

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
Spring 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: First 8 Weeks

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 DAYS AND TIMES:

- Section 20-097 – MWF 9:30 am-11:25 am; NCAT 101

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 – 7:30 — 8:30; **TTH** 7:30 — 8:30; –9:30 – 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 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)

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

OTHER MATERIALS:

- Composition notebook and writing utensil for journaling assignments;
- Standard notetaking elements (notebook, pen, etc.)
- Digital storage space (cloud drive, USB flash drive, etc.)
- Small folder with pocket for returned papers
- 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: \$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, writing labs, and group work
- Keep a writer's journal
- Complete reading assignments as noted in the syllabus and/or assigned in class
- 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:

Learning Activities	100 pts /(10%)
Writer's Journal	100 pts /(10%)
Writing Assignments with Process.....	600 pts /(60%)
Portfolio Project*.....	<u>200 pts /(20%)</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 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. Those who attend class regularly have the benefit of knowing about the assignments in-depth. On some days, 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. Content presented in class will be uploaded to Brightspace for review.

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

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.

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

Course Schedule				
CLASS MEETING DATES	CLASS TOPIC	PREPARE FOR CLASS	MAJOR ASSIGNMENTS	DUE DATES (LOCATION FOR SUBMISSION)
Week 1 Jan. 5	Course Introduction <ul style="list-style-type: none"> Syllabus Expectations Keys to success 	Read: Chapter 1 “Succeeding in College”		
Week 2 Jan. 8 - 12	Writing in College and Basics of Composition <ul style="list-style-type: none"> Writer’s journal 	Read: “Review of Basic Grammar” (pgs. 721 -741) and Chapter 2 “Writing in College”	Assignment 1 — <i>Who I am as a writer</i> (25 pts)	Assignment 1 Due — Monday, Jan. 8 (Submit to Dropbox by 11:59 pm CST)
Week 3 Jan. 15 –19 NO CLASS MONDAY – MARTIN LUTHER KING HOLIDAY	Basics of Composition Continued	Read: Chapter 8 “Writing Effective Paragraphs” and Chapter 14 “Illustration: Explaining with Examples”	Assignment 2: Illustration Paragraph (50 pts)	Assignment 2 Illustration Paragraph Due — Friday, Jan. 19 (Submit to Dropbox by 11:59 pm CST)
Week 4 Jan 22 - 26	Telling Your Own Story <ul style="list-style-type: none"> Essay 1—Narrative Descriptive Essay Assignment 	Read: <ul style="list-style-type: none"> Chapter 5 “Prewriting” Chapter 12 “Narration: Recounting Events” Chapter 13 “Description: Portraying People, Places, and Things” Chapter 9 “Revising Content and Organization” Chapter 10 “Editing Sentences and Words” 	Assignment: Essay 1 —Narrative Descriptive Essay Prewriting Worksheet (10 pts)	Essay 1 Prewriting Worksheet Due — Monday, Jan. 22 (Submit to Dropbox by 11:59 pm CST)
			Assignment: Essay 1 —Narrative Descriptive Essay First Draft (15 pts)	Essay 1 First Draft Due — Tuesday, Jan. 23 (Submit to Dropbox by 11:59 pm CST)
			Assignment: Essay 1 —Narrative Descriptive Essay Peer Review (15 pts)	Essay 1 Peer Review Workshop Due — Wednesday, Jan. 24 (In Class)
			Assignment: Essay 1 Instructor-Student Conference (25 pts)	Essay 1 Instructor-Student Conference Due Wednesday, Jan. 24 (In class)

