

COURSE SYLLABUS

ENG110: College Composition

Course Description

Instruction in the theory and guidelines of composition for college writing with an emphasis on the following: grammar review, rhetorical strategies, essay writing, collaborative writing, and academic writing. This course must be taken within the first term of Distance Education or before any other Distance Education class.

General Course Information

Number of Units/Weeks	4/10
#Hours Lecture/#Hours Laboratory/#Hours Homework	40/0/80
Prerequisite(s)	None
Co-requisites (s)	None
Course Developer(s)	Ken Steitz, M.A
Date Approved / Last Review	December 2001 / October 2014

Learning Outcomes

- Identify the parts of speech, aspects of grammar, and role of mechanics.
- Recognize the various kinds of essays and the purpose of each.
- Create essays using the writing process.
- Produce an argumentative research paper.

Instructional Methods Employed in this Course

- Lecture and reading assignments
- Hands-on exercises
- Research
- Student presentations
- Practical application of theory and skills in writing assignments
- Build on prior knowledge and experience of students to enhance richness of class activities.

Information Resources for this Course



Textbook

Langan, J. (2011). College writing skills with readings (8th ed.). New York: McGraw-Hill.



Other Materials

Quible, Z. K., & Griffin, F. (2007). Are Writing Deficiencies Creating a Lost Generation of Business Writers?. Journal Of Education For Business, 83(1), 32-36.

Rusell, K. (2012). Write Now. New York, NY: MrGraw Hill Companies.

Tindal, D. (2011). Business writing Presenting ideas with force and clarity. CMA Magazine (1926-4550), 85(1), 18-38.



Web Site Readings

Austin Peay State University Academic Support Center

<http://www.apsu.edu/sites/apsu.edu/files/academic-support-center/> Retrieved 10/19/2012

Purdue Online Writing Lab

<http://owl.english.purdue.edu/owl/> Retrieved 10/19/2012

Table/Topics & Assignments

Lecture -

Considered Lecture Hours

Classroom Discussion -

Considered Lecture Hours

In Class Critique -

Considered Lecture Hours

Delivering Oral Presentations -

Considered Lecture Hours

In Class (IC) Exercise -

Considered Lecture Hours

Reading -

Considered Homework, work done outside of class

WebClass lesson (non-online courses) -

Considered Homework, work done outside of class

Lab Work -

Considered Lab Hours

Quiz, Midterm or Final -Considered Lecture Hours

Week 1						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 1A	Introduction to Course Materials	1	--	--	--	
IC Ex. 1A	Free Write	1	--	--	--	
LEC 1B	Structure of a Paragraph	2	--	--	--	
HW 1A	Construct a Developed Paragraph	--	--	10	50	Week 2
HW 1B	Writing Prompts	--	--	1	--	
HW 1C	Find and Analyze Essays	--	--	2	--	
HW 1D	Read Chapters 1, 2, 7 & 10	--	--	6	--	
Total Week 1		4	0	9.5	50	
Week 2						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 2A	Elements of an Essay	1.5	--	--	--	
IC EX 2A	Activity based on Readings	1	--	--	30	
LEC 2B	Grammar Review	1.5	--	--	--	
HW 2A	Read Chapters 3, 4, 23, 24, 25, & 27	--	--	10	--	
HW 2B	Exemplification Workbook	--	--	1	--	
Total Week 2		4	0	11	30	
Week 3						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 3A	Exemplification Essays	0.5	--	--	--	
IC EX 3A	Activity based on Readings	1	--	--	30	
IC EX 3B	Write Exemplification Essay	2	--	--	60	
IC EX 3C	Peer Review of Essay	0.5	--	--	--	

HW 3A	Read Chapters 5, 6, 35-40.	--	--	9	--	
HW 3B	Read Write Now Handout	--	--	1	--	
Total Week 3		4	0	10	90	
Week 4						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 4A	Persuasive Essays	0.5	--	--	--	
IC EX 4A	Activity based on Readings	1	--	--	30	
IC EX 4B	Write Persuasive Essay	2	--	--	60	
IC EX 4C	Peer Review Essay	0.5	--	--	--	
HW 4A	Read Chapter 13	--	--	2.5	--	
HW 4B	Complete Compare and Contrast Workbook	--	--	2	--	
HW 4C	Find and Analyze Essays	--	--	2	--	
Total Week 4		4	0	6.5	90	
Week 5						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 5A	Compare and Contrast Essays	0.5	--	--	--	
IC EX 5A	Activity based on Readings	1	--	--	30	
IC EX 5B	Write Compare and Contrast Essay	2	--	--	60	
IC EX 5C	Peer Review of Essay	0.5	--	--	--	
HW 5A	Read Chapters 16 & 43	--	--	2.5	--	
HW 5B	Read pp. 717-733 and Answer Questions	--	--	3	--	
HW 5C	Complete Argumentative Topic Worksheet	--	--	1	--	
HW 5D	Find and Analyze Essays	--	--	2	--	
Total Week 5		4	0	8.5	90	
Week 6						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 6A	Conducting Research	1	--	--	--	

