IVY TECH COMMUNITY COLLEGE

STATEWIDE COURSE OUTLINE OF RECORD

**Robert Murphy, MS rmurphy50@ivytech.edu**

COURSE TITLE: English Composition

COURSE NUMBER: English 111-1CC

COURSE MEETINGS: 9:00-11:50 am, Saturday, CC2306

SCHOOL: Liberal Arts and Sciences

PROGRAM: Liberal Arts

CREDIT HOURS: 3

CONTACT HOURS: Lecture: 3

**Mr. Murphy’s Spring 2014 schedule:**

* English 111-32c, Fridays 8:00-10:50, HM 1216
* English 111-33c, Fridays, 11:00-1:50, HM 1216
* English 111-1CC, Saturdays, 9:00-11:50, CC2306

**CATALOG DESCRIPTION:** English Composition is designed to develop students’ abilities to think, organize, and express their ideas clearly and effectively in writing. This course incorporates reading, research, and critical thinking. Emphasis is placed on the various forms of expository writing such as process, description, narration, comparison, analysis, persuasion, and argumentation. **At least two research papers are required.** Numerous in-class writing activities are required in addition to extended essays written outside of class.

**REQUIRED TEXTBOOKS AND MATERIALS**

* **Bullock**, Richard and Maureen Daly Goggin. *The Norton Field Guide to Writing with Readings* **3rd Edition**. New York: W. W. Norton & Company, Inc. 2013.
* **Hacker**, Diana and Nancy Summers, A *Pocket Style Manual 6th* Ed Boston: Bedford/St. Martin’s.2012
* Blackboard information and frequent usage

**Other Required Materials**

* One (1) two-pocket folder (for turning in major projects)
* USB storage unit (i.e. something to save your information and work)
* Ink pens (blue or black only) ***No pencil or colored ink****!*

**MAJOR COURSE LEARNING OBJECTIVES:** Upon successful completion of this course, the student will be expected to:

1. Understand communication theory and the roles audiences play in the writing process.

2. Apply critical reading and thinking skills to the writing process.

3. Demonstrate an awareness of language as a tool for learning and communication.

4. Develop strategies for making independent, critical evaluations of student and published texts.

5. Research and critically evaluate information to produce writing with APA or MLA formaldocumentation, which consists of in-text citations and final list of all sources cited.

6. Apply strategies for the composition process such as drafting, collaboration, revision, and peer evaluation to produce written documents.

7. Write well-organized essays with a firm thesis and a clear introduction, body, and conclusion.

8. Engage in pre-writing activities, including narrowing a topic, generating ideas, determining the audience and the relationship between audience and content, and setting an appropriate tone.

9. Demonstrate an understanding of the various rhetorical modes, including argumentation and analysis, and apply that understanding in various writing environments, including an essay test.

10. Support a thesis statement with valid reasons and evidence.

11. Follow the conventions of standard written English, in sentence structure, punctuation, grammar and usage, and spelling.

12. Recognize and develop styles appropriate to varied writing situations.

**COURSE CONTENT:** Topical areas of study will include the following:

Reading and thinking critically

Generating ideas

Identifying an audience

Developing a thesis

Organizing the essay

Using rhetorical modes including exposition,

 argumentation and analysis

Prewriting, drafting, editing, and revising

Conducting library and other research methods

Following conventions of standard written English

Writing essay exams

Gathering, evaluating, and using sources for

 research

Paraphrasing, summarizing, and quoting

Documenting sources (MLA and/or APA)

Developing style

Avoiding plagiarism

**ACCESSING IVY TECH COMMUNITY COLLEGE VIRTUAL LIBRARY**

The Ivy Tech Virtual Library is available to students on- and off-campus, offering full text journals, videos, and books and other resources essential for course assignments. Choose the link for Northeast Indiana/Fort Wayne campus at <http://www.ivytech.edu/library>

**ACADEMIC HONESTY STATEMENT, IVY TECH COMMUNITY COLLEGE**

The college is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests, or other academic works is a violation of College rules. No student shall engage in behavior that, ***in the judgment of the instructor of the class,*** may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

**ADA STATEMENT** Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services. I must be provided documentation from the Disability Support Services no later than the end of the third calendar week of classes.

