

## **Columbus State Community College English Department**

**Course and Number:** ENGL 1100 – Composition I Monday/Wednesday 8:00-9:50

**CREDITS:** 3

**CLASS HOURS PER WEEK:** 3

**INSTRUCTOR:** Robert O'Donnell

**OFFICE PHONE:** 614-287-2531

**EMAIL:** rodonnel@csc.edu

**DEPARTMENT PHONE:** 614/287-2531 or 614/287-2201

**DEPARTMENT FAX:** 614/287-5375

**DEPARTMENT MAILBOXES:** NH (Nestor Hall) 420

**PREREQUISITES:** ENGL 0190 with a C or higher; OR Compass Writing Score of 69-99; OR DEV 0155 with B or higher.

### **DESCRIPTION OF COURSE**

English 1100 is a beginning composition course that develops processes for critically reading, writing, and responding to a variety of texts in order to compose clear, concise expository essays. The course facilitates an awareness of the interplay among purpose, audience, content, structure, and style, while also introducing research and documentation methods. Course reading and writing assignments may be thematically organized.

### **LEARNING OUTCOMES**

By the end of the course, students should be able to

1. Communicate effectively
  - Compose organized, clear, developed, and audience-based prose
2. Demonstrate rhetorical knowledge
  - Identify the elements that inform rhetorical situations
  - Produce expository texts that: have a clear purpose; respond to the needs of intended audiences; assume an appropriate stance; adopt an appropriate voice, tone, style, and level of formality; and use appropriate conventions of format and structure
3. Engage in critical thinking, reading and writing
  - Use writing reading and writing for inquiry, learning, thinking, and communicating
  - Analyze relationships among writer, text, and audience in various kinds of texts
  - Use various critical thinking strategies to analyze texts
4. Develop effective composing processes
  - Practice the steps of the composing process: generating ideas and text, drafting, revising, and editing
  - Practice writing as a flexible, recursive process
  - Apply this process to produce successive drafts of increasing quality

5. Collaborate during the writing process in a social setting
  - Work with others to improve their own and others' texts
  - Balance the advantages of relying on others with taking responsibility for their own work
6. Use appropriate conventions for format, documentation, and editing
  - Demonstrate in writing appropriate conventions for structure, paragraphing, mechanics and format
  - Document the work of others when appropriate
  - Use a standard documentation format as needed
  - Demonstrate effective use of syntax, grammar, punctuation and spelling
7. Adapt composing processes to electronic environments
  - Use electronic media/technologies for composing and publishing texts
  - Use electronic environments to support writing tasks such as drafting, reviewing, revising, editing, and sharing texts

#### **GENERAL EDUCATION GOALS**

- Engage in critical thinking
- Communicate effectively
- Demonstrate an understanding of community and civic responsibility
- Demonstrate information literacy skills

#### **EQUIPMENT AND MATERIAL REQUIRED**

Access to a computer for the following: word-processing, internet and library researching, emailing, using Blackboard, saving work electronically, etc.

#### **TEXTBOOK, MANUALS, REFERENCES, AND OTHER READINGS**

Bullock, Richard, and Francine Weinberg. *The Norton Field Guide to Writing with Handbook*. 3<sup>rd</sup> ed. New York: W.W. Norton, 2013.

Peterson, Linda, et al. *The Norton Reader*. 13th ed. New York: W.W. Norton, 2012.

#### **GENERAL INSTRUCTIONAL METHODS**

Lecture, assigned readings, in-class discussion, in-class writing and reading exercises, peer revision and editing activities, writing workshops, individual and/or group conferences

#### **ASSESSMENT**

Columbus State Community College is committed to assessment (measurement) of student achievement of academic outcomes. This process addresses the issues of what you need to learn in your program of study and if you are learning what you need to learn. The assessment program at Columbus State has four specific and interrelated purposes: (1) to improve student academic achievements; (2) to improve teaching strategies; (3) to document successes and identify opportunities for program improvement; (4) to provide evidence for institutional effectiveness. In class you are assessed and graded on your achievement of the outcomes for this course. You may also be required to participate in broader assessment activities.

