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.

Type of course: Theory
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 length: Full semester
Class days and times:
• Section 004 - MWF 9:30 – 10:25 am; NCAT 101
• Section 005 - MWF 10:30 – 11:25 am; NCAT 101
Prerequisites: None

ABOUT THE INSTRUCTOR
Name: Kari Henry Hulett Phone: (918) 293-4842
Office: 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 during the normal work week.
Instructor's Office Hours: MWF 7:30 – 9:30 am (CST) and 12:30 – 2:30 pm (CST), or by arrangement
School Name: Arts & Sciences School’s Main Phone: 918-293-4768

REQUIRED TEXT, REFERENCES, AND MATERIALS
Texts:
• Traditional textbook: McWhorter, Kathleen T. *Successful College Writing*, 6e, Bedford/St. Martin’s. ISBN: 9781457670770
• EBook option: Kathleen T. McWhorter, *Bedford e-Book to Go for Successful College Writing*, 6e, Bedford St. Martin’s. ISBN: 9781457684333

The eBook access code can be purchased through the OSUIT bookstore or you can order your own.
References: None
Materials: Composition notebook and writing utensil for journaling assignments; USB flash drive for document storage; small binder for returned papers

Uniform/Tools: None

Estimated Cost for Materials: $50-100 depending on option chosen
Estimated Cost for Uniform/Tools: $None

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

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Assessment of Objectives</th>
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<tbody>
<tr>
<td>1. Construct documents using Microsoft Office.*</td>
<td>Essays and Course Portfolio Project</td>
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<td>2. Record/save course work on computer systems.*</td>
<td>Essays and Course Portfolio Project</td>
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<tr>
<td>3. Compose written documents, using processes that combine critical thinking and rhetorical strategies.*</td>
<td>Essays and Course Portfolio Project</td>
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<td>4. Construct written documents using standard grammar, punctuation, spelling, and a variety of sentence types.*</td>
<td>Essays and Course Portfolio Project</td>
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<td>5. Create written documents that show a clear purpose and sense of audience.*</td>
<td>Essays and Course Portfolio Project</td>
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<td>6. Construct documents using MLA Style.*</td>
<td>Essays and Course Portfolio Project</td>
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<tr>
<td>7. Apply structural elements in compositions to affect meaning/content.*</td>
<td>Essays and Course Portfolio Project</td>
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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
- Keep a writer’s journal
- Complete reading assignments
- Take quizzes (both announced and unannounced)
- Compose essays that meet criteria outlined in writing assignments
- Utilize the Online Classroom (D2L) 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:

- In-class activities/participation .................................................. 100 pts
- Writer’s Journal ................................................................. 100 pts
- Writing Process ................................................................. 180 pts
- Essay Assignments (5)......................................................... 425 pts
- Portfolio Project* .............................................................. 195 pts

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.

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.

GRADING POLICIES

LATE WORK
As many of the written assignments in this class rely on the sequence and timing of the course schedule, late work is highly discouraged. I recognize there are sometimes extenuating circumstances; therefore, you may submit any written assignment up to 2 days late. Written assignments submitted after the due date will automatically take a deduction of 10% per day on the grade. This applies to written assignments only (essay rough draft, essay final draft, response to feedback, writer’s journal), it does not apply to in-class activities, Peer Review, or quizzes.

There will be no late acceptance or make-up opportunities for In-class Activities, Peer Review, or Quizzes. These assignments must be done at the time they are assigned; they do not have a grace period.

“Late” is defined as an assignment submitted after the 11:59 pm deadline on the date which it is due. Students are expected to notify the instructor if a problem arises.

All written assignments should be submitted to the appropriate Dropbox in the Online Classroom (D2L) by 11:59 pm on or before the due date listed on the course schedule. Each Dropbox will remain open two days after the due date for late submissions (which will be deducted 10% per day). Written work will not be graded after the two-day grace period.
It is the student’s responsibility to post work on time, to make sure it really is submitted (you can go back and see if your work is submitted), and to make sure the work is submitted in the right place.