Disability Support Services Director: Todd Nichols HM 1655 481-2210 WNichols@ivytech.edu

**ATTENDANCE**

Attendance at each class session is expected from the scheduled start of class to dismissal by the instructor. Much of this course involves group interaction which will aid in your personal writing development. Poor attendance hinders your development. ***NOTE***: Missing the equivalent of two weeks of class (whether 20 minutes one day, half hour one week later, etc.) endangers your success**. DO NOT expect to pass** if you miss more than the **equivalent** of three weeks of classes. (Remember that each class is the equivalent of one week.) Attendance is taken regularly and is recorded on your official student record. Attendance must be reported to the Financial Aid office since some financial aid programs have attendance requirements.

**CELL PHONES AND OTHER ELECTRONIC DEVICES POLICY**

As stated in the SLAS policies, “Cell phones must be turned off or put in vibrate mode. Text messaging is not allowed during class.” In addition, put all electronic devices away during class time. **Pictures or recordings of the class or the teacher are prohibited.** Any instance of using these devices during class time may lower your grade on the current project. **COMPUTERS** are for class work purposes only. Any other use in class time will result in a recorded “0” for the period.

**CLASS CANCELLATION POLICY**

Closure of the Northeast Indiana IVY Tech will be on the home page. Weather related closures are usually on local media. If class is canceled for any reason, please check “Announcements” on Blackboard 9.1 to see what is needed before the next class session. (NOTE: closures elsewhere in the state do NOT affect us.)

**CLASS INSTRUCTIONAL METHODS**

This is a traditional classroom course emphasizing “workshop”. Through using methods including short lecture, class discussion, small group discussion, and individual work, we will together strive to create a committed, friendly, and helpful learning community. Since successful completion of an English writing course requires commitment to self-discipline, self-motivation, and effective time management, we will work together in “workshop” classes, analyzing others’ work, thus helping each other to become effective writers and effective readers at the same time. Since your work will be read by others, be careful not to write anything you do not want others to read.

**Classroom Etiquette**

* Do not use the printer while the instructor is lecturing or leading a discussion.
* Class time is academic time, not social time. Social conversations belong in the hallway on break, not during class.
* Disrupting a class may result in failure for the class day or ultimately suspension or expulsion from the class.

**In order to benefit from this community, you must be present! *ABSENCES AFFECT YOUR GRADE.***

**COPYRIGHT STATEMENT**

Students shall adhere to the laws governing the use of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy. ***Note:*** Course materials other than textbooks, including lectures, notes, and other class parts are copyrighted by the instructor and cannot be duplicated.

**GRADING SCALE AND ASSIGNMENTS**

200 Unit I Introduction to Writing/Project—Personal Literacy (3-4 text pages)

200 Unit II: Occupational Profile Project (4-6 text pages)

200 Unit III: Annotated Bibliography Project (4-5 text pages)

200 Unit IV: Argumentative Research Project (6-8 text pages)

100 Unit V: Reflective essay (3-4 pages)

50 Midterm (One-half class period only) **NO MAKE-UP**

50 Final exam (one-half class period only) **NO MAKE-UP**

**TOTAL:** 1000 points possible = 100%

***NOTE: A =1000-900; B=899-800; C=799-700; D=699-600; F= 559-0***

 ***Grades will be entered on Blackboard periodically.***

\*Grades in each project consist of work in journals, exercises, quizzes, first drafts, peer reviews, in-class workshops, and final drafts. Some prewriting exercises and practices will not have points, but will be marked as completed (these affect your grade positively if completed on time).

To determine your current grade at any time, divide the number of points you have received by the current number of points possible. The answer is your current percent.

