

**COURSE SYLLABUS**

**Course Title**: College Composition I **Semester:** Summer 2014

**Course Number**: ENG 102 **Section Number**: 114

**Credit Hours**: 3 **Contact Hours**: 3 **Lec**: 3 **Lab**: 0 **Other: 0**

**Class Time and Location**: 8:30-11:15 - TTH - LSC 218

**Instructor**: Tyler Walker **Office Location**: N/A **Office Hours**: By appointment

**Office Phone Number**: 417.818.6253 **E-mail:** tw@writethinker.com

**Prerequisite(s)**

Grade of NC or better in ENG 050 or satisfactory score on English placement assessment.

**Textbooks**

*Power of Language: Language of Power.* OTC edition. ISBN-13: 978-1-256-30422-7

Harris, Muriel. *Prentice-Hall Reference Guide.* OTC edition. ISBN-13: 978-0-558-94032-4

**Course Rationale**

This course introduces students to college writing, using both formal and informal language, and especially to guide them through the writing processes of thinking, composing, revising, editing, and proofreading.

**Course Description**

English 101 introduces students to college-level writing and thinking through personal narrative, analytical, and research-supported writing. The processes of critical thinking, composing, revising, and editing are emphasized. Students will learn basic research skills and documentation techniques.

**Course Objectives**

Upon successful completion of this course, students should be able to:

1. Demonstrate a knowledge of how audience, purpose and occasion shape their writing choices.
2. Demonstrate several strategies for selecting and developing a topic.
3. Demonstrate a knowledge of the writing process.
4. Demonstrate logical reasoning in written work, including the use of transitions and connectives between ideas.
5. Employ conventions of standard, edited English, including correct diction, syntax, usage, and grammar.
6. Use a variety of sentence structures.
7. Evaluate source materials for currency, quality, accuracy, and appropriateness.
8. Integrate source materials into writing using correct documentation techniques.
9. Analyze and evaluate their own and others' writing.

**Course Content**

Composition is fundamentally a writing course, but writing is at its foundation about thinking and communication of thought, so be prepared to think critically in this course, not only about your own papers, but about the presentation of ideas in a variety of works.

As part of this course, you will read and analyze model essays, the essays of your peers, and your own writing. You should be prepared to share what you write in class.

You should also expect regular quizzes to test for comprehension as well as application of key concepts relating to mechanics, usage, grammar, and the writing process.

In addition, you will be writing six essays worth 100 points each, and working on a final revised portfolio including revised drafts for each of the six papers. This portfolio will be worth 200 points.

**Grading Scale**

A = 100-90%; B = 89-80%; C = 79-70%; D = 69-60%; F = less than 60%

**Course Policies**

No assignments or quizzes will be accepted late, and you must attend class to turn in homework assignments. Tests may be made up only if arrangements are made in advance. Formal essays may be turned in late; however, they will be penalized one letter grade for each day late.

Except in cases of emergency or illness, you are expected to attend every class. If you do miss class, you need to contact a classmate to find out what was missed in time to be prepared for the next class.

The instructor reserves the right to change assignments and due dates with appropriate notice.

All papers are to be college level papers: typed, spell-checked and grammar-checked, well written with a logical flow of thought, etc. Hand-written assignments will not be accepted.

**Attendance Requirement**

All students are expected to be present for their scheduled classes and labs. Regular attendance and participation are required. Absences will be considered justified and excusable only in cases of emergencies, serious illness, or death in the immediate family.

**Administrative Withdrawal from a Course**

It is the policy of the College that a student will be administratively withdrawn from a course due to lack of attendance in seated classes or nonparticipation in online classes (Policy 5.36). The number of absences that will result in administrative withdrawal from this class is three total days or one consecutive calendar week (i.e., two class periods in a row). Students should be aware that administrative withdrawal for lack of attendance or nonparticipation may reduce the amount of financial aid they receive, delay their graduation or necessitate repayment of aid already received and does not relieve their obligation to pay all tuition and fees due to the College.

