

INSTRUCTOR INFORMATION

Professor: Amy Banks
Email: abanks@centralmethodist.edu

Office Hours: as requested

COURSE INFORMATION

Course prefix, section, and title: *English Comp 110 - dual credit*

Term and Year: *Fall 2018 - 16 weeks - start date Tuesday, Aug. 21, 2018*

Meeting Location and Times: *Tuesday, Thursday, Friday 1:06 to 1:56 p.m. (6th hr.) and 2-2:50 p.m. (7th hr.)*

Final Exam Schedule: *TBA*

CATALOG COURSE DESCRIPTION

EN 110 College Composition 1 (3 credit hours) focuses on techniques of topic development and drafting, as well as revision to help students write clear, concise sentences, paragraphs and essays. EN 110 is also the study of grammar, syntax, and diction and their relationship to effective writing. The course is designed to teach students to achieve college-level competence in academic writing.

TEXTBOOK INFORMATION

Ruszkiewicz, John J. *How to Write Anything: A Guide and Reference*. Second Edition. Boston: Bedford/St. Martin's, 2012

ISBN#: 978-1-4576-0243-6.

COURSE LEARNING OBJECTIVES

Upon completion of this course you should be able to communicate clearly and purposefully through writing in academic **settings across the disciplines at the college level**. You will produce written works in a variety of different formats and lengths, all supported through thoughtful research.

CMU MISSION STATEMENT

Central Methodist University prepares students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership, and social responsibility.

CMU LEARNING OUTCOMES

Communication (articulate, multimodal, professional)

1. Students are articulate, able to speak and write clearly and effectively.
2. Students are multimodal, able to interpret and express ideas through multiple modes of communication.
3. Students are professional, able to adapt to and interact with others in a confident, responsible, and engaged manner.

Curiosity (discover, analyze, create)

1. Students can discover, explore, and seek solutions based on accumulated knowledge and current research.
2. Students can analyze, evaluate, interpret, and summarize data.

3. Students can create and innovate using critical thinking and collaborative skills.

Community (serve, respect, lead)

1. Students will serve others and be ethical and informed citizens.
2. Students will understand and respect diversity, including other's viewpoints, positions, and beliefs
3. Students will lead creatively and collaboratively to produce positive changes in the broader world.

Course Resources:

Your on-site facilitator and your instructor are your first lines of defense if you need any help – ask questions if you are unsure, that is what we're here for. In addition to class time, you also have online resources to support your work in this class.

- Email: check your email regularly. Communicate questions or issues with your professor.
- SCHOOLGY: *Schoology* is an online Learning Management System that we will use for this course. You can log in at <https://app.schoology.com/home>. You will be provided with a class code to enter when you first create an account that will automatically place you in our specific course. Sign up as a CMU college student! This ensures the platform won't limit your messaging capabilities.
- Assignments, announcement and resources will be posted in *Schoology*. This is also the PREFERRED PLACE to turn in your assignments (other than your hard copy drafts which will be scanned or mailed).
- Grades can also be accessed on *Schoology* – I'll keep them as up to date as possible.
- MyCMU – this online platform is a service newly available for dual credit students. You should receive a CMU ID # from the college or your facilitator which allows you to access your CMU account.
- WHY USING THESE SYSTEMS MATTERS?
- As a CMU student, you have library privileges 😊 Online databases through the CMU library can be accessed from the library page. These online resources will be used for research and reading for this course. The login username: libraryd – and the password: eXt2005

STUDENTS REQUIRING SPECIAL ACCOMODATIONS

Central Methodist University does not discriminate on the basis of race, color, sexual preference, religion, sex, national origin, age, or federally defined disability/state defined handicap ("disability"). This includes but is not limited to recruitment and admission of students, educational programs, services, activities, financial aid, and scholarship programs. The University complies with all federal and state non-discrimination requirements. The Center for Learning & Teaching at Central Methodist University is committed to ensuring nondiscrimination and equal access to all programs, service, and activities for qualified students with a disability. It is the responsibility of any student who wishes to claim a disability and seek an accommodation to file official documentation confirming the disability and a completed Disability Services Student Information Form with the Center of Learning and Teaching prior to seeking any accommodation based on the disability.

GRIEVANCE POLICY

Central Methodist University has established a grievance policy and process designed to provide students and others with a process to resolve potential issues. This policy and process is established to provide persons with an avenue to file a written concern and to establish a process to track and implement changes as a result of said concern. For more detailed information, consult the CLAS catalog at: <http://www.centralmethodist.edu/academics/catalog/clas-catalog/policies/index.php>.

If an issue cannot be solved through consultation with the faculty or division chair, students can report an incident/issue within 30 days of the event via the online web form https://cm.maxient.com/reportingform.php?CentralMethodistUniv&layout_id=3

ACADEMIC INTEGRITY AND ACADEMIC CONDUCT

Whether it is *intentional* or not, plagiarism is unacceptable in a college classroom. Failure to cite sources in academic writing (either intentionally or unintentionally) will be penalized.

Plagiarism occurs when a student submits someone else's work as her own, or when she uses someone else's ideas without giving due credit. If a student is found guilty of plagiarism on a paper, he will receive a zero for the assignment. If he is found guilty of plagiarism a second time he may receive a failing grade for the course and any other penalties, including probation, suspension, or expulsion that the college officials and high school administrators deem appropriate. The same penalties will be assessed for any other type of academic dishonesty such as cheating on a quiz or giving another student answers to a quiz.

