

CASPER COLLEGE COURSE SYLLABUS**English 1010-N.2 – English I: Composition****English 1010-N.3 – English I: Composition****Semester/Year: Fall 2015****Lecture Hours: 3****Lab Hours:** There are in-person workshop hours required for this course.**Credit Hours: 3****Class Time: Internet****Days:** Course is open 24/7**Room: Internet****Instructor's Name:** Renée E. D'Aoust (pronounced "Dow")**Instructor's Contact****Information:** E-mail or Moodle e-mail is my preferred method of contact.**Office Phone:** I am off campus, please use the course e-mail or my Casper College e-mail.**Email:** rdaoust@caspercollege.edu**Office Hours:** Since this is an Internet-based course, we will communicate via course Moodle e-mail and the course discussion group. *I respond to all emails; if you do not receive a reply, send your email again.***Course Description:** A study of the fundamentals of purposeful communication in English. The course focuses on reading and writing expository essays, on using effective language for exposition of ideas, and on thinking clearly. Students are to practice synthesizing information, organizing it coherently, and writing clearly.**Statement of Prerequisites:** Students must fulfill both the reading and writing prerequisites for this course. Students who successfully complete ENGL 0900 fulfill both prerequisites. To fulfill the writing part of the requirement, students must have an ACT English score of 21, a compass English score of 75, or successfully complete ENGL 0625 (previously 0610). To fulfill the reading part of the requirement, students must have an ACT Reading score of 21, a compass Reading score of 74, or successfully complete ENGL 0525 (previously 0520).**Goal:** This English Composition course addresses, and strives to improve, communication, close reading, critical thinking, and writing skills.**Outcomes:** This English Composition course proposes the following outcomes:

- ✓ Consistently apply and refine the outcome skills of English 0625 and 0525;
- ✓ Demonstrate effective critical thinking and reading skills: the ability to summarize, analyze, synthesize and evaluate ideas;
- ✓ Know and apply effective rhetorical modes (eg., definition, narration, description, division and classification, comparison, and /or contrast, analogy, process analysis, cause and effect analysis, illustration, argumentation), culminating in the ability to write an effective argument;
- ✓ Demonstrate fundamental awareness of documentation skills;
- ✓ Be able to evaluate their own writing as well as the writing of others; and
- ✓ Write a minimum of 3500 words during the semester.

In addition, we work toward the following Casper College outcomes:

- ✓ Demonstrate effective oral and written communication;
- ✓ Appreciate aesthetic and creative activities;
- ✓ Use appropriate technology and information to conduct research; and
- ✓ Describe the value of personal, civic, and social responsibilities.

Course Objectives: My objective for this course is to make English accessible and usable for your educational and professional needs. We will strive to do this through practiced applications of the expected outcomes for this course.

Methodology: Written lectures and course discussions. Because of the online environment, this course emphasizes independent study within a peer network and with a mentor, the instructor. There is a heavy emphasis on reading and writing. **Course evaluations:** Your feedback is valuable as the instructor uses course evaluations in determining course methodology.

Required Text, Readings, and Materials:

Required Text: Hacker, Diana. *A Pocket Style Manual* Boston: Bedford / St. Martin's, 2008.

Flash drive: It is helpful if you are using different computers to use a flash drive to save all work. Remember: always backup all your work! It works best to write and save all your work offline.

Spiral binder: It is helpful to keep a spiral binder, so you can print all lectures and assignments.

Internet access: Since you are enrolled in an online course, it is assumed that you have regular and reliable access to the Internet.

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:

November 12, 2015 is the last date to withdraw from fall semester courses.

No late papers accepted in this course: Since college deadlines (due dates) are an important college and life skill, there are no late papers accepted in this course. If you are military or reserve personnel, and know that particular due dates will pose a problem with deployment, please contact me. Technical difficulties are not acceptable reasons for missed assignments.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty: (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Course Evaluation Criteria:

Assignments will total 100-points in this course.

Assignments in this course consist of the following: eight (8) reading response papers, five (5) formal essays, and four (4) discussion forums. All assignments, and this syllabus, are subject to change. All due dates are subject to change (if a due date is changed, it will always be changed to a *later* due date). The reading and writing in this course is cumulative; successful students complete assignments in a cumulative fashion. I do not accept late assignments or assign make-up work. All papers must follow proper paper format to gain full credit. All papers must include your name. Please see proper paper format guidelines given in Unit One.

Reading response papers are meant for you to practice close reading. Expect to do a great deal of reading and set aside time for this activity. You then write responses about those readings. Do not expect extensive feedback on reading response papers as these are for practice, but you should always strive to write professional, clearly organized papers no matter the assignment. Expect extensive writing feedback on your formal essays. (Please see the grading rubrics for formal essays provided with each essay.) Participation points are based on diligent completion of assignments, integration of feedback, and engagement with discussion forums.

