you can also expect me to provide:

- Additional information and updates about the course as needed through e-mails and the News feature in Brightspace.
- Detailed analysis, feedback and explanation of grades through the Gradebook and Dropbox features in Brightspace.

You are encouraged to contact me by email at any time with questions or concerns; however, please allow 24-48 hours to receive a reply to your correspondence Monday through Friday. I may not be available to respond to your correspondence on the weekend or holidays, so please do not leave your coursework until the last possible moment in case you need assistance.

INSTRUCTOR'S OFFICE HOURS

I encourage you to take advantage of office hours by emailing me, calling, or making an appointment (if you are on campus outside my scheduled office hours) to discuss your writing projects. Online students may request a virtual conference through Zoom. This is especially important if are having a problem with a paper. Students frequently tell me that the most helpful feature of the class was coming to my office to conference about their writing.

DISCUSSION BOARD POLICY

This class is 100% online. Interaction with your peers is required through the Discussion Board in Brightspace. This course contains several discussion forums. Some of these contain questions related to the materials you are studying, while others are designed for peer review sessions.

In each of the weeks in which the Discussion is used, you are required to post an initial response to the question by Wednesday at 11:59 pm, and reply to at least two other students by Friday at 11:59 pm (CST). The purpose is to facilitate a “discussion” for unit topics and peer review.

Make sure to post your answers in a coherent, thoughtful manner. Simply repeating already posted answers does not qualify as meaningful participation. Verify that your responses are unique and relevant to the discussion. Remember to avoid racist, sexist, marginalizing or other offensive language. In the peer review, be considerate of the author's ideas and feelings, but be honest with your feedback. Practice good digital citizenship throughout the course. See the *Netiquette* lesson in the *Start Here* module under Content for more on this topic.

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 the corresponding weekly content modules in the Online Classroom. Please read all assignments fully and carefully. Due dates reflect the last possible date/time you may submit an assignment; you may submit assignments earlier if you wish.

Please Note: All Reading Assignments shown below should be done in preparation for the week’s discussions and activities.

Course Schedule			
Week & Date	Brightspace Content	ASSIGNMENTS	DUE DATES (LOCATION FOR SUBMISSION)
Start Here Thurs., May 3 – Sun. May 6	Module: Start Here The first week of class is a short one. Use this time to familiarize yourself with the course.	Read: All of the Module: <i>Start Here</i>	
Week 1 Mon., May 7 – Sun., May 13	Module: Introductions See Module Overview for full reading assignments, assignments, and due dates. Read and/or view all content for this module including assigned chapters in the textbook.	Read: Textbook Chapter 1 "Succeeding in College"	
		Discuss: Post a message and at least two replies to Week 1 Discussion Thread (10 pts)	Discussion: First post by Wed. (May 9) 11:59 pm; replies to peers by Fri. (May 11), 11:59 pm (Discussions)
		Write: Take the Quiz – <i>How to Succeed as an Online Student</i> (25 pts)	Quiz: Due Sun., May 13; 11:59 pm (Quizzes)
Week 2 Mon. May 14 – Sun., May 20	Module: Writing in College See Module Overview for full reading assignments, assignments, and due dates. Read and/or view all content for this module including assigned chapters in the textbook.	Read: “Review of Basic Grammar” (pgs. 721 -741) and Chapter 2 “Writing in College”	
		Discuss: Post a message and at least two replies to Week 2 Discussion Thread (10 pts)	Discussion: Original Post by Wed., 11:59 pm; two replies by Fri., 11:59 pm. (Discussions)
		Write: Complete Assignment 1— <i>Who I am as a writer</i> (25 pts)	Dropbox: Assignment 1 Due — Sunday (Submit to Dropbox by 11:59 pm CST)
Week 3 Mon., May 21 – Sun., May 27	Module: Basics of Composition See Module Overview for full reading assignments, assignments, and due dates.	Read: Chapter 8 “Writing Effective Paragraphs” and Chapter 14 “Illustration: Explaining with Examples”	
		Discuss: Post a message and at least two replies to Week 3 Discussion Thread (10 pts)	Discussion: Original Post by Wed., 11:59 pm; two replies by Fri., 11:59 pm. (Discussions)

