

Central Ohio Technical College
General Education
Spring 2007
March 26 – June 10, 2007
Syllabus Part I

Course Title: Composition I

Course Number - Section 1532 B

Course Credit: 4 Credit Hours
5 Contact Hours: 3 Hours of Lecture, 2 Hours of Lab

Instructor: Carol Copenhefer Bachelors of Science, English Education
Masters of Education, Curriculum and Instruction

Phone (740) 366-9467 **Office Location** H 177
Mailbox located in the Services Center on lower level of
Founders Hall (740) 366-9213

Office Hours: Monday and Wednesday (Pataskala) 11:30 – 1:00 pm
Monday (Pataskala) 3:30 – 4:30pm
Tuesday (Newark) 8:00 – 9:00am
Thursday (Newark) 4:30 – 5:30pm

Email Address: **ccopenhe@cotc.edu**

Course Description: Composition I introduces the student to college writing. Students will practice the writing process including; pre-writing, draft writing, editing, revision, and peer review. This course will emphasize collaborative essay development via the writing process. Course introduces basic research skills, library use and source documentation skills. Students read and write narrative, informative, descriptive, and comparison/contrast essays. **Prerequisites** are as follows: Asset Placement or Passing grade of C or better in 1400, (or a score of at least 75 on the COMPASS writing skills test, or a score of at least 85 on the COMPASS reading skills test, or a score of at least 44 on the ASSET reading skills test. ** This course not open to students with credit for the following courses: 1111, 1502, 1506, 1508, 1511, or 1520.

Required Resources:

Textbooks: Reinking, J. & von der Osten, R. (2007). Strategies for successful writing (8th ed.) Upper Saddle River, New Jersey: Pearson Prentice Hall
Aaron, J. (2007). The little, brown compact handbook (6th ed.)
New York: Pearson Longman

Supplies: *USB Key (flash drive)
*3-ring binder – one large enough to store your class notes, handouts and overall course work.
*8-pocket portfolio case
*2 pkgs. 3x5 Index Cards (Color is your choice.)

ITS Resources: Tech Connect

<http://www.newarkcampus.org/Department/TechConnectweb/default.htm>

Student Services: <http://www.cotc.edu/studentlife/>

Library: <http://newarkcampus.org/library>

Course Policies:

1. Students are responsible for all announcements made in addition to information presented during class and from related text pages. Important announcements (changes in test/quiz schedule, final exam date and time, class agendas, etc.) are often made at the beginning of class.
2. Students are responsible for regular participation in class, including all in-class assignments as well as quizzes and exams. Irregular attendance and failure to participate in in-class assignments seriously jeopardize the student's learning and ultimately, the final grade. **Participation points will be awarded randomly. These may not be made up.**
3. Homework
 - a. Will receive a penalty of a grade lower for each day late after the due date, unless, because of extenuating circumstances (death in family, extreme personal or family illness, employment circumstances), **prior arrangements** have been made or unless, because of emergency (car accident, etc), **contact through email me or phone by the end of the day** has been made. The assignment will be due the following class session.
 - b. Assignments placed in my mailbox must be stamped with the date and the time by a person on duty in the Services Center.
 - c. Must be turned in at the beginning of the designated class due date. If you do not have a computer at home and need to print an assignment in a Campus computer lab, you are responsible for making sure you have done that **before** the beginning of class time.
 - d. Deadlines are firm even when you are absent.
4. All course work must meet the following standards when submitted:
 - a. Clean (free of food, beverage, other stains)
 - b. Bound (stapled, clipped, other acceptable bound methods for multiple pages)
 - c. Organized (stages of homework submitted in logical sequence as assigned)
 - d. Computer typed (all drafts to be read by others, both rough drafts and revisions)

***Any assignment which does not meet these standards may receive a grade of zero (0).**
5. Exams and Quizzes
 - a. May not be taken early.
 - b. Notification of absence on exam day must be received no later than the day of the exam. **Make up exams will not be permitted unless prior arrangements have been made.**
 - c. Make up exams/quizzes will be taken in the Testing Center H53.
 - d. Make up exams/quizzes will be taken no later than 7 days after the initial exam date (See Tentative Course Schedule).

