

## English 111: College Composition I

### Course Syllabus

<b>Instructor</b>	TymeAn Osborne
<b>Session</b>	Fall 2020
<b>Location</b>	John Champe High School
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#### **Course Description:**

Welcome to ENG 111 -- College Composition I! Here are some of the skills and knowledge you will develop in this course:

- develop the fundamental practices of academic reading, writing, and research necessary for success at the undergraduate level.
- practice all phases of the writing process -- including pre-writing, drafting, revising (and revising again), editing, and reflecting -- as you complete writing assignments on a variety of topics.
- develop independent and group-based practice in reading, interpreting, and annotating texts; conducting research; and working with the techniques of citations, documentation, quotation, and paraphrase.
- read interesting texts, written by a diverse range of authors, that address relevant, contemporary subjects.
- practice reading and writing with audience and purpose in mind.
- practice constructing organized texts that evidence correct use of grammar and mechanical skills.

All of these skills are considered essential in numerous academic disciplines, so you can be sure that your experience in this course will be relevant to your educational plans, regardless of your major. I encourage you to participate to the fullest extent possible.

#### **General Course Purpose:**

ENG 111 will prepare students for all other expected college writing and for writing in the workplace through understanding the writing process and creation of effective texts.

#### **Course Prerequisites/Co-Requisites:**

Students must achieve satisfactory scores on placement tests or SATs as established by the VCCS and adopted by their college or have satisfactorily completed either ENF 1 or ENF 2, depending on where the student was placed.

#### **Course Requisite Technical Skills:**

In order to succeed in this hybrid course (online/face-to-face instruction), you must be comfortable working with technology. At a minimum, you must possess the following technical skills:

- Ability to use the Internet in an effective and efficient manner, including installation and management of browser plug-ins and add-ons.
- Basic knowledge about the operation of a computer, file management, and software installation.
- Working knowledge of the Canvas learning management system.
- Ability to proficiently search the web for information

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- Ability to download and print information from websites
- Ability to download, view, and/or print PDF files

#### **Course Objectives:**

If you complete this course and do well, you will be able to:

- develop a topic, draft an essay, revise the draft for improvement, and edit a final copy.
- incorporate reading and experience into their writing.
- explain, describe and inform in expository writing and will be able to identify the purpose of the mode of argument in persuasive writing.
- organize and explain ideas with clarity, vividness, effectiveness and grammatical and mechanical correctness in expository essays.
- use evidence in a thesis-driven essay argumentatively asserting one viewpoint over another. (A fuller and more robust study of argument is the province of ENG 112.)
- analyze and investigate ideas and present them in well-structured prose appropriate to a particular purpose and audience.
- read, summarize, and respond to college level texts -- their own and others -- of varying lengths.
- create unified, coherent, well-developed texts that demonstrate a self-critical awareness of rhetorical elements such as purpose, audience, and organization.
- employ grammatical and mechanical conventions in the preparation of readable manuscripts, including the documented research essay.
- use and evaluate outside sources of information, incorporate and document source material and avoid plagiarism.
- produce 15-20 pages of finished, graded text, including a documented essay.

#### **Major Topics to be Included:**

- Critical thinking;
- Selecting/Refining topics;
- Composing effective sentences and paragraphs;
- Developing, organizing, and supporting ideas;
- Investigating and evaluating resources;
- Incorporating appropriate resources into a text.

#### **Required Instructional Materials:**

- *Everyone's An Author* (textbook supplied by LCPS)
- Selected essays, articles, and other readings provided by instructor on CANVAS and in class
- Paper/notebook + writing utensil + folder/binder
- **Texts:**
  - Students may be required to purchase books for class/independent reading. Students will be given ample time to obtain text. If help is needed, student should request copy from instructor in advance.

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**Course Credit:** 3 credit hours

**Policies:**

**I. Grading Policies:**

a.

Grade	Percent
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
*Different from LCPS's grading scale!!!	

b. **Due dates:**

- a. Assignments are due at the beginning of class or by the assigned time.
- b. You **will not** be penalized for turning in an assignment within 1 day immediately following the due date.

c. **Any assignment turned in more than 1 day late past its due date will result in a 0. NO EXCEPTIONS. PLEASE TURN YOUR WORK IN ON TIME.**

- c. **ABSENCES** do not excuse you from due dates. Assignments can be emailed to the instructor before or on the due date. Instructor will acknowledge receipt and follow up with further instructions if needed.
- d. **Make-up Quizzes:** Quizzes (both announced and unannounced) will be given to all students on the same day, regardless of prior absences, unless other arrangements have been made. Students have **one week** to make up missed quizzes and will be given a different version of the assessment. After one week, the grade will stay a **zero**.
- e. **Revision Policy:** Students earning less than 75% on a major (writing) assignment will have **one week** to request a conference with the instructor to discuss the possibility of re-submitting the final draft for reassessment. Resubmitted papers may earn up to 75%.
- f. In cases where district grading policies conflict with college grading policies, the high school and college grades may differ; this may include assignment/test retakes, extended assignment due dates, capped minimum grade allowed, among other such district policies.
- g. It is important that students check their **final NOVA grades** in SIS as soon as the course is completed.