PLAGIARISM
Plagiarism is a serious offense. All written work for this course should be entirely original. All written work is automatically checked in the Dropbox for plagiarism. You should check the plagiarism report for each of your assignments to ensure that you have not plagiarized.

The instructor reviews the reports carefully to determine if plagiarism has truly occurred. Plagiarized works will receive a zero, and cannot be made up.

TESTING
Students may be required to take unannounced quizzes.

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 completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

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 for more information or fax documentation to 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.

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 writings, 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. 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 D2L for review.

Please Note: I will follow the University Attendance Policy. In cases of excessive absences, administrative withdrawal will be initiated.
OTHER LAB AND CLASSROOM POLICIES
1. Students are expected to cooperate in maintaining a classroom environment conducive to learning. Courteous and respectful behavior will be expected from all students each day.
2. Browsing, checking email, and playing online games are not allowed during class time. A failure to adhere to this classroom policy will result in the student being asked to leave the classroom.
3. Do not download any material from the Internet that is not relevant to the course.
4. Students are to be prepared for every class period with required materials.
5. Make sure you check your school email frequently because sometimes I try to get in touch with you through this tool. Use your O-key mail account for this class.
6. Students are responsible for reading the assigned textbook materials.

I use the Online Classroom (D2L) as a supplement to the classroom setting. To access this tool, go to oc.okstate.edu. Stay in touch with course assignments, changes, and grades by going to this site frequently. You may also subscribe to updates through the settings feature in D2L.

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COURSE SCHEDULE

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<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
<th>ASSIGNMENT</th>
<th>DUE DATE</th>
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</table>
| Week 1 | Course Introduction  
May 4 – May 8 | • Essay 1 Assignment  
• In-class activities | Essay 1 Due Sunday, May 8, 11:59 pm (Dropbox) |
| Week 2 | Reading and Responding Critically (Chap 3 & 4)  
May 9 – May 15 | • Writer’s Journal  
• In-class activities | |
| Week 3 | The Writing Process  
Prewriting (Chap 5)  
May 16- May 22 | • Writer’s Journal  
• In-class activities | Journal 1 – Due Friday, May 20 (In class) |
| Week 4 | Narrative Essay Assignment  
Narration (Chap 12)  
May 23 – May 29 | • Writer’s Journal  
• In-class activities  
• Essay 2 Prewriting | Essay 2 - Prewriting Worksheet Due Friday, May 27, 11:59 pm (Dropbox) |

