

Oklahoma State University Institute of Technology
Face-to-Face Common Syllabus
Summer 2017

ENGL 1113(CRN40528): 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.

Type of course: Theory

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

Total hours of lab for the semester: 0; total hours of clinical per semester: 0.

Class length: Full semester

Class days and times: Tuesday and Thursday 12:30 – 3:25

Prerequisites: None listed

Instructor name: Donna Glass

Instructor phone: (918) 293-4835

Office: NCAT 104A

Instructor email: donna.glass@okstate.edu

Contact: My preferred method of contact is email. Please allow 24-48 hours to return your correspondence during the normal work week.

Instructor's office hours:

First Half: May 4 – June 22

Second Half: July 10 – August 25

Monday, Wednesday, and Friday

Monday, Wednesday, and Friday

10:30 – 11:30

10:00 – 11:30

12:30 – 1:25

12:30 – 1:25

Tuesday and Thursday

2:30 – 3:30

11:00 – 12:30

Tuesday and Thursday

11:00 – 12:30

School name: School of Arts and Sciences

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

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: *Successful College Writing (6th edition)* by Kathleen T. McWhorter, Bedford/St. Martin's 2015, ISBN: 978-1-4576-8438-8 (student edition without handbook)
Points of View: An Anthology of Short Stories (revised edition) Ed. James Moffett & Kenneth R. McElheny, Mentor/New American Library 1995, ISBN: 978-0-451-62872-5

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 pot of modeling compound or Play-Doh; a few sheets of art paper for water-based paints; a miniature or small set of inexpensive water-based paints

Uniform/tools and estimated cost for uniform/tools: n/a

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

Course Objectives	Assessment of Objectives
Construct documents using Microsoft Word.	Prepare assignments in Microsoft Word. (The portfolio* serves as the university assessment tool.)
Record/save course work on computer systems.	Prepare assignments in Microsoft Word and submit them on BrightSpace/Online Classroom. (The portfolio* serves as the university assessment tool.)
Compose written documents using processes that combine critical thinking and rhetorical strategies.	Build a portfolio* that demonstrates applied knowledge of pattern-of-development concepts (description, process analysis, illustration, and literary narrative); writing process concepts (prewriting, drafting, composing, and revising); and composition concepts (content and clarity; organization and structure; and grammar, mechanics, technique, and style). In a reflective letter, make and support a claim about how the portfolio* demonstrates applied knowledge of course concepts. Create classification and division tables that are contextualized through an epistemology.
Construct written documents using standard grammar, punctuation, spelling, and a variety of sentence types.	Include in a reflective letter* a paragraph about increased knowledge and skills. Show knowledge and skills around grammar through essays and the portfolio.*
Create written documents that show a clear purpose and sense of audience.	Participate in writer's workshops. Discuss in the portfolio plan how you understand workshop comments from peers and the instructor. Compile a portfolio* of essays that reflect the fundamentals of expository writing with an emphasis on structure, organization, and style.
Construct documents using MLA Style.	Use MLA Style to format all essays and to document sources within the illustration essay. (The portfolio* serves as the university assessment tool.)
Apply structural elements in compositions to affect meaning/content.	Apply the five-paragraph-essay structure (introduction with thesis, body paragraphs with topic sentences and support, conclusion). Revise essays to hone structures of meaning, e.g., point of view, voice, tone, diction, imagery, selection of details, and arrangement of ideas. (The portfolio* serves as the university assessment tool.)

An asterisk (*) above indicates this assignment is used in the university's student learning assessment program.

