ENG 111 - Composition I Syllabus

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Office Hours: By Appointment

Course Overview
This course teaches students to write effective academic essays for various audiences. Students will develop skills in critical reading, logical thinking, and written composition (from narrative to expository essays and documented essays). Reading materials serve as a basis for essays and Blackboard discussions. Most of the reading will be assigned from the text, *The Concise Guide to Writing*. Methods of organization and development are emphasized. During the first week of class, students must demonstrate their writing proficiency

This is a first-semester college-level writing course that will focus on developing skills in written composition, research-writing techniques, and critical thinking. Students will also do a significant amount of grammar, punctuation, and usage review.

Course Goals
Upon successful completion of this course, you will be able to:

- Identify reasons that people write and value writing
- Use appropriate forms and strategies to address varied audiences and occasions.
- Demonstrate an ability to question, explain, interpret, and evaluate the writing of others, as well as their own.
- Demonstrate knowledge of prewriting techniques.
- Formulate, develop, and support effective thesis statements.
- Use a variety of organizational strategies.
- Use appropriate conventions of style in establishing levels of formality and tone.
- Write 4 - 7 polished final essays throughout the term, at least 40-45 pages, including rough and polished essays.
- Use a variety of resources available for credible research and documentation.
- Assess source material for validity.
- Document sources using MLA style or another appropriate research documentation style.

Textbook
- Axelrod & Cooper. *The Concise Guide to Writing*. 8th ed. Bedford/St. Martin's, 2016 update
- Lunsford, Andrea. *Easy Writer.* 6th ed. Bedford/St. Martin's, with 2016 update
- Writing Center Workbook for English 111 Current Edition. Hayden McNeil

Time Commitment
To meet the due dates on the schedule, expect to spend 12 to 15 hours per week for a 4 credit course.

Expectations and Availability of Instructor

I will usually respond to messages within 24-48 hours. You should make a habit of checking messages on a regular basis as well.

Communication

General Communication Guidelines

- Please be courteous and professional in your communications.
- Please use complete sentences and avoid using abbreviations.

Individual and Group Communication

- In cases where multiple students have the same question or issue I may post an announcement rather than responding individually.

Email& Announcement Communication

- Please send emails from your WCC account to be in compliance with [federal privacy regulations.](#)
- Provide a clear subject line that includes the course name, section number, and the assignment or lab name.
- Always include your first and last name in the email message.
- Please check the announcements regularly! The announcements page and email will be my primary methods of contacting you about assignments and course issues, so make sure you check them frequently.

Strategies for Success

- Print out the course schedule or due dates calendar and follow it.
- Check for new announcements within your Blackboard course a few times per week.
- Begin assignments before the due date so you can ask questions and have time to troubleshoot any technical issues.
- Stay in touch by email if you have any questions, concerns, or conflicts that may interfere with your academic success.

Grading

- Grades are posted in Blackboard under 'My Grades'.
- Grading is typically completed within a week of the assignment submission.

Determining Your Grade

Reading Assignments

Students will read approximately one chapter (approximately 30-50 pages) of the *The Concise Guide to Writing* every 2 weeks along with selected sections of the *A Pocket Style Manual* that will accompany grammar and punctuation activities. Postings or links to other sites for additional reading may be assigned as well.

Writing Assignments

Students can expect to do a great deal of writing this semester. During the semester, students will complete three formal essays (3-5 pages each), a "mini" research paper (6-7 pages), discussion board postings, and additional short writing activities as well.

All essays submitted must be word-processed, using the standard MLA formatting in Microsoft Word. Unfortunately, the Blackboard system and the school's computer system does not allow me to access Microsoft Works documents or Pages or to make important comments on PDF files. The standard MLA format includes 1 inch margins (top, bottom, left, and right), 12 point font, (Times or other standard font), in regular type (not bold). For specific formatting information, please refer to pages 301-310 of the *Easy.* Essay topics will be based on the readings and assignment structure from the text, and discussion board topics will be assigned by the instructor.

NOTE: Absolutely no late work will be accepted!

Revision Policy

Once a final draft has been evaluated and returned, you may choose to revise the essay within one week of its return. The final grade will be an average of the original grade and the revised grade. After that, no further revisions will be allowed.

Writing Center

The Writing Center Manual assignments are a required component of this Composition I class. It's the fourth credit hour required for Composition I, the ENG 000 course. The assignments for the Writing Center will comprise 25% of the final grade for this class. Assignments 1-10 must be completed by the assigned deadline dates. These assignments are evaluated and assigned specific point values. No late Writing Center assignments will be accepted.

Discussion Boards

All students are expected to participate in the online activities and assignments, including but not limited to discussion boards, formal essays, a research paper, and informal writings as assignment by the instructor.

The Discussion Board is a **required** component of your English 111 course. Your participation in the Discussion Board is parallel to a student's attendance in a traditional on-campus class. In the on-campus class, you attend class to participate. In the online class, you attend the Discussion Board to participate. Your final grade is linked to the discussion board as follows:

- 1 missing discussion board = no damage
- 2 missing discussion boards = final grade lowered by 1 increment (for example, from A- to B+, or from B to B-)
- 3 missing discussion boards = final grade lowered by 2 increments (for example, from A- to B, or from B to C+)
- 4 missing discussion boards = final grade lowered by 3 increments (for example, from A- to B-, or from B to C)
- 5 or more missing discussion boards = final grade of F for the course

The final course grade will be determined by the quality of discussion board responses, assignments, and exams.

Graded Items	Points
Writing Center Assignments	250
Four 3 - 5 Page Essays (100 points each)	400

Research Paper	250
Grammar Exercises	100
Total =	1,000

Grading Scale									
A	1000 - 940	B	869 - 830	C	769 – 730	D	669 - 630
A-	939 - 900	B-	829 - 800	C-	729 - 700	D-	629 - 600
B+	899 - 870	C+	799 - 770	D+	699 - 670	F	599 - 0

Accommodations for Special Needs (Learning Support Services)
If you have a documented disability and wish to discuss disability accommodations and other learning needs, please contact me as soon as possible or contact Learning Support Services, LA 104, (734) 973-3342.

Academic Integrity
Plagiarism and other forms of academic dishonesty will result in discipline according to the WCC Student Rights & Responsibility guidelines.

Minimum Computer Literacy Skills and Technology Requirements
- You should have a general knowledge of computers, file management skills, word processing skills, and Internet skills.
- Access to Blackboard and the internet is essential for the entire course duration.
- Course content will be delivered in multiple formats, including but not limited to webpages, word and pdf documents, video, and audio formats. You may need to install the recommended plugin-ins for each type of media.

Technical Support
- Browse the Resources & Help for Blackboard FAQ's, How To Videos, and other resources.
- Email help-desk@wccnet.edu or call the Blackboard help desk at 734-973-3456 or by chat at https://webchat.wccnet.edu:8443/WebChatApp/