Memorial Day Holiday  
NO CLASS Monday, May 30th

| Week 5 | Description (Chap 13)  
June 1- June 5 | • Writer’s Journal  
• In-class activities  
• Essay 2 First Draft | Essay 2 – First Draft Due Friday, June 3, 11:59 pm (Dropbox) |
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Tasks</th>
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</thead>
</table>
| Week 6     | June 6 – June 12 | - Editing and Revising (Chap 9 & 10)  
  - Self-critique  
  - MLA Formatting  
  - Incorporating Peer Feedback  
  - Writer’s Journal  
  - In-class activities  
  - Essay 2 Peer Review Workshop  
  - Essay 2 – Response to Feedback Assignment  
  - Essay 2 – Revised Narrative/Descriptive Essay  
  - Essay 2- Peer Review Workshop – Monday, June 6, in class  
  - Essay 2 – Response to Feedback – Wednesday, June 8, 11:59 pm (Dropbox)  
  - Essay 2 - Final Draft - Due Friday, June 10, 11:59 pm (Dropbox)  
  - Journal 2 - Due Friday, June 10, in class |
| Week 7     | June 13– June 19 | - Essay 3 – Illustration Assignment  
  - Illustration (Chap 14)  
  - The Five-paragraph Essay  
  - Drafting an Essay (Chap 7)  
  - Writing a Thesis statement  
  - Writer’s Journal  
  - In-class activities  
  - Essay 3 Prewriting  
  - Essay 3 – Illustrative Essay First Draft  
  - Essay 3 Prewriting Due Wednesday, June 15, 11:59 pm (Dropbox)  
  - Essay 3 First Draft – Due Friday, June 17, 11:59 pm (Dropbox) |
| Week 8     | June 20 – June 26 | - Illustration Continued  
  - Writer’s Journal  
  - In-class activities  
  - Essay 3 Peer Review Workshop  
  - Essay 3 Response to Feedback Assignment  
  - Essay 3 – Revised Illustrative Essay  
  - Essay 3 Peer Review Workshop Monday, June 20, in class  
  - Essay 3 – Response to Feedback – Wednesday, June 22, 11:59 pm (Dropbox)  
  - Essay 3 Final Draft – Due Friday, June 24, 11:59 pm (Dropbox) |
| June 27 – July 9 | Summer Break – No assignments due |
| Week 9     | July 11– July 17 | - Essay 4 Classification Assignment  
  - Classification/Division (Chap 17)  
  - Writer’s Journal  
  - In-class activities  
  - Essay 4 Prewriting  
  - Essay 4 – Classification Essay First Draft  
  - Essay 4 Prewriting Due Wednesday, July 13, 11:59 pm (Dropbox)  
  - Essay 4 First Draft – Due Friday, July 15, 11:59 pm (Dropbox)  
  - Journal 3 – Due Friday, July 15, in class |
| Week 10    | July 18– July 24 | - Classification Continued  
  - Writer’s Journal  
  - In-class activities  
  - Essay 4 Peer Review Workshop  
  - Essay 4 Response to Feedback Assignment  
  - Essay 4 – Revised Classification Essay  
  - Essay 4 Peer Review Workshop Monday, July 18, in class  
  - Essay 4 – Response to Feedback – Wednesday, July 20, 11:59 pm (Dropbox)  
  - Essay 4 Final Draft – Due Friday, July 22, 11:59 pm (Dropbox) |
### Week 11
**July 25 – July 31**
- Essay 5 Literary Analysis Assignment
- Writing About Literature (Chap 25)
- Literary Analysis Essay Assignment
- Writer’s Journal
- In-class activities
- Essay 5 Prewriting
- Essay 5 – Literary Analysis First Draft

**Essay 5 Prewriting due** Wednesday, July 27, 11:59 pm (Dropbox)

**Essay 5 First Draft** – Due Friday, July 29, 11:59 pm (Dropbox)

### Week 12
**Aug 1 – Aug 7**
- Literary Analysis Continued
- Writer’s Journal
- In-class activities
- Essay 5 Peer Review Workshop
- Essay 5 Response to Feedback Assignment
- Essay 5 – Revised Literary Analysis Essay

**Essay 5 Peer Review Workshop** Monday, August 1, in class

**Essay 5 – Response to Feedback** – Wednesday, August 3, 11:59 pm (Dropbox)

**Essay 5 Final Draft** - Due Friday, August 5, 11:59 pm (Dropbox)

**Journal 4** – Due Friday, August 5, in class

### Week 13
**Aug 8 – Aug 14**
- Writing the Portfolio (Chap 26)
  - Portfolio Project Assignment
  - Reflective Essay
- Writer’s Journal
- Reflective Essay First Draft

**Reflective Essay First Draft** - Due Friday, August 12, 11:59 pm (Dropbox)

### Week 14
**Aug 15 – Aug 21**
- Reflective Essay and Portfolio Project
  - Comparing Drafts with Microsoft Word
- Writer’s Journal
- Revised Essay

**Comparison Drafts due** Friday, August 19, 11:59 pm (Dropbox)

**Journal 5** – Due Friday, August 19, in class

### Week 15
**Aug 22 – Aug 26**
- Reflective Essay and Portfolio Project
- Reflective Essay and Portfolio Project

**Final Portfolio Project** due Wednesday, August 24, 11:59 pm (Dropbox)

Schedule is subject to change on instructor’s discretion.