Instructor: Dr. Geoffrey Grimes
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First Day of Class: Monday, January 28, 2019
Last Day to Withdraw from the Course with a “W”: April 17, 2019
Last Day of Class: May 13, 2019

I. COURSE DESCRIPTION
ENGL 1301 (Composition I) is an Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. The course emphasizes effective rhetorical choices, including audience, purpose, arrangement, and style and focuses on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Note: The pre-requisite for ENGL 1301 is “Reading/Writing met.” ENGL 1301 is a pre-requisite for all 2000-level literature courses.

II. LEARNING OUTCOMES
Upon successful completion of this course, students will:
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.

III. 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

IV. TEXTBOOKS AND MATERIALS
There is no required textbook for this course. If you have purchased one from the Mountain View College Bookstore, you should return it immediately for a refund.

Your instructor will distribute printed instructional handouts throughout the semester that are related to your learning and the completion of assignments. These are also posted in the eCampus course website.

Additionally, you should bring one or two thumb (flash) drives for use in class to save drafts of writing that we will compose occasionally in the classroom.

Also, you will need to purchase 100-item scantron sheets for the Diagnostic and Sentence Grammar Exercises. Wait for instructions in class before you purchase these items.

Online Learning Resources for this Course:
You will find helpful information on an external website prepared specifically our course. To access your course resources outside of eCampus, click on the following link:

http://www.distancelearningassociates.org/eng1301/1301.HTM

V. HYBRID COURSE SCHEDULING, CLASS ATTENDANCE, AND WITHDRAWAL
As a hybrid course—a combination of both face-to-face and online instruction—we meet for instruction once each week. During each class session you will receive instruction in writing. However, these sessions represent only half of the required hours of instruction for the course. You are responsible for accessing the online components for the course developed especially for hybrid sections. Your instructor will identify the online resources each week for your additional study outside of class.

Because of the hybrid nature, you are expected to attend each class session and for the full hour and thirty minute period to be counted present. If you know now that you cannot meet these requirements, you should consider withdrawing.

If you miss more than three classes, I will not pass you in the course! The deadline for withdrawal with a "W" this semester is April 17, 2019.
VI. INSTITUTIONAL POLICIES
Institutional Policies relating to this course can be accessed from the following link: www.mountainviewcollege.edu/syllabipolicies

VII. UNITS OF STUDY
Our course has five units of study:

1) The Writing Process
2) Descriptive Writing
3) The Analytical Paragraph
4) Introductions and Conclusions
5) The Academic Essay

Assignments listed below address writing principles introduced in each of these units.

Announcing special help available for this course!
To help you improve your writing skills, this course includes a number of written assignments addressing subjects specifically related to your course objectives and its content. During the development of your papers, you may receive assistance from one or a combination of the following resources:

1) instructor feedback on early drafts,
2) guided peer reviews of your compositions at various stages of development, and/or
3) guidance from a Writing Specialist in the MVC Academic Center for Writing (W114).

Additionally, you may receive feedback through use of the MVC Writing Rubric that will indicate both the strengths of your writing as well as areas that need attention.

VIII. COURSE ASSIGNMENTS
The assignments and their due dates are listed below:

1) The Diagnostic Essay (due Monday, January 28)

2) The Diagnostic Sentence Grammar Exercise (due Monday February 4)

3) The Active Reading Exercise – “Some Words About the Writing Process” Analysis (due Monday, February 18)
4) The Writing Process Essay (due Monday, March 4)

5) The Descriptive Paragraph Exercises (due Monday, March 18)

6) The Analytical Paragraphs (due Monday, April 1)

7) The Introductory and Concluding Paragraphs (due Monday, April 8)

8) The Process Analysis Essay (due Monday, April 15)

9) The Comparison/Contrast Essay (due Monday, April 22)


11) The Final Exam (due Monday, May 6)

12) The “A-Honors” Project is optional. You will complete this project if and only if you wish to work for a grade of “A-Honors” in the course. To be eligible for “Honors” credit, you must have a final course average of “89+.” See your instructor for directions and examples of past honors essays. (Due Monday, May 6)

Additional requirements:
Complete the Diagnostic Sentence Grammar Exercises (see the instructions distributed in class.)

These dates are the official due dates. Ignore references to any other dates found on the website or any other course-related materials. These dates may be subject to changes. Any changes will be posted on our eCampus website “Announcements.”

The A-Honors Project
The A-Honors project is a the completion of an essay that you submit for publication in either one of the Mountain View College Quality Enhancement Plan publications or in a digital or print source outside the campus. Your instructor will assist you in the drafting of the essay by providing interventions during the development of the composition. A final copy is due on the last class day. If you are interested in pursuing honors in our course, you need to speak with your instructor in the first week of the semester.
The Diagnostic Sentence Grammar Exercises
To help you to address any problems with the basics of sentence grammar and related issues, you will be assigned outside exercises on an individual basis. The completion of the “Diagnostic Exercise” and the related support exercises constitute a major grade in the course.

