Composition I
ENGL-1301

Full Term Fall 2017  Section 328.26565  3-3-0 Credits  08/28/2017 to 12/16/2017  Modified 11/02/2017

Contact Information

Ellie Francis Breivogel, MFA

Area of study: English, Creative Writing

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Office Hours: M/W 2:00-3:30 pm and T/Th 12:00 to 3:30 pm (or by appointment) in MZH 204L. During these hours, I will be by my computer, able to answer questions and concerns immediately. If your question is relevant for the entire class, please post it in the Question & Answer Discussion Board, that way others can see the answer as well.

Response times: If you contact me outside of office hours on a week day (either in a private email or in the Question & Answer Discussion Board, I will respond within 24 hours. I will respond within 48 hours during weekends or holidays.

Materials

Required Text Books:


Richard Bullock, Maureen Daly Goggin, and Francine Weinberg

W.W. Norton

ISBN: 9780393632477

Description

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. This course fulfills the Communication foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.

Prerequisite(s)

Demonstrate College Readiness through appropriate placement scores and/or completion of developmental sequence in English and/or Reading.
Objectives

Critical Thinking
Will demonstrate the ability to employ Critical thinking to include analysis, evaluations, and a synthesis of information to evaluate and construct arguments, ideas, and alternative strategies.

Communication
Students will demonstrate an understanding of the writing process including how to discover, develop, and organize a topic.

Team Work
Students will demonstrate an understanding of the principles of collaboration or teamwork.

Personal Responsibility
Students will demonstrate the ability to connect choices and actions to consequences, and will understand the ethical decision making process.

Core Competencies for Comp I, II

Statement of Purpose:
Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Core Objectives: Through the Texas Core Curriculum, students will prepare for contemporary challenges by developing and demonstrating the following core objectives:

(A) Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information;

(B) Communication Skills: to include effective development, interpretation and expression of ideas through written, oral and visual communication;

(C) Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions;

(D) Teamwork: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal;

(E) Personal Responsibility: to include the ability to connect choices, actions and consequences to ethical decision-making; and

(F) Social Responsibility: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Each institution’s core curriculum will be composed of courses that adhere to the content description, core objectives, and semester credit hour requirements for a specific component area. The foundational component areas are:
(A) Communication (6 SCH) ENGL 1301 and ENGL 1302.

(i) Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively.

(ii) Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

(iii) The following four Core Objectives must be addressed in each course approved to fulfill this category requirement: Critical Thinking Skills, Communication Skills, Teamwork, and Personal Responsibility.

Outcomes

1 Demonstrate knowledge of individual and collaborative writing processes.

2 Develop ideas with appropriate support and attribution.

3 Write in a style appropriate to audience and purpose.

4 Read, reflect, and respond critically to a variety of texts.

5 Use Edited American English in academic essays.

Evaluation

500 Points Total

Discussion Posts/Informal Activities -- 20% (100 points)

Quizzes -- 5% (25 points)

Artifact Analysis -- 15% (75 points)

Annotated Bibliography -- 15% (75 points)

Research Paper Introduction & Outline -- 15% (75 points)

Research Paper -- 20% (100 Points)

Genre Writing Assignment -- 10% (50 points)

Writing Assignments:

This class will approach writing as a means for academic exploration and effective communication in various rhetorical situations. Each formal writing assignment is designed to practice certain core objectives. Make sure to carefully note all instructions on each assignments prompt/rubric. Formal assignments should be typed in Times New Roman 12-point font and double spaced. Formal assignments may be turned in up to 24 hours late for a 10 point deduction, unless otherwise stated on the assignment prompt.

Discussion Posts and Informal Assignments:

Informal assignments and discussion boards are designed to help you practice the skills and strategies covered and increase class discussion and participation. Informal assignments and discussions posts are not listed on the class calendar; they will be assigned in each module and are due by the time the next module opens (Fridays at 8:00 AM), unless another deadline is given in the assignment prompt. I will grade all discussion posts and informal activities within a week (most likely sooner).

Extra credit:
I will offer an extra credit “final exam” during week 16 of the course. You can earn up to 15 points of extra credit through this optional exam.

Grades:

You can track the progress of your grades through the “grades” tab on the left hand side of our Canvas site. An assignment with a symbol that looks like a sheet of paper has been submitted but as not yet been graded.

Course Policies

How to Succeed in This Course:

To succeed in this course, you will need to participate on the course site multiple times a week. As you will see in the syllabus, your grade in this course doesn’t only depend on the completion of major papers and projects—weekly participation in discussion boards and informal activities will also be essential. Make sure you move completely through each week’s module, so as not to miss anything. The content pages, though they don’t have any grades or assignments attached to them, are the equivalent of a face-to-face lecture, so make sure to read every page.

You should plan to spend approximately 7 hours on this course per week.

Readings:

Make sure you have your textbook every time you log into the course, whether or not a reading assignment is due. We will often use the book during lessons and in-class activities.

Attendance:

There is set number of times you must enter the Canvas course each week, but keep in mind that each module’s discussion boards, quizzes, and assignments are due before the next module opens (Friday at 8:00 am), unless otherwise stated in the prompt. I recommend signing into the course throughout the week to give yourself time to work on the modules invididual elements.

