

Corning Community College

College Composition I

English 1010-Y24

Course #48239

Course Syllabus/Expectations and Standards

Mr. Haydon

Prattsburgh Central School

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M-F 12:39 – 1:20 Room 203

Email: haydont@prattsburghcsd.org

Available Periods: 3, 4, 6

This syllabus is your contract for the course. You need to be cognizant of the policies set forth in this document and it should be in your possession throughout the course.

Course Description

Essay writing designed to sharpen the student's perceptions of the world and to facilitate communications with correctness, clarity, unity, organization, and depth. Assignments include expository writing, argumentation, and research techniques. (3 credit hours)

Textbook

ENGL 1010 Corning Community College. SUNY OER Services. Geneseo, NY. Web. 2017.

Methods

The course methods will include lectures, class discussion, handouts, readings, testing, activities, and writing exercises (both inside and outside the classroom).

Assignments

There will be a minimum of six structured writing assignments, primarily argumentative, totaling a minimum of 3500 words. At least one of these assignments will be written in class. In addition, one capstone researched based essay of 1250 words will round out the course. Included among these six assignments will be one or more research papers. MLA formatting is required.

Types of assignments include but are not limited to: compare/contrast essays, narrative essays, persuasive essays, descriptive essays, research-based essays, and grammar usage tests.

Only typed, double-spaced formatted papers will be accepted (unless otherwise noted). The instructor reserves the right to refuse any submission that does not meet the standards required.

The act of submitting an assignment affirms that the work is the student's own. All submissions are final. No second opportunities will be given.

The Capstone assignment will be due January 17th. Failure to submit an acceptable paper may result in loss of course credit.

Required Course Materials

Students will be required to use the Microsoft Teams/One Note program to access materials, complete assignments, take notes, and submit completed work.

1. School-issued laptop – Most assignments/work will require Microsoft OneNote for completion. Notes should be taken using this method.
2. Notebook – Even with a transition to paperless, we will still need paper for a few activities.
3. Folder – to organize the few papers we have.
4. Blue or Black Pens – no colored pens (unless specified).
5. Positive Attitude – leave the poor attitude and facial expressions at home. Remember, HOW you say something is as important as WHAT you say.

Only English course materials should be brought to class. All other work will be confiscated until the next class meeting. No warnings.

Being unprepared will result in an adverse effect on your average (loss of 2 points each time).

Attendance

Attendance is imperative. This class is based on participating in discussion and classroom activities. These activities cannot be made up. Since this is not a correspondence course, being in attendance is a prerequisite for your success. Therefore, non-school related and sanctioned absences will result in the following penalty to your average per marking period:

2 = 2 points	4 = 5 points	6 to 9 = 10 points
3 = 3 points	5 = 8 points	10 or more = 20 points

Examples of school related/sanctioned absences: band lessons, field trips, etc.

Examples of non-school related/sanctioned absences: sickness, appointments, suspensions, etc.

Any non-school related or sanctioned absence beyond the second per marking period will result in no participation points being awarded.

Any tardy after the first one will be treated as an absence and graded as such.

Participation

Active participation during class is expected. This includes being enthusiastic, actively engaging in partner/group activities, asking questions, and volunteering. To earn points, you must show regular initiative during classroom activities and participation must be memorable. A student can earn up to 10 points or lose up to 10 points on his/her marking period.

Grading Policy

1. Graded homework and quizzes (announced or unannounced) count once.
2. Unit tests count twice (unless otherwise stated).
3. Projects will be announced.
4. Non-graded homework will be checked in class. A loss of 3 points from your average will result if an assignment is not complete.

CCC Conversion Chart:

A	93-100 (comprehensive knowledge, understanding)
A-	90-92 (marked perception, originality)
B+	86-89 (moderately broad knowledge, understanding)
B	81-85 (noticeable perception)
B-	78-80 (originality)
C+	74-77 (reasonable knowledge, understanding)
C	71-75 (some perception, originality)
C-	66-70 (little perception)
D	56-65 (limited perception, minimum knowledge/originality)
F	0-55 (unacceptable knowledge/understanding, failing work)

Late Assignments

Late assignments can earn a maximum grade of 50%. After two school days, the assignment will not be accepted and scored a zero.

If submitting late work via OneNote, you are responsible for emailing me a notification of the submission. I will not be constantly checking for late submissions.

Completing Missed Work

- If you are not in school the entire day (sickness or appointment), you are responsible for making up all missed work the next class. I will not come to you if you are absent. **It is YOUR responsibility to see me immediately upon your return** (before class begins). Ask, "What did I miss?"