Please consider whether you can work independently in the online learning environment and/or whether or not a traditional face-to-face course might suit your learning needs better.

Assignments (reading response papers, formal essays, and discussions) – subject to change:

Reading Response Papers: [Assignment details will be provided for reading response papers. These cumulative points add up at the end of the semester. Do not miss assignments!]

RR1 – RR8: 5 points each

Total: 40 points

Discussion Forums: Four discussion forums for 5 points each. **Participation points** are integrated into your participation in the discussion forums. [Post once and reply twice for credit; this will be explained.]

Total: 20 points

Formal Essays: [Assignment details and grading rubrics will be provided for each essay.]

EssayA (a descriptive essay): 5 points

EssayB (a narrative essay): 10 points

EssayC (a compare-contrast essay): 10 points

EssayD (a literature essay): 10 points

EssayE (a two-source, argument-persuasion essay): 10 points

Total: 45 points

Grand total: 100 points

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Final Point Breakdown and Letter Grades:

00-59 F

60-69 D

70-75 C

76-79 C+

80-85 B

86-89 B+

90-100 A

A few additional notes from your instructor...

A Note About Online Courses: This course emphasizes reading and writing and takes place almost entirely online—except for the in-person workshops you are required to attend. Please consider whether the online environment is best suited to your learning needs. For example, if you know you are a strong reader, and a visual learner, this course might suit you rather well. If you are more of an auditory learner (you need to *hear* a lecture rather than *read* a lecture), please consider whether a face-to-face course might better suit your learning needs. For this online course, we will create an online community uniquely suited to the study of English. All written communication in this course should be considered part of your learning environment. Our focus will be on individual study with additional class discussions taking part online through course discussion forums. We will endeavor to create an online learning community that supports and respects civic dialogue. We will make use of written lectures provided by your instructor as well as a handbook and a text of essays. You are responsible for checking the course at least three times a week to receive updates and communications from your instructor.

A Note About E-mails: Please use a formal greeting and signature in all e-mail correspondence—to anyone! For example, Hello, Renée, works well. You are welcome to call me Renée or Ms. D’Aoust or Mrs. D’Aoust or Instructor Renée or Instructor D’Aoust. I’m not fussy; however, please note that I just don’t respond well to “hey” or “hey there” because “hey” makes me cringe (I guess I’m getting old). I also do not

understand or know any text abbreviations. Please do not use text lingo or shorthand. Please make it clear what you are asking in the e-mail. Do not assume that I know what assignment you mean when you write “that assignment.” Be specific! With this in mind, please do not hesitate to contact me with any and all questions. Consider that writing emails in this course helps prepare you to write professional emails in a work environment. *Thank you!*

English 1010 Casper College Fall 2015 Assignment & Reading Schedule

This schedule is subject to change.

READ THIS: There are no late papers accepted in this course for any reason. No matter how valid a reason, I've made this rule after many years of teaching online. Yes, unexpected events happen. They happen in my life, too. Nevertheless, meeting deadlines is a vital life skill, especially in our online world. Furthermore, in my experience teaching online, once a student needs an extension in an online course, the student never catches up. Plan to submit at least two days ahead of the due dates to prevent last minute technical glitches. If you have technical issues with submissions, those issues can be addressed. And if something unexpected occurs, you've already submitted your paper. When you submit: if there is a technical glitch at the last minute, and you are in a panic, email your paper via email attachment to show you completed your work. All due dates for the entire semester are provided in the syllabus. This should prevent any surprises. Print the syllabus and manually mark off completed assignments on that syllabus.

There will be one opportunity to submit one missed assignment.

This course emphasizes reading and writing as integral to your college success and to the study of English Composition. As such, please notice that you have reading and writing assignments due almost every week of the semester. Together, we will work toward your educational goals by addressing close reading skills, writing skills, and revising skills. My goal for this course is to make English accessible to your educational and professional needs. In advance, here's to your success!

Student time is precious. If after reviewing the syllabus, you have questions and/or concerns, please contact me.

Welcome. Let's have a great semester together.

Review Our Required Text:

Diana Hacker's *A Pocket Style Manual* [referred to as PSM below] is our handbook and guide to punctuation and mechanics, grammar, clear writing, usage, research, and Modern Language Association (MLA) format.

Readings will be provided in each unit during the course.

Lectures are given within each unit. Assignments are explained within each unit. Course resources and online websites that provide helpful writing advice are given in the Course Resources folder.

Always double-check the online grades to be sure your points have been recorded promptly. Do this every week. I'm human and make mistakes. Please contact me, if you think I've made a mistake.