COURSE ACTIVITIES

In this course you will:

- improve your writing skills;
- complete reading activities that invite creative responses to course content;
- learn descriptive writing techniques;
- create essays through organic processes;
- receive instructor feedback about how your writing can be improved;
- participate in workshops that focus on structure, organization, and style;
- 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.....5%
 - 2. Reading activities (3 @ 6 pts. ea.).....18%
 - 3. Prewriting assignments (2 @ 5 pts. ea.).....10%
 - 4. Drafts/discovery worksheets (2 @ 5 pts. ea.)..10%
 - 5. Composition/essay10%
 - 6. Reflective letter.....5%
 - 7. Writer’s workshops (2 @ 5 pts. ea.).....10%
 - 8. Portfolio plan.....5%
 - 9. Portfolio.....20%*
 - 10. Classification & division tables assignment.....5%
 - 11. Participation & classroom etiquette.....2%
- Total 100%**

OSUIT
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.

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.

Dropbox: You will receive brief comments on short assignments. You will receive extensive feedback on graded essays to help you improve writing and critical thinking skills. The comments and suggestions will be provided within two weeks unless they are needed sooner to complete related tasks.

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 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.

AUTHORIZED TOOLS

See “ACADEMIC DISHONESTY,” below.

LATE WORK

Only the following work may be submitted late: the **syllabus questions** from Unit 1; **drafts/discovery worksheets** 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 are also due during class for workshops**. Also, notice the names of the assignments; the dropboxes 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

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.

AMERICANS WITH DISABILITIES ACT (ADA)

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Academic Accommodations/LASSO Center. Please advise the instructor of your disability as

soon as possible, and contact The LASSO Center, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. The LASSO Center is located on the 3rd floor of the Noble Center. You may call [918.293.4855](tel:918.293.4855) for more information or fax documentation to [918.293.4853](tel:918.293.4853).

ACADEMIC DISHONESTY

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: the representation of previously written, published, or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowing cooperation with another person in an academically dishonest undertaking. 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.

ATTENDANCE POLICY FOR FACE-TO-FACE COURSES

A primary component of OSUIT's Mission is "to prepare and sustain a diverse student body as competitive members of a world-class workforce." Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.

Definitions: Absent: Failing to attend all or a significant portion of a class or lab session.

- A. Students may not be marked as absent if missing class for situations such as, but not limited to
1. participating in a required university activity such as a field trip;
 2. fulfilling a military obligation;
 3. a mandatory court appearance;
 4. death in the immediate family;
 5. extreme illness or accident to oneself or immediate family. Instructors, at their discretion, may require proof of such events.

- B. It is the responsibility of the student to contact and inform the instructor and/or department in advance of such excused absences whenever possible.

Tardy: Arriving late to class as defined by the individual class instructor. Faculty, at their discretion, may equate three tardies to equal one absence.

Procedures:

Early Intervention

- A. Any student who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.
- B. At the point the Early Alert is issued, the student must meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic

calendar days for counseling on how to improve their attendance and academic success.

Excessive Absences

- A. The University reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.
- B. Students should be aware any of the following may impact their financial aid:
 - 1. being administratively withdrawn from a course
 - 2. dropping a course
 - 3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

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

Course Schedule (Unit-Driven Configuration): Summer 2017 (June 1 – July 21)