**II. Course Policies**

a. **Academic Integrity**

- i. The College does not tolerate academic dishonesty. Students who are not honest in their academic work will face disciplinary action along with any grade penalty the instructor imposes. Procedures for disciplinary measures and appeals are outlined in the Student Handbook (<http://www.nvcc.edu/students/handbook/>). Penalties for academic dishonesty can include a failing grade on an assignment, a failing grade in the course, suspension, or in extreme cases may

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result in expulsion from the College. For more information about NOVA's academic integrity:

<https://www.nvcc.edu/policies/policies.aspx?num=121>.

- ii. **Plagiarism:** is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work. This includes any submission of written work other than one's own. In short, plagiarism means using the exact words, opinions, or factual information from another person without giving that person credit. Students who are not honest in their academic work will face disciplinary action along with any grade penalty the instructor imposes. For more information about student academic integrity: <https://www.nvcc.edu/currcatalog/policies/integrity.html>.

- iii. **John Champe Academic Honesty and Integrity Policy:**

- i. It is the expectation that students will complete their own work on all assignments.
- ii. Cheating or plagiarizing on any activity, assignment, or test will not be tolerated. Any infraction dealing with academic dishonesty will result in parental contact, a referral to administration, and a grade of ZERO on the assignment, et al. for anyone involved.
- iii. Cheating includes, but is not limited to, the following:
  - 1. Discussing or sharing specific details about an assignment and/or how you will address the assignment.
  - 2. Resubmitting a previously submitted assignment, in whole or in part, without consulting the teacher for permission.
  - 3. Copying someone else's work and submitting it as your own (either with or without the person's knowledge).
  - 4. Talking during an assessment.
  - 5. Plagiarizing an assignment.
- iv. Plagiarism is using, stealing, or passing-off the ideas or words of another as one's own. This includes using the work of published authors, as well as the work of peers. Anything borrowed from another work must be properly cited using MLA format. In addition to direct quotes, plagiarism also includes paraphrasing specific ideas or concepts from a text without documentation, such as the inclusion of information not known to the general public. Resources on plagiarism are available at <http://owl.english.purdue.edu/>.
- v. **Tech Clause--** Papers will not be graded unless they are submitted via Canvas.. If you have a tech issue, email your teacher immediately and attach the paper as proof of completion before the due date.
  - 1. All assignments should be maintained in your digital portfolio in Google Drive. Google Drive is maintained by LCPS. If there is an issue with Google Drive, it is the student's responsibility to seek tech support on their own time.

- b. **Attendance Policy**

- i. As this is a college course, students are expected to keep up with coursework, even when they are absent. If/when you are absent, log into Canvas, find out what you missed and complete the work. If this is not possible, please communicate with your instructor about your absences and challenges. This may not always result in an extension, but the awareness it provides can only help you.

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- ii. It is expected that students are checking Canvas and their NVCC email **at least** once a day to stay current with the course, stay informed about announcements, and submit work on time.
  - i. On days when you miss class, log into Canvas to view what was covered in class. **It is unacceptable to be unaware of what is happening in the class.**
- iii. Assignments that are due should still be submitted on Canvas on original due date regardless of absence unless an extension has been granted prior to due date.
- iv. **IF SCHOOL IS CANCELLED FOR ANY REASON:** It is your responsibility to check CANVAS for announcements, updated course agenda, due dates, etc.
- c. **Disabilities**
  - i. Students with disabilities are required to contact NOVA's Office of Disability Support Services (DSS) to discuss possible accommodations. All information is kept confidential and may increase your chances of success in the academic setting. If accommodations are agreed upon, student will receive a Memorandum of Accommodation (MOA) by DSS. For more information about NOVA's DSS office: <https://www.nvcc.edu/disability-services>.
- d. **Self-Advocacy**
  - i. Students are expected to reach out to their instructor if they do not understand content or expectations.
  - ii. College personnel may not release a student's educational or financial aid records without written consent of the student. The conversation is between the administrator / faculty member and the student. The parent's role is to listen, give moral support, and summarize information and agreements if needed. For more information about student privacy, parent limitations of access to student educational records, and other restrictions on sharing student personal identifiable information: NOVA Policy 613 (FERPA): <https://www.nvcc.edu/policies/policies.aspx?num=79>.
  - iii. Dual enrolled students have access to full NOVA campus services to include tutoring, library, and counseling services; student resources are found here: <http://www.nvcc.edu/students/index.html>.
- h. **NOVACares**
  - i. During your time at NOVA, you may experience challenges including struggles with academics, finances, or your personal well-being. NOVA has support resources available. If you are seeking resources and support or if you are worried about a friend or classmate: <http://www.nvcc.edu/novacares>.
- f. **Course Drop and Withdrawal Policy**
  - i. Please note two important dates related to your enrollment in a course:
    - The 'drop' date (*also known as census date*) for a course is the last day to **drop** a course
    - The 'withdrawal' date is the last day to **withdraw** without grade penalty
 Dropping a course before the drop date will not appear on your NOVA transcript. Dropping a course after the drop date and before the withdrawal date will result in a 'W' grade appearing on your transcript. To identify these dates for your dual enrollment course, please see below on the 'Course Schedule' chart or log into your myNOVA account and SIS.
- g. **Communication**
  - i. Students are required to use their VCCS email accounts (\_\_\_\_@email.vccs.edu) to communicate with college personnel and should check their email accounts regularly.
- h. **Title IX**
  - i. Title IX is a civil rights law that prohibits discrimination on the basis of sex in educational programs, activities, admission and employment. Complaints of sex-based discrimination, sexual