A Note For Your Success: In my experience, once a student falls behind in online classes, there is no way to catch-up. Do not fall behind! Schedules here can be deceptive. You need time to read, to think, and to write. Give yourself time. Stay on top of assignments! There are no late assignments allowed for any reason in this course. I apologize, but it is too confusing to allow late assignments. In any case, meeting deadlines (due dates) is a valuable life skill. Practice meeting all due dates here by working ahead, and you'll find your critical thinking skills and writing skills improve.

Spring Semester Fall 2015 Due Dates

Unit One: August 24 – September 8

Assignment due: August 31 – Post in the Discussion Welcome Forum.

Labor Day, September 7, Holiday

Assignments due: September 8 – Reading Response 1 (RR1) and EssayA

Weekly assignments are due on Mondays by 11:50pm Mountain Time. If Monday is a holiday, then the assignment is due on Tuesday by 11:50pm Mountain Time.

Unit One Readings -- more readings will be given in the unit.

Please purchase your text!

A Pocket Style Manual [PSM]: Familiarize yourself with this handbook.

Pay special attention to the introductory section on MLA
Virginia Woolf's "The Death of the Moth" (available in the unit)

PSM: Review the comma

PSM: Become familiar with the section on "Revision Symbols"

Unit Two: September 9 – 21

Unit Two assignments are due September 21 – RR2 and EssayB [narrative essay]

Unit Two Readings

PSM: At your own pace, review the entire section on “Grammar” and pay special attention to the section on run-on sentences. Use the handbook to edit your writing in the reading response papers.

PSM: Please review semi-colon and colon usage; apostrophes; and quotations

PSM: Please read “Integrating literary quotations”

Karen Babine’s essay “Deadwood” – available within the unit

Unit Three: September 22 – October 5

Unit Three assignments are due October 5 – RR3; Discussion2

Unit Three Readings

PSM: Please read the section on “Clarity”; pay special attention to problem areas in your own writing

PSM: Please read “supporting a thesis” and “avoiding plagiarism”

PSM: At your own pace, please review the section on “Mechanics”

Jenny Bouilly’s essay “Choom” available within the unit

Unit Four: October 6 – 21 (Note that October 21 is a Wednesday)

Includes Mid Term Week October 12-16 and Fall Break October 19-20

Unit Four assignments are due October 21, a Wednesday – RR4 and EssayC

Unit Four Readings -- More Readings in the Unit

PSM: Return to the section on “Grammar” and review the section on verbs

PSM: Return again to the section on “Grammar” and closely review the section on pronouns

If you have made it this far in the course, pat yourself on the back! And keep going!

Unit Five: October 20 – November 3 (a Tuesday)

NOTE: Please note that your instructor will be presenting at the Nonfiction Now Conference from October 28 – November 2. Because your instructor may have limited Internet access during this time, Unit Five assignments are due on Tuesday, November 3.

Unit Five assignments are due on Tuesday, November 3 – RR5 and Discussion3

November 3rd is Election Day: Please vote!

Unit Five Readings -- More Readings Assigned in the Unit

PSM: Return again to the section on “Grammar” and closely review the section on fragments and run-on sentences

Discussion C: “College is Hard, So Why Bother?”

PSM: Return again to the section on “Grammar” and closely review the section on who/whom; and on adjectives/adverbs

PSM: Please see the “Checklist for Global Revision” guide at the end of the handbook

Unit Six: November 4 - 16

November 6—Last day to withdraw from full-semester Fall Semester courses or college.

Unit Six assignments are due November 16 – RR6 and EssayD [literature essay]

Unit Six Readings -- More Readings Assigned within the Unit

PSM: Please see the section on “Clarity” and pay special attention to “parallel ideas” and “confusing shifts” and “untangle mixed constructions”

PSM: Please read “Integrating literary quotations” [this was already on our reading schedule for Week 4; please review again.]

PSM: Please pay special attention to areas of your writing that you have identified need extra work

Unit Seven: November 17 – 30

November 25 – 27 Thanksgiving Holiday. Campus closed.

Unit Seven assignments are due November 30—RR7 and RR8 and Discussion4

Unit Seven Readings -- More Readings Assigned within the Unit

PSM: Please review the section on “Research”

PSM: Read the section on “evaluating sources”; refer to the MLA section on governmental sources

Discussion D: “We’ve Read Some Essays & Written Some Papers”

PSM: Please review “MLA Documentation Style”

PSM: Be sure you continue to review sections that address issues in your writing. Work on your final formal essay.

Unit Eight: December 1-14

Unit Eight assignments are due December 14 – your final assignment EssayE [argument-persuasion, two-source essay] (The final essay in this course counts as your final exam and will not be returned.)

Unit Eight Readings:

PSM: Please once again review the “Checklist for Global Revision” guide at the end of the handbook

Congratulations on finishing the course!