



## Composition and Rhetoric – ENGL 1301 Fall 2006

**Instructor:** Ms. K. Peterson  
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**Email:** kpet@tjc.edu  
**Office Hours:** **MW** 8:30-9:00, 12:00-2:00; **TTH** 8:30-11:00; **F** 8:30-9:00  
 And by appointment

<b>Courses:</b> 1301.026	1301.028	1301.044	1301.011	1301.055
9:00-9:50	10:00-10:50	11:00-11:50	11:15-12:30	12:40-1:55
J218	J229	J238	J212	J241

**Required Textbook:** *The St. Martin's Guide to Writing, 7<sup>th</sup> edition*

**Course Description:** Directed study of rhetorical principles through reading types of composition while developing students' abilities to think for themselves and to express their thoughts in correct, clear language.

**Purpose and Goals of the Course:** Writing is a fundamental skill that involves much more than the mastery of grammar and mechanics. Writing both communicates and persuades. In this course, the student will learn to think critically and write effectively by using several fundamental styles of writing. By the end of the semester the student will be able to complete satisfactorily all the listed learning objectives with a minimum competency level of 70 percent based on the completion of a comprehensive final exam not to exceed two hours, administered under the supervision of the instructor.

### Learning Objectives:

- ❖ Select narrow subjects according to paper length.
- ❖ Compose acceptable thesis statements for your papers.
- ❖ Justify the selection of thesis statements for required papers in organized class discussions.
- ❖ Plan appropriate outlines for the organization of your papers.
- ❖ Design your papers and paragraphs according the required rhetorical modes.
- ❖ Create appropriate introductory and concluding paragraphs for papers.
- ❖ Assess and correct errors, revise papers, and keep papers in an organized notebook.
- ❖ Demonstrate effective use of the dictionary and employ increased vocabulary.
- ❖ Select correct research techniques by documenting sources used in specific papers.
- ❖ Interpret assigned essays that exemplify different rhetorical modes.

**Course Grade:** During this semester, you will each write 4 major, out-of-class papers; write several short out-of-class essays; write in-class essays; take two exams during the semester; complete AND TURN IN your assigned homework and/or in-class work; and take a final exam. Attendance factors into your final grade as well. I do not curve grades, and no grades are dropped. Everything counts. I will offer an extra credit assignment at some point in the semester for those who are interested.

**Methods of Instruction:** Lecture, group work, class discussions, presentations, in-class writing assignments, grammar and usage tests, assigned homework and out-of-class papers.

**Methods of Evaluation:** Exams, quizzes, major papers, in-class papers and work, homework, writing notebook, participation, and attendance.

**Homework/In-Class Work:** When homework is due, turn it in on my desk. I may not ask for it, but if it is due, it is your responsibility to turn it in. Homework will not be accepted late. If you are absent a day homework is due, it is your responsibility to get it turned in on time. "I was absent" is not an excuse for turning in late homework.

**Papers:** On the day a paper is due, it must be turned in at the beginning of class. If it is not on my desk when class begins, it is considered late – even if you are only late by 5 minutes. Yes, this is severe. Plan ahead on days you have to turn in a paper. Excuses like your printer wouldn't print, your computer crashed, traffic lights were out, there was an accident, you couldn't find a parking place, etc. are not acceptable. This is your responsibility. For each class day your paper is late, 10 points will be deducted from the paper's final grade. After three days, I will not accept the paper. I will not accept a paper via email, or on a disc. I want a printed out, hard copy turned in to me.

**Quizzes:** Quizzes are given in the first five minutes of class. They cannot be made up due to absences or lateness. All quizzes are listed on your schedule so you know when to expect them. If you are late or absent, you miss the quiz. Don't miss them.

**Exams:** On exam days, you do not need to bring anything with you other than a pen. You may not use red or purple ink on the exams; otherwise, the color is up to you. I will not accept an exam written in pencil. If you hand in an exam in pencil, you will receive a zero. If you need to be absent on the day of an exam, let me know before the exam date. If you do not let me know before the exam date, you WILL NOT be eligible for a make-up exam. However, not all absences are eligible for a make-up exam even if you do let me know ahead of time. Exams are not rescheduled simply for convenience. You may only make them up for a school-sanctioned absence, or for an absence I deem appropriate. If you are eligible for a make-up exam, it must be taken within two days of the missed exam. After this date, no make-up exam will be offered.