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violence, domestic violence, and sexual or gender-based harassment are governed by the Title IX Policy. For more information about Title IX or to make a report:  
<https://www.nvcc.edu/titleix/index.html>.

#### III. Additional Course Information

- a. DE students are expected to engage in college level course contents and discussions appropriate for adult learners. Mature topics may be discussed.
- b. Types of Assignments:
  - a. **Reading Assignments---** Class discussions and writing assignments will be paired with assigned readings. Students are responsible for all reading assignments both in and outside of class. Quizzes may or may not be given to ensure completion.
  - b. **Quizzes---** Students may be assigned quizzes based on reading, grammar or other content introduced and/or covered in class. These quizzes may or may not be announced.
  - c. **Writer's Notebook---** students will be asked to write to various prompts and mentor texts. Students will revise and submit a polished 1-2 page entries.
  - d. **Academic Discourse Activities---** **Small/Large group discussions** are integral to the course. Students must prepare and actively participate in discussions in order to get the most out of the course. **Online Discussion Boards (via CANVAS)** are also an integral part of the course. Students will complete weekly discussion board posts on a variety of topics. These will be used in various ways throughout the course; for example, they may be used as a starting point for class discussions, to promote dialogue or share ideas, or as a means to reflect on ideas explored in class, among other uses. Students will compose primary posts and respond to the ideas of others in secondary posts.
  - e. **The Writing Process---** understanding that writing is an active process is one of the guiding purposes of this course. Students will go through the complete writing process for each major assignment, providing proof of planning, drafting, revision, collaboration and editing/proofreading.
    - i. **Planning---** for major assignments, students will submit proof of planning for their work. This may present in various forms varying in formality, such as freewrites, brainstorm, outlines or proposals.
    - ii. **Rough Drafts---** the assessment of formal writing assignments will begin with a *full-length* rough draft, which must be brought to class as a hard copy (for peer edits). Students will also have the option of submitting rough drafts to the instructor with specific questions/needs.
    - iii. **Peer Revisions/Writing Group---** Rough drafts will undergo mandatory peer revision by one or more students during class time on specified dates. Unprepared students will not be able to collaborate and will receive a zero. Your grade during these activities will be based on your contributions and responsiveness to feedback from the other members of your group. If you are absent on a peer revision day, you are still required to communicate with and participate in your writing group for credit. If you are unprepared for a peer revision day, you will earn a 0. However, if you go to the writing center and they sign off that your paper has been revised, you will earn a 60%.
    - iv. **Final Draft---** Final drafts reflect substantial time and effort devoted to revising, with evidence of drafting and editing. More than 1-2 careless errors will negatively impact your grade.

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- f. Mid-Term Assessment
- g. Final Assessment

#### IV. Course Schedule

##### a. Critical Course Dates

Course Start Date	9/08/2020
Course Drop Date	10/2/2020
Course Withdraw Date	11/24/2020
Final Exam Date	
Course End Date	1/15/2021
(Insert Other Date if needed)	
(Insert Other Date if needed)	

##### b. Course Schedule (\*SUBJECT TO CHANGE\*)

(Insert Day or Week 1)	(Month/Day—Month/Day)	(Insert Chapter, Topic, Assignment, etc.)
Week 1	9/8-9/11	Module 1 and College Essay
Week 2		Module 1 and College Essay
Week 3		Module 1 and College Essay
Week 4		Module 1 and College Essay
Week 5		Module 1 and College Essay
Week 6		Module 1 and College Essay
Week 7		Rhetorical Analysis- Module 3
Week 8		Rhetorical Analysis- Module 3
Week 9		Rhetorical Analysis- Module 3
Week 10		Rhetorical Analysis- Module 3
Week 11		Rhetorical Analysis- Module 3
Week 12		Compare/Contrast- Module 2
Week 13		Compare/Contrast- Module 2
Week 14		Compare/Contrast- Module 2
Week 15		Compare/Contrast- Module 2
Week 16		
Week 17		
Week 18		
Week 19		

- c. **Final Exam Date:** (Each teaching faculty member is required to give a final examination, or provide an appropriate evaluation, or continue instruction during the scheduled final examination period. Check with your NOVA Faculty Liaison as some Divisions/Courses require final exams).