- If you have a field trip, class meeting, band lesson, appointment, etc. you are responsible for obtaining missed assignments and making up tests just as if you were in class. That means all work from the class you missed is due the day after your absence.
- Upon returning from an absence, you are required to turn in the work due the day(s) of your absence. Failure to do so at the beginning of class will result in the homework being considered incomplete.
- Quizzes and tests will be made up the next class day. See me upon entering the classroom and ask to take the missed test. The instructor reserves the right to record a zero grade if you do not ask at that time.
- An intentional skip (as viewed by the instructor) will result in a zero for all assignments and tests that day.

Disciplinary Actions/Parental Contacts

Disruptions in the classroom for any reason will be dealt with as necessary. A deduction of three points from a student's average will be assessed if it is deemed necessary to remove the student from the classroom. Parental contact will be made if a student is removed from the classroom.

Student Withdrawal Policy/Last Day to Drop

If for any reason a student must withdraw from this course, it is the student's responsibility to do so by submitting an online drop form through MyCCC. A grade of "W" will be assigned if the withdrawal occurs before the official course drop date in the CCC handbook and a grade of "F" thereafter. If a student simply stops attending rather than officially withdrawing, he or she will receive a grade of "F" for the course. The instructor may drop a student for non-attendance.

Communication

Students are expected to maintain a certain level of grammatical correctness and professionalism when writing or emailing the instructor.

If you have a problem, you should make an appointment to discuss it. As a college student, you will be responsible for all communications. Pursuant to Federal Law (The Family Educational Rights and Privacy Act), your parents will not be allowed to communicate with instructors.

- For those students who have not reached the age of 18, parents may communicate with the instructor only after the student and instructor have had a face to face meeting.

Technology

Check your school email regularly. The same goes for any postings on Microsoft OneNote/Notebook. You are responsible to be aware of any postings/messages.

Any misuse of your school laptop will result in it being confiscated. (Ex: checking email, surfing web, listening to music, etc.).

I need to have visual access to your screen. Do NOT turn your screen away from me. It makes you look guilty, and I reserve the right to check what you are doing (including your browsing history).

Consequences for misuse:

- A deduction of 2 points from your marking period average for each/any incident.
- Confiscation of your laptop.

Each day, laptops must be (1) brought to class, (2) charged, and (3) turned on and ready for class before we begin. This means opening OneNote upon entering the class.

- A two-point deduction will be taken from your marking period average each day your laptop is not here/charged.

Personal Devices

Must be invisible and switched off – or it will be confiscated. Everything you need is on your laptop. If you are in doubt, don't take it out. (In rare circumstances, you can ask permission to use your phone for academic use – be ready to prove why you need it.)

- Keep your phone on silent/off.
- Simply checking your phone will result in its confiscation.
- Do not take pictures, videos, or audio recordings.
- No listening to music during group work.
- If you are given time to work and allowed to listen to music:
 - Pick one playlist. No searching for songs every few minutes.
 - Be sure you can hear when the instructor speaks.
 - No texting, email, or other communications (close the Outlook program).
 - No checking social media.

Note that these rules apply to all devices, including Smart Watches. If you are tempted to look at your Smart Watch when a message is received, take off your watch and put it away.

This is your warning. Any misuse of a device will result in immediate loss of electronic device privileges for any amount of time deemed appropriate by the instructor. In addition, **three points** will be deducted from your marking period average.

Keep in mind that if the rules are abused, the entire class may lose all phone privileges.

Turn It In

Major writing assignments will be submitted through the Turn It In program (unless otherwise specified). No submission will be accepted without using it.

Technology Hints

- Open your local Outlook frequently. Otherwise, emails will remain in your outbox.
- Open your local OneNote to sync with the online version.
- Use Google Chrome when you have problems opening programs with Explorer.

General

Bathroom Privileges

Leaving class for the bathroom, drink, locker, or other reason is a privilege not a right.

After 3 times per marking period leaving the classroom, these privileges will be revoked for the remainder of the marking period.

- This includes arriving late to class from the bathroom, locker, drink, etc.

After permission is granted:

- Bring the Tralfamadorian with you (your bathroom pass).
- Leave your Smart Watch and Cell Phone in place of the Tralfamadorian.

The instructor reserves the right to deny any student bathroom access/exiting privileges for any reason.

