

ENGL 1101 Syllabus ~ Spring 2013

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Office Hours and Location: 10:30-12:00 and 1:15-2:00 MW, 12:00-12:30 and 3:15-4:30 TR, and otherwise by appointment, Academic Building 103I

Textbook:

- *Prentice Hall Reference Guide*. 8th ed. Muriel Harris and Jennifer L. Kunka, eds. Boston: Prentice, 2011. [ISBN-13: 978-0-205-84042-7]

Course Description: A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation and including the use of research skills.

Placement Policy: Requires placement in ENGL 1101 or completion of Learning Support English and/or Reading. Be aware that a grade of D will not transfer for credit to any other academic institution or allow you to take ENGL 1102.

Course Objectives: In order to successfully complete ENGL 1101, the student should fulfill the following objectives.

Literacy Objective: Students must read, comprehend, and respond to college-level writing.

Critical Thinking Objectives: Students should develop or improve their ability to engage in the following:

- Synthesis, for example in a comparative analysis of two texts.
- Reflection on the composition process and product.
- Inquiry into questions ranging from personal to wider social import.

Process Objectives: Students should develop or improve their ability to recognize and apply complex writing processes, including but not limited to the following:

- Prewriting, through various forms of invention.
- Writing and drafting.
- Rewriting, through revision and editing.

Product Objectives: Students should develop or improve their ability to produce an organized, coherent, and developed essay demonstrating a mastery of Standard Written English. Successful demonstration of these skills includes the following:

- Competency in rhetorical strategy as related to audience, tone, and purpose in a variety of contexts.
- Articulation and understanding of an explicitly-stated thesis.

- Demonstration of modal competency across modes such as Narrative, Comparison and Contrast, Classification/Illustration, Problem and Solution, Description, and Process Analysis.
- Demonstration of basic documentation skills, including but not limited to the use of quotation, summary, and paraphrase.
- Competency in grammatical and mechanical correctness.

Academic Dishonesty: Gordon State College's current Academic Catalog includes detailed descriptions of what actions are academically dishonest and a statement on the purpose of having an academic dishonesty policy in the first place. For the purposes of this class particularly, an act of "Academic Dishonesty" involves passing off someone else's work or ideas as your own. This rule applies to anything turned in for a grade, regardless of how minor or major that assignment is and regardless of the reason for the infraction. Ignorance of the rules for attributing ideas to others correctly is not a valid excuse; students are held accountable for documenting others' ideas correctly, so they should make certain to be present on the days the class discusses documentation or to get the notes from a classmate who was there on that date.

Collusion is one form of academic dishonesty that is worth mentioning specifically and is defined as receiving excessive help from another to the point that a work can no longer be the product of a single author. In this class, if a submitted assignment is suspected to be the result of collusion, the teacher reserves the right to refuse credit for that work if the claimed author is unable to demonstrate sole authorship.

We will discuss documentation on Monday, February 25 and Wednesday, February 27. The particulars and principles of Gordon State College's Academic Dishonesty policy are available in the Catalog on pp. 286-87 and online at <http://www2.gordonstate.edu/catalog/current/view/C191/#academic-dishonesty>.

The Academic Catalog also outlines, among other things, the possible penalties for academic dishonesty and the process by which these penalties can be repealed. This information can also be found in the Catalog on pp. 62-63 and online at <http://www2.gordonstate.edu/catalog/current/view/C84/#academic-dishonesty-policy>. In most cases of Academic Dishonesty for this course, a student can expect to receive no better than an F on the assignment in question. In more severe cases the student may receive a 0 for the assignment grade or expulsion from the class.

Course Assignments: The following is a list of the specific assignments for this course section. Each assignment name is accompanied by a short description of its requirements. Where noted, see the corresponding supplementary materials for more detailed information.

