ENGLISH COMPOSITION 1301  
FALL 2018  
COURSE SYLLABUS

Instructor: Dr. Camille K. Raspante  
Phone: 615-477-8937  
Email: CRaspante@dcccd.edu  
Office: W275

Office Hours:  
MW 9:30-11:00 a.m. and 2:00-3:00 p.m.  
TTH by appointment

Class Schedule/Classroom.  
MW 11-12:20 @280 and 12:30-1:50 W280  
TTH 9:30-10:50 a.m. W40; 11-12:20 a.m. W280; 12:30-1:50 p.m. W280

Credit Hours: 3 lecture

Course Materials/Supplies Needed:  
Students will need to purchase (4) Scantron forms FORM NO. 882-E. These are available in campus vending machines, as well as in the MVC Bookstore.

Textbook:  
There is no need to purchase a textbook for this course; however, it will be the responsibility of the student to utilize the following open-source textbook and to acquire any readings from the instructor distributed during scheduled class times.

The Process of Research Writing  
Steven D. Krause, Eastern Michigan University  
Version 1.0, Spring 2007  
http://www.stevendkrause.com/tprw/

At the end of the semester we will be completing a project utilizing the following memoir, which will be available for check out from the RESERVE DESK in the MVC Library for 2 hour periods:

The Pillow Book - Sei Shonagon

Course Description: Composition 1301 is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and
collaboratively. Emphasis is placed on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Core Objectives:
- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility Skills** – to include the ability to connect choices, actions and consequences to ethical decision-making

Student Learning Outcomes
After successful completion of this course the student should be able to
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 Procedures:

<table>
<thead>
<tr>
<th>Evaluation Item</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Essays (4) at 100 each</td>
<td>400</td>
</tr>
<tr>
<td>Comp Tests (2) at 100 each</td>
<td>200</td>
</tr>
<tr>
<td>Presentations (3) @ 100 each</td>
<td>300</td>
</tr>
<tr>
<td>Daily Activities / Participation</td>
<td>100</td>
</tr>
</tbody>
</table>

*Recall quizzes will be administered on a semi-regular basis during the semester. These quizzes are intended to ensure that you are retaining the necessary information and are fully prepared for each of the Comp Tests. Answers to the quiz questions will be discussed in class, therefore, attendance will prove crucial.*

Final Grammar/Mechanics/MLA Exam
***This exam is an assessment of your ability to recognize basic sentence structure and comma usage. Although your score will not be included in your course grade, a score of less than 80% on exam will result in your earning no higher than an overall semester grade of C for the course.*

MAXIMUM TOTAL 1000 points
Grading Scale:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>900-1000</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>D</td>
</tr>
<tr>
<td>0-599</td>
<td>F</td>
</tr>
</tbody>
</table>

(A grade of D does not transfer to most universities.)

Attendance Policy:

Attendance to every class meeting is expected and will be reflected in your overall success and grade in ENGL1301. Following any absence, it is the responsibility of the student to have referred to the Assignment Schedule and to come to the next class fully prepared, with all assignments complete. To clarify, being absent from a prior class is no excuse for not having your assignment on the day you do attend.

If a student is absent for more than one consecutive class period, he/she MUST make an appointment to discuss a plan for his/her success in ENGL 1301. In the case of a certified health emergency (documentation necessary for verification), please inform me, and we will arrange a makeup work plan. PLEASE NOTE: Appointments are NOT synonymous with emergencies, as they are planned ahead of time. As such, they are no excuse for late work or absence.

Attendance Benefit – I am including an incentive for attendance and participation in the form of an earned cumulative grade. Your being on time and prepared for class with no early exit constitutes full daily/participation credit. No Daily Activity / Participation credit will be earned for late arrival or early exit.

Make-up / Late Work: All work is due AT THE TIME OF CLASS START, unless otherwise noted by instructor. Any work due on the day of your absence is still DUE PRIOR TO BEGINNING OF CLASS. Late work will acquire a 20 point deduction per day, beginning ONCE THE CLASS START TIME HAS PASSED, (Point reduction includes weekend days).

NOTE: Daily Activities / Participation / daily grades will be lost in the event of a student’s absence and are ineligible for make-up.

Presentations (individual and/or group) – no make-up or late grades (unless prior approval from instructor AND group members, if applicable). Failure to attend last class meeting/presentation day will result in two consequences:

1) a grade of ZERO for the final project/presentation
2) a reduction of ONE FULL LETTER GRADE for the semester average
Following Assignment Directives - Assignments that do not meet specified criteria (to include length/word count, readability/structure, applicable detail) will receive a grade of “I” and will be recorded as a grade of “0” in the grade book unless one of the following options is met:

- Make an appointment with the tutorial staff in the Ink Spot and submit a revised piece at the beginning of the NEXT class meeting. *(Documentation must be filled out by Academic Writing Center (Ink-Spot) staff and included as part of your revision submission).*
- Make an appointment with the instructor to receive advisement regarding necessary improvement.
- Do nothing by the next class meeting and receive a failing grade for the assignment.

The withdraw date for this class is ________________.

INSTITUTIONAL POLICIES
www.mountainviewcollege.edu/syllabipolicies

Note: Assignment schedule for this course will be distributed during the first class meeting. Instructor reserves the right to make modifications to the assignment schedule if the need arises.