**Attendance Policy:** This is very simple: I expect you to be here. However, I have been a student myself and I understand the need for mental-health days from time to time; therefore, I am giving you three absences, no questions asked. I don't care where you go or what you do (just don't call me for bail money) when you use these three absences. Plan your absences according to the schedule. Don't skip when there is a quiz, for instance. After the third absence, your absences will begin counting against you. In other words, missing class will do bad things to your final grade. For every absence over the limit (meaning more than 3 absences), 2 points will be deducted from your final grade. It may not sound like a lot, but it does add up quickly, so I encourage you to be here. So that we are all on the same page absence-wise, a word of caution: Two tardies will make an absence. **JUST A NOTE:** IT IS YOUR RESPONSIBILITY AS A STUDENT TO DROP A CLASS. ALL DROPS MUST BE PROCESSED BY AN ACADEMIC ADVISOR APPROPRIATE TO YOUR MAJOR. Regardless of how many classes you miss, I will not drop you. If you never attend and do not drop, you will receive an F in the course, which affects not only your GPA, but also your financial aid.

**For Those Just Joining Us...:** If you have been on my roll from the first day of class, but have not attended, you are not eligible to make up any missed work. I have heard the gamut of excuses from, "I didn't know I was signed up for this class" and "My alarm clock just didn't go off for three

weeks” to “I didn’t know we had to come every day” and “I didn’t know when the semester started.” If you were not on the roll from day one of the semester, assignments missed will not be counted against you. However, from the time you appear on my roll, all assignments count.

**If You Were Absent:** It is your responsibility to come to my office and get any paperwork you need, such as the syllabus, handouts, and paper/homework assignment sheets. Do not expect me to carry them to each class on the off chance you may need them. If you missed lectures, get the notes from a classmate. Don’t wait until you take an exam to tell me you couldn’t answer certain questions because you were absent that day. Do not ask me for a copy of my lecture notes.

**Class Participation:** Verbal exchange is an important part of the writing and reviewing process, and will, therefore, factor into your grade. For those of you who are naturally quiet, I empathize, but you need to speak up anyway. I do not want to be the only actively participating person in class. That would get real boring real quick.

**Class Etiquette:** For the record, sleeping in class, laying your head on your desk, chatting with your neighbor while I am talking, talking on cell phones, texting, allowing cell phones to ring/pagers to beep (unless it has been okayed by me PRIOR to class), eating, blowing bubbles, smacking on gum, or any other forms of disrespect to either your classmates or me will not be tolerated. You run the risk of being excused from class and marked absent. Nonalcoholic beverages, however, are more than welcome, provided you make sure to throw them away at the end of class. Gentlemen, hats off please (this includes any type of head covering, from cloths to Stetsons).

**Peer Editing:** Peer Editing is a part of each paper’s grade – it counts for 10 points. The class before a paper is due, we will have Peer Editing in class. Your paper must be complete and typed for Peer Editing. For each paper, you are required to have two classmates edit your paper, and you are required to edit two of your classmates’ papers. You will have a completion sheet for each Peer Editing, and I encourage you to take it seriously. Do not rush through it just to finish. You are graded on the quality of your Review. Peer Editing is your last line of defense before I get your papers. This is not the time to be nice; this is the time to be helpful. You will turn in the sheets completed for your paper when you turn in the final copy of your paper.

**Grades:** If you have a question about the grade you receive on homework, papers, or a test, let me know. I’ll be more than happy to go over it with you. If I have made a grading error (it happens) then it will, of course, be corrected. Otherwise, the grade you receive is final. If my written comments seem vague to you, or you can’t make out my handwriting, come talk to me. I encourage you to speak with me promptly; don’t wait until the end of semester to bring up a question about an assignment from the first week.

