

**English 1101  
Kathe Branch  
Composition and Rhetoric  
Fall 2010**

Course Name:

**COMPOSITION I**

Course Number:

**ENGL 1101 Instructor: Kathe Branch**

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I am always available before and after class and by appointment. Please email your wish to see me, and we will set a time to meet. I check my email often.

**Texts and Materials:**

*Norton Field Guide to Writing*, 2nd edition, by Richard Bullock and Maureen Goggin  
*A Writer's Reference*, 6<sup>th</sup> edition, by Diana Hacker.  
*Ava's Man*, by Rick Bragg

**A two pocket folder; loose leaf paper; a stapler, black or blue pens  
Three-ring binder for all class work  
USB drive for all in-class and out-of-class writing**

Course Description:

A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition and argumentation, and also including introductory use of a variety of research skills. Fall, Spring, Summer.

Prerequisite: Exemption from or successful completion of READ 0099 and ENGL 0099.

USG General Education Outcomes Pertinent to this Course:

**Communications: Oral and written communication will be characterized by clarity, critical analysis, logic, coherence, persuasion, precision, and rhetorical awareness.**

Competence within the context of collegiate general education is defined by the following outcomes:

- Ability to assimilate, analyze, and present in oral and written forms, a body of information;
- Ability to analyze arguments;
- Ability to adapt communication to circumstances and audience;
- Ability to consider and accommodate opposing points of view;
- Ability to interpret content of written materials on related topics from various disciplines;
- Ability to communicate in various modes and media, including the proper use of appropriate technology;
- Ability to produce communication that is stylistically appropriate and mature;
- Ability to communicate in standard English for academic and professional contexts;
- Ability to interpret inferences and develop subtleties of symbolic and indirect discourse;
- Ability to sustain a consistent purpose and point of view;
- Ability to compose effective written materials for various academic and professional contexts.

ABAC Course Learning Outcomes:

**Composition I Course Outcomes/Objectives:**

Students who successfully complete the course will be able to

1. use a recursive process for writing involving planning, drafting, and revising;
2. produce – with a sense of appropriate audience, purpose, style, and voice – writing that is cogent, articulate, and organized;
3. produce writing with an effective command of Standard English grammar and mechanics by producing writing with minimal errors;
4. use feedback from the instructor, collaboration from peers, and/or self-assessment in revision;
5. provide peers with analysis and feedback for revision and editing;
6. select and use appropriate combinations of rhetorical strategies (i.e., explanation, evaluation, analysis, interpretation, persuasion, etc.) to achieve the writer's purpose;
7. adjust their writing processes to a variety of writing situations, including timed situations;
8. demonstrate in at least one paper integration and proper MLA documentation of sources;
9. use computers and other appropriate technology for research, writing, and effective communication of ideas.

## INSTITUTIONAL ABSENCE

A student who serves as an official representative of the college is defined as one who:

1. is authorized to use the college name in public relationships outside the institution;
2. regularly interacts with non-college individuals and groups over an extended period of time (at least one semester);
3. represents the college as a part of a group and not as an individual;
4. represents the college under the direct supervision of a college faculty or staff member; and
5. is authorized in writing, in advance, by the President of the college.

Such a student is in no way released from the obligations and responsibilities of all students, but will not be penalized with unexcused absences when absences result from regularly scheduled activities in which he/she represents the college.

Further, it is the responsibility of each student to contact instructors prior to the absence and to make arrangements to make up any work that will be missed, in a manner acceptable to the instructor. Advisors of activities will schedule off-campus activities in a manner that does not unduly disrupt the learning process for a student.

## College Policy on Academic Dishonesty:

### A. Academic Dishonesty

Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related to themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.