General Rules

1. Be prepared for class.
2. Raise your hand to speak during class discussion.
3. Be on time and sit promptly in your seat.
4. Leave the room the way you found it.
5. Keep your hands off anything that is not yours.
6. Do not pack up your belongings until you are told to do so.
7. Be respectful to both teacher and students.
8. If you must whisper it, keep it to yourself.
9. No food or drink. Exception: water is acceptable.
10. Push in your chairs before leaving.
11. If you make your problem my problem, that's a problem.
12. Use common sense.
13. Have a POSITIVE attitude.

Academic Honesty Policy

The principles of integrity, respect and ethical behavior are long standing traditions at CCC. It is expected that all students will recognize these values and adhere to all aspects of student conduct and academic honesty inside and outside of the classroom. The act of academic dishonesty is one in which a student is trying to gain an unfair advantage or is avoiding actions required by the course, which have been designated to improve some aspect of the student's education. Knowingly and willfully aiding or collaborating with a student in the violation of an Academic Honesty policy, even if not personally committing any violation, is considered academic dishonesty.

Plagiarism occurs when a person presents another's ideas, information, words, artwork, films, music, graphs, data or statistics as if they were his or her own creation. Plagiarism is a form of theft and is cheating. When a person copies material from a published source, such as a periodical, encyclopedia, or book, or download a passage from an Internet source and presents that information without proper documentation (reference or quotation) in a paper or project, then that person has committed plagiarism. Even if the content or wording is slightly changed, a little plagiarism is still plagiarism.

If a violation of this policy has occurred, the instructor will conduct an investigation. The result of this investigation may be a failing grade on the assignment, a failing grade for the course, or expulsion from the College.

(Communications/Humanities Division of CCC)

- There are ways by which a person can borrow and use other people's ideas, information, or words, as long as the borrowing is properly acknowledged. However, unacknowledged borrowing – plagiarism – is a serious crime and is dealt with severely.
- Plagiarism occurs when a person presents other people's ideas, information, or words as if they were his or her own creation. Plagiarism is a form of theft, as well as cheating.
- When a person copies a passage from a published source, such as a periodical, an encyclopedia, or book, or downloads a passage from an Internet source, and presents that information without proper documentation in a paper or project, then that person has committed plagiarism. Even if the wording has been slightly changed, a little plagiarism is still plagiarism. If a person submits a paper or project in satisfaction of a course assignment that was authored in part or in whole by someone else, then that person is guilty of plagiarism.
- Any act of plagiarism will result in a failing grade for that paper or project and could result in a student's failing the course. Documented acts of plagiarism will be kept on record. Repeated acts of plagiarism have more serious consequences.

If you have any questions or doubts about your submission, please see me immediately for help.

ENGL 1010 Outcomes

Students will demonstrate the ability to:

1. Produce coherent texts in conformance with all assigned objectives and appropriate to college-level proficiency in exposition and argumentation/persuasion, including the following organizational and structural criteria:
 - Introductory material appropriate to the purpose and audience
 - Clear thesis that is adequately developed and supported
 - Body paragraphs focused, presented in logical order, and supporting the thesis
 - Concluding material appropriate to the purpose and audience
 - Style and diction appropriate to the college level
2. Produce valid and structured logical arguments, including the following specific criteria:
 - All content material pertinent to the thesis
 - All claims and appeals supported
 - No significant contradictions, inconsistencies, or fallacies of logic
3. Produce at least one extended piece of documented writing in conformance with the outcomes stated above and additionally including the following specific criteria:
 - Appropriate MLA documentation style and format
 - Borrowed materials integrated appropriately
 - No evidence of plagiarism
 - Sources of information reliable, sufficient, and diverse
4. Utilize the conventions of standard written English, including the following specific criteria:
 - Generally free of significant sentence structure errors
 - Generally free of significant grammatical errors
 - Generally free of significant mechanical errors

Grading Standards for ENGL 1010

These descriptors should guide instructors as they assess student essays. The descriptions correspond to the appropriate sections of the grading rubric adopted by the Communications/ Humanities Division. Instructors may assign plus or minus grades, representing nuances of these standards, at their discretion.

Characteristics of an A Essay—A is an exceptional essay. It represents a high standard of achievement.

- Focus** Its thesis is focused, significant, interesting and manageable within the scope of the assignment. Thesis appeals to audience's knowledge, interests, and/or attitudes toward the subject.
- Organization** Not only is the essay organization clear and deliberate, the structure does not feel imposed. Unobtrusively uses transitions to relate ideas. Its shape reinforces the thesis, and its movement propels focus forward.
- Development** Each body paragraph has a controlling idea supported by sufficient, relevant detail and precise explanation.
- Sentence Structure** The sentences are varied in length and structure according to the writer's purpose and emphasis.
- Word Choice** Words are chosen for precise connotation, denotation, and tone.
- Mechanics** The paper is correct except for excusable errors of inadvertence and violation of extremely technical rules.