			<p>Assignment: Essay 1—Narrative Descriptive Essay Author’s Plan for Revision (10 pts)</p>	<p>Essay 1 Author’s Plan for Revision Due —Thursday, Jan 25 (Submit to Dropbox by 11:59 pm CST)</p>
			<p>Assignment: Essay 1—Narrative Descriptive Essay Revised Draft (100 pts)</p>	<p>Essay 1 Revised Draft Due—Friday, Jan. 26 (Submit to Dropbox by 11:59 pm CST)</p>
			<p>Assignment: Submit Writer’s Journal #1 (9 entries) (50 pts)</p>	<p>Writer’s Journal #1 Due —Friday, Jan. 26 (In class or Instructor’s office by end of day)</p>
<p>Week 5 Jan 29 – Feb 2</p>	<p>Categorizing Concepts</p> <ul style="list-style-type: none"> • Essay 2— Classification Essay Assignment 	<p>Read: Chapter 17 “Classification and Division: Explaining Categories and Parts” Read: Chapter 7 “Drafting an Essay”</p>	<p>Assignment: Essay 2—Classification Essay Prewriting Worksheet (10 pts)</p>	<p>Essay 2 Prewriting Due—Monday, Jan 29 (Submit to Dropbox by 11:59 pm CST)</p>
			<p>Assignment: Essay 2—Classification Essay First Draft (15 pts)</p>	<p>Essay 2 First Draft Due—Tuesday, Jan. 30 (Submit to Dropbox by 11:59 pm CST)</p>
			<p>Assignment: Essay 2—Classification Essay Peer Review (15 pts)</p>	<p>Essay 2 Peer Review Workshop Wednesday, Jan 31 (In class)</p>
			<p>Assignment: Essay 2—Classification Instructor-Student Conference (25 pts)</p>	<p>Essay 2 – Instructor Student Conference Wednesday, Jan 31 (In class)</p>
			<p>Assignment: Essay 2—Classification Essay Author’s Plan for Revision (10 pts)</p>	<p>Essay 2 Author’s Plan for Revision Due—Thursday, Feb. 1 (Submit to Dropbox by 11:59 pm CST)</p>
			<p>Assignment: Essay 2—Classification Essay Revised Draft (100 pts)</p>	<p>Essay 2 Revised Draft Due Friday, Feb. 2 (Submit to Dropbox by 11:59 pm CST)</p>

Week 6 Feb 5 - 9	Explaining a Process <ul style="list-style-type: none"> Essay 3—Process Analysis Essay Assignment 	Read: Chapter 15 “Process Analysis: Explaining How Something Works or is Done”	Assignment: Essay 3—Process Analysis Essay Prewriting Worksheet (10 pts)	Essay 3 Prewriting Due— Mon. Feb 5 (Submit to Dropbox by 11:59 pm CST)
			Assignment: Essay 3—Process Analysis Essay First Draft (15 pts)	Essay 3 First Draft Due— Tuesday, Feb 6 (Submit to Dropbox by 11:59 pm CST)
			Assignment: Essay 3—Process Analysis Essay Peer Review (15 pts)	Essay 3 Peer Review Workshop Wednesday, Feb 7 (In class)
			Assignment: Essay 3—Process Analysis Instructor-Student Conference (25 pts)	Essay 3 – Instructor Student Conference Wednesday, Feb. 7 (In class)
			Assignment: Essay 3—Process Analysis Author’s Plan for Revision (10 pts)	Essay 3 Author’s Plan for Revision Due— Thursday, Feb. 8 (Submit to Dropbox by 11:59 pm CST)
			Assignment: Essay 3—Process Analysis Revised Draft (100 pts)	Essay 3 Revised Draft Due— Friday, Feb. 9 (Submit to Dropbox by 11:59 pm CST)
			Assignment: Significantly Revise 3 Essays for the Portfolio and Compare Drafts Using Microsoft Word (10 pts)	Comparison Drafts due Wednesday, Feb 14 (Submit to Dropbox by 11:59 pm CST)
Week 7 Feb 12 - 16	Introduction to the Portfolio Assignment <ul style="list-style-type: none"> Showing Revision in the Portfolio Reflecting on Learning 	Read: Chapter 26 section titled “Portfolios” pgs. 698 – 704	Assignment: Reflective Essay First Draft (10 pts)	Reflective Essay First Draft Due Friday, Feb 16 (Submit to Dropbox by 11:59 pm CST)
			Assignment: Submit Writer’s Journal #2 (9 entries) (50 pts)	Writer’s Journal #2 Due Friday, Feb. 16 (In class or Instructor’s office by End of Day)

Week 8 Feb 19 - 21	Finalizing the Reflective Essay and Portfolio Project		Assignment: Submit Final Portfolio Project (180 pts)	Final Portfolio Project Due Wednesday, Feb. 21 (Submit to Dropbox by 11:59 pm CST)
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Schedule is subject to change at instructor's discretion.