Duration	Unit & Topics	Assignment names, submission locations, and due dates
		University holidays and breaks <ul style="list-style-type: none"> • Independence Day: Tuesday, July 4
June 1 – June 6	Unit 1 – Orientation	<ul style="list-style-type: none"> • Syllabus questions assigned Thurs., June 1, and due in appropriate Unit 1 dropbox by 11 p.m. Tues., June 6
June 6 – June 13	Unit 2 – Descriptive process analysis: Reading, prewriting, and drafting strategies (SCW Chapters 13 & 15)	<ul style="list-style-type: none"> • Unit 2 reading activity assigned Tues., June 6, and due in its own dropbox by 11 p.m. Thurs., June 8 • Unit 2 prewriting and drafting/discovery worksheet assigned Thurs., June 8, and due in its own dropbox by 11 p.m. Tues., June 13
June 13 – June 27	Unit 3 – Illustration and literary narrative: Reading, prewriting, and drafting strategies (SCW Chapters 14 & 25; <i>POV</i> ; Websites)	<ul style="list-style-type: none"> • Unit 3 reading activity assigned Tues., June 13, and due in its own dropbox by 11 p.m. Tues., June 20 • Unit 3 prewriting and drafting/discovery worksheet assigned Tues., June 20, and due in its own dropbox by 11 p.m. Tues., June 27
June 27– July 6	Unit 4 – Composing and workshopping strategies (SCW Chapter 10)	<ul style="list-style-type: none"> • Unit 4 descriptive process analysis essay assigned Tues., June 27, and due at the beginning of class for workshop on Thurs., July 6; also due in its own dropbox by 11 p.m. Thurs., July 6
July 6 – July 11	Unit 5 – Thinking about thinking: reflective letter	<ul style="list-style-type: none"> • Unit 5 reflective letter assigned Thurs., July 6, and due at the beginning of class for workshop Tues., July 11; also due in its own dropbox by 11 p.m. Tues., July 11
July 11 – July 18	Unit 6 – Revision & editing: portfolio (SCW Chapter 10)	<ul style="list-style-type: none"> • Unit 6 portfolio plan assigned Tues., July 11, and due in its own dropbox by 11 p.m. Thurs., July 13 • Unit 6 portfolio assigned Tues., July 11, and due in its own dropbox by 11 p.m. Tues., July 18
July 18 – July 21	Unit 7 – Categories & Parts: Reading and writing strategies (SCW Chapter 17)	<ul style="list-style-type: none"> • Unit 7 reading activity and tables assignment assigned Tues., July 18, and due in its own dropbox by 11 p.m. Thurs., July 20

Schedule is subject to change at instructor discretion

Course Schedule by Calendar Week: Summer 2017 (June 1 – July 21)

Week	Topics/Units	What to Submit, and Where	Due Date
Week 1 June 1	Unit 1 Orientation	Syllabus review	
Week 2 June 5	Unit 1 Orientation	Syllabus questions assignment due in its own dropbox	11 p.m. Tues., June 6
	Unit 2 – Descriptive process analysis	Unit 2 reading activity due in its own dropbox	11 p.m. Thurs., June 8
Week 3 June 12	Unit 2 – Descriptive process analysis	Unit 2 prewriting due in its own dropbox	11 p.m. Tues., June 13
		Unit 2 drafting/discovery worksheet due in its own dropbox	11 p.m. Tues., June 13
Week 4 June 19	Unit 3 – Illustration and literary narrative	Unit 3 reading activity due in its own dropbox	11 p.m. Tues., June 20
Week 5 June 26	Unit 3 – Illustration and literary narrative	Unit 3 prewriting due in its own dropbox	11 p.m. Tues., June 27
		Unit 3 drafting/discovery worksheet due in its own dropbox	11 p.m. Tues., June 27
Week 6 July 3	Unit 4 – Composing and workshopping strategies	Unit 4 descriptive process analysis essay (paper copy) due for workshop at the beginning of class	12:30 p.m. Thurs., July 6
Holiday: July 4		Unit 4 descriptive process analysis essay due in its own dropbox	11 p.m. Thurs., July 6
Week 7 July 10	Unit 5 – Thinking about thinking: reflective letter	Unit 5 reflective letter (paper copy) due for workshop at the beginning of class	12:30 p.m. Tues., July 11
		Unit 5 reflective letter due in its own dropbox	11 p.m. Tues., July 11
Week 8 July 17	Unit 6 – Revision & editing; portfolio	Unit 6 portfolio plan due in its own dropbox	11 p.m. Thurs., July 13
		Unit 6 portfolio due in its own dropbox	11 p.m. Tues., July 18
	Unit 7 – Categories & parts	Unit 7 reading activity due in its own dropbox	11 p.m. Thurs., July 20
		Unit 7 tables assignment due in its own dropbox	11 p.m. Thurs., July 20

Schedule is subject to change at instructor discretion