	Read and/or view all content for this module including assigned chapters in the textbook.	Write: Complete Assignment 2: Illustration Paragraph (50 pts)	Dropbox: Assignment 2 <i>Illustration Paragraph</i> Due—Friday (Submit to Dropbox by 11:59 pm CST)
Week 4 Mon., May 28 — Sun., June 3	Module: Telling Your Own Story See Module Overview for full reading assignments, assignments, and due dates. Read and/or view all content for this module including assigned chapters in the textbook.	Read: Chapter 5 “Prewriting” and Chapter 12 “Narration: Recounting Events”	
		Discuss: Post a message and at least two replies to Week 4 Discussion Thread (10 pts)	Discussion: Original Post by Wed., 11:59 pm; two replies by Fri., 11:59 pm. (Discussions)
		Write: Complete—Narrative Essay Prewriting Worksheet (10 pts)	Dropbox: Narrative Essay Prewriting Worksheet Due—Friday (Submit to Dropbox by 11:59 pm CST)
Week 5 Mon., June 4— Sun., June 10	Module: Writing Descriptively See Module Overview for full reading assignments, assignments, and due dates. Read and/or view all content for this module including assigned chapters in the textbook. *Schedule Conference with instructor for next week	Read: Chapter 13 “Description: Portraying People, Places, and Things” and Chapter 9 “Revising Content and Organization”	
		Write: Complete Narrative Essay First Draft (15 pts)	Dropbox: Narrative First Draft Due— Wednesday (Submit to Dropbox by 11:59 pm CST)
		Discuss: Post your first draft and provide reviews to at least two peers in the Week 5 Discussion Thread: Narrative Essay Peer Review (15 pts)	Discussion: Narrative Essay Peer Review Workshop Due— Post first draft by Wed., 11:59 pm; two peer reviews by Fri., 11:59 pm. (Discussions)
Week 6 Mon., June 11— Sun., June 17	Module: The Writing Workshop See Module Overview for full reading assignments, assignments, and due dates. Read and/or view all content for this module including assigned chapters in the textbook.	Read: Chapter 10 “Editing Sentences and Words”	
		Discuss: Post a message and at least two replies to Week 6 Discussion Thread (10 pts)	Discussion: Original Post by Wed., 11:59 pm; two replies by Fri., 11:59 pm. (Discussions)
		Conference: Conference on Writing (25 pts)	By appointment: Virtual or Face-to-face by Thursday, 4:00 pm (CST)
		Write: Complete Narrative Essay Author’s Plan for Revision (10 pts)	Dropbox: Narrative Essay Author’s Plan for Revision Due —Friday (Submit to Dropbox by 11:59 pm CST)
		Write: Complete Narrative Essay First Revised Draft (100 pts)	Dropbox: Narrative Essay First Revised Draft Due— Friday (Submit to Dropbox by 11:59 pm CST)
		Write: Complete Narrative Essay Wrapper Assignment (25 pts)	Dropbox: Narrative Essay Wrapper Due—Sunday

			(Submit to Dropbox by 11:59 pm CST)
Week 7 Mon., June 18— Sun., June 24	Module: Categorizing Concepts See Module Overview for full reading assignments, assignments, and due dates. Read and/or view all content for this module including assigned chapters in the textbook.	Read: Chapter 17 “Classification and Division: Explaining Categories and Parts”	
		Discuss: Post a message and at least two replies to Week 7 Discussion Thread (10 pts)	Discussion: Original Post by Wed., 11:59 pm; two replies by Fri., 11:59 pm. (Discussions)
		Write: Complete Classification Essay Prewriting Worksheet (10 pts)	Dropbox: Classification Essay Prewriting Due—Friday, (Submit to Dropbox by 11:59 pm CST)
Summer Break June 25 to July 8 No assignments are due during this time			
Week 8 Mon., July 9— Sun., July 15	Module: Drafting the Classification Essay See Module Overview for full reading assignments, assignments, and due dates. Read and/or view all content for this module including assigned chapters in the textbook. *Schedule Conference Appointment for Next Week	Read: Chapter 7 “Drafting an Essay”	
		Write: Complete Classification Essay First Draft (15 pts)	Dropbox: Classification Essay First Draft Due— Wednesday (Submit to Dropbox by 11:59 pm CST)
		Discuss: Post your first draft and provide reviews to at least two peers in the Week 8 Discussion Thread: Classification Essay Peer Review (15 pts)	Discussion: Classification Essay Peer Review Workshop Due— Post first draft by Wed., 11:59 pm; two peer reviews by Fri., 11:59 pm (Discussion)
Week 9 Mon., July 16— Sun., July 22	Module: Classification Essay Writing Workshop See Module Overview for full reading assignments, assignments, and due dates. Read and/or view all content for this module including assigned chapters in the textbook.	Read: No additional Reading Assignment this week.	
		Discuss: Post a message and at least two replies to Week 9 Discussion Thread (10 pts)	Discussion: Original Post by Wed., 11:59 pm; two replies by Fri., 11:59 pm. (Discussions)
		Conference: Conference on Writing (25 pts)	By appointment: Virtual or Face-to-face by Thurs., 4:00 pm (CST)
		Write: Complete Classification Essay Author’s Plan for Revision (10 pts)	Dropbox: Classification Essay Author’s Plan for Revision Due— Friday (Submit to Dropbox by 11:59 pm CST)
		Write: Complete Classification Essay First Revised Draft (100 pts)	Dropbox: Classification Essay First Revised Draft