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#### **PLEASE NOTE:**

Any student who plagiarizes a paper will receive an automatic ‘F’ both on the assignment and in the course. You will also face a judiciary review for academic dishonesty before the school’s Grievance Committee at the discretion of the dean. If you have been in my ENGL 1301 class before, or in another ENGL 1301 class before, you may not turn in any papers written for that previous class. Each assigned paper is considered a new assignment, regardless of whether you have written on that subject before. You are, therefore, expected to compose a new paper for each assignment. If you have questions about plagiarism please ask me. In this case, it is definitely better to be safe than sorry. I have no tolerance or sympathy for anyone who plagiarizes a paper.

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**Email:** I check my email at least once a day, so if you have any questions about assignments, feel free to email me. I am typically very prompt at responding. However, my rule of thumb is for you to allow 24 hours for a response. In most cases it will not take me that long to respond, but that is my guideline. Time your questions accordingly. I usually do not check email after 7:00 in the evening. If you have a paper due the next day, sending me an email at 8:00 at night will not get you a response on time. Please do not send me forwards, porn, daily jokes, or give my email address to any mailing list.

**Welcome to College – The Syllabus:**

As many of you may have been prepped for through high school, college can be a different world. If you are a returning student, some things may have changed. One of the differences between high school and college is the use of a syllabus. I use a syllabus in my class, and this is it. This sets out for you, in very clear terms, what I expect from you, what you can expect from this class, and my own personal policies and procedures. Because I am giving you each a copy of the syllabus, I expect you to read it, learn it, and – as far as this class is concerned – live by it. Unless I have made a verbal announcement in class, you must assume that all reading and homework assignments are viable. I may not remind you when they are due, I may not remind you turn them in, but I expect them to be turned in whether I have reminded you or not. It is your responsibility to keep up with the syllabus, to keep up with your assignments, and to get yourself up, ready, prepared, and in class on time. You are responsible for yourself.



Good Luck

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## Paper and Content Guidelines

Unless I indicate otherwise in class or on the paper's assignment sheet, *all* your papers (this includes major papers and all essays done out-of-class) are to adhere to the following format, so make certain that you pay close attention to these guidelines. If you have any questions about them, please come talk to me. Not following them will hurt your grade. A sample sheet follows.

- ❖ **Heading:** Place your name, course number, my name, and the date in the top left-hand corner of the paper, double spaced. This goes on the *first page only*.
- ❖ **Title:** Center your title. DO NOT place it in ALL CAPS, **bold**, *italics*, or underline it.
- ❖ **Spacing:** Double space throughout your entire paper.
- ❖ **Numbering:** Number your pages in the upper right-hand corner using your last name and the page number. Format a header to do this for you.
- ❖ **Font:** Use a 12-point font only. Times New Roman is the only font I will accept.
- ❖ **Paper/Ink:** Use only white computer paper and black ink on your papers.
- ❖ **Margins:** Have 1" margins all around. Your computer will mess with you one this, so pay attention.
- ❖ **DO NOT** turn in your paper in any kind of plastic report cover, folder, binder, or spiral. Simply staple the pages in the upper left corner. Have your paper stapled before you come to class. Please do not come to class and ask me for a stapler.
- ❖ **DO NOT** use contractions (ex: can't, won't, don't, shouldn't, I'm, etc.)
- ❖ **DO NOT** use a cover sheet unless specifically asked for.
- ❖ Have a clear, concise thesis on papers where a thesis is required.
- ❖ Make sure each paragraph relates back to your thesis.
- ❖ Paragraphs must contain no less than 3 complete sentences, regardless of paper type.
- ❖ Have a strong conclusion, one that does not merely summarize your paper or restate your thesis or introduction, but that ends your paper with a punch.
- ❖ Keep your paper in the third person (he, him, his, she, her, hers, it, its, they, them, theirs) unless I indicate otherwise on the paper's assignment sheet or in class.
- ❖ Beware of weak/passive verbs. Keep your papers active by using active verbs.
- ❖ Proper grammar is expected. Avoid casual language, vernacular, and slang in your papers.