

Oklahoma State University Institute of Technology
Face-to-Face Common Syllabus
Spring 2018

ENGL 1113(CRN20101): FRESHMAN COMPOSITION I

This course 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

Credit Hours: 3; Total clock hours of theory per semester: 48;

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

Class length: Full semester

Class days and times: Monday, Wednesday, and Friday 11:30 – 12:25

Prerequisites: N/A

Instructor name: Donna Glass

Instructor phone: (918) 293-4835

Office: NCAT 104A

Instructor email: donna.glass@okstate.edu

Contact: Email is preferred. Please allow 24-48 hours for response during the work week.

Instructor's office hours (Central Time)

Monday	Tuesday	Wednesday	Thursday	Friday
9:30-10:20 1:30 – 3:00	11:00-12:30	9:30-10:20 1:30 – 3:00	11:00-12:30	9:30-10:20 1:30 – 3:00

School name: School of Arts and Sciences

School's main phone: (918) 293-4768

REQUIRED TEXTS, REFERENCES, AND MATERIALS

Texts: *Successful College Writing (6th edition)* by Kathleen T. McWhorter, Bedford/St. Martin's 2015, ISBN 9781319087746 **and** *Points of View: An Anthology of Short Stories (revised edition)* Ed. James Moffett & Kenneth R. McElheny, Mentor/New American Library 1995, ISBN 9780451628725

References: Items available through *BrightSpace*, campus library, and specified Internet sites

Materials: USB storage device; computer equipped with Internet, *Microsoft Word*, *Adobe Reader*, and the ability to run multimedia delivery systems, including *BrightSpace*; a paper magazine with how-to articles that pertain to cooking, gardening, homemade crafts, or the suchlike

Uniform/tools: N/A

Estimated cost for materials: Texts and materials: Approximately \$120.00 - 130.00

Estimated cost for uniform/tools: N/A

Upon completion of the course, students should:

Course Objectives	Assessment of Objectives
Compose written documents using processes that combine critical thinking and rhetoric.	With especial emphasis on textual distinction as a phenomenon that derives from reading/perceiving particularities of audience, purpose, context, and genre convention, exhibit in reading activities, prewriting assignments, and essays the development of rhetorical knowledge. Show an ability to navigate differing rhetorical situations of writing tasks such as initial reading and writing process assignments, a peer review letter, the final revision of graded compositions, and so forth. (The portfolio* serves as the university assessment tool.)
Construct written documents using Standard American English grammar, punctuation, and spelling, and a variety of sentence types.	Address syntactic roles of restrictive/nonrestrictive elements, subordination, and coordination (tripartite grammar review). Display within the portfolio* an ability to communicate effectively.
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.	Indicate an understanding of particular academic genre conventions through a rhetorical analysis essay, a literary analysis essay, a classification or division table that builds upon a reading activity idea, a writer's workshop letter that observes both strengths and weaknesses of a peer's reflective essay draft, and a narrative essay respecting an academic goal within the context of a wish/vision/hopeful dream. (The portfolio* serves as university assessment tool.)
Construct documents using MLA Style.	Use MLA Style to format each essay. Prepare in-text citations and bibliographies for essays according to the MLA Handbook (8 th edition). (The portfolio* serves as university assessment tool.)
Apply structural elements in compositions to affect meaning/content.	Employ the five-paragraph model (introduction with thesis, body paragraphs with topic sentences and support, conclusion) to learn academic essay structures. Compose and revise essays for the portfolio* while honing structures of meaning, e.g., point of view, voice, tone, diction, imagery, selection of details, and arrangement of ideas.
Produce multiple drafts of written works demonstrating effective use of a writing process.	Through recursive reading/thinking/writing processes, generate rhetorical and literary analysis essays with arguable thesis statements that are well-supported. Compile a portfolio* of process material and final essays.