Characteristics of a B Essay—B is a solid essay. It is beyond the ordinary effort but has some weakness.

- Focus** The paper has a firm purpose, is focused and interesting, and attempts to appeal to an audience.
- Organization** The structure for the most part is clear, ordered and focused; the transitions are sometimes strained.
- Development** Each body paragraph has a controlling idea and is supported by some relevant detail and explanation.
- Sentence Structure** The sentences are usually varied to suit the writer's purpose and to indicate his or her emphasis.
- Word Choice** The word choice is generally correct, and the writer goes beyond the automatic word to find one that is more precise and effective.
- Mechanics** Generally correct but the essay has some problems with complex grammar and punctuation.

Characteristics of a C Essay—C is an average essay. It represents the competence that is minimally expected of the student in the course.

Focus The purpose of some parts of the essay is not immediately clear to readers. There is a clear thesis but it may be simple or obvious to the demands of the writing situation or audience. Some portions appeal to audience's interests, but that interest is not uniformly maintained.

Organization A principle of organization is being used; however, it may be simple or obvious for the purpose. The organization is acceptable though some sections may be slightly awry or depart from the thesis. Transitions are attempted but weak.

Development Each body paragraph has a controlling idea, but the support is sometimes weak or vague.

Sentence Structure There are very few errors in sentence structure, but the sentences are not varied in form.

Word Choice The choice of words is generally correct but the range of words is limited so that the diction is sometimes imprecise and monotonous.

Mechanics The essay has few major errors but contains mistakes in spelling, grammar, and punctuation.

Characteristics of a D Essay—D is substandard work. There is some redeeming merit, yet the essay still is not at a competent level.

Focus The thesis may be contradicted by the body or later declarations. Too often it seems like an unfocused exercise than an interesting paper.

Organization Some principle of organization is apparent, but ideas feel scattered and order is jumbled.

Development Though the topic is apparent, paragraphs are underdeveloped, sometimes just a series of generalizations.

Sentence Structure The sentences conform well enough to the grammar of written English as spoken by educated but not fussy people, but they fail to conform to written conventions.

Word Choice Words are occasionally misused. Attempts to go beyond the everyday vocabulary go awry.

Mechanics Errors in punctuation are frequent enough to distract the reader but not pervasive.

Characteristics of an F Essay—F is an unacceptable essay. It is a flag, indicating that help is needed.

Focus The thesis may be radically out of alignment with the assignment's scope, is fundamentally contradictory, or unclear throughout.

Organization There appears to be no rationale for the organization.

Development There is no apparent principle of paragraphing; supporting detail is negligible, confusing, or far too general for the scope and purpose.

Sentence Structure Some errors indicate a failure to understand the basic grammar of the sentence.

Word Choice Words that should be in the range of college students are misused or confused.

Mechanics Simple words are misspelled. Use of punctuation or capitalization seems random.

Course Outline

The following schedule contains a list of course skills and assignments. Adjustments might be made as necessary. *Note: Graded assignments are in italics.*

Week 1

Syllabus
Resume

Week 2

Topic sentences
Cover Letter

Week 3

Diagnostic essay (Biographical persuasion)
Essay formatting
College Reading: Active Reading

Week 4

Thesis statements
Subject-Verb agreement
Compare/contrast essay (1 article) – 500 words

Week 5

Understanding College Materials
Narrative writing techniques
Narrative writing – 500 words

Week 6

Persuasive techniques introduction
Propaganda techniques
Using propaganda to persuade – 400 words

Week 7

Source location/searching
Evaluation of sources
Abstracts

Week 8

MLA Documentation
Paraphrasing
Commas/Semicolons/Colons

Week 9

Define argument (logos, ethos, pathos)
Paragraph Unity
Argumentative essay (2 articles)

Week 10

Supporting claims
Logical fallacies
Argumentative essay (MLA format) – 600 words

Week 11

Revision exercise/submission
Diction/Style/Tone

Week 12

Capstone research assignment
Pre-research topics
Settle on topics

Week 13

Corning Library Trip
Pronoun usage
Thesis statement

Week 14

Annotated bibliography
Research Process Analysis

Week 15

Peer editing
Capitalization
Apostrophe/Quotes

Week 16

Capstone Research Paper (5-7 pages)