			Due —Fri. (Submit to Dropbox by 11:59 pm CST)
		Write: Complete Classification Essay Wrapper Assignment (25 pts)	Dropbox: Classification Essay Wrapper Due — Sunday (Submit to Dropbox by 11:59 pm CST)
Week 10 Mon., July 23— Sun., July 29	Module: Explaining a Process See Module Overview for full reading assignments, assignments, and due dates. Read and/or view all content for this module including assigned chapters in the textbook.	Read: Chapter 15 “Process Analysis: Explaining How Something Works or is Done”	
		Discuss: Post a message and at least two replies to Week 10 Discussion Thread (10 pts)	Discussion: Original Post by Wed., 11:59 pm; two replies by Fri., 11:59 pm. (Discussions)
		Write: Complete Process Analysis Essay Prewriting Worksheet (10 pts)	Dropbox: Process Analysis Essay Prewriting Due — Wed. (Submit to Dropbox by 11:59 pm CST)
		Write: Complete Process Analysis Essay First Draft (15 pts)	Dropbox: Process Analysis Essay First Draft Due —Fri. (Submit to Dropbox by 11:59 pm CST)
		Discuss: Post your first draft and provide reviews to at least two peers in the Week 10-11 Discussion Thread: Process Analysis Essay Peer Review (15 pts)	Begin Discussion: Process Analysis Essay Peer Review Workshop Due — Post first draft by Fri., 11:59 pm; two peer reviews by Tues., 11:59 pm (Discussion)
Week 11 Mon., July 30— Sun., Aug 5	Module: Process Analysis Essay Writing Workshop See Module Overview for full reading assignments, assignments, and due dates. Read and/or view all content for this module including assigned chapters in the textbook.	Continued from Week 10	Continued from Week 10
		Discuss: Provide reviews to at least two peers in the Week 10-11 Discussion Thread: Process Analysis Essay Peer Review (15 pts)	Complete Discussion: Process Analysis Essay Peer Review Workshop Due — Two peer reviews by Tues., 11:59 pm (Discussion)
		Write: Complete Process Analysis Author’s Plan for Revision (10 pts)	Dropbox: Process Analysis Essay Author’s Plan for Revision Due —Wed., (Submit to Dropbox by 11:59 pm CST)
		Write: Complete Process Analysis First Revised Draft (125 pts)	Dropbox: Process Analysis Essay First Revised Draft Due — Fri. (Submit to Dropbox by 11:59 pm CST)

		Write: Complete Process Analysis Essay Wrapper Assignment (25 pts)	Dropbox: Process Analysis Essay Wrapper Due— Sunday (Submit to Dropbox by 11:59 pm CST)
Week 12 Mon., Aug 6— Sun., Aug 12	Module: Reflecting on Learning Introduction to the Portfolio Assignment	Read: Chapter 26 section titled “Portfolios” pgs. 698 – 704	
		Discuss: Post a message and at least two replies to Week 12 Discussion Thread (10 pts)	Discussion: Original Post by Wed., 11:59 pm; two replies by Fri., 11:59 pm. (Discussions)
		Write: Complete Reflective Essay First Draft (10 pts)	Dropbox: Reflective Essay First Draft Due — Friday (Submit to Dropbox by 11:59 pm CST)
Week 13 Mon., Aug 13 — Sun., Aug 19	Module: Showing Revision in the Portfolio	Discuss: Post a message and at least two replies to Week 13 Discussion Thread (10 pts)	Discussion: Original Post by Wed., 11:59 pm; two replies by Fri., 11:59 pm. (Discussions)
		Write: Significantly Revise Essays for the Portfolio & Create Comparison Drafts using Microsoft Word (10 pts)	Dropbox: Comparison Drafts Due — Friday (Submit to Dropbox by 11:59 pm CST)
Week 14 Mon., Aug 20— Wed., Aug 22	Finalizing the Reflective Essay and Portfolio Project	Write: Submit Final Portfolio Project (180 pts)	Dropbox: Final Portfolio Project Due — Wednesday, (Submit to Dropbox by 11:59 pm CST)

Schedule is subject to change at instructor’s discretion.