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 you will

- improve basic writing skills
- navigate the trial and error circularity of reading, thinking, and writing processes
- learn basic tenets of academic culture within the context of first-year composition
- explore strategies for analyzing and interpreting primary texts/sources
- receive instructor feedback about how your writing can be improved
- participate in a workshop with a focus on word choices, authorial voice or performance, and meaning/sense
- build a portfolio that demonstrates applied knowledge of course concepts and objectives

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

1. Syllabus questions.....	3%
2. Office visit assignment.....	2%
3. Reading activities (3 @ 5 pts. ea.).....	15%
4. Prewriting assignments (2 @ 4 pts. ea.).....	8%
5. Drafts/discovery worksheets (3 @ 5 pts. ea.)..	15%
6. Compositions/essays (2 @ 8 pts. ea.).....	16%
7. Tripartite grammar review	5%
8. Writer's workshop letter.....	4%
9. Portfolio plan.....	5%
10. Portfolio.....	20%*
11. Classification or division table assignment.....	5%
12. Participation & classroom etiquette.....	2%

Total 100%

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Grading Scale
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.

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 is one (1) to two (2) weeks.

RECOMMENDED STUDENT COMPETENCIES/SKILLS

Students need basic computer skills which include keyboarding, *Microsoft Word*, saving documents using USB storage devices, and uploading files to a web-based platform. Some prior writing experience is helpful.

AUTHORIZED TOOLS

N/A

LATE WORK

Only the following work may be submitted late: the **syllabus questions** from Unit 1; **drafts/discovery worksheets and essays** from Units 2 and 3. The penalty for submitting one of these items up to a week late is an automatic deduction of five points from the assignment grade. No work will be accepted for grading more than one week after the initial due date. The original dropboxes are designed to accept late submissions; separate late dropboxes will not be created.

As you study the course schedule in this syllabus, notice that **every required assignment is due in a dropbox, but two assignments must *also* be submitted under a discussion forum**. Also, notice the names of the assignments; the dropboxes and discussion forums are named so that they match the course schedule. This is meant to help you post work correctly. If you post an assignment in the wrong place, the assignment will not be graded, and it will receive a zero (0). **It is the student's responsibility to post work on time and in the locations named on the syllabus schedule**. So always take a few minutes to make sure your work really is submitted (you can go back and look). Finally, email submissions of work are not accepted in this class.

TESTING

N/A

WRITING PROCESS

In this class, instructional scaffolding is provided through the design of reading activity, prewriting, drafting, composing, and revising assignments. Within this context, reading activities and prewriting engage writing for inquiry and learning (Chapters 3, 4, and 5); drafting requires creation of a working thesis or main idea that is effectively supported through structured body paragraphs (Chapters 6 and 8); composing circles back to the draft and consists of substantial revision as well as the addition of a title, an introduction, and a conclusion (Chapter 7); and revision incorporates both global/macro and local/micro development (Chapters 9 and 10). Each writing process step demonstrates the coextensive relationship between writing and learning. Because it is a flexible object, the writing process is adapted for varied assignments and writing scenarios.

INTERACTIVE LEARNING ENVIRONMENT

Tools used for interaction: Email, office hours, class meetings, and dropbox.

Email: You are welcome to email questions. I respond to emails within forty-eight hours during the normal work week (weekends and university holidays and breaks are excluded).

Office hours: Feel free to stop by during office hours. Please prepare questions and/or an excerpt of your writing so that our visit will be as productive as possible.

Grading/assessment (high, medium and low stakes): All written assignments are graded/assessed at a *BrightSpace* dropbox. As low-stakes items, reading activities, the classification/division table, prewriting assignments, draft assignments, the portfolio plan, and the writer's workshop letter are assessed based on the appearance of reasonable effort toward learning objectives/goals; as medium-stakes items, each composition/essay assignment is graded according to a rubric that

is grounded on specific learning objectives/goals; as a high-stakes item, the portfolio is graded according to analytic and holistic rubrics for comprehensive assessment.

Attention to individual student progress: The instructor provides dropbox feedback/grading comments to support the ongoing development of knowledge with individual student progress and learning needs in mind.

Class meetings: Do all reading and writing assignments on time; otherwise, you will not understand presentations or be able to fully participate in activities and discussions. Also, carefully read instructions/rubrics/assignments.

Attendance and promptness: Please attend each class and arrive on time. If you arrive late due to some unforeseeable necessity, quietly take a seat without interrupting the flow. Three late arrivals are equal to one absence. Please see the attendance policy within the syllabus attachment for additional details about absences.

Teaching style: The class usually begins with a review of the syllabus schedule and our agenda for the day. This is a good time to ask questions about an assignment on which you are working; however, if the question will not benefit the class as a whole, please consider saving it for office hours—an example would be a question that arises because you did not finish the reading or writing homework.