Plagiarism:

Plagiarism will result in a 0 for the assignment. A 2nd offense will result in a failing grade for the class. I will report all cases of plagiarism to NVC Academic Dishonesty personnel. If you are afraid you might be accidentally plagiarizing by incorrectly using documentation, contact me for assistance. We will cover documentation extensively before you will be asked to utilize sources in formal writing assignments.

Dropping the class:

If a student doesn't log into the course at all during the first week, I will drop them from the course. If a student participates at the beginning of the term but stops, it is their responsibility to withdraw from the course.

Testing Procedures:

The end-of-term extra credit exam will be conducted via Canvas. You will have only 1 attempt, and there will not be a time limit (In other words, you can take as much time as you need as long as you finish before the deadline).

Minimum Technical Skills:

You need to be comfortable doing internet searches, using multiple tabs in a browser, and uploading and embedding documents and photos.

Minimum Technology Required to Complete Course:

You need to have access to the internet (obviously) and a word processing program (such as Microsoft Word). You will be asked to use a program called InQuizitive for Writers for some informal activities. New copies of the textbook come with an access code to this program. If your book did not come with an access code, you can buy one here (Links to an external site.)Links to an external site. (http://books.wwnorton.com/books/inquizitive/overview/). Once in their website, choose “composition” from the scroll down menu, then
select our textbook, *The Norton Field Guide to Writing with Reading and Handbook*. You will also be asked to take screen shots to provide evidence for your work, so make sure your computer or device has a screenshot too. Lastly, you may be asked to record videos or audio recordings for projects, so you should be equipped with a recording device and microphone.

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<thead>
<tr>
<th>Date</th>
<th>Topics/Activities</th>
<th>Formal Assignments Due</th>
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<tbody>
<tr>
<td>Week 1 (8/25-8/31)</td>
<td>Orientation to ENGL 1301 &amp; Intro to Rhetorical Analysis</td>
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<td>Week 2 (9/1- 9/7)</td>
<td>Organization, Writing Analysis, &amp; Sentences/Fragments</td>
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<td>Week 3 (9/8-9/14)</td>
<td>Artifact Analysis &amp; Free-writing</td>
<td>Artifact Analysis Due 9/14 by 11:59 pm</td>
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<td>Week 4 (9/15-9/21)</td>
<td>Approaches to Research and Source Types</td>
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<td>Week 5 (9/22-9/28)</td>
<td>Quoting, Paraphrasing, and Summarizing</td>
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<td>Week 6 (9/29-10/5)</td>
<td>MLA Documentation</td>
<td>Annotated Bibliography Due 10/5 by 11:59 pm</td>
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<td>Week 7 (10/6-10/12)</td>
<td>Commas, Colons, and Semicolons; Outlining; &amp; Argumentation</td>
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<td>Week 8 (10/13-10/19)</td>
<td>Anticipating and Responding to Objections, Authoritative Language, &amp; Concision</td>
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<td>Week 9 (10/20-10/26)</td>
<td>Dashes, Hyphens, Parentheses, &amp; Commonly Misused Words</td>
<td>Research Paper Introduction and Detailed Outline due 10/26 by 11:59 pm</td>
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<td>Week 10 (10/27-11/2)</td>
<td>Biases, Apostrophes, Capitalization, and Sentence Variation</td>
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<td>Week 11 (11/3-11/9)</td>
<td>Conclusions &amp; Approaches to Proofreading and Revising</td>
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<td>Week 12 (11/10-11/16)</td>
<td>Research Paper Peer Review</td>
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<td>Week 14 (11/24-11/30)</td>
<td>Rhetorical Awareness &amp; Intro to Genre</td>
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Institutional Policies

STUDENT RESPONSIBILITIES:

A. Attendance:

SmartStart. Student absences will be recorded from the first day the class meets, and beginning Fall 2014, students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed.

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Effective Spring Term 2010, student absences will be recorded from the first day the class meets. Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Course syllabi must provide specific information regarding attendance, including, for courses involving the internet, online activity that constitutes “attendance.” Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

Additionally, it is the student’s responsibility to drop a course for nonattendance. Course instructors establish policy with regard to attendance in their respective syllabi and may drop a student for excessive absences. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively.

In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced but faculty must clearly explain these policies in their syllabi. Students who stop attending class for any reason should contact the instructor and the college registrar to officially withdraw from the class. Students may be required to consult with an advisor or designee before dropping.

Failure to officially withdraw may result in a failing grade for the course. It is the student’s responsibility to withdraw officially from a class by submitting a completed Withdrawal Form to the Admissions and Records Office.

B. Early Alert and Intervention

Alamo College instructors care about students’ success in every course. During the semester, students may receive alert emails through the ACES account regarding their progress and ultimate success in a course. Upon receipt of the email, students are to contact the course instructor to discuss specific tasks or actions to improve success in this course. In addition, students will also need to meet with their Certified Advisor. Discussions with faculty and Certified Advisors allows the student to identify actions that will help to successfully complete course requirements at the colleges of the Alamo Colleges District.

