

COMPREHENSIVE COURSE GUIDE

COURSE DEPARTMENT NUMBER: ENGL 1101

TITLE: English Composition I

CREDIT HOURS: 3

CONTACT HOURS: 3

COURSE DESCRIPTION: ENGL 1101 is a composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills. This course emphasizes the development of thought and expression through personal, informative and persuasive essays. The course is concerned largely with the composing process involving substantial reading and analysis of ideas in preparation for written assignments. ENGL 1101 promotes the development of reading, speaking, listening, and thinking. In addition, the course includes the study of grammar and punctuation as needed. Exit requirements: a minimum of a C average on course work.

PREREQUISITE: Satisfactory scores on the English and Reading placement examinations or completion of ENGL 0099 with grades of C or better.

FREQUENCY OF OFFERING: All semesters

REQUIRED TEXTS: Readings for Writers, 12th Edition Harcourt Brace
or
The Blair Reader, 5th Edition, Prentice Hall
And
Prentice Hall Reference Guide to Grammar
and Usage Text, Dictionary and Thesaurus.
7th Edition (Updated MLA Version)

SUPPLEMENTAL MATERIALS: A college handbook or workbook may be required.

COURSE OBJECTIVES:

- I. To apply thinking processes to composition,
- II. To demonstrate competence in writing personal, informative, and persuasive essays,
- III. To collect and synthesize material for essays,
- IV. To employ various basic research skills appropriate to course subject matter,
- V. To practice reading skills through the study of selections in the course text,
- VI. To express clarity of style, content, and grammar in written and oral discourse,
- VII. To practice for the Regents' Test by writing timed essays on unannounced topics.

- VIII. To demonstrate use of computer skills, including word processing and using the Internet, during in-class activities.

MINIMUM PROCEDURAL REQUIREMENTS:

- I. Each student will compose at least four essays on personal, informative, and persuasive topics.
 - A. A minimum of two essays will be based on information from assigned reading selections or other sources. The assignments may emphasize the process of composition.
 - B. A minimum of one 50-minute essays will be written on unannounced topics and under faculty supervision.
- II. Each student will practice critical reading skills on assigned selections.
- III. Each student will practice speaking and listening skills through oral presentations, peer editing, or similar class activities involving oral communications.
- IV. Each student will demonstrate computer skills by word processing and using the Internet for a variety of assignments.

OPTIONAL ASSIGNMENTS:

- I. Supplementary readings
- II. Extra practice in writing
- III. Work in the Writing Center for the correction of language problems or for work on the broader aspects of compositions.

POLICIES:

- I. Attendance: Irregular attendance reduces students' opportunities for success in the course. Students who miss the equivalent of three 50-minute periods will receive a notification advising them of their absences and warning them that they are jeopardizing their final grade.
- II. Late Work: Students whose absences cause them to miss a test or any other assignment will receive a grade of Q until the work is made up. Both make-ups and other assignments turned in late must be arranged with and approved by the instructor. The responsibility of making arrangements for this work rests with the students—not the instructors. Instructors may refuse to accept late work.

NOTE: Excessive absences are reported to the Office of Financial Aid and to the various agencies administrating financial aid. These absences can result in disruption or loss of financial support unless work is completed to the instructor's satisfaction. Under certain circumstances the instructor may refuse to accept late work.
- III. Disability – In compliance with the Americans with Disabilities Act (ADA), Darton College will honor requests for reasonable accommodations made by individuals with disabilities. Students must self-disclose their disability to the Office of Disability Services before academic accommodations can be implemented.
- IV. Electronic Devices – It is the individual student's responsibility to silence the ringer of his or her cell phone, beeper, or any other device before entering a

class (including guest lectures and performances/recitals). The production of any audible alert by these devices when a class is in session is considered disruptive classroom behavior. The instructor may take appropriate actions to curb such disruption in accordance with the College's Policies of Disruptive and Obstructive Behavior under Code of Conduct in the Student Handbook.