6. Students must keep work in progress (essays) and completed work (essays) saved on USB keys and must bring it to class, so that some in-class time may be devoted to working on current projects.
7. Distractions such as small children, pagers, cell phones, etc. are not appropriate in class. As a courtesy to others, turn off the noise feature of any communication devices before class begins.
8. **Plagiarism** is the “Presentation of another person’s work without the proper use of established or designated forms of acknowledgement such as footnotes, quotations...” (# 2 Academic Misconduct p. 10, 2005 – 2006 COTC on-line Policies and Procedures). **Students will receive a zero (0) for each plagiarized document submitted as their own course work.**
9. **Only Campus e-mail addresses will be acknowledged. E-mail messages with addresses other than your Campus account will not be opened. Instructor reserves the right to disregard E-mails with incorrect and/or unclear wording.**
10. **Thursday, May 31** is the last day that course work will be accepted.

Course Evaluation

Grade percentages and Point Equivalents:

A	92 – 100	(920 – 1000)	C	72 – 77	(720 – 779)
A-	90 – 91	(900 – 919)	C-	70 – 71	(700 – 719)
B+	88 – 89	(880 – 899)	D+	68 – 69	(680 – 699)
B	82 – 87	(820 - 879)	D	62 – 67	(620 – 679)
B-	80 – 81	(800 – 819)	D-	60 – 61	(600 – 619)
C+	78 – 79	(780 - 799)	E	0 – 59	(0 - 599)

Grading Criterion

Descriptive Essay	50
Quizzes (4)	100
Participation	150
Midterm	50
2 Periodical Critiques	50
Narrative Paper	100
Compare-Contrast Essay	150
Final Exam	150
Informative Essay	<u>200</u>
	1000

Withdrawal Date Statement:

Students enrolled in regular quarter courses should check the Official College Calendar or the Quarter Important Dates listing on the COTC Web Page for the last date to withdraw from this class. Students enrolled in flexibly scheduled courses should check with the Office of Student Records for the last date to withdraw from the flexibly scheduled course.

Disability Clause

Any student with a documented disability, which may require special accommodations should self-identify to the instructor as early as possible in order to receive effective and timely accommodations.

Announcements:

1. **Holiday: Monday, May 28.** No classes. Campus is closed.
2. As part of COTC's campus-wide assessment initiatives (quality assurance program), samples of student performance such as test results, projects, papers, etc. may be used. The data gathered will not identify individual students and is not related to the student's grade for the course, but will be used to improve student learning at COTC.
3. Remember to check your COTC e-mail messages several times a day. Important information from the College may be sent anytime during business hours Monday through Friday.

Tentative Course Schedule

***Changes may occur in this schedule because of unexpected events and/or circumstances.**

Week of...	Topics	Required Reading	Assignments	Due Dates
3/26	Intro to Course Writing Workshop *Writing Process *Paragraphs *Punctuation	<i>Strateg. for Succes</i> Chapt. 1, p. 3-13 Chapt. 3, p. 30-54 Chapt. 4, p. 55-79 p.263-274	Purchase books and supplies Required reading Required E-mail	3/29 4/3 4/3
4/2	Quiz 1 (4/3) Writing Workshop *Review *Essays *Punctuation	<i>Strateg. for Succes</i> Chapt. 6, p.97-111 <i>Little Brown ...</i> , p. 274-276 p.279-282	Required reading Paragraph Rev Rough draft Final draft	4/10 4/10 4/12
4/9	Description Sentence Errors Quiz 2	Chapt. 2, p. 15-29 <i>Little Brown</i> p.247-254	Required reading Descriptive Essay Rough Draft Final Draft	4/17 4/19 4/24
4/16	On-line library tour-lab MLA Style Quotation Marks Italics/Underlining Quiz 3	<i>Strateg. for Succes</i> Chapt. 5, p. 81-95 <i>Little Brown...</i> , p., 283-286, 304-307, 400-443	Required reading MLA Abstract Rough Draft Final Draft	4/24 4/24 4/26
4/23	Midterm (4/26) Narration Dialogue	<i>Strateg. for Succes</i> Chapt.21 363-431	Required reading Narrative Essay Rough Draft Final Draft	5/1 5/3 5/8
4/30	APA Style Research Paper	<i>Little Brown...</i> , p. 447-469 <i>Strateg. for Succes</i> Chapt10 p.155-167	Required reading APA Abstract Informativ Essay Rough Draft Final Draft	5/8 5/10 5/29 5/31
5/7	Compar-Contrast Quiz 4		Compa-Contra E Rough Draft Final Draft	5/22 5/24
5/14	Library Visit Comp-Contrast Informative Paper			
5/21	Comp-Contrast Informative Paper			
5/28	Informative Paper		Final Exam	6/5
6/4				

*Additional assignments are likely.

