

English 110 (College Composition I)

This section of English 110 is computer assisted
3.0 credit hours 10:00 a.m. MWF Fall 2000
Miss Kraus 483-2153 418 Stickney Hall
e-mail address: Amy_Kraus@dsu.nodak.edu
Office Hours: 9:00-9:50 a.m. MWF and MWF by appointment

Course Description

English 110, the first semester of college composition, will familiarize the student with techniques of informative and argumentative writing and will review with the student the essentials of grammar and standard usage of American English. In this section of English 110, computer technology will assist the student in the study of grammar and basic writing skills and in the development of carefully planned and executed compositions.

Course Goals

The goals of English 110 are as follows:

1. to cultivate the student's ability to write stylistically and grammatically sound paragraphs and short essays
2. to develop the student's ability to use a variety of rhetorical patterns, including argument
3. to strengthen the student's command of standard English
4. to expand the student's vocabulary
5. to sharpen the student's ability to read and think critically and analytically

Texts and Materials

Rosa, Alfred, and Paul Eschholz. *The Writer's Pocket Handbook*. Boston: Allyn and Bacon, 2000.
a college-level dictionary
a 3.5" computer disk to be used exclusively for English 110 assignments

Student Outcomes and Assessment

To demonstrate his or her understanding of and proficiency in the techniques enumerated under **Course Goals**, the student will complete exercises, quizzes, and short writing assignments; sit a midterm and a final examination; and compose four original major essays, each written in an assigned rhetorical mode and prepared according to instructions distributed during the study of that rhetorical mode.

Grade Scale

To determine each student's grade (on major papers, on examinations, on the final semester daily work scores, and for the course) the instructor will use the following scale, which illustrates the relationship between percentages received and letter grades:

90 and above	A
80-89	B
70-79	C
60-69	D
59 and below	F

Components of Student Work and Their Relative Weights in Semester Grade Calculation

----**75% Essays** (Typed, double spaced, 500 to 750 words each, and prepared according to the instructions distributed for each essay):

15% Narrative	(Due Friday, September 29, 2000)
20% Description	(Due Monday, October 23, 2000)
20% Comparison and Contrast	(Due Friday, November 17, 2000)
20% Argument	(Due Friday, December 15, 2000)

Policy on Late Papers: For each class day that elapses between the due date of an essay (inclusive) and the instructor's receipt of the paper, five points will be deducted from the paper grade. For example, the student who turns in his or her narrative on Monday, October 2, 2000, will lose five points as a late penalty. The instructor may waive the late penalty only in the case of a student who, on the due date, is prevented by unforeseen extenuating circumstances (such as his or her own illness or a family emergency) from attending class and so from turning in a major paper on time. If the affected student wishes to request that the late penalty be waived, he or she must follow the procedure outlined under the heading **Unanticipated Absences** (on page three of this syllabus). If the student does not adhere to this procedure, the late penalty will be applied regardless of the reason for the absence. If the instructor does not consider the absence excused, the late penalty will be assessed regardless of the student's having followed the outlined procedure.

Unless the student consults the instructor prior to the last regular meeting day of this composition class (Friday, December 15, 2000) and makes appropriate arrangements, the instructor will not accept the student's paper(s) after that day, and the student will receive a zero for the paper(s) not submitted. The instructor will accept papers after Friday, December 15, 2000, only in individual cases involving extenuating circumstances.

----**5% Objective midterm examination** on course material covered to the examination date: grammar, mechanics, standard usage, vocabulary, elements of rhetorical patterns, and readings

Unless unforeseen circumstances arise, the midterm examination will be given during class on Wednesday, October 18, 2000. The student who misses the scheduled midterm as a result of an excused, anticipated absence or of an excused, unanticipated absence may be permitted to sit a version of the examination only if he or she follows the relevant procedure outlined below. The student whose failure to sit the scheduled midterm examination results from an unexcused absence will not be allowed to take the examination and will receive a zero for the test.

----**10% Final examination** on course material covered during the entire semester: writing techniques, vocabulary, grammar, mechanics, standard usage, rhetorical patterns, and readings

The final examination will be given at noon on Tuesday, December 19, 2000, unless the university administration revises the schedule of final examinations. Neither the class as a whole nor the individual student may reschedule the exam simply for convenience. Special arrangements may be made for a student experiencing extenuating circumstances. The student in this situation will need to obtain from administrative officials the permission to sit the exam at a different time. According to institutional policy, a student who does not sit the final examination for any course may fail that course.

