

My Legend:

Lifelines = Yellow highlight

Danger Zones = Red highlight

Need to buy = Green highlight

Need to have access to = Blue highlight

**English Composition
ENG 110C****Instructor: Professor X****Email: profx@odu.edu****Phone: 757-555-5555****Office: BAL 5555****Office Hours: MWF 8-8:50am;
11-11:50am or by appt.****Course Catalogue Description:**

Lecture and discussion 3 hours; 3 credits. Prerequisite: Students must have passed the University Writing Sample Placement Test before registering for 110C; the test is administered by the University Writing Center. This course is designed to improve students' writing skills. Emphasis is placed on developing skills of perception, as well as thinking, ordering and imagining, and on practicing the principles of expository writing. Individual conferences are required.

Objectives:

The principal objective of 110C is to prepare students to be effective writers of the kinds of written compositions they will be called on to produce in various discourse communities. This course emphasizes written composition of the kind they will encounter during their college careers. By the end of the course, students should be more mature in their understanding and use of language, should develop efficient writing processes, should know the qualities of effective composition in a given rhetorical situation, and should be able to demonstrate those qualities in their own writing. The criteria for successful college writing include the following:

1. Scope and Focus: clarity and communication of central purpose and main ideas, limitation of topic, use of pertinent material and avoidance of irrelevant material.
2. Organization: form, coherence, orderly progression of sentences and paragraphs reflecting sound planning.
3. Development: adequate support and elaboration of thesis and main ideas by use of definition, illustration, specific references, examples, concrete details and/or evidence.
4. Perspective: soundness of knowledge and judgment; ability to develop mature, thoughtful connections: avoidance of second-hand opinions and third-hand facts.
5. Rhetorical awareness: effectiveness of the text for a particular situation and audience.

6. Expressiveness: control and variety of sentences; precise, appropriate, and vigorous use of words; resourcefulness and flexibility of idiom.
7. Mechanics: correctness; observance of standard usage, spelling, punctuation, etc.

Textbooks/Materials:

Books:

1. Wysockie, Anne Frances and David A. Lynch. Compose, Design, Advocate: A Rhetoric for Integrating Written, Visual, and Oral Communication. First Edition. New York: Pearson Education, Inc. (*referred to as CDA on your schedule*)
ISBN: 0321117786
2. Troyka, Lynn Quitman and Douglas Hesse. Quick Access: Reference for Writers. Fifth Edition. Upper Saddle River, New Jersey: Pearson Education. (*referred to as QA on your schedule*) (w/ mycomplab)
ISBN: 9780558220440
3. Standard Old Dominion University Writing Folder (*available in the ODU bookstore*)

Electronics:

This course is heavily involved with computers and technology as a means of situating the writing process within a digital world. While you will have access to the technology that this course uses through the English Department computer lab (BAL 2019), it would benefit you to obtain some of these materials for use at home. Therefore, the following list represents materials that *are recommended but not required*.

5. Adobe Photoshop CS2/CS3: This image-editing program is available in the computer lab. For home use, there are relatively cheap versions of this at the bookstore. Free trial versions are available for download at Adobe.com:
6. Storage Device (i.e. jump/flash drive, CD-RW, etc.): You also have access to ODU's H: drive at . But, always email a copy of your documents to yourself as additional backup. Trust me, you cannot trust electronics.
7. A pair of headphones: Any headphones will do. This is suggested for you to be able to watch video tutorials in class or enhance your creative energy with music.
Note: headphones are not required.
8. Hole-puncher: A standard three-hole puncher will help you arrange your portfolio neatly.

Coursework:

Students must compose a minimum of 5000 words (approximately 20 typed pages) over the course of the semester.

Discussion Board: In-class Computer Lab work (15% of grade)

Each student **must write at least 350 words** in response to several Blackboard discussion board topics. We will be setting aside time in the English department computer lab (BAL 2019) to complete these assignments so try not to miss Friday classes. However, **if you do miss a Friday, you are responsible for checking the day's Discussion Board from home and submitting it by midnight on the day it was assigned.** These discussion board submissions will not always be written. Sometimes they will be used to display your work on Photoshop, etc. **You will print out your discussion board submissions and add them to your writing folder at the end of the semester.**

Note: It is imperative that you set up an ODU email account in order to perform this assignment.

Assignment 1: (3-5 pages)

Assignment 2: (4-6 pages)

Assignment 3: (4-6 pages)

Final: In-class Essay: (15% of grade) (roughly 2 pages)

Reading Quizzes and Class Participation: (5% of grade)

You will be quizzed about course readings on random days throughout the semester. You are also expected to contribute to class discussion.

Portfolio: End of Semester Submission (5% of grade)

You must gather all of the material you created throughout the semester (Blackboard discussion board submissions, rough drafts, final drafts, graded drafts, images, quizzes, tests, etc.) and organize them in **a standard Old Dominion University Writing Folder (available in the bookstore)**. You will be building this folder throughout the semester. That you must purchase a University Writing Folder and collect all graded material throughout the semester is for your benefit. According to English Department policy, in the case of a grade dispute, students should be advised to keep their folders. No grade dispute will be entertained if students don't have their writing folders.