CENTRAL OHIO TECHNICAL COLLEGE
GENERAL EDUCATION
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Syllabus Part II

Course Number: 1532

Course Title: Composition I

Course Description: Composition I introduces the student to college writing. Students will practice the writing process, including pre-writing, draft writing, editing, revision, and peer review. This course will emphasize collaborative essay development via the writing process. Course introduces basic research skills, library use and source documentation skills. Students read and write narrative, informative, descriptive, and comparison/contrast essays. **Prerequisites** are as follows: ASSET placement or passing grade of C or better in 1400, (or a score of at least 75 on the COMPASS writing skills test and a score of at least 85 on the COMPASS reading skills test, or a score of at least 44 on the ASSET reading skills test. ****This course is not open to students with credit for the following courses: 1111, 1502, 1506, 1511, or 1520.**

Course Goals:

Upon completion of this course, the student will have mastered the following skills in the college writing process.

- 1.00 Identify and practice the major stages of the writing process as well as improve own personal writing style.
- 2.00 Demonstrate ability to gather and organize information, as well as plan, draft, compose and revise written work appropriate to college level.
- 3.00 Demonstrate ability to write an organized, well-developed essay, based on the assignment given.
- 4.00 Demonstrate ability to summarize, analyze, and apply critical thinking skills based on assigned readings, as well as demonstrate ability to evaluate and interpret readings used for example and research.
- 5.00 Demonstrate ability to create appropriate writings for in- class assignments, as well as demonstrate ability to assume responsibly for completion of work assigned using standard American English constructs.
- 6.00 Demonstrate ability to follow MLA and APA format for source documentation of material used as well as demonstrate ability to utilize library and research databases and facilities as source information in college course work.

PERFORMANCE OBJECTIVES

Upon completion of this course student will be able to perform the following skills.

- 1.00** Identify and practice major stages of the writing process as well as own personal style.
 - 1.1 Analyze Purpose and Audience and their importance to the writing process.
 - 1.2 Assess one's progress by compiling and analyzing, with instructor, a personal writing portfolio.
- 2.00** Demonstrate ability to gather and organize information, as well as plan, draft, compose and revise writing appropriate to college level work.
 - 2.1 Use effective prewriting, planning and drafting activities.
 - 2.2 Write concise thesis statements and fully developed paragraphs.
 - 2.3 Write effective introductions and conclusions.
 - 2.4 Recognize and show ability to revise own work.
 - 2.5 Show ability to create Narrative, Informative, Descriptive, Compare/Contrast writing forms as fully developed papers.
- 3.00** Demonstrate ability to write an organized, well developed, essay, based on the assignment given.
 - 3.1 Apply use of various writing forms with effectiveness and focus.
 - 3.2 Recognize writing for different Audiences.
 - 3.3 Assess Point of View and writing from different Vantage Points.
- 4.00** Demonstrate ability to summarize, analyze, and apply critical thinking skills based on assigned readings, as well as show ability to evaluate and interpret readings used for example and research.
 - 4.1 Read various styles of prose to identify use of appropriate techniques and purpose.
 - 4.2 Demonstrate, through class discussions and quizzes, the ability to assess particular styles and writing techniques.
 - 4.3 Show ability to discern Audience and Purpose in works read.
 - 4.4 Exhibit understanding through summarization, recognition of bias, inference, and credibility of sources.
- 5.00** Demonstrate ability to create appropriate writings for in-class assignments. Ability to assume responsibility for completion of work assigned using standard American English constructs including these: sentence structure, grammar, punctuation and spelling.
 - 5.1 Grasp an understanding of work assigned.

- 5.2 Critically evaluate, analyze, and choose writing style appropriate to assigned work.
- 5.3 Complete assignments by due dates and with all parts included.
- 5.4 Develop good sentences, using a variety of sentence structures.
- 5.5 Use punctuation, grammar, and spell words correctly.
- 5.6 Assess the roles slang and jargon play in writing.

6.00 Demonstrate ability to follow appropriate format for source documentation, as well as the ability to utilize library and research databases and facilities as source information in all college coursework.

- 6.1 Do independent work through research in periodical and online databases.
- 6.2 Exhibit note taking and information gathering skills indicative to research.
- 6.3 Use documentation appropriate to assignment.
- 6.4 Perform different forms of article analysis.
- 6.5 Display ethical use of sources, avoiding plagiarism.