Composition I: English-1301-61030
Fall 2018: August 27, 2018 – December 13, 2018

Professor: Dr. Liz Rodriguez-Adams
Email: __________________________

Unless you and I agree to it ahead of time, assignments submitted to this address will not be read and will be immediately deleted. Use this address for questions/notice only.

Office Phone: __________________________
Office Hours: By Appointment Only
Course Meeting Days and Time: T/TH @ 9:30AM – 10:50AM
Room Number: W280
Credit Hours: 3 Lecture
Division: ARCO
Office Hours: 7:30AM – 4:00PM
Office Phone: 214-860-8783
Office Location: E40

Course Description: Composition I, is an intensive study of and practice in writing processes, from invention and researching to drafting, revision, and editing, both individually and collaboratively. Emphasis is placed 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 addresses both rhetorical and theoretical conventions of language and composition. Special emphasis is given to composition and rhetorical skills through use of research and analytical writing. Course work will include: In-Class Writing Assignments/Workshops; Peer Critiques; Visual and Textual Analysis; Essays; and, Response Papers on Assigned Readings. The Core Objectives and Learning Outcomes outlined work in correlation with the specific areas of writing, reading, research, and grading for this course.

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.
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.

Course Material/Supplies Needed:
- Merriam-Webster Dictionary App (free) or paper copy
- Pearson MyWriting Lab Access Code
- Flash drive or internet cloud service (i.e. Dropbox.com, Google Docs, iCloud.com) for keeping copies of your essay drafts
- Internet Access outside of class for accessing reading links, grades, and writing prompts provided

Institution Policies: Become familiar with all Institution Policies. Visit www.mountainviewcollege.edu/syllabipolicies for information on policies related to the following important topics: Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.

Disposition of Papers: Keep copies of all documents, essays, and assignments completed through semester. Your professor is not responsible to keep your papers. If you miss a day when papers are returned in class, you are responsible to make an appointment with your instructor and pick up your material after class. Any assignments you misplace are not the instructor’s responsibility to “recover” or “average” into the grade book.

Participation and Preparedness: You must come to class prepared to write, share your drafts with others, and review what you have read and written. You are expected to have all reading assignments completed and come prepared to write and share your ideas with others. All work submitted must be typed with exception of In-Class Writing Assignments. Your homework should be completed by the time you come to class. Do not come to class expecting to print your essay using the classroom facilities. This only denotes poor planning and last-minute preparation.

Participation in class discussion, freewrites, and workshops is required. Participation includes your general willingness to “join in” in terms of your readings assignment and general insights regarding the issues, theories, and practices we explore during lecture and discussion. Your active participation (in and outside of class) is required. Come to class prepared to share your insights on reading assignments and argue (responsibly and respectfully) your opinions on topics.

Attendance and Late Work Policy: Punctual attendance at every class is required. Arrival ten-minutes after class start counts as absent. Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for Financial Aid purposes. For certification dates, check with the Financial Aid Office for further information. Students who are not certified as beginning class are responsible for any payments due because of non-certification, to include in dropping of courses.

Becoming a better writer is one of the goals of this course. Working with other writers is the best way for someone to improve their writing techniques. This of this course as a writer’s workshop where we all come together to develop our skills as writers. In order for the workshop to exist and be productive there must be active participation from all members. In this respect, attendance is expected from all students. While you may choose to miss class (for whatever reason) you are responsible for all work assigned and due on that day.

The withdraw date for this class is November 15, 2018.
If you must miss class, you should keep several points in mind:

- **Late work is not accepted in this course.** If you must miss a class, you must submit this intent in writing via e-mail. Documentation is important. Provide this notice to me on the day an assignment or essay is due or preferably before it is due.

- In the case of a certified health emergency you are required to provide proper documentation to verify this. **Do not convey your upcoming absences or lack of attendance to your professor verbally, before class (where other students may hear you).** Your privacy is important to me and you should not relinquish the right to speak to me in person, after class. Meet with me in person to discuss any personal issues that prevented you from coming to class, so we can work on a make-up plan for your work (if applicable).