Bring to each class textbooks and writing materials (paper and pen). Please take notes during presentations/lectures, group discussions, and group activities. Do not take out electronic equipment when the class is not working on something that requires it. Unfortunately, when this is allowed, some students insist on viewing “irrelevant” information, which can distract others. On the same note, please do not bring meals to class unless they are needed for an assignment.

SYLLABUS ATTACHMENT

http://osuit.edu/center/student_syllabus_information

SYLLABUS SCHEDULE

Donna Glass, Instructor
MA, English, Oklahoma State University, Stillwater, Oklahoma

Course Schedule (Unit-Driven Configuration): Spring 2018 (Jan. 4 – April 20)

Duration	Unit & Topics	Assignment names, submission locations, and due dates
		University holidays and breaks: Jan. 15 Martin Luther King, Jr. Holiday March 19 - 23 Spring Break
Jan. 4 – Jan. 10	Unit 1 – Orientation	<ul style="list-style-type: none">• Syllabus questions assignment assigned Fri., Jan. 5, and due in its own dropbox by 11 p.m. Wed., Jan. 10• Office visit assignment assigned Fri., Jan. 5, and due in its own dropbox by 11 p.m. Wed., Jan. 10

Jan. 10 – Jan. 31 Martin Luther King, Jr. Holiday: Mon., Jan. 15	Unit 2 – Rhetorical analysis essay: Reading and writing strategies (SCW Chapters 13 & 15)	<ul style="list-style-type: none"> Unit 2 reading activity assigned Wed., Jan. 10, and due in its own dropbox by 11 p.m. Wed., Jan. 17 Unit 2 prewriting assigned Wed., Jan. 10, and due in its own dropbox by 11 p.m. Wed., Jan. 17 Unit 2 drafting/discovery worksheet assigned Wed., Jan. 17, and due in its own dropbox by 11 p.m. Wed., Jan. 24 Unit 2 essay assigned Wed., Jan. 24, and due in its own dropbox by 11 p.m. Wed., Jan. 31 Optional: Formal outline assigned Wed., Jan. 24, and due in its own dropbox by 11 p.m. Wed., Jan. 31 (worth up to 5 points extra credit toward essay grade)
Jan. 31 – Feb. 21	Unit 3 – Literary analysis essay: Reading and writing strategies (SCW Chapters 14 & 25; <i>POV</i> ; Websites)	<ul style="list-style-type: none"> Unit 3 reading activity assigned Wed., Jan. 31, and due in its own dropbox by 11 p.m. Wed., Feb. 7 Unit 3 prewriting assigned Wed., Jan. 31, and due in its own dropbox by 11 p.m. Wed., Feb. 7 Unit 3 drafting/discovery worksheet assigned Wed., Feb. 7, and due in its own dropbox by 11 p.m. Wed., Feb. 14 Unit 3 essay assigned Wed., Feb. 14, and due in its own dropbox by 11 p.m. Wed., Feb. 21 Optional: Formal outline assigned Wed., Feb. 14, and due in its own dropbox by 11 p.m. Wed., Feb. 21 (worth up to 5 points extra credit toward essay grade)
Feb. 21 – Feb. 28	Unit 4 – Grammar review (SCW; Web)	<ul style="list-style-type: none"> Unit 4 grammar review (essential/nonessential elements, coordination, and subordination) assigned Wed., Feb. 21, and due in its own dropbox by 11 p.m. on Wed., Feb. 28
Feb. 28 – March 14	Unit 5 – Thinking about thinking: reflective essay and workshop	<ul style="list-style-type: none"> Unit 5 reflective essay draft for workshop assigned Wed., Feb. 28, and due under the appropriate discussion forum and in its own dropbox by 11 p.m. Wed., March 7 Unit 5 workshop letter assigned Wed., March 7, and due under the appropriate discussion forum and in its own dropbox by 11 p.m. Wed., March 14
March 14 – April 11 Break: March 19 - 23	Unit 6 – Revision & editing: portfolio (SCW Chapters 9 & 10)	<ul style="list-style-type: none"> Unit 6 portfolio plan assigned Wed., March 14, and due in its own dropbox by 11 p.m. Wed., March 28 Unit 6 portfolio assigned Wed., March 14, and due in its own dropbox by 11 p.m. Wed., April 11
April 11 – April 18	Unit 7 – Categories & Parts: Reading and writing strategies (SCW Ch/17)	<ul style="list-style-type: none"> Unit 7 reading activity assigned Wed., April 11, and due in its own dropbox by 11 p.m. Wed., April 18 Unit 7 table assignment assigned Wed., April 11, and due in its own dropbox by 11 p.m. Wed., April 18