**LATE PAPERS/WORK, JOURNAL ENTRIES, IN-CLASS EXERCISES**

* Major unit completed projects are due at the **beginning** of the class period in your folder, clearly marked with your name on the folder. All parts of the project must be in the folder (parts not previously submitted on time may not be made up and will be deducted from the final project total. Late major projects will be penalized as follows:
1. ***If*** ***(and only “if”***) you have the instructor’s approval to submit the project late (for the next class period only), 10% will be deducted from the final points. Note that arrangements and approval must be made **in advance**. **No electronic submission will be accepted without prior approval.**
2. After one week (next class), the paper or project will no longer be accepted for credit. (If a drastic, verifiable emergency prevents you from turning a paper in on time, you must contact me immediately.)
3. The final project (Project V) is an exception from above. It is due at the end of the second last class period as stated in the Course Schedule.  **NO LATE work will be accepted after April 26, 2014.**
4. The above does not apply to parts of the project, only the final draft itself; that is, parts of the project may **no**t be submitted late.
5. No electronic submissions without prior permission.
* Journal entries (short papers), quizzes, and in class exercises must be submitted on the date and time due or will **not** receive credit. **No make-up** is accepted. In class exercises are usually not listed on the syllabus.
* Quizzes and Tests may **not** be made up.

**PAPER FORMAT**

 **ALL** work is to be typed (unless otherwise specified) using ONLY **Times New Roman, 12-point fonts with double spaces** throughout the papers. No extra spaces should occur between the heading information (name, date, class), and the title, nor between the title and the text. Papers may be printed on both sides of the paper if possible for you. Every paper must carry your name, the date due, and the assignment. Use correct MLA or APA style with proper vocabulary, grammar, spelling, and punctuation.

**PLAGIARISM/CHEATING POLICY** Plagiarism or any other form of cheating will result in an “F” for that assignment and possibly for the course. The incident (s) of cheating will be formally documented and placed on that

**IVY TECH NO SMOKING POLICY** "Breathe easy. Ivy Tech–Northeast is committed to providing a healthy, comfortable and productive environment for the students, faculty and staff of this campus. The use or sale of any tobacco product is prohibited on college-owned, operated, or leased property or vehicles at any time. The policy applies to all Ivy Tech–Northeast facilities and grounds, regardless of location. Smoking, including the use of an e-cigarette, shall not be permitted in any enclosed space and is also prohibited outdoors on all college campus property, including parking lots. This policy applies to all students, faculty, staff and visitors. Tickets and fines will be issued to violators.” NOTE: In Indiana, smoking is prohibited on any state

property (grounds and/or or buildings) State colleges, including IVY Tech are owned by the state.

**IVY TECH GROWING GREENER**

**Ivy** Tech Community College-Northeast is committed to the development and implementation of a comprehensive sustainability plan. We are emphasizing our responsibility to go green. To that end, we are asking students, faculty, and staff to actively participate in energy conservation measures and proper recycling on campus. The recycling bins located in classrooms and offices are for paper and paper products only. Ivy Tech participates in single-stream recycling for other items. All aluminum, glass, and plastic beverage containers can co-mingle in the same recycling bins located in the hallways. Please remember to empty the liquid from your containers before depositing them in the bins. Any materials that cannot be recycled should be placed in garbage cans. It is also important to turn off lights and computers when leaving a room. Together, we can make an impact on conserving our limited resources. Remember to reduce, reuse, and recycle!