ATTENDANCE/MAKE-UP WORK

I keep attendance for YOU not for me. Excessive absences (four) will prompt a discussion regarding withdrawal from this college course. **Coming to class is crucial to your success!

IF you will miss class – b/c of bad or good things, be sure to send me a message – it helps me remember to RECORD class and let's me know that you're on the ball.

IF anyone is absent, or if I'm discussing important ideas and assignments, I will RECORD class using the MITE Network. If you're gone, you should plan to watch/listen to class on your own time. ***

And a C grade is necessary in Comp 110 for CMU credit. Communicate with Professor Banks if you know you will be absent. Ask your instructor and your classmates for the notes and assignments you have missed. Please look at CMU's full attendance policy in the 2013-2014 CLAS catalog (p. 35).

CLASS CANCELLATION

On occasion it will be necessary to cancel a class expectedly due to weather, illness, or other life situation. In event of cancellation, your professor will contact your facilitator, who in turn will inform you of the cancellation.

GRADING

Grades are determined on the basis of exam scores, paper or project assignments, homework assignments, and in-class assignments. The grading scale is as follows:

A = 90% and above

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% and below

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Your on-site facilitator and your instructor are your first lines of defense if you need any help – ask questions if you are unsure, that is what we're here for. In addition to class time, you also have online resources to support your work in this class.

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Course Activities:

****All assignments will be thoroughly explained and given directions as they come up.**

- Readings – will include sections of the textbook, articles provided by Professor Banks, research reading you will accomplish on your own. Let’s talk a minute about PRINT versus DIGITAL reading. WHO WILL PRINT? HOW WILL THEY PRINT?
- Discussions – you will be expected to participate in class discussions about the topics we’re exploring – this will happen in person, but also across *Schoology* in small group discussions online. Intellectual discussion is the FOOD for thought that can lead into excellent writing. Talking and listening are both important ingredients – you’ll get a chance to do plenty of both. I encourage you to push yourself in these contributions.
- In-class Writing – many days there will be short writing assignments that will be accomplished during class time. This can include: summarizing, paraphrasing, proper quotation, subjective and objective perspective, research techniques, academic reading and writing techniques, literal and figurate language, identifying audience and purpose, expanding vocabulary, analysis and synthesis of research material.
- Homework – there will be multiple small writing assignments (1 to 3 pages) that will need to be completed as homework and turned in on *Schoology*.
- Essay Writing – there will be four essays completed during this course.
 1. The Personal Positional Essay
 2. The Descriptive Perspective Essay
 3. The Research Essay
 4. Surprise...

T/Th/F classes – M/W what happens? This course will require more time than the M/W off days to complete the work. Plan now for when in your life you will make time and space to complete the Eng 110 work.

****Late work will not generally be accepted unless a student has made specific arrangements with professor Banks. Talk to me if you are having trouble getting something done!**

Editing and Drafting Writing

All the essays we write in class will be edited several times – you will save each DRAFT of your essay so we can mark the path of improvement and change your writing goes through. This process is one of the biggest reasons Comp is a required college course! You will receive significant points for taking part in this process. Even published professional writers know, no matter where your writing skills are today, editing drafts helps improve your ability to communicate in words. *****PRINTING papers** – there will be times this semester when

you will need/want to print off assignments to read, work on in class. Prepare now for how you will print – home, facilitator, library at school.

Instructor Feedback and Communication:

- I will be participating in discussions, as well as giving feedback during class time about everyone's writing.
- I will communicate with you over *Schoology* and through email to support your writing during the semester.
- I will return written work via email as well as mailed hard copies and also thru *Schoology*, so you can see the comments I have to improve your work.
- Each time you turn in drafts of an essay, I will give you quick feedback to help you improve your writing and get the best grade possible.
- I will try to keep the *Schoology* gradebook up to date weekly – you can check your grades at any time, but remember, the online gradebook is for us. You're official grade gets submitted to CMU at the end of the semester.

Student Feedback and Communication:

- Feel free to contact me with questions.
- Check your email and *Schoology* regularly – along with coming to class, these are the surest ways to stay on track. *Schoology* notifications can be sent on your phone.
- SUBMIT ALL YOUR WRITTEN WORK IN WORD.DOC, DOCX, PDF OR RTF. 12 point, Times New Roman font, double spaced, one inch margins = standard academic format. We will go over this in class 😊
- Save all your work on a flash (thumb) drive, as well as saving it to your computer. It is your responsibility to backup all course-related files; you should make it a habit to save assignments in multiple locations. The cloud is good!
- When you send an email to your instructor, carbon copy (cc) it to yourself as well, just to be safe.
- If you submit your work on Schoology – you can see if the assignment is there. I'll let you know if I can't open/access it.

Finally...

I am very happy to be your instructor for this class. Wherever you are with reading, writing, thinking, listening and speaking today, in sixteen weeks you will have improved significantly. You will also feel confident about your writing, and you will know that you can transfer into college next year and write for any professor, for any class, and write WELL.

***All assignments in this class will be communicated thoroughly and completely as we progress.

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**Academic Property – all work (original or copy) submitted by the student to satisfy the requirements of the course may be retained at the discretion of the instructor non-profit and educational purposes. Such work is generally used for assessing the course and providing evidence of student accomplishment by review by accrediting agencies. Any student wishing to prohibit such use of their work may do so by notifying the instructor in writing.*