- Absences do not exempt students from completing the required course work. Understand that appointments are not synonymous with emergencies, as they are planned ahead of schedule. As such, they are no excuse for late work or absence.

- **College Sponsored Events:** These activities do merit an “excused” absence, but any assignments due on the date of the event must be submitted on or before the due date. Written responses must be submitted to earn points for any participation activities missed in class.

- Meet your deadlines. Be professional.

**Essay Revisions:** Revisions constitute much of any good writing process. You will revise frequently in this course as a regular function of the writing processes we explore. You have the opportunity to revise any writing project within the outline revision date. After your instructor has evaluated your essay and assigned a grade, you may revise your work further in order to improve the grade or simply to improve your work.

Any revision submissions need to include: 1) the original graded essay; and, 2) the revised essay. **No revisions will be accepted without the original, graded copy.** Your revision should have all additional content and revised material presented in Bold so that your professor may find it quickly and assess it effectively. Revisions where outlines are not outlined in Bold will not be accepted.

If your essay is not actually revised but merely edited (proofread with resulting minor surface-level changes) it will not increase your grade. Revision is meant for content development, meeting objectives, and editing. Please note that you cannot revise a paper you have not written. If you fail to turn in an assigned essay, you cannot submit a revision of that paper. You are encouraged to revise any essay with which you are not satisfied a maximum of three times. Last day to submit revisions is a week before Final Exams. Every revision must contain the previously graded essays with comments from your professor.

**Computer Applications:** Computer “drama” does not impress professors. Computer “drama” will happen if you wait until the last minute to print, prepare and edit your essay. There are a variety of software programs you can use. While you may choose to work on whatever software you prefer, make sure that the document translates to the software and computer equipment we have at MVC. You are responsible to deliver the essays (however they are assigned: electronic format or hard copy format) on the due date the first minute of class. If you are not present to submit your assignment or if you missed an online deadline for submission (whether it is computer related drama or not), your work will not be accepted.

**Note:** If you are required to post your essays online be mindful of the clock. Assignments must be submitted on-time. Your professor will not engage in a debate of divergent time exchanges (minutes) between your clock/watches and the online submission time presented in the upload section of our virtual classroom. Observe the time set online and observe the time on our virtual classroom for any required submissions in order to avoid having the window of opportunity for upload pass you by.

**Technology and Electronic Devices:** As college professionals, it is important that you respect not only your instructor but also your classmates. By engaging in the use of technology devices/electronic devices during lecture, workshop, presentations you not only disrespect your professor, but you also disrespect and distract
your classmates. This negative behavior will also affect your participation grade and will be documented throughout the semester. Overall:

- Please refrain from using electronic devices for purposes besides coursework during class discussion; the opportunity to use electronic devices for coursework will be announced. Do not assume it is an open policy available to you all the time.
- Turn OFF your cell phone before coming into class to avoid disruptions. Do not read or send text messages. If your phone becomes a distracting issue (for you or others), you may be asked to leave the classroom and will be counted absent.
- Refrain from wearing ear buds or headphones during class (whether or not you are actively listening to music or not). If you wear ear buds / headphones, you may be asked to leave the room and will be counted absent.
- Computer/Printer/Internet: Come prepared with printed documents if you need to access them for class discussion or workshops. Do not type on the keyboard, surf the internet, access websites during course lecture and discussion. Do not type the essay for your next class during our class time. If you use the computer, printers, internet, for activities unrelated to the class you are taking, you may be asked to leave the room and will be counted absent.

**Academic Dishonesty:** Students who are caught deliberately plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college. Students that purchase an online essay and submit it as their own intellectual material will be subject to an “F” in the course and possible expulsion from the college. “Recycling” an essay from another course is unethical and is categorized as Academic Dishonesty.

> There is nothing anyone else can write for you, nothing you can purchase or copy online, that is more valuable than your own words, invention, analysis, and academic persona. What you have to say matters. Do not take shortcuts that will affect your academic experience. It is not worth it.