Class Participation Portfolio: Each class meeting will include some writing activity that factors into the semester's final grade, and in most cases these writing activities will be incorporated into a Class Participation Portfolio, which is a collection of short writing assignments handed in, graded, and returned, for the purpose of generating class discussion. Some portfolio entries will require students to make special preparations beforehand, so students should come prepared and be

mindful of homework assignments on the Daily Calendar (see below). If a student comes to class unprepared for a Class Participation Portfolio assignment, but works to make up for this deficit, then half credit for that day's assignment will be given. If a student does not fully follow the instructions for a portfolio assignment, then half credit for that assignment will be given also. The Class Participation Portfolio accounts for fifteen percent of the semester's final grade, and each assignment in it accounts for an equal portion of that grade to the other assignments in it.

Essay Projects: There will be two major essay projects, each of which will account for twenty-five percent of the semester's final grade. Both will be written out of class, formatted, printed, and returned by a date given on the course calendar. The requirements for each project will be explained in handouts given on January 14 and February 6, and drafts will be submitted for grading on February 6 and March 6.

Final Exam: On Wednesday, May 1, from 12:30 p.m. to 2:30 p.m., there will be a final exam. The exam will be two hours long, during which time an essay will be written in class. Find this semester's complete final examination schedule online at

<http://www.gordonstate.edu/pdf/schedule/201302/finalexams.pdf>. The final exam accounts for ten percent of the semester's final grade. **Note:** The exam will involve reflection over the semester's work, so it may benefit students to save their graded work to bring for the examination. Further details about this exam will be explained in a handout give on Wednesday, April 24.

Group Conferences: Four times this semester there will be Group Conferences during class. During class periods where these conferences occur, students will be split into small groups and discuss their essay drafts in detail. Further details and requirements for these assignments will be explained closer to the dates on which they are conducted. Taken together, these conferences account for five percent of the semester's final grade.

In-class Essay: On Wednesday, April 17, the class will compose a timed essay that will account for fifteen percent of the semester's final grade. The class will discuss the particulars of this assignment on April 1, and there will be a review of the relevant material on April 15. Between those two dates the class will discuss the reading materials necessary to write this essay.

Library Orientation Quiz: On Wednesday, February 20, the class will take an orientation tour of the library, and at the conclusion of the tour there will be a quiz on what was learned. This quiz will account for five percent of the semester's final grade.

Revisions/Revision Notes: The two major writing assignments will involve major revision of both essay projects and notes explaining the revision process. Each revision will account for twenty-five percent of the semester's final grade. The requirements for each revision and its notes will be explained in handouts given on March 6 and April, and drafts will be submitted for grading on April 1 and April 24.

Grade Distribution: Each assignment will factor into the course grade by the following percentages:

Essay Projects (2)	25%
Revisions (2)/Revision Notes	25%
In-class Essay	15%
Class Participation Portfolio	15%
Final Exam	10%
Library Orientation Quiz	5%
Group Conferences (4)	5%

Make-up Policy: Essay projects, Revisions, and Revision Notes will be accepted late, but with a five-point penalty for each day they are past due. (This includes holidays and weekends.) To be considered on time, these documents need to be printed out and submitted any time before the conclusion of the class meeting during which they are due. Submission after the conclusion of that class meeting makes that assignment one day late, two days late twenty-four hours later, and so on.

For differing reasons, there are certain elements of the course grade that cannot be made up. Class Participation Portfolio activities are always discussion-based, so there is no way for these activities to be made up. Group Conferences cannot be made up because they are group-based, in addition to the fact that they need to be conducted on certain dates in order for them to be useful. There is only one Library Orientation Quiz to be taken, so in the interest of fairness to the class and to the librarians, that quiz cannot be made up, either.

In-class Essays and Final Exams can be made up, but only after students establish valid excuses for having missed the assignments and then make arrangements for making them up. **Note:** If a student has three or more finals scheduled on the same day, he or she can go to the office of Academic Affairs and fill out a petition to take the one or more exams on alternative days.

No assignment should be submitted via email or by any other method of electronic submission. If a student must miss class on the day an assignment is due, and if email is the only means by which the assignment can be submitted on time, then an exception can be made if the student requests and receives permission to do so beforehand. If the student emails the assignment on time, but without receiving permission beforehand, the assignment will be accepted, but with a five-point deduction from the assignment grade.

