



COURSE OUTLINE

Course No: ENGL 151
Credit Hours: 5
Date: Fall 2003
To Be Updated: Fall 2004

Course Name: Freshman Composition
Class Hours: 3 Lab Hours: 0
Prepared by: Arts and Sciences
Approved by: Claudette Stevens

PREREQUISITES

Placement or successful completion of COMM I.

COURSE DESCRIPTION

Students will strengthen writing skills by practicing a variety of composing and revising strategies to develop essays which are well organized, coherent, error-free and suited to their purpose and audience. Essays may draw from personal experience, include critical responses to readings, or require research.

SUCCESS SKILLS

This course includes and evaluates the following Success Skills:

- ✓ ü ü Communicates Effectively
- ✓ ü ü Demonstrates Learning and Critical Thinking Skills
- ✓ ü ü Maintains Professional Skills and Attitudes
- ✓ ü ü Practices Human Relations Skills
- ✓ ü ü Demonstrates Community, Cultural, and Global Awareness
- ✓ ü ü Maintains a Code of Ethics

COURSE OBJECTIVES

Upon completion of this course, you will be able to develop, support, and defend your own ideas in writing. Your writing will do the following:

1. Show evidence of clear, logical, critical thinking (analysis, thoughtfulness, complex thinking).
2. Show some originality and creativity in approach.
3. Develop a clear thesis and a strong sense of purpose consistent with the specifics of the assignment.
4. Show a sense of audience and voice.
5. Contain interesting details.
6. Develop a logical flow of ideas.
7. Demonstrate skilled use of transitions.
8. Contain well-developed introductory, body, and concluding paragraphs.
9. Demonstrate clarity of expression.

10. Demonstrate mature and varied sentence structure.
11. Contain few errors.

You will also be able to:

1. Collaborate with other writers through the writing process.
2. Locate appropriate sources to research topics.
3. Document sources in essay and report writing.
4. Choose and narrow topics for research and writing.
5. Present writing that shows evidence of the writing process.

COURSE MATERIALS

Materials which may be purchased for the course include an up-to-date dictionary (Webster's or American Heritage are recommended), computer disks to back-up all of your work, and a writing handbook such as Keys for Writers

SAFETY PRACTICES

Common practices regarding safety are to be observed in class. When working with computers, remember that no food or drinks are to be in the work area. You need do no more than turn the computers on and off, insert disks, type, give appropriate commands for printing operations, and equipment. You are to ask your instructor for help when any situation arises which is potentially dangerous.

DISABILITY ACCESS

If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center Office of Disabilities in JL 249 for special accommodations.

STUDENT INSURANCE/COVERAGE

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

TOPICAL OUTLINE

1. Essay Writing
 - A. Prewriting: Attention will be given to the preliminary thinking and organizing that takes place in the writing process.

- B. Drafting: Attention will be given to the interaction of ideas with the physical act of writing, each shaping the other.
 - C. Revising: Considerable attention will be given to the task of rethinking and reworking rough drafts from the perspective of intended purposes and audiences.
 - D. Proofreading: Attention will be given to the tasks of preparing an essay for public presentation. You will explore ways to find and correct surface-level errors.
2. Methods of Development
Throughout the quarter, you will be exposed to various methods to get your ideas across to various audiences for various purposes.
 3. Content
You will discover ways to draw upon what you already know and ways to look outside yourself for resources to help you think about and develop essay topics.
 4. Research
You will use a variety of search vehicles to obtain sources for writing on topic choices. Synthesis of skills learned previously during the quarter will add length and depth to this writing experience.

Evaluation of Student Hocking College

Course Name <u>Freshman Composition</u>	Course No. <u>ENGL 151</u>
Contact Hours <u>5</u> Credit Hours <u>5</u>	Instructor <u>Cindy Yeager</u>
Date prepared <u>Fall 2004</u>	To be updated: <u>Fall 2005</u>

ENGL 151 is a college-level expository writing and research class. There is extensive writing involved in this class, as well as the required research component. A close look at the variety research and documentation styles will be covered, and students will exhibit an understanding of these processes through their work. Work must be done professionally and on time, as well as with a sense of precision, exactness and clarity in form. Welcome!

Examinations: Students in ENGL 151 are required to take and pass the COMM 122 Test Out exam, proctored at the end of the quarter and designed to show proficiency in basic college level writing. Students must pass the Test Out exam in order to pass the course. Students are given two opportunities to pass the Test Out. Arrangements must be made to take the Test Out exam at a secure location, typically a library or the student's local school district. Further discussion will take place in the course as the student prepares to complete this most important test.

PLEASE NOTE: The Test Out MAY NOT be taken if the course work for the class is not completed. No exceptions are made to this rule.

Assignments: There will numerous reading and writing assignments. All assignments are to be typed, double-spaced, no font size other than 12 point, Times New Roman is preferred, unless the instructor states otherwise.

Essays: Students will compose three essays on topics assigned to them in class. Essays are awarded a letter grade. Essays are worth 25% of the final average, 75% total.

Revisions: Essays may be revised at the request of the instructor. Revisions must be handed in one week after the original essay was returned to the student for revision. Essays may NOT be revised simply as a result of receiving a less than desirable grade for poor punctuation or grammar. Additional thinking or development *must* be involved in all revision work. Revisions are not guaranteed a higher grade than the original work, but I will always give you the higher of the two grades.