**HELPFUL HINTS FOR SUCCESS IN THIS COURSE**

* Since you are individually responsible for all information contained in the syllabus, assigned readings, and class meetings, trade contact information with a couple of classmates so that if you miss a class meeting, you can contact one of your classmates to learn what terrifically important material you missed.
* If a class is cancelled for any reason, please keep up with the syllabus-cancellation will not change the syllabus.
* All assigned readings in the syllabus should be read **PRIOR** to the class time the readings are scheduled. Have any questions ready.
* Anything submitted that is more than one page should be somehow bound together; e.g., paper clip or staple. Print on both sides whenever possible to save paper.
* **PRINT OUT YOUR PAPER 24 HOURS BEFORE IT IS DUE**. Do NOT expect to come to class and print out the paper as papers are due at the beginning of class. The 24 hours also gives you the great opportunity to proofread, edit, etc.
* At this college level of English, you are expected to already have good reading comprehension skills and be able to write grammatically correct sentences. There is no reason, then, for such grammatical errors as sentence fragments, run-on sentences, spelling errors, etc. If any of these or other areas are problems, seek tutoring ASAP.
* The Center for Academic Excellence (HM 1610) offers free tutoring for this course as well as other courses, so feel free to call (479-4262) for an appointment or just drop in.
* Participate in EVERY second of class. Do not use your time for socialization.
* Take notes over ALL readings.
* TAKE notes on class lectures and discussion.
* Turn in ALL work when it is due.
* Seek help the MOMENT you realize you need it.
* Follow ALL instructions.
* Know EVERY detail of the syllabus.
* REMEMBER that I am available for your help. Set an appointment with me.

**STUDENT SUCCESS CENTER**

* Works with students who are in need of academic, social, or personal help
* Provides guidance, support, and campus and community resources
* Assists students in developing a plan of overcoming life circumstances that hinder success
* Helps any enrolled Ivy Tech student who is struggling with academic or other life circumstances such as: goal setting, time or stress management, poor grades, relationship conflicts, emotional difficulties, and anything that impedes student success

 **Contact** Daysha Jackson, Director djackson132@ivytech.edu

**RIGHT OF REVISION**

The instructor reserves the right to alter any section of this Syllabus at any time

**METHODS OF EVALUATION**

Grading procedures will be established by the instructor and will be clarified at the first class session. Students will write for evaluation at least five compositions and an essay exam. Students will write a minimum of 5,000 words excluding rough drafts during the semester. At least two compositions must include analysis and argumentation. Instructors will require that in at least one paper students will incorporate outside sources into their writing and use an appropriate style of documentation.

**School of Liberal Arts and Sciences**

**Grading and Makeup Policies**

**General Policies Regarding All Classes and All type of Assignments**

****     The instructor owns the copyright to all original material, and this material may not be duplicated without permission from the instructor.

****     Computer/technical problems (printer ran out of ink, computer locked up, flash drive was stolen, etc.) do not constitute an excuse for turning anything in late.

******     No late papers or assignments may be turned in during the last week of the semester.

****     Being late or not attending class can negatively affect your grade. You are responsible for all missed material due to any absences.

****     In case of a documentable emergency, the policies may be adjusted at the discretion of the instructor.

**Classroom Etiquette**

****     Cell phones must be turned off or put in vibrate mode.  Texting, chatting, tweeting, and browsing various other social media sites is not allowed during class unless the activity is a part of the daily class activities and is assigned by the instructor.  Failure to adhere to this policy could result in a loss of in-class activity points.

****     Children under 16 are not allowed in the classroom.

****     You must gain permission from the instructor before you can tape any portion of the class.

****     Laptops are to be used as the instructor determines.  The instructor reserves the right to ask that they be stored away during class.

****     Everyone deserves to be respected for their opinions.  This includes your instructor, your classmates, and yourself. Please do not interrupt class by holding personal conversations, etc.

**Homework and Assignments**

****     Homework and assignments are due at the **beginning** of class on the due date unless otherwise indicated by the instructor.

**     If you are absent from class, it is still expected that you will turn your homework or assignment in on time.

     Late homework and assignments may be turned in within **one** week of the due date if permitted by the instructor, but the late homework or assignment will be given only **half credit**.  Certain types of homework or assignments may not be turned in late for any amount of credit.  These are clearly identified in the class syllabus. **See earlier note on page 5 of this syllabus “Late Work”**

****     After one week **no** assignment or homework will be accepted for credit.

**Papers and Projects**

     Papers and projects are due at the **beginning** of class on the due date unless otherwise indicated by the instructor.

     If you are absent on the due date it is your responsibility to make sure the paper or project is still turned in on time.

     The instructor reserves the right to reject any paper that is not completed according to directions given or that fails to meet general college-level standards.

     The responsibility for proof regarding the originality of a paper rests with you, not the instructor.