Attendance Policy: There is no maximum number of absences allowed. However, most class meetings involve activities that factors into the Class Participation Portfolio grade, and these activities cannot be made up. Students who discover that tardiness will be a reoccurring problem are encouraged to sit near the door. Further information on Gordon's class attendance policies can be found in the Catalog on p. 55 and online at <http://www2.gordonstate.edu/catalog/current/view/C84/#pclass-attendance>.

Access Policy: Students at Gordon State College with mental or physical impairments that may negatively affect their academic performance are encouraged to contact Laura Bowen, Director of the Counseling Center, by telephone at 678-359-5585, or via email at laurab@gordonstate.edu. For further information

about the scope and requirements of this service, look in the Academic Catalog on pp. 75-76, or go to this center's web page at <http://www.gordonstate.edu/studentlife/ADA.asp>.

Dates to Remember:

Late Registration Ends	Wednesday, January 9
Drop/Add Ends	Wednesday, January 9
Midterm	Thursday, February 28
Residence Halls Close	March 8 (4:00 p.m.) – March 17 (4:00 p.m.)
Summer and Fall 2013 Early Registration	Monday, April 1 – Friday, April 19
Final Exams	Tuesday, April 30 – Friday, May 3
Buy-Back at Bookstore	Tuesday, April 30 – Friday, May 3

Daily Calendar

Week 1 (January 7 – January 11): Introductions to Course			
Mon.	Review Syllabus ~ Introductions	Class Participation writing assignment	Homework: For January 9, read pp. 49-53 of PHRG and finish Introductory Exercise and bring it to class.
Weds.	Finish Introductory Exercise ~ Discuss Writing in College	Class Participation writing assignment	Homework: TBD
Notes: Late Registration and Add/Drop end on Wednesday, January 9.			

Week 2 (January 14 – January 18): Argument and Essay 1			
Mon.	Discuss Essay 1 and Thesis Statements	Class Participation writing assignment	Homework: TBD
Weds.	Discussion Topic TBD	Class Participation writing assignment	Homework: TBD
Notes: Essay 1 is due at the beginning of class on Wednesday, February 6.			

Week 3 (January 21 – January 25): Essay 1 Topics Discussion			
Mon.	MLK Holiday ~ Class Does Not Meet		
Weds.	Discussion Topic TBD	Class Participation writing assignment	Homework: For January 28, read pp. 1-4 of PHRG.
Notes:			

Week 4 (January 28 – February 1): Drafting			
Mon.	Discuss Thinking about Writing and Essay 1 Topics	Class Participation writing assignment	Homework: For January 30, read pp. 5-20 of PHRG.
Weds.	Discuss Writing Processes and Strategies and Instructions for Group Conferences	Class Participation writing assignment	Homework: For February 4, bring most recent draft of Essay 1 for Group Conference work.
Notes:			

Week 5 (February 4 – February 8): Finishing Essay 1, Beginning Essay 2			
Mon.	Group Conference Work		Homework: For February 6, finish work on Essay 1.
Weds.	Essay 1 Due ~ Discuss Essay 2	Class Participation writing assignment	Homework: For February 11, read pp. 335-43 of PHRG.
Notes: Essay 2 is due at the beginning of class on Wednesday, March 6.			

Week 6 (February 11 – February 15): Beginning Research			
Mon.	Discuss Finding a Topic	Class Participation writing assignment	Homework: For February 13, read pp. 344-46 of PHRG.
Weds.	Discuss Choosing Primary and Secondary Sources	Class Participation writing assignment	Homework: For February 18, review pp. 378-401 of PHRG.
Notes:			

Week 7 (February 18 – February 22): Ethical and Effective Research			
Mon.	Discuss Using Sources to Avoid Plagiarism	Class Participation writing assignment	Homework: For February 20, remember that class will meet at the front desk of the Hightower Library.
Weds.	Library Orientation (Class will meet in front of the Hightower Library) ~ Essay 2 Topics	Library Orientation Quiz	Homework: For February 25, review pp. 449-454 of PHRG and bring PHRG to class for Class Participation assignment.
Notes: The last day to drop a course with a W is Thursday, February 28.			