C. Student Responsibility for Success (Alamo Colleges District Policy F.6.2):

As members of the Alamo Colleges District learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges District provides institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to
the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

1. Engagement
   1. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
   2. Stay informed of policies, procedures, deadlines and events for academic and co-curricular activities;
   3. Complete all requirements for admission, registration, and payment by deadlines;
   4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
   5. Meet all federal, state and local health care regulations.

2. Communication
   1. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
   2. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and co-curricular activities;
   3. Communicate with College personnel promptly regarding academic or co-curricular concerns and assistance requests;
   4. Carefully consider the information provided by College personnel and make decisions using that information;
   5. Check the Alamo Colleges District’s Web Services regularly for emails, holds, student records, financial aid status and announcements;
   6. Submit disability documentation if seeking services and request academic accommodations in advance of each semester.

3. Academic Success
   1. Complete courses with passing grades and maintain good academic standing (2.0 GPA) status;
   2. Read and follow all syllabi;
   3. Purchase textbooks and required supplies in a timely manner;
   4. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
   5. Arrive to class with all needed materials and completed assignments for that class period;
   6. Be attentive in class and actively participate as appropriate;
   7. Devote sufficient time for studying;
   8. Ensure integrity in all aspects of academic and career development;
   9. Accurately represent one’s own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments;
   10. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate;
   11. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled.

4. Self-Responsibility and Responsibility to Others
   1. Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact;
   2. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
   3. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook;
   4. Maintain respectful and appropriate behavior within and outside the classroom;
   5. Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience;
   6. Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible;
   7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.).

D. Textbook Availability

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.
E. Licensed Concealed Campus Carry

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

- Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas.
- Persons may be required to place their purse, backpack or briefcase away from their person, but within their view during tests at the direction of their instructor or test administrator.
- License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders.

Disciplinary Sanctions

Open carry, intentional display, unlicensed carry, and carry in spite of signed prohibition are subject to employee and student discipline, as well as possible prosecution. Unintentional display of a weapon by a license holder must be avoided. Police will exercise their enforcement discretion.

If you see a person openly carrying or deliberately displaying a firearm:

- Call the Alamo Colleges District Police 210-485-0911
- Do not confront the person or ask if the person has a permit

COLLEGE REQUIREMENTS:

While other exams are given at the discretion of the instructor, a final assessment is given at the end of each semester for each course. The Final Exam Schedule changes with each term and differs from normal class meeting dates and times. See the Final Exam Schedule in the Catalog/Schedule of Classes in the left hand navigation bar.

A student who must be absent from a final evaluation should petition that instructor for permission to postpone the evaluation. A student absent without permission from a final evaluation is graded "0" on the exam.

Incomplete Grades. The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I." The student and faculty must fill out an Incomplete Contract, clearly defining the work remaining to be finished.

College Policies

COLLEGE POLICIES:

A. All of the colleges of the Alamo Colleges District are tobacco free.

B. Alamo Colleges District DPS Emergency Phone Numbers:
   
   Emergency Phone (210) 485-0911
   
   General Phone (210) 485-0099
   
   Weather Phone (210) 485-0189 (For information on college closures)

C. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library.

D. Disability Access Statement – In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is the responsibility of the student to self-identify with the Northwest Vista College Disability Support Services office. Only those students with appropriate documentation will receive a letter of accommodation from the Disability Services office. Instructors are
required to follow only those accommodation and/or services outlined in the letter of accommodation. For further information, please contact the Disability Services office at (210) 486-4466 or visit the office located in the Cypress Campus Center, Rm. 204. If you have specific needs, please discuss them privately with your instructor.

E. Plagiarism Policy: Plagiarism is an act of Academic Dishonesty which is a violation of the Student Code of Conduct. Plagiarism occurs when you use someone else’s work and submit it as your own without giving the author credit. Always paraphrase, completely re-write, quote, and cite other authors’ work. In addition, it is academic dishonesty to resubmit your own work from a previous course to another course. This is not permitted in this course. To prevent plagiarism and academic dishonesty from happening in this course, all written work is subject to submission through a plagiarism detection tool such as Turnitin. To learn more about plagiarism, and other forms of academic integrity violations, review Northwest Vista College Student Handbook and the Northwest Vista College’s Academic Integrity website (see F. below). You are responsible for understanding and will be held accountable for the information in this policy.

F. The Value of Integrity: Northwest Vista College seeks to produce graduates who not only have an academic mastery of their subject, but also exhibit academic integrity and scholastic honesty. Academic integrity violations include the sale of academic product, academic enticement or influence, academic misconduct, cheating, fabrication, collusion, and plagiarism. Penalties for academic dishonesty are serious and may range from an assignment penalty to a failing course grade, at the Instructor’s discretion. Please read the complete set of policies and procedures regarding academic integrity including the appeal process found in Board Policy F.4.2.2 in the Student Code of Conduct in the NVC eCatalog: [http://mynvccatalog.alamo.edu](http://mynvccatalog.alamo.edu).

G. Policy information regarding Non-Academic Misconduct can be found in Board Policy F.4.2.

H. Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in Board Policy H.1.2.