IX. THE WEEKLY SCHEDULE FOR THE COURSE

Week 1
Introductions and welcome
Distribution and review of the syllabus and course assignments; introduce the two course websites: 1) eCampus and 2) “ENGL 1301 Online.”

Assignment: Complete the “Diagnostic Essay.” Bring a 50-Item Scantron sheet to class for the second period.

Week 2
Submit the “Diagnostic Essay.”
Complete the Diagnostic Sentence Grammar exercise

Assignment:

Week 3
Return the Diagnostic Sentence Grammar exercise results.
Distribute and discuss “Expository Paragraph Patterns” and “The Organization of Main Ideas.”

Week 4
Submit “Some Words about the Writing Process” and the Diagnostic Sentence Grammar exercise (to be answered on a #10 Scantron sheet).
Distribute and discuss “Primary and Secondary Development in Paragraphs” and “Tips for Active Reading.”

Assignment: Complete the Active Reading Exercise, “Some Words about the Writing Process.”

Week 5
Submit the active reading exercise, “Some Words About the Writing Process.”
Make assignments for the “Sentence Grammar Exercises.”
Introduce and begin initial pre-writing steps for the “Writing Process Exercise.”

Assignment: Collect information from college sources related to your MVC topic. Print out or photocopy the first page of any website or printed materials that you use.
**Week 6**
Introduce the program, “The Nature of Insight.”

Assignment: Complete the “Writing Process Essay.”

**Week 7**
Submit the “Writing Process Essay.”
Introduce the principles of descriptive writing.

Assignment: None.

**Week 8**
Submit the “Writing Process Essay” (along with all the preliminary pre-writing drafts and notes and copies of the institutional research materials.)

Report to the MVC “Kiva” area to compose the “100-Item Descriptive Catalog” assignment.

Assignment: Complete the “100-Item Descriptive Catalog.”

**Week 8**
Submit the “100-Item Descriptive Catalog.”
Distribute the “Wordiness Descriptive Exercise.”
Compose in class the drafts for the “Linear Descriptive Paragraph” and the “Revision of the Linear Descriptive Paragraph.”
Introduce the “Emotional Descriptive Paragraph.”

Assignment: Complete the final drafts of the “Linear Descriptive Paragraph,” the “Revision of the Linear Descriptive Paragraph,” the “Emotional Descriptive Paragraph,” and the “Wordiness Descriptive Exercise.”

**Week 10**
Submit the final drafts of the “Linear Descriptive Paragraph,” the “Revision of the Linear Descriptive Paragraph,” the “Emotional Descriptive Paragraph,” and the “Wordiness Descriptive Exercise.”
Introduce the “Analytical Paragraph.”

Assignment: Complete the “Analytical Paragraphs.”

**Week 11**
Submit the “Analytical Paragraphs.”
Introduce “Introductory and Concluding Paragraphs.”

Assignment: Complete the “Introductory and Concluding Paragraphs.”
Week 12
Submit the “Introductory and Concluding Paragraphs.”
Introduce the “Process Analysis Essay.”

Assignment: Complete the “Process Analysis Essay.”

Week 13
Submit the “Process Analysis Essay.”
Introduce the “Comparison/Contrast Essay.”

Assignment: Complete the “Comparison/Contrast Essay” and the final assignments for the “Sentence Grammar Exercises.”

Week 14
Submit the “Comparison/Contrast Essay” and the Scantron reports for the “Sentence Grammar Exercises.”
Introduce “Argumentation.”

Week 15
Discuss the “Single-Source Argumentative Essay.”
Distribute and discuss “What Our Educational System Needs is More F’s.”
Distribute and discuss “Why the F-Dog Won’t Hunt.”


Week 16
Complete the Final Exam.

Note: No work will be accepted after the final examination class period for the current semester.

X: EVALUATION PROCEDURES

The Grade Distribution
89+ - 100 – A
79+ - 89 – B
69+ - 79 – C
59+ - 69 – D
Below 60 – F

The Grading System
Your grade will be determined by an average of the grades assigned for the weighted categories below:
Essays – 50%
Sentence Grammar Test and the Final Exam – 30%
Exercises – 20%

XI. PREPARATION AND SUBMISSION OF ASSIGNMENTS
All assignments completed outside of class must be composed on a computer and printed out. Each assignment requires two copies:

**Copy 1:** Print out a copy of the completed paper. Using a pen (not a pencil!), edit your paper and make changes to improve it (correct mistakes, revise sentences, re-organize paragraphs, etc.) I must see significant changes on this copy!

After you have edited and revised this copy, return to the computer and make the changes in your saved file.

Take your edited copy to the Academic Center for Writing for suggestions to improve it. The writing specialist who reviews your paper will give you a receipt indicating what you have reviewed and any recommendations. That receipt is worth five extra points on the first grade assigned to the paper.