**Non-Discrimination Statement**

Ozarks Technical Community College prohibits discrimination and harassment and provides equal opportunities in its admissions, educational programs, activities and employment, regardless of race, color, religion, gender, national origin, age, marital status, sexual orientation, political affiliation, veteran status and disabilities that include HIV and AIDS and medical conditions. Bona fide occupational qualifications will be allowed in those instances where age, gender or physical requirements apply to the appropriate and efficient administration of the position. Any person having inquiries concerning OTC’s compliance with these regulations may contact Julia Edwards, Title IX and Section 504 Coordinator, 1001 E. Chestnut Expressway, Springfield, MO 65802, 417.447.8188.

**Americans with Disabilities Act (ADA)**

Any student should notify this instructor immediately if special assistance or devices are needed to accommodate a disability. This College complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure disabled persons admitted to the College as students or employed by the College are afforded all the rights and privileges provided to them by State and Federal law. To request academic accommodations for a disability, contact Disability Support Services at 417.447.8189 or in ICE 127. Students are required to provide documentation of disability to Disability Support Services prior to receiving accommodations.

**Disability Support Services**

Disability Support Services has been designated by the college as the primary office to guide, counsel and assist students with disabilities. If you receive services through the Disability Support Services Office and require accommodations for this class, make an appointment with your instructor as soon as possible to discuss your approved accommodation needs. Bring your Accommodation Memo provided by the DSS Office to the appointment. Your instructor will hold any information you share in strictest confidence.

**Academic and Course Grade Appeal**

The College has established an equitable and orderly process to resolve academic dissatisfaction at the College. This may include final grades, instructional procedures, attendance, instructional quality and situations related to academic issues. For more information concerning the Academic and Course Grade Appeal procedure, please refer to the Student Handbook.

**Grievance Procedure for Non-Academic Issues**

Students having complaints, other than grade appeals or academic dissatisfaction, which cannot readily be resolved through normal channels, may bring their complaints to the Dean of Student Development. If the Dean of Student Development cannot satisfactorily resolve the complaint, the student may request the matter be referred to the College Student Grievance Committee. The chairperson will convene the committee. The committee will hear the complaint and make a recommendation for resolution to the College president. The decision of the College president shall be final.

**Academic Dishonesty**

Academic integrity represents one of the most essential elements of the teaching and learning process. All members of the OTC community are expected to fulfill their academic obligations through honest and independent effort. By submitting coursework to your instructor as an OTC student, you pledge that the work is truly your own.

Violations of academic integrity—which include but are not limited to cheating, collusion, plagiarism, and other forms of academic misconduct—damage your personal character and thwart your instructors’ ability to promote your learning. As an OTC student, you are responsible for knowing and following the College’s policies and procedures regarding academic integrity. These guidelines and more information related to academic integrity are available in the Student Handbook, on the OTC Academic Integrity Web page, and in College Policy 5.15.

The College recognizes that academic integrity is complex and can be confusing. Therefore, you are obligated to review these information sources carefully and to seek needed clarification from your instructor concerning questions of collaborative work, citation of sources, or other issues related to academic integrity.

**Dropping a Class**

It is your responsibility to understand the College’s procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade. To drop a class, complete the necessary form in Student Services or via the Access OTC tab in MyOTC. Failure to properly withdraw from classes can have a detrimental effect on your grade point average and your future educational goals.

Seethe College website or contact Student Services for drop deadlines.

**Computer Use Expectations for Seated Courses**

In today’s computer based society, it is imperative that students develop computer based skills. Therefore, Ozarks Technical Community College students will be expected to use technology to assist them in the learning process. At a minimum, students will be expected to log on to the online learning platform where the course syllabus and faculty information are located.

In a “seated” course, the time spent in class should be the primary venue used to deliver the content of the course as stated in the course abstract. The manner in which that content is delivered in the classroom is left to the discretion of the instructor.

In a “seated” course, the administering of course assessments (other than “traditional” assessments including, but not limited to, research papers, essays, mathematical problem sets, etc.) should be conducted primarily during the regularly-scheduled class periods. The manner in which those assessments are administered is left to the discretion of the instructor. The use of assessments (administered online) outside the regularly-scheduled class periods are acceptable provided the following criteria are met:

* the number of assessments are conducted on a limited basis;
* the percentage of the course grade comprised by the online assessments is kept to a minimum.