## STANDARDS AND METHODS FOR EVALUATION

UNITS OF INSTRUCTION/ COURSE REQUIREMENTS	STANDARDS AND METHODS FOR EVALUATION
<b>Writing Project 1 -- Narrative</b> (polished word count = 750 minimum)	<b>15%</b> --Rhetorical knowledge, development and critical thinking, organization, conventions of style and usage
<b>Writing Project 2 -- Reader Response to a Text</b> (polished word count = 1000 minimum)	<b>15%</b> -- Rhetorical knowledge, development and critical thinking, organization, conventions of style and usage, documentation of sources
<b>Writing Project 3 -- Textual Analysis with One Secondary Source</b> (polished word count = 1000 minimum)	<b>15%</b> -- Rhetorical knowledge, development and critical thinking, organization, conventions of style and usage, documentation of sources
<b>Writing Project 4 -- Answering a Question with the Help of Two Secondary Sources</b> (polished word count = 1250 minimum)	<b>20%</b> -- Rhetorical knowledge, development and critical thinking, organization, conventions of style and usage, documentation of sources
<b>Final essay exam OR midterm essay exam OR portfolio OR other writing project</b> (polished word count = 1000 minimum)  <b>NOTE:</b> <i>If an instructor chooses to assign a midterm or final essay exam, the essay will be written over the course of at least two class periods. Students will be given an opportunity to plan, draft, revise, and edit the essay during those class periods.</i>	<b>15%</b> --Ability to demonstrate skills acquired during the course
<b>Other work to be determined by instructor</b> (process work, peer feedback, homework, etc.)	<b>20%</b> -- Determined by instructor
<b>NOTE:</b> At least two major projects should require students to engage secondary sources using a formal citation method.	

### GRADING SCALE:

90-100=A    80-89=B    70-79=C    65-69=D    Below 65=E

### ATTENDANCE POLICY:

Because this course requires class participation, interpersonal interaction, and peer review, students should attend all classes for the full class time. **Faculty are under no obligation to provide make-up assignments for students who have missed class.** Understandably, sometimes

students miss class because of life's circumstances. Because faculty do not want to have to judge the validity of an excuse, there is no need to return to class with a doctor's excuse. If you are absent, your final grade may be affected since you may miss class directions and instructions, and **you cannot make up in-class work for which you are not present.**

### **FOCUS ATTENDANCE REPORTING**

This course is part of FOCUS--a student success tool (powered by Starfish®) at Columbus State. Throughout this term, you may receive emails from [FOCUS@cscc.edu](mailto:FOCUS@cscc.edu) regarding your grade or performance in the class. The emails and recommended actions are designed to help you be successful. In addition, your instructor may request a meeting with you or request that you visit other Columbus State services, including tutoring, the learning center, student services, or the retention specialist. You may also be contacted directly by one of these services, or an advisor, as a result of the notifications. While you do not need to login to the FOCUS system to receive the notifications, you may do so to change how you receive the messages, or to view contact information in your student profile. To log in to FOCUS, you should login to Blackboard and click on the FOCUS link (left hand-side under Tools). If you have any questions, please contact your instructor.

### **FINANCIAL AID ATTENDANCE REPORTING**

Columbus State is required by federal law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through the Department of Veteran's Affairs. It is the responsibility of the College to identify students who do not commence attendance or who stop attendance in any course for which they are registered and paid. Non-attendance is reported each semester by each instructor, and results in a student being administratively withdrawn from the class section. Please contact the Financial Aid Office for information regarding the impact of course withdrawals on financial aid eligibility.

For the purposes of financial aid reporting, a student meets the participation and attendance criteria if s/he has actively engaged in the class and demonstrated a meaningful attempt toward completion of the course. Examples of active engagement may include, but are not limited to: completing a graded course assignment (e.g., homework, quiz, essay, project, or lab); actively participating in studio or practicum sessions; making content-related contributions to an online discussion forum (including responses both to prompts and to student/instructor posts).