V. The Darton College Writing Center provides students assistance with computer skills needed for class assignments.

VI. Humanities/Learning Support Plagiarism and Cheating Policy –

- A. The receiving or giving of unauthorized assistance in the preparation of any assignment is prohibited.
- B. The taking or attempt to take, stealing, or otherwise procuring in an authorized manner any material pertaining to the education process is prohibited.
- C. The selling, giving, lending, or otherwise furnishing to any unauthorized persons the questions and /or answers to any examination known to be scheduled any subsequent date is prohibited.
- D. The fabricating, forging, falsifying of lab, test, or research results or sources is prohibited.
- E. Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated and when the ideas of another are incorporated into the paper or assignment they must be appropriately acknowledged, in the form of parenthetical citation and endnotes.
- F. Turning in the same work for one class that you turned in to a previous instructor or for a course in which you are currently enrolled without the express permission from both instructors to do so.
- G. Plagiarism for this class will be determined according to the guidelines set forth in the MLA handbook.

Failure to abide by the policies as stated above will result in a 0 (zero) on the assignment in question and may result in an "F" course grade.

VII. Criteria for Grading Writing

A. Guidelines used on essay evaluations.

The <u>A</u> paper includes	The <u>B</u> paper includes	The <u>C</u> paper includes
Clear thesis	Clear thesis	Clear thesis
Logical progression	Logical progression	Generally logical Progression
Original, thought-provoking, well-developed discussion	Well-developed discussion	Adequately developed discussion

All essays should be proofread and edited for any major or minor errors. A failure to turn in a properly formatted and edited essay will have a consequent effect upon the grade the essay receives as determined by the instructor.

B. Classification of Language errors

1. Major Errors:

- Verb problems- lack of subject-verb agreement, inappropriate shifts in tense and mood, improper past tense and participial forms
- Sentence problems- fragments, run-ons, and confusing sentences (Usually caused by modifier errors), mixed constructions, and faulty predication
- Punctuation problems- comma splices and confusing punctuation

2. Minor Errors: All other language errors.

C. Revision procedures are between the individual and the professor. However, the policy of the English Department is that no multiple revision grades be given for any one paper and that revision activity must be done by the student. Thus, it is not the practice of the department to allow a student to rewrite under coached guidelines (be it from the Writing Center or repeated editing by the faculty member teaching the class) a paper in increments that allows the student to move, for example, from a D to a C, to a B and finally, to an A paper.

VIII. Components of the final grade:

- A. 4 required essays
- B. Grammar, oral, and reading assignments, and/or tests
- C. A final exam that includes an essay portion and is worth no more than 20% of the final grade.
- D. Class assignments, homework, lab assignments, and/or collaborative activities

IX. Exit Requirements: Students must receive a grade C or better in the course.
Note: Students who fail to meet the exit criteria will receive a grade of D or F and must repeat the class.

X. Individual Conferences: Instructors carry many responsibilities that require them to be out of their offices, sometimes even during posted office hours. Students needing assistance regarding class work should make appointments for conferences with their instructors.

REGENTS' TEST REQUIREMENTS

Effective Fall 2007, all DEGREE SEEKING** students are expected to attempt to satisfy the Regents' Test requirements during their first semester of enrollment.

EXCEPTION: Students requiring Learning Support Reading and/or Learning Support English DO NOT TEST until clearing Learning Support requirements.

Students may satisfy the requirements either by taking and passing the test OR by exempting the test using acceptable test scores (SAT, ACT, AP, IB). Contact Steve Preston (6983) with inquiries about exemptions.

Effective Fall 2008: STUDENTS WHO DO NOT TEST DURING THE SEMESTER BUT ARE REQUIRED TO TEST shall be treated administratively as if they had taken and failed the test.

STUDENTS WHO HAVE NOT SATISFIED the Regents' Test requirement for Reading by their THIRD semester may not enroll in any credit courses without concurrently enrolling in RGTR 0198 (Regents' Reading Skills).

STUDENTS WHO HAVE NOT SATISFIED the Regents' Test requirement for Essay Writing by their THIRD semester may not enroll in any credit courses without concurrently enrolling in RGTE 0199 (Regents' Writing Skills).

**Non-degree seeking students do not have to satisfy the requirements. HOWEVER, if they decide to return later and/or convert into a degree program, they MUST be placed into classes per the schedule above.