### B. Disciplinary Procedures

1. When a faculty member suspects that a student has engaged in academic dishonesty, the faculty member will contact the Office of the Vice President for Academic Affairs. The Vice President for Academic Affairs will notify the student in writing of the report and will appoint a neutral person from among the faculty or staff to meet with the faculty member who reported the matter and the student(s) believed to have engaged in academic dishonesty. The purpose of the meeting, to be scheduled by the Office of the Vice President for Academic Affairs, will be to provide a facilitated discussion about what may have occurred. The faculty member who reported the matter, the student(s) believed to have engaged in academic dishonesty, and the facilitator are the only participants in the meeting. Audio nor video recordings of these proceedings will be permitted. Following the discussion, the facilitator will submit a form summarizing results of the proceedings to the Office of the Vice President for Academic Affairs.
2. The faculty member and student(s) may reach an agreement about the matter and, if dishonesty is involved, may determine the appropriate consequences. If no resolution is agreed upon, the matter will be forwarded to the Dean of Student Life and Housing, who will convene the Student Judiciary Committee to determine the outcome of the allegation.

3. Guidelines for disciplinary procedures as outlined in Section V of the Student Code of Conduct will be applicable in cases involving alleged academic dishonesty. A written copy of the recommendations by the Student Judiciary Committee shall be sent not only to the student but also to the faculty member who made the allegations of academic dishonesty against the student, to the Vice President for Academic Affairs, and to the President.
4. Prior to any finding of responsibility on the part of the student, the faculty member shall permit the student to complete all required academic work and shall evaluate and grade all work except the assignment(s) involved in the accusation of dishonesty. The faculty member may, however, take any action reasonably necessary to collect and preserve evidence of the alleged violation and to maintain or restore the integrity of exam or laboratory conditions.
5. A student may not withdraw from a course to avoid penalty of plagiarism or other forms of academic dishonesty.

### C. Appeals Process

Students have the right to appeal a Student Judiciary Committee hearing recommendation in accordance with the following procedures:

1. Requests for appeals must be submitted in writing to the Office of the Vice President for Student Affairs within five business days of the date of the letter notifying the student of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.
2. Written requests for appeals must be specific and detailed as to the nature and substance of the student's complaint and must clearly indicate what action is requested. The written request should specify the grounds for appeal. Judicial recommendations may be appealed on the following grounds:
  - A violation of due process
  - Prejudicial treatment by the original hearing body
  - New evidence has become available which was not available at the time of the hearing.
3. Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by the defendant, and any written briefs submitted by other participants. Cases will not be reheard on appeal.
4. If the student is dissatisfied with the decision of the Vice President for Student Affairs, the student may request in writing that the President consider the appeal, but such request must be made within five business days of the Vice President's decision or the Vice President's decision will be considered final and conclusive.
5. Within five business days of receiving the appeal, the President will either rule on the appeal or refer the appeal to a special Presidential Panel. The Presidential Panel will review all facts and circumstances connected with the case and within five business days make a report of its findings to the President. After consideration of the Panel's report, the President will within five business days make a decision which shall be final so far as the College is concerned.
6. Should the student be dissatisfied with the President's decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the President. Additional information regarding procedures for appealing to the Board is available in the Office of the Vice President for Student Affairs. The decision of the Board shall be final and binding for all purposes.

### Midterm Advisory Grades

Midterm Advisory Grades will be reported on Banner Web to any student who has a “C,” “D,” or “F” in any class. The number of class absences will be posted for all students. Advisory grades are not entered on the student’s permanent record. Students should note that these grades are advisory and will not necessarily reflect the final grade earned in a course. These grades are intended to provide students with information in order to improve their performance in the second half of the semester. Students are responsible for checking Banner Web when grades and absences have been reported. Students who receive grades should meet with their instructors to develop plans for success in the second half of the semester. Students should also take advantage of study groups and plan for ongoing conferences with instructors in order to monitor their progress. ABAC provides free tutorial assistance for most courses through the Academic Assistance Center (AAC); in addition to other academic support activities, students should work with their instructors to establish tutoring in the AAC.

If there is a student in this class who has specific needs because of learning disabilities or any other disability, please feel free to contact the instructor.