Research Process: Each student will complete a research paper *after* completing the research process. Because the two are inextricably linked, students will receive points for each step of the process of researching their paper. Assignments will include:
 ~On-line search for topic
 ~Establishment of topic with instructor approval
 ~Creation of an on-line citation
 ~Creation of correct paraphrase, summary and direct quote documentation
 ~Review of first three pages of research paper by instructor (on-line conference). No research papers are accepted without this step. Because of time restrictions, research papers may not be revised.

Research Paper: The research paper is a *required* component of this class. Students cannot pass the class without completing this process and handing in a paper that has been seen in its partial form in conference. The research paper must follow the specific format required by the instructor, must be error free, and must be on the topic agreed to with the instructor.

1. Research papers are to be 4-6 text pages in length.

2. Correct documentation procedures following American Psychological Association (APA) style must be followed.

3. Papers which misrepresent information (plagiarize) due to incorrect documentation will fail.

Due to the high degree of student/instructor interaction in the research process, and a lack of additional time at the end of the quarter, research papers may not be rewritten for a higher grade. Research papers are worth 25% of the student's final grade.

Grading:

Written work will be graded both on the clarity, development and sophistication of the information communicated and the structure in which the information is presented. Work must be timely in nature (current) and thoughtful in its reflection.

“A” work is superior work. It will contain NO grammatical or punctuation errors and will effectively communicate in an appropriate way the information requested.

“B” work is good work. Ideally, it too should have no punctuation or grammatical errors; however, it may have some room for improvement in terms of sophistication or development.

“C” work may have some minor grammatical or punctuation errors. It probably has some room for improvement in terms of the structure or means of communication. Missed paragraph breaks or faulty form automatically mean your assignment has earned a “C”.

“D” work has serious errors in punctuation and/or grammar. With serious errors, you have begun to represent yourself as either 1) uneducated or unaware of basic rules of English, or 2) too lazy to proofread.

“F” work is work that fails to complete the required task in the assignment, or work that is simply not handed in. Students earn an “F”; the instructor does not give them away as a result of personal grudges or frustrations.

The following provides a numerical equivalent that I will use in averaging your letter grades:

A+ =	***	B+ =	3.3	C+ =	2.3	D+ =	1.3	F+ =	***
A =	4.0	B =	3.0	C =	2.0	D =	1.0	F =	0.0
A- =	3.7	B- =	2.7	C- =	1.7	D- =	0.7	F- =	***

Attendance and

Class Participation: Attendance in an on-line class is measured by productivity instead of presence. I will expect that your work is completed in a timely manner, and that you stay to the task. I will only accept a maximum of three assignments a week from you, but I will expect a minimum of one assignment if you are to reach the end of the class in any effective manner. You agree to allow me 72 hours to return your graded work to you, although it will frequently be returned more quickly than that.

All students will also be required to post ONE ESSAY on the on-line class discussion board. This essay will be available for the other students who are also taking Freshman Composition on-line to read and offer feedback.

Just as reliability in the work world is often rewarded with a raise, students who turn in their work in a regular and timely fashion and who complete the necessary components of the class concerning peer review and conference will receive a third of a letter grade bonus as the class participation component.

Late Work:

is the dread of all instructors. Because the dynamics of on-line instruction are different than the classroom, and because students taking on-line courses tend to work more quickly than those in the classroom, I will only contact you with concerns about the timeliness of your work if I have not heard from you in several days. I will report your lack of work electronically as an extended absence if I have not received a passing assignment within a seven-day period. Seven days with no work completed strongly suggests you should consider withdrawing from the class this quarter. No assignment turned in within 14 days will automatically result in failure of the class.

Safety issues:

be safe! Keep drinks and food away from your machine. Back-up your work on a disk. Natural or unnatural events which may cause your machine to shut down are not accepted as excuses for not having your work done! No other particular safety issues are involved in this class.

Honesty Policy:

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill "Maintains Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

Academic Misconduct refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:

1. Permitting another student to plagiarize or cheat from your work,
2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
3. Improperly acquiring knowledge of the contents of an exam,
4. Using unauthorized material during an exam,
5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
6. Obtaining academic material through stealing or other unauthorized means,
7. Falsification of research findings and methodology

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive an "F" for the assignment. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. Should a second incident of cheating occur in any course, the student will again be referred to the Campus Judiciaries Office, and, if the incident is in the same course, the student will fail the course, be reported to the director/dean/VP of the student's technology, be reported to college judiciaries, and I will actively campaign to have the student removed from the college.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Guide* found on the Hocking College website (www.hocking.edu).

Final Grade Calculation:

You must pass the test-out essay to pass the course. Once you have received a “pass” on the test-out, I will average your grades on the four assigned essays for the course to arrive at your raw numerical grade and then make determinations about attendance/class participation impact on the grade.

Student Grievance Due Process Procedures:

Due process procedures for the college are located in the current Student Guide published by the Student Affairs Office and are available online at http://www.hocking.edu/student_guide/index.htm.

Disabilities Services:

If you have been diagnosed with a disability that hinders your academic success, please contact the Access Center Office of Disabilities immediately in JL 249 for special accommodations.

Welcome to the class!