Late Paper Policy:

I will subtract a half letter grade from the essay's final grade for every day that it is late (i.e. an essay due Monday that would have received a B receives a C for being turned in on Friday). I *do not* accept late rough drafts or late design plans for assignments.

Grading Scale:

93-100 = A

90-92 = A-

87-89 = B+

84-86 = B

80-83 = B-

77-79 = C+

74-76 = C

70-73 = C-

67-69 = D+

64-66 = D

60-63 = D-

59 & below = F

Extra Credit Opportunities:

WTS

If you attend one of Writing Tutorial Services' workshops or bring your work for this class to Writing Tutorial Services for a 50-minute session, I will add a half-letter grade (up to 5 points of credit) to the current assignment's final grade. You are welcome to attend as many sessions as you can/wish, but I will only award a half-letter per assignment. WTS presents free, 50-minute workshops that focus on key writing issues and provides free, one-on-one tutorial sessions to students at ODU. Workshop dates will be posted on Blackboard. For tutorial sessions, be sure to make an appointment in advance. In order to receive credit, you must provide proof of your session by attaching the paperwork they give you to your final draft.

WTS contact info:

<http://al.odu.edu/wts>

757-683-4013

BAL 1002

Mycomplab

With the purchase of Quick Access, you have an access code for mycomplab, an online writing lab and tutorial site connected with this course. While we will not be using this site to submit essays for grading, the site contains instruction, multimedia, and exercises on composition, usage, and mechanics. I will add a half-letter grade (up to 5 points of credit) to the current assignment's final grade for exercises completed on mycomplab. To receive credit, print your *exercise results* and attach it to your final draft. You are welcome to complete as many tutorials as you can/wish, but I will only award a half-letter per assignment. WTS tutorials cannot be combined with mycomplab tutorials for full letter grade boosts. Only five points will be awarded per assignment.

Attendance:

Attendance will impact your grade. It is your responsibility to keep track of your attendance. You must prepare for, attend, and participate in all scheduled class sessions and conferences. In-class assignments, quizzes, and peer reviews cannot be made up, so absences will affect your final grade. If you come to class on a peer review day without your rough draft, it will constitute an absence. **According to English Department policy, you will receive an F if you miss 25 percent of class time.**

On the 4th absence, your grade will drop one-third letter grade (i.e. B+ to a B)

Every subsequent absence will result in a deduction of a third letter grade. (A+, A, A-, B+, B, B-, C+, C, C-....)

6 unexcused absences will automatically result in an F.

Note: Missed conferences count as absences.

Tardy Policy:

I will be taking attendance at the beginning of each class session. If you are not present when I take attendance, I will mark you absent. If this happens, **it is your responsibility to see me immediately after class to remove the absence.** I will take note of any early departures. Three early departures will amount to one absence.

Excused Absences:

I reserve the right to determine which absences are excusable. **To have an absence excused, you must provide official documentation and discuss the absence with me.** You are responsible for reporting any extended absences (due to illness, family emergency, or otherwise) to me through **Student Ombudsperson Services.** You can reach SOS through the link: <http://studentaffairs.odu.edu/sos/>

Student Conferences:

On two separate occasions I will meet with each of you individually to discuss our progress in this course. The class as a whole will not be meeting on student conference days. These conferences will be held in my office, BAL 4043.

Writing Sample Placement Test (WSPT):

All students, both beginning and transfer students are required to successfully complete the WSPT before being admitted to English 110C. The University Writing Center administers the WSPT (and the Exit Exam of Writing Proficiency which students take after earning 59 credits), and provides writing workshops for students who do not pass the WSPT. If you have not qualified for English 110C by taking and passing the WSPT, your name will automatically be dropped from the roll. By the time you get the official notification that you have been dropped, it will be too late to drop this course and add another one before the add-drop period is over. If you have questions about your placement, call Ms. Jones at the Writing Center at 683-4112.

Classroom Behavior:

Your conduct impacts your standing in this course. The success of this course depends on cooperation by and among all class members. Inappropriate or disruptive behavior by any individual interferes with the progress of the class. It is unfair to the other students and will not be tolerated. At the first instance of such behavior, I will request a conference during which I will recommend counseling or other outside help. At the second instance, I will request that the student leaves the class, and I will enlist the help of the Office of Student Judicial Affairs (<http://studentaffairs.odu.edu/osja/>) to help deal with the problem. At the third instance of misbehavior, I will ask the student to drop the course.

Disability Notice:

Be sure to register with Disability Services if you have a documented disability (757-683-4655). If there is a student in this class who has special needs because of a disability, please notify me immediately to discuss accommodations.

Plagiarism:

You are responsible for obtaining a copy of the Student Handbook and informing yourself about student conduct regulations. Using another writer's words or ideas without giving proper credit, acknowledgement, or documentation is considered plagiarism, a violation of the ODU Honor Code, and grounds for expulsion from the University. If the quality of your in-class and out-of-class writing varies significantly, I reserve the right to ask you to write under supervision. If you have questions about how and when to acknowledge sources, please refer to your textbooks (particularly Quick Access), see a tutor at WTS, or ask for my help. As a member of the academic community of scholars at Old Dominion University, every student is expected to adhere to the Honor Pledge: "I pledge to support the Honor System of Old Dominion University. I will refrain from any form of academic dishonesty or deception."