     **In the absence of clearly stated guidelines within the course syllabus**,(see page 5) late papers and projects may be accepted with the following late penalties as a one-time exception.  Certain types of papers or projects may not be turned in late for any amount of credit.  These are clearly identified in the class syllabus.

o     If it is turned in within 24 hours of the due date there will be a 10% reduction.

o     After 24 hours and up to one week there will be a 50% reduction.

o     After one week the paper or project will no longer be accepted for credit.

**Quizzes and in-class assignments**

     Quizzes and in-class assignments **cannot** be made up.

     If you are absent for any reason on a day with a quiz or in-class assignment you will receive 0 points.

**Tests & Major Assignments**

     Only one test (exception: mid-term and final exams) or major assignment a semester may be made up, with the instructor’s permission.

     If you know you will have to miss a test or major assignment, you must make arrangements with the instructor before the due date in order to take the test or turn in the assignment at an alternate time.

     In an emergency situation (i.e. flat tire, emergency room visit) you must contact the instructor via means outlined in the syllabus (email) to make arrangements to make up the test or major assignment. Please provide documentation of the emergency.

**Labs**

English 111 does not have “labs”.

 In-class workshops cannot be made up.

**Grading**

****     If questions about class policies and procedures or grades arise during or after the semester, you must meet with your instructor to discuss this first prior to speaking with a program chair or any other college representative.

**Midterm**

****     There is no make-up for the midterm exam.

**Final Exam**

     There is no make-up for the final exam.

**End of Semester**

****     The last class meeting is the end of the semester. Nothing may be turned in or completed after that date. All graded assignments should be picked up by the end of this meeting or they will no longer be available. Questions and/or discussions about final grades must be held with the instructor during this class. If you do not have a discussion with the instructor, you are saying your grade is correct—no questions or discussions after this class will be honored.

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**TENTATIVE CLASS SCHEDULE**

**(The instructor reserves the right to alter the schedule at any time.)**

**PROJECT I: THE LITERACY NARRATIVE (200 POINTS, 3-4 PAGES TEXT)**

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| --- | --- | --- | --- |
| **DATE** | DUE TODAY | **CLASS TOPICS AND DISCUSSION** | ASSIGNMENT FOR NEXT CLASS |
| **WEEK 1****January 17-18** | Class Orientation | Introductions, roll call, SLAS policies, and syllabus. Textbooks;Introduction to rhetoric. Introduction to Project (Unit) I; Explain writing styles; Journal #1 “Why I am at Ivy Tech” (due end of period) | Journal #2 Reaction (not summary) to p. 640 Malcolm X essay (correct fonts—Times New Roman, 12 point, double spaces Readings: Norton Chapters 1- 6, 15, 24, 40, 41, 50, 51; Hacker pages 104—163 |
| **WEEK 2****January 24-25** | Malcolm X essay, readings | Discussion: rhetorical situation, communication, qualities of good writing; narration, literacy narrative, memoirs. MLA style: Norton and hacker texts. Work in class. | Read and study “Changing the Face of Poverty” p. 622+, answer in writing study guide Question #4 (attach the visual you are using—remember fonts. |
| **WEEK 3 January 31-Feb 1** | Readings, written analyses of question #4 | Using the IVY Tech Virtual Library, parts 1 and 2Organizing and writing a thesis statement. Rough  | Rough draft completed, ready for start of class. Read and study Norton, chapter 26. |
| **Week 4 February 7-8** | Rough Draft | Write peer review in class Chapter 26 (Norton) | Completed paper due (rough draft, peer review, final draft) Read Unit II on Blackboard. |