Week 8 (February 25 – March 1): MLA Documentation			
Mon.	MLA Documentation	Class Participation writing assignment	Homework: For February 27, bring PHRG to class for Class Participation assignment.
Weds.	MLA Documentation (concluded)	Class Participation writing assignment	Homework: For March 4, read pp. 25-35 of PHRG and bring most recent draft of Essay 2 to class for Group Conference work.
Notes:			

Week 9 (March 4 – March 8): Completing First Drafts, Revision			
Mon.	Group Conference Work ~ Discuss Paragraphs	Class Participation writing assignment	Homework: For March 6, finish work on Essay 2, and read pp. 21-24 of PHRG.
Weds.	Essay 2 Due ~ Discuss Essay 1 Revision/Revision Notes	Class Participation writing assignment	Homework: For March 18, review pp. 163-218 of PHRG, read pp. 81-85 of PCW, and bring PHRG to class.
Notes: Residence Halls close at 4:00 p.m. Friday, March 8 for Spring Break. Essay 1 Revision/Revision Notes are due at the beginning of class on Monday, April 1.			

SPRING BREAK, MARCH 11 – MARCH 15 – CLASS DOES NOT MEET

Week 10 (March 18 – March 22): Revision Topics			
Mon.	Discuss Parts of Sentences	Class Participation writing assignment	Homework: For March 20, review pp. 117-62 and 219-46 of PHRG, and bring PHRG to class.
Weds.	Discuss Style and Revising Sentences for Accuracy, Clarity, and Variety	Class Participation writing assignment	Homework: For March 25, review pp. 247-92 of PHRG, and bring PHRG to class.
Notes:			

Week 11 (March 25 – March 29): Revision Topics (cont.)			
Mon.	Discuss Word Choice and Punctuation	Class Participation writing assignment	Homework: For March 27, bring most recent draft of Essay 1 Revision/Revision Notes to class for Group Conference work.
Weds.	Group Conference Work		Homework: For April 1, finish work on Essay 1 Revision/Revision Notes.
Notes: Early Registration for Summer and Fall 2013 begins Monday, April 1.			

Week 12 (April 1 – April 5): Timed Writing			
Mon.	Essay 1 Revision/Revision Notes Due - Discuss In-class Essay	Class Participation writing assignment	Homework: TBD
Weds.	Discussion Topic TBD	Class Participation writing assignment	Homework: TBD
Notes: The In-class Essay will be written in class on Wednesday, April 17.			

Week 13 (April 8 – April 12): Discussions for In-class Essay Material			
Mon.	Discussion Topic TBD	Class Participation writing assignment	Homework: TBD
Weds.	Discussion Topic TBD	Class Participation writing assignment	Homework: TBD
Notes: Early Registration for Summer and Fall 2013 ends Friday, April 19.			

Week 14 (April 15 – April 19): In-class Essay			
Mon.	Review for In-class Essay	Class Participation writing assignment	Homework: For April 17, bring paper and a pen or pencil to compose In-class Essay.
Weds.	Compose In-class Essay - Discuss Essay 2 Revision/Revision Notes	Class Participation writing assignment	Homework: For April 22, bring most recent draft of Essay 2 Revision/Revision Notes to class for Group Conference work.
Notes: Essay 2 Revision/Revision Notes are due at the beginning of class on Wednesday, April 24.			

Week 15 (April 22 – April 26): Finalizing Second Revision			
Mon.	Group Conference		Homework: For April 24, finish work on Essay 2 Revision/Revision Notes, and read pp. 53-55 of PHRG.
Weds.	Essay 2 Revision/Revision Notes Due - Discuss Final Exam	Class Participation writing assignment	Homework: TBD
Notes: The Final Examination Period is from Tuesday, April 30 to Friday, May 3.			

Week 16 (April 29): Preparation for the Final			
Mon.	Prepare for Final Exam	Class Participation writing assignment	Homework: For May 1, bring paper and a pen or pencil to compose Final Exam Essay.
Notes: Buy-Back at the Bookstore is from Tuesday, April 30 to Friday, May 3.			

Final Exam: Wednesday, May 1, 12:30 p.m. to 2:30 p.m.