----**10% Daily Assignments**

5% Short in-class and out-of-class writing assignments

5% Short out-of-class exercises and announced and unannounced in-class exercises and quizzes on readings, writing techniques, vocabulary, grammar, mechanics, and standard usage

The student is expected to complete all in-class and out-of-class assignments. Daily work to be prepared outside class time is due at the start of the class session for which the assignment has been made. Some daily assignments will be collected and will be considered in the calculation of the student's grade; others will be discussed in class and will not contribute to the daily grade for the semester.

If a student misses a class during which an in-class assignment is made and if the instructor deems the absence excused, the student may be given the opportunity to submit the work for credit if he or she follows the relevant absence procedure outlined below. The student who expects to miss a class during which he or she is to turn in an out-of-class assignment must submit the work to the instructor by the due date, even if the absence is excused. The instructor will accept an out-of-class assignment after the class period for which the exercise or written passage is due only if the student's own illness or a personal emergency occurring on that date prevents the student from attending class and the student notifies the instructor according to the procedure outlined below under the heading **Unanticipated Absences**.

Except in cases involving extenuating circumstances (for example, the student's prolonged illness), no individual will be allowed to make up more than three assignments, whether by submitting out-of-class work late or by completing in-class assignments at a time other than the class period in which they are given.

Attendance

Attendance per se will not be a component considered in the calculation of a student's semester grade; however, absence could affect the final grade a student earns in the course. The student who does not attend a class session risks losing the opportunity to increase his or her knowledge of the course material and the opportunity to submit certain assignments.

Unexcused Absences

The student who incurs an unexcused absence will not be permitted to make up any work he or she misses as a result of that absence. The instructor would deem unexcused an absence that results from the student's participation in personal recreational activity, for example.

Excused Absences

Arrangements for make-up work may be made for the student who misses class as the result of an excused absence and who follows the outlined procedure appropriate to the particular absence.

--- Anticipated Absences: A student may anticipate missing a class session as the result of his or her required participation in a university-sanctioned event or as the result of another form of foreseen obligation that the student believes might render the absence excused. In such situations, the student himself or herself must consult the instructor at least two class meetings prior to the anticipated absence and must provide a written notification of the anticipated absence. (Notification provided by a coach, advisor, or other authority does not take the place of notification provided by the student; however, the student may be requested to supply supporting documentation from such an authority.) The student's providing an explanation for an absence does not automatically render that absence excused. If the instructor deems the absence excused and allows the student to submit make-up work or to sit the midterm apart from the rest of the class, the student must complete the work according to the schedule specified by the instructor.

--- Unanticipated Absences: A student who will miss a class as the result of his or her own sudden illness or of a personal emergency should contact the instructor prior to the class meeting. If the student's circumstance prevents that individual from notifying the instructor before class begins, the student must contact the instructor no later than the following class meeting. (A medical situation for which the student does not seek a physician's attention on the class day does not constitute such an extreme circumstance.) In either case, the student must provide the instructor with requested documentation (for example, a physician's note) verifying the student's situation on the day in question.

The responsibility for initiating any contact regarding absences and submission of make-up work rests with the student. The application of the specified penalty to a late essay, the acceptance of any late assignment or individual rescheduling of the midterm examination, and the determination of the status of an absence (excused or unexcused) are at the discretion of the instructor.

Absence, whether excused or unexcused, does not exempt the student from responsibility for assignments made during the class he or she does not attend: for example, the student who fails to read an essay assigned on a day he or she missed class will take any quiz that may be given on the day the student returns to class, and the student who is absent and fails to complete an out-of-class exercise due on the following class day will not receive credit for the exercise.

Academic Integrity

Each student must complete assignments honestly. A student whom the instructor knows to have cheated by any means on an exercise, examination or quiz will receive a zero for that assignment. In a major essay or any other writing assignment, plagiarism, the unacknowledged borrowing of another person's ideas or language, will result in a failed paper for which the student will receive a letter grade of F. The student concerned that his or her use of material may constitute plagiarism should confer with the instructor before submitting the work in question.