IC EX 6A	Activity based on Readings	1	--	--	30	
LEC 6B	Library Workshop: Researching and Evaluating	0.5	--	--	--	
IC EX 6B	Researching and Evaluating	1.5	--	--	--	
HW 6A	SourcesBibliography	--	--	2	40	
HW 6B	Read Chapter 22	--	--	2	--	
HW 6C	Read Write Now Handout	--	--	3	--	
HW 6D	Rough Draft of Argumentative Paper	--	--	2	50	Week 8
Total Week 6		4	0	9	120	
Week 7						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 7A	Argumentative Essays	1	--	--	--	
IC EX 7A	Activity based on Readings	1	--	--	30	
IC EX 7B	Grammar Test	1	--	--	50	
IC EX 7C	Argumentative Topic Workshop	1	--	--	--	
HW 7A	Create Bibliography	--	--	1	--	
HW 7B	Read "Purdue on Paraphrasing"	--	--	1	--	
HW 7C	Read "Plagiarism Handbook"	--	--	3	--	
HW 7D	Find and Analyze Essays	--	--	2	--	
Total Week 7		4	0	7	80	
Week 8						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 8A	Reviewing and Revising	1	--	--	--	
IC EX 8A	Activity based on Readings	1	--	--	30	
LEC 8B	Plagiarism	1	--	--	--	
IC EX 8B	Peer Review	1	--	--	50	
HW 8A	Final Draft of Argumentative Essay	--	--	3	150	Week 9

HW 8B	Read Write Now Editing Guide	--	--	3	--	
HW 8C	Read Chapters 18, 42 & 43	--	--	3	--	
HW 8D	Read "Business Writing"	--	--	0.5	--	
HW 8E	Read "Writing Deficiencies"	--	--	0.5	--	
Total Week 8		4	0	10	230	
Week 9						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 9A	Introduction to Academic and Business Writing	1	--	--	--	
LEC 9B	Oral Presentations	1	--	--	--	
IC EX 9A	Oral Presentations on Argumentative Essay	1	--	--	--	
IC EX 9B	Activity based on Readings	1	--	--	30	
HW 9A	Read Chapters 8 & 9	--	--	4.5	--	
HW 9B	Read pp. 651-655, 666-671, 675-678, 684-690, 694-697	--	--	2	--	
HW 9C	Description and Narration Workbook	--	--	2	--	
Total Week 9		4	0	8.5	30	
Week 10						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 10A	Description and Narration	1	--	--	--	
IC EX 10A	Activity based on Readings	1	--	--	30	
HW 10A	Write Description and Narration Essays	1	--	--	60	
HW 10B	Peer Review Description and Narration Essays	1	--	--	--	
	Cumulative Participation	--	--	--	100	
Total Week 10		4	0	0	190	

Course Hours Summary

Week	Topic	LEC Hours	LAB Hours	HW Hours
1	Introduction to Course Materials/Paragraph Structure	4	0	9.5
2	Structure of an Essay / Grammar Review	4	0	11
3	Exemplification Essays	4	0	10
4	Persuasive Essays	4	0	6.5
5	Compare and Contrast Essays	4	0	8.5
6	Researching and Evaluating Sources	4	0	9
7	Argumentative Essays	4	0	7
8	Reviewing, Revising, and Plagiarism	4	0	10
9	Introduction to Other Genres of Writing	4	0	8.5
10	Description and Narration Essays	4	0	0
Total		40	0	80

Table/Point Breakdown

		Possible	Percent of
2	Reading Activities	30	2%
2	Construct a Paragraph	50	1%
3	Exemplification Essay	60	3%
3	Reading Activities	30	2%
4	Persuasive Essay	60	3%
4	Reading Activities	30	2%
5	Compare and Contrast Essay	60	3%
5	Reading Activities	30	2%
6	Annotated Bibliography Essay	40	4%
6	Reading Activities	30	2%
7	Grammar Test	50	5%
7	Reading Activities	30	2%
8	Rough Draft of Final Argumentative Essay	50	15%
8	Peer Review of Rough Draft	50	5%
8	Reading Activities	30	2%
9	Final Draft of Argumentative Essay	150	30%

9	Reading Activities	30	2%
10	Description and Narration Essay	60	3%
10	Reading Activities	30	2%
	Participation	100	10%
Total		1000	100%

Your Grades for this Course

Your final grade for this course will be based on an assessment by the Instructor of your performance on a number of course activities, which may include objective tests, classroom exercises, laboratory demonstrations, project papers, or other types of activities. The chart below indicates in what activities you will engage, how many possible points can be earned for each activity, and the percentage of your final grade that will be accounted for by each activity.

Students in this course should be graded following Coleman University assessment practices and policies. A point system is used in the University to indicate student performance on various required activities or projects. For this course, it is recommended that points be distributed as follows:

Coleman University Grade Assignment Policy:

Percent	Letter Grade	Grade Points
94-100	A	4
90-93	A-	3.67
87-89	B+	3.33
84-86	B	3
80-83	B-	2.67
77-79	C+	2.33
74-76	C	2
70-73	C-	1.67
67-69	D+	1.33
64-66	D	1
60-63	D-	0.67
N/A	INC	0
N/A	W	0
60 or above	CR	0
59 or below	NC	0
N/A	I	0
N/A	W	0
N/A	AU	0
N/A	TR	0

N/A	WV	0
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Legend	
CR = Credit	NC = No Credit
I = Incomplete	W = Course Withdrawal
AU = Audit	TR = Transfer Credit
WV = Waiver	

Academic Accommodation / Adjustment Policy:

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Coleman University offers accommodations to students with documented physical, psychological, and/or cognitive disabilities. Coleman University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to offer equal educational opportunities to qualified disabled individuals.

To qualify for an academic accommodation under ADA, the student must provide adequate documentation of a disability. Students seeking academic accommodations should contact the campus ADA Coordinator at 858-966-3953 or via email at ada@coleman.edu. The ADA Coordinator will review the documentation provided and verify ADA coverage. Students covered under ADA must meet with the ADA Coordinator at the beginning of every term to determine the appropriate academic accommodations. Failing to meet with the ADA Coordinator at the beginning of every term may impact the availability of accommodations.

After the academic accommodations have been determined, the students' instructors will be notified by the ADA Coordinator. If any problems or concerns regarding the provision of accommodations occur, the student must inform the ADA Coordinator. If the student feels accommodation is not being made appropriately, the student may follow the published Student Grievance Procedures.