**UNIT II: OCCUPATIONAL PROFILE PROJECT (4-6 text pages, 200 points)**

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| --- | --- | --- | --- |
| **DATE** | DUE TODAY | **CLASS TOPICS AND DISCUSSION** | ASSIGNMENT FOR NEXT CLASS |
| **WEEK 5****February 14-15** | Project I folder due | Using the IVY Tech Virtual Library, parts 3 and 4Introduction to APA style , Norton chapter 51, Hacker chapters 35-39Project II introduction | Read and study APA chapters in both books. Also Hacker chapters 1-9, Norton chapters 11, 14, 22, 30, 37, 43, 44. Read and study “First Job” Norton p. 814+Journal #3: 1-2 pages detailed explanation of your career plans and studies at IVY Tech. |
| **WEEK 6****February 21-22** | Journal #3 due | Identifying sources for project. Create organizational plan and thesis statement in class. | Rough draft due. |
| **WEEK 7****February 28-March 1** | Rough draft ready for class | Peer review and final draft work. | Unit II folder due (peer review, rough draft, final draft) |
| **WEEK 8****March 7-8** |  | First half of class: Mid-term exam (no make-up)Second half for **voluntary** conferences (you ask)  | Study Unit III: Amplified Annotated bibliography on Gradebook, also Norton chapter 12, 43-49. Journal #4: write one page explaining your topic choice for argument. See note below. |

SPRING BREAK: MARCH 9-16

***SPECIAL NOTE: The next two projects are related. Although you may choose your topic (I must approve it), you may not use overused topics including the following: abortion, euthanasia, legalization of drugs, gay marriage and/or other gay issues, gun control, prayer in schools, capital punishment, and others. I must approve your topic and it may not be changed.***

**UNIT III: AMPLIFIED ANNOTATED BIBLIOGRAPHY PROJECT (4-5 TEXT PAGES, 200 POINTS)**

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| --- | --- | --- | --- |
| **DATE** | DUE TODAY | **CLASS TOPICS AND DISCUSSION** | ASSIGNMENT FOR NEXT CLASS |
| **WEEK 9****March 21-22** | Journal #4: topic choice | Norton Chapters 12, 43-49 Read project information on Blackboard Discussion: topics for argument project | Write introductory paragraph and list at least 5 possible sources for this project. Study Norton chapter 32 |
| **WEEK 10****March 28-29** | Collect introductory paragraph | Use five sources in class. Analyzing cause and effect Evaluation of sources for argument | Write one page essay identifying and discussing a specific audience for your topic and your sources. Completed rough draft for next class |
| **WEEK 11****April 4-5**  | Rough draft ready for class | Peer review, complete rough draft | Completed project due (peer review, rough draft, final draft) |

**UNIT IV: Argumentative Research Project (6-8 text pages, 200 points)**

 **Note; no late work will be accepted for any reason after April 26, 2014**

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| **DATE** | DUE TODAY | **CLASS TOPICS AND DISCUSSION** | ASSIGNMENT FOR NEXT CLASS |
| **WEEK 12****April 11-12** | Completed project due | Introduction to argument project.Discussion of topics. Create thesis statement and organizational plan.Synthesis of sources from Annotated Bibliography | Write tentative opening and closing paragraphs. |
| **WEEK 13****April 18-19** | Tentative opening and closing paragraphs | Applying logic principles. Rebuttal for your argument from peers by use of questionnaire. | Create complete reference page (s) |
| **WEEK 14****April 25-26** | Reference page due | Rough draft work in class | Final draft due. Study Unit V-reflection on Blackboard |
| **WEEK 15****May 2-3** | Final draft due | Discussion of Unit V; write in class (2-3 pages, 100 points). | Final exam (essay)—read and study Norton p. 779 “Fast Food . . .” (no time allowed in class for reading |
| **WEEK 16****May 9-10** | END OF SEMESTER | FINAl EXAM (90 MINUTES ALLOWED FROM START OF CLASS) AND VOLUNTARY CONFERENCES—NO DISCUSSION OF GRADES AFTER TODAY | HAVE A GREAT SUMMER~ |

\****CONFERENCES:*** *If you have any final questions or concerns about this class,* ***the last part of the class*** *will be for this. If you have no questions on your grades, then you are free to go after you finish the assignment in the first part of class. KEEP IN MIND: This will be the final day to discuss your grades, so if you do not ask questions about your grade, you are saying your grades are accurate—i.e., after this day, there will be discussion of your grade*