Schedule is subject to change at instructor discretion

Course Schedule by Calendar Week: Spring 2018 (Jan. 4 – April 20)

Week	Topics/Units	What to Submit, and Where	Due Date
Week 1 Jan. 4	Unit 1 Orientation	Syllabus questions assignment Office visit assignment	No assignment due this week
Week 2 Jan. 8	Unit 1 Orientation	Syllabus questions assignment due in its own dropbox Office visit assignment due in its own dropbox	11 p.m. Wed., Jan. 10 11 p.m. Wed., Jan. 10
Week 3 Jan. 15 Martin Luther King, Jr. Holiday: Mon., Jan. 15	Unit 2 – Rhetorical analysis essay: Reading and writing strategies (SCW Chapters 13&15)	Unit 2 reading activity due in its own dropbox Unit 2 prewriting due in its own dropbox	11 p.m. Wed, Jan. 17 11 p.m. Wed, Jan. 17
Week 4 Jan. 22	Unit 2 – Rhetorical analysis essay: Reading and writing strategies	Unit 2 drafting/discovery worksheet due in its own dropbox	11 p.m. Wed., Jan. 24
Week 5 Jan. 29	Unit 2 – Rhetorical analysis essay: Reading and writing strategies	Unit 2 essay due in its own dropbox Optional: Formal outline due in its own dropbox	11 p.m. Wed., Jan. 31 11 p.m. Wed., Jan. 31
Week 6 Feb. 5	Unit 3 – Literary analysis essay: Reading and writing strategies (SCW Chapters 14&25; <i>POV</i> ; Websites)	Unit 3 reading activity due in its own dropbox Unit 3 prewriting due in its own dropbox	11 p.m. Wed., Feb. 7 11 p.m. Wed., Feb. 7
Week 7 Feb. 12	Unit 3 – Literary analysis essay: Reading and writing strategies	Unit 3 drafting/discovery worksheet due in its own dropbox	11 p.m. Wed., Feb. 14
Week 8 Feb. 19	Unit 3 – Literary analysis essay: Reading and writing strategies	Unit 3 essay due in its own dropbox Optional: Formal outline due in its own dropbox	11 p.m. Wed., Feb. 21 11 p.m. Wed., Feb. 21
Week 9 Feb. 26	Unit 4 – Grammar review (SCW; Websites)	Unit 4 grammar review due in its own dropbox	11 p.m. Wed., Feb. 28

Week 10 March 5	Unit 5 – Thinking about thinking: reflective essay and workshop	Unit 5 reflective essay draft for workshop due under the appropriate discussion forum and in its own dropbox	11 p.m. Wed., March 7
Week 11 March 12	Unit 5 – Thinking about thinking: reflective essay and workshop	Unit 5 workshop letter due under the appropriate discussion forum and in its own dropbox	11 p.m. Wed., March 14
Week 12 March 19 Spring Break: March 19 - 23	Unit 6 – Revision & editing: portfolio (SCW Chapters 9&10)	Unit 6 portfolio plan	No assignment due during spring break
Week 13 March 26	Unit 6 – Revision & editing: portfolio	Unit 6 portfolio plan due in its own dropbox	11 p.m. Wed., March 28
Week 14 April 2	Unit 6 – Revision & editing: portfolio	Unit 6 portfolio	No assignment due this week
Week 15 April 9	Unit 6 – Revision & editing: portfolio Unit 7 – Categories & Parts: Reading and writing strategies (SCW Chapter 17)	Unit 6 portfolio due in its own dropbox Unit 7 reading activity Unit 7 table assignment	11 p.m. Wed., April 11
Week 16 April 16	Unit 7 – Categories & Parts: Reading and writing strategies	Unit 7 reading activity due in its own dropbox Unit 7 table assignment due in its own dropbox	11 p.m. Wed., April 18 by 11 p.m. Wed., April 18

Schedule is subject to change at instructor discretion