### **STUDENT CODE OF CONDUCT**

#### **Procedure No. 7-10(G), effective July 1, 2010**

As an enrolled student at Columbus State Community College, you have agreed to abide by the Student Code of Conduct as outlined in the Student Handbook. You should familiarize yourself with the Code. The Columbus State Community expects you to exhibit high standards of integrity, respect, and responsibility. Any confirmed incidence of misconduct, including plagiarism and other forms of cheating, will be treated seriously and in accordance with College Policy and Procedure 7-1-0. Academic misconduct (cheating) is described as:

- a) Using open textbooks, notes, electronic devices, or other assistance during an examination, except those that have been authorized by the instructor.
- b) Copying from another person's work during an examination.
- c) Collaborating with another person on an assignment in a manner not authorized by the instructor.
- d) Obtaining, distributing, or using the contents of an unadministered test.
- e) Substituting for another student or permitting any person to substitute for oneself in an examination.
- f) Submitting an assignment purporting to be the student's original work which has been wholly or partly created by another person.

- g) Presenting as one's own ideas, organization, or wording of another person without acknowledgement of sources.
- h) Knowingly permitting one's own work to be submitted by another student as if it were the student's own.
- i) Course materials, content, and discussions may involve controversial issues. Please treat these subjects with the sensitivity they deserve. Please turn off or silence communication devices. Bringing visitors, taking photographs, or using recording devices is not permitted in the classroom without advance permission from the instructor. Please do not bring children or leave them unsupervised in the building. Occasionally, the instructor may need to invite other faculty or participants to class. According to college rules, there should be no eating, drinking, tobacco, or e-cigarette/personal vaporizer use in the classroom.

### **PLAGIARISM (ENGLISH DEPARTMENT POLICY)**

Plagiarism, such as borrowing passages or whole documents from the Internet or other sources, and presenting another author's actual words, ideas, organization, or conclusions as one's own, will not be tolerated. Students who borrow another writer's material must document their sources accordingly. Students who present as their own the material written by others will be reported to the Dean of Student Life and penalized. A confidential record of the incident will be kept on file pursuant to the Federal Education Rights and Privacy Act (FERPA). Because the penalty is severe, ranging from zero for the assignment to failing for the course to academic dismissal, all students should avoid the slightest hint that they have used borrowed material without giving credit.

### **GENERAL CLASSROOM CONDUCT**

Course materials, content, and discussions may involve controversial issues. Please treat these subjects with the sensitivity they deserve. Please turn off or silence communication devices. Bringing visitors, taking photographs, or using recording devices is not permitted in the classroom without advance permission from the instructor. Please do not bring children or leave them unsupervised in the building. Occasionally, the instructor may need to invite other faculty or participants to class. According to college rules, there should be no eating, drinking, tobacco, or e-cigarette/personal vaporizer use in the classroom.

### **ADA POLICY**

It is Columbus State policy to provide reasonable accommodations to students with disabilities as stated in the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. If you would like to request such accommodations for access, please contact Disability Services: 101 Eibling Hall, (614) 287-2570. Email or give your instructor a copy of your accommodations letter from Disability Services as soon as possible. Accommodations do not start until your instructor receives the letter, and accommodations are not retroactive. Delaware Campus students may contact an advisor in the Student Services Center on the first floor of Moeller Hall, (740) 203-8000.

### **AUDIO AND VIDEO RECORDING**

Audio-and video-recording, transmission, or distribution of class content (e.g., lectures, discussions, demonstrations, etc.) is strictly prohibited unless the course instructor has provided written permission via the syllabus or a signed form. Authorization to record extends solely to students in that particular course. Transmitting, sharing, or distributing course content onto public, commercial, or social media sites is strictly prohibited.