**Copy 2:** Print out the final copy and staple it on the top of the edited printed copy.

**Note:** I will return unread any papers submitted without a significantly improved edited copy attached. I will post an initial grade of “60” in the gradebook in eCampus and will change it only after you have completed an edited copy and a new final draft.

**Typing Protocols for Final Copies**

1) In the upper left corner of the first page of each assignment compose a four-line heading including 1) your first and last name, 2) the course and section number, 3) the date, and 4) the name of the assignment (different from the title of the paper which should relate to the subject, not the assignment). Note: You do not need to compose a formal cover page for each exercise.

2) Submit all work on 8 ½ “x 11” white paper.

3) Use the default margins for Microsoft Word.

4) Use 12 point font size, a common font, and left alignment.

5) Follow the assigned protocols for *The MLA Style Sheet*.

6) Include a formal "Works Cited" page for assignments that use outside sources.
**Make up work:**
Students must make every effort to complete the assignments as assigned throughout the course. Students failing to complete an assignment on time are still responsible for completing the assigned work as outlined in the course manual. In other words, late work is accepted. However, no work, including assignments, will be accepted after the final exam week.

**Resubmission Policy**
You learn how to write by writing; you learn how to write better through revisions. To that end, you may revise any assignment as many times as you wish, as long as it was submitted on time initially! I will grade late work only once! Late work will not be accepted more than two class periods after the assigned due date. Late work submitted within the first week after the assigned date will receive a 10-point penalty. Late work submitted on the second class period after the due date will receive a 20 point penalty. I will grade each resubmission and replace the original grade in the eCampus gradebook with the new grade.

**XII. PLAGIARISM AND ACADEMIC INTEGRITY**
Scholastic dishonesty constitutes a violation of the DCCCD Student Code of Conduct, and is punishable as prescribed by DCCC Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

Students are expected to complete all assignments on their own and, unless otherwise instructed, independently from outside help in drafting and revising each composition. Plagiarism—the use of another’s work or ideas as your own—on any exercise will result in an automatic failure of the exercise. **Flagrant plagiarism**—the intentional copying and use of substantial amounts of someone else’s work without appropriate citations and documentation—will result in an automatic grade of “0” on the assignment and possibly failure in the course.

**Note:** Your instructor uses special software designed to identify texts copied from Internet resources and their Internet addresses.

**XIII. EVALUATION STANDARDS FOR WRITTEN PAPERS**
Grades on written work range from A to F and assess both content and form. The following criteria serve as qualitative standards by which your instructor will grade your papers and evaluate your writing.

A The A paper states and develops its central ideas with originality. Its ideas are clear, logical, and thought-provoking; it contains all of the following positive qualities:
1) Substance; something to say; original ideas
2) Concentration on a main purpose, with appropriate development and firm support; clear overall organization
3) Thorough paragraph development
4) Varied and effective sentence construction
5) Careful choice of effective words and phrases
6) Freedom from distracting errors in spelling, punctuation and grammar
7) Effective attention to audience interests

B The B paper clearly, logically, and adequately states its central purpose. It is comparatively free of usage errors. Although the B paper indicates competence and is responsive to audience interest, it lacks originality of thought and style that characterizes the A paper.

C The average paper will receive a grade of C. It has a central idea organized clearly enough to convey its purpose to the reader. It avoids serious usage errors and may, in fact, have few correction marks on it, but it lacks vigor of thought and expression that would entitle it to an above average-grade. Audience interest is not effectively addressed.

D The grade of D indicates below-average achievement in expressing ideas correctly and effectively. Most D papers contain errors in the use of English and fail to present a central idea, to develop it adequately, or to address the interests of a specific audience. With more careful proofreading and fuller development, many D papers might earn at least a C grade.

F The grade of F usually indicates failure to state and develop a main idea, as well as failure to avoid serious errors in grammar, spelling, punctuation, and sentence structure. An F essay is characterized by one or more of the following weaknesses: (1) inadequate ideas and details; (2) inadequate paragraph organization; (3) poorly constructed sentences; (4) ineffective word choice; and (5) serious errors in usage, grammar, punctuation, and spelling.

Note: The instructor reserves the right to modify the syllabus to update it or to correct errors that conflict with institutional policy changes. If revisions occur, the instructor will notify students by email and post the copy of the revised syllabus on the course eCampus website.

Revised: November 1, 2018
ENGLISH 1301 Acknowledgement Form

Read this statement, sign it, and submit it to your instructor.

"I have read the syllabus for ENGL 1301 and understand the policies, grading system, and plagiarism statement and other principles included.

I understand that plagiarism will result in a grade of “0/Failure” without an opportunity for revision of the offended assignment and, that given the grading system for this course, may result in failure in this course.

I understand that learning is an active process for which I am personally responsible and that I should consult with my instructor if I fail to understand assignments or instructions."

________________________________  ______________________________
Signed Full Name  Printed Full Name

________________________________
Date

Last modified: August 4, 2017