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at [https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm](https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm).

**Classroom Etiquette:** The academic integrity of our classroom will not be challenged by disruptive behavior. Classroom discussions will engage in topics where you may have different opinions from one another. Share your opinions and differences in a professional way. It is important that you respect the academic dialogue because it will help you respect the professional dialogues you will engage in the future.

**Evaluation Procedures:** Grading essays and other work will be holistic. The following are specific guidelines for major and minor assignments. In addition to these features, your professor will provide assignment prompts that outline specific criteria for each writing project listed. Individual evaluations will be provided as marginal notes, a brief commentary paragraph at the end of your essay, and specific ‘revision’ points outlined in the essay rubric. The length for each paper will be discussed and clearly outlines in your individual essay handouts. A general outline of the grading system is as follows:

| Essay One: Rhetorical Response Analysis | 10% |
| Essay Two: Argumentation & Persuasion   | 10% |
| Essay Three: Combining Modes: Critical Analysis | 15% |
| Essay Four: Research Essay              | 20% |
| Outlines                                | 15% |
| ICWA/W                                  | 10% |
| Response Papers                         | 20% |
| **TOTAL PERCENTAGE:**                   | **100%** |
~Brief Assignment Description~

- **Essays:** Each essay has an individual handout outlining rubrics, connections between Learning Outcomes and Core Objectives, as well as clear guidelines on the outline required. Individually required writing process guidelines and topic selection will be explained in handouts posted online.

- **Outlines:** Each major essay requires a specific outline format; these guidelines will be specified in your essay handout and rubric. Additional outlines will be completed in class as a workshop on assigned reading provided by professor.

- **ICWA/W:** Constitutes your participation and preparedness points; In-Class Writing Assignments and Workshops will be conducted during lectures and will focus on the readings and writing processes explored in class. ICWA includes grammar reviews.

- **Response Papers:** Response Papers will focus on assigned readings. These are informal responses to the readings meant to actively engage grammar and language techniques to demonstrate a reasonable persona in the process of analytical reading and writing. Rhetorical Criticism and Writing Processes are explored in these essays.

**Grading Scale:**

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 60% - 69% = D (This grade does not transfer to most universities)
- 59% - 0% = F (This is a failing grade)

All students must hand in all major assignments in order to avoid failing the course. There is a marked difference between a failing paper and not turning one in.

**Syllabus/Schedule Changes:**

The Syllabus and Schedule for this course are subject to change (not on a whim but as needed).

The **Schedule** changes mostly as it pertains to the calendar of assignments (in case we need to adjust a deadline to avoid unnecessary stress on any due date) and to include campus activities or events as your professor is informed of these. If changes occur, I will post an announcement online and a “revised” version of the syllabus will be made available for you to download/print/save on your computer.

The **Syllabus** changes to address issues of classroom resources, learning needs of students, availability of resources, changes in department policy, or other pedagogical reasons. If changes occur, I will post an announcement online and a “revised” version of the syllabus will be made available for you to download/print/save on your computer.

**Note:** The current Syllabus and Schedule will always have the original date they were updated on. Refer to this date and ensure you always have the most recent copy.

**Note from Your Professor:**

My goal is to help you learn and succeed in this course (and have fun in the process!). I have a strict rule for myself in all teaching appointments: “enjoy the learning process and make it relevant to everyday situations.” Do not fear English/writing/research/grammar. You are finding resources to help you along the way now to continue using in the future.

The topics, writing processes, and process of creating arguments will serve you well in your profession. Hence, I will make this course relevant to your degree goals. If you are having difficulty with any reading assignments, writing assignments, or have any concerns about this course, please talk to me! I can help you resolve any writing/course problems you may have; however, I cannot help you unless I am aware of them.

It is a privilege for me to work with you in your academic pursuits. I am your biggest fan and know you can succeed in this course. Let me know how I can best assist you.

-Dr. D. Liz Rodriguez-Adams