This is a partial syllabus. More detailed information relating to the class and Instructor will be made available to each student.

### Important ABAC Dates to Remember:

First Day of Classes	Mon., August 16
End of Drop/add period	Wed., August 18, 4:30 PM
Labor Day Holiday	Mon., September 6
Mid-term deadline for withdrawal w/o academic penalty	Wed., October 6, 4:30
Fall Break	Mon. & Tue. October 18-19
Thanksgiving Holiday	Wed.-Fri., November 24-26
Last Day of Classes	Fri., December 3
Exams	Mon.-Thu., December 6-9
Grades Due	Fri., December 10, Noon

**Absences: Each student is allowed to be absent the equivalent of one week of class instruction (3 for a MWF class). After that number, one point will be deducted from the student’s final grade for each additional absence. Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Students must accept this responsibility.**

### Tardiness:

I take roll every day. You are late if you come in after I call the roll. **Three tardies count as one absence.** Tardiness disrupts class. But if you do have a valid reason, talk to me after class.

**Assignments:**

Students will write three out-of-class essays in a semester. The student is required to turn in all pre-writing and the required number of rough drafts **at the beginning of the class period the day the paper is due.** **Papers turned in after the class begins will be considered late.** The instructor will not accept out-of-class papers without pre-writing and rough drafts.

**All work should be written during this semester and not a previously graded assignment.**

**Turnitin: Students will be required to submit all out-of-class essays to Turnitin, a plagiarism detection program.**

Students will, in addition, write timed, in-class papers. Since these dates will be announced beforehand, **students MAY NOT miss these in-class writings.** Students will not be allowed to make-up these assignments.

Since reading is an important part of learning to write, there will be daily reading assignments for which a response will be required.

**Grades:****Course Requirements and Grading**

Paper #1 (Narration)		15%
Paper #2 (Profile)		25%
Paper #3 (Documented argument )		25%
In-Class Essays		15%
Class work, Homework & Participation		10%
Final – Reflective Essay		10%

**Pocket Folders:** Students will turn in their out-of-class essays with all drafts and peer review sheets in this pocket folder. They will use this folder instead of trying to staple everything to the final draft of the essay.

**Be aware from the beginning that a student must have a passing average on the in class essays and pass the final exam essay in order to receive a passing grade for the semester. A passing grade on the out of class essays alone will not be sufficient to pass this course.**

**Reading quizzes may be expected on assigned reading at any time.** These quizzes are not designed to be punitive, but to provide an incentive to come to class prepared for the day's work. Performance on these quizzes will figure in the final grade.

\*Course requirements and materials may be subject to change by instructor.

## **Important Info:**

1. **Please remove your hats in class as a sign of respect to your classmates and to me.**
2. **Turn off your cell phone before entering class.**
3. **DO NOT MISS IN-CLASS WRITINGS.** There are no make-ups. If you miss one you will get a zero.
4. You may turn in one out-of-class paper late. This applies even if you are absent. **This may be only one class period late. You will receive a zero with no chance to makeup the paper if you turn more than one paper in late or if you fail to turn in a paper.** Use this privilege wisely.
5. **DO NOT SLIDE PAPERS UNDER MY DOOR** unless you have cleared it with me beforehand, and **under no circumstance should your work be emailed to me.** It must be handed in as hard copy.
6. **You will receive a lower grade on your out-of-class papers if you miss the in-class work we do on these papers.** Coming to class without the required number of drafts printed for group work will be considered an absence. In-class peer reviews and revisions are an important part of learning how to write, and if you miss them, you will receive **10 points off of your final grade** for each peer review missed.
7. **Conferences will be required. If you miss a conference, it will be counted as two unexcused absences.**
8. **All in class writing will be word processed.**

**A Final Word: I am here to help you succeed in this course** and will be available before or after class or by email to arrange a time to meet with you. I also would encourage you to take advantage of the Writing Center. It is open daily and is staffed by faculty as well as students who are trained to help you. This service is free to ABAC students.