### **TITLE IX**

Columbus State Community College is committed to creating a learning and working environment that is free of bias, discrimination, and harassment by providing open communication and mutual respect. If you have encountered sexual harassment, sexual

misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation, gender identity and expression, genetic information (GINA), military status or disability, please contact one of the following people:

<b>Renee Fambro</b>	<b>Danette Vance</b>	<b>Joan Cook</b>	<b>Darla Van Horn</b>
Director of Equity & Compliance	Title IX Deputy Coordinator	Title IX Deputy Coordinator	Title IX Deputy Coordinator
Human Resources	Human Resources	Human Resources	Human Resources
Rhodes Hall	Rhodes Hall	Rhodes Hall	Rhodes Hall

**For additional information about your options at Columbus State Community College or to file a complaint online, please visit our webpage at: <http://www.cscs.edu/services/title-ix/>**

### **WEATHER CONDITIONS**

Columbus State rarely closes for severe weather; however, if the college does close, major stations will carry such information. Assignments due on the day that the college is closed will be due the next scheduled class period. Students who live in areas which fall under a Level 3 Emergency (all roadways closed to non-emergency personnel) should not attempt to drive to the college even if classes are in session. Students who miss class because of a Level 3 Emergency in their area are still responsible for assignments as indicated on the syllabus. It is your responsibility to contact your instructor to determine how to make up the missed assignment.

### **BEGINNING COMPOSITION PROFICIENCY**

Students MUST leave ENGL 1100 having achieved the learning outcomes listed above. To demonstrate proficiency in ENGL 1100 and to pass the course, students must earn a "C" or better. Students who receive a "D" as a final grade may not enroll in any subsequent English courses for which 1100 is a prerequisite (e.g., ENGL 2367).

### **COLUMBUS STATE'S WRITING SEQUENCE**

Because the English Department has designed ENGL 0190, 1100, and 2367 as a sequence with each successive course dependent on the previous course, students are encouraged to register for English 2367 the semester after they take English 1100 so that the basis they have formed is not forgotten.

### **LATE ASSIGNMENT POLICY**

#### **NO LATE WORK WILL BE ACCEPTED!**

I can't get your work back to you in a timely manner and stay organized if people are turning things in at random. **If your assignments, including major essays, are not turned in on the due date, at the beginning of the class time, in person, to me, THEY WILL NOT BE ACCEPTED, PERIOD. If you choose to remain in this class, you must accept these terms.** Please just accept this as a "real world" rule. Do not plead, get angry, or come to me with excuses.

### **WITHDRAWAL FROM COURSE**

If you decide to drop this course, you must do so officially. Please refer to the official college calendar for information about the last day to withdraw. Failure to withdraw *officially* from a course will result in a failing grade recorded on your transcript. Schedule Adjustment Forms are available from the Counseling/Advising Center or the Registration Office.

### **COURSEWORK EXPECTATIONS**

Columbus State's policy states that students at schools receiving funds from the State of Ohio should be expected to do 30 hours of work for each credit earned. That means students should expect to spend about 2 hours on work outside of class for each hour spent in class (Policy Number 5-05). Students need to be aware of their out-of-class responsibilities, and they need to be aware that the inability to fulfill the requirements for a course may result in failure.

### **ENGLISH DEPARTMENT SERVICES**

The English department offers multiple free tutoring services that may be beneficial to you. The **Columbus Campus Writing Center** is located in 102 Columbus Hall; visit **[tutoring.csc.edu](http://tutoring.csc.edu)** to make an appointment. Services are also available at Delaware Campus and at some regional learning centers. The **Online Writing Center (OWC)** can be accessed by logging onto Blackboard using your username and password and looking under "My Organizations." You can find hours and other information about Writing Center services by visiting the English Department website (**<http://www.csc.edu/academics/departments/english/>**) and following the links for the Writing Centers.

### **COMMUNICATION CENTER**

The Communication Center is a campus-wide hub for presentation and performance development. Located in 052 Union Hall, the Communication Center offers you **free tutoring** to help you write and deliver a presentation for any class in any department. The tutors are instructors who teach courses here at Columbus State. To make an appointment, go to <http://tutorfile.com/speechlab> where you will find the complete instructions for making an appointment. You will be asked to register and confirm your registration in your Columbus State student e-mail account before making the appointment. Our autumn semester hours and opening date are posted on the web site. Please bring your assignment directions with you as well as any work you have completed so far. We welcome individual presenters and small group presenters as well. Our expert tutors will help you present your ideas with confidence and success.

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