

Mrs. Bond

Office: 103

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Class: T/TH - 5:30-6:45 pm

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Office Hours: by appointment only

English 2301: Composition Skills

Fall 2016

Required Text

- Wilson, Paige, Glazier, Teresea. *The Least You Should Know about English: Writing Skills, Form A*. 12th ed. Boston, MA: Cengage Higher Education. 2015. Print.

Other Texts Used for Instruction (not required):

- Fowler, H., Aaron, Jane. *The Little, Brown Handbook*. 10th ed. Upper Saddle River, NJ: Pearson, 2007. Print.
- Johnson-Sheehan & Paine, Charles, *Writing Today*. 2nd ed. Upper Saddle River, NJ: Pearson, 2010. Print. (not required - instructor using)

Course Objectives

- Write thesis-driven essays that sustain focus with a sufficient organizational plan and include relevant support from personal experience and/or reasonable interpretations of the ideas of others
- Employ appropriate word choice and writing conventions for purpose and audience
- Use a variety of effective sentence structures
- Revise drafts to clarify the thesis, strengthen supporting ideas, use appropriate transitions within and between paragraphs, improve the effectiveness of sentences, and recognize that word choice clarifies meaning and creates an appropriate tone
- Edit drafts to conform to conventional standards of academic English (e.g., correct grammar, usage, sentence structure, capitalization, punctuation, and spelling)

Course Requirements	<u>Assignments</u>	<u>% of Grade</u>
	Minimum of 2 In-Class Essays (350-word min. each)	
	Minimum of 2 Formal, Revised Essays (750-word min. each)	50%
	Homework/Quizzes/Participation	25%
	Final Exam	25%
	Writing assignments will require students to produce approximately 2500 words of graded writing and count for at least 75% of the final grade.	
Final Examination	Will be announced	
Grading Policies	In this class, the following numerical equivalents for final grades are used: A = 100-90%; B = 89-80%; C = 79-70%; D = 69-60%; F = 59-0%.	
	IMPORTANT: For provisional students entering AGST in the fall of 2015 or later, a grade of C or higher in ENGL 2301 is a prerequisite for enrolling in CS3350 and other upper-level courses.	
Submission Format and Policy	All writing assignments will be typed in MLA format. Additionally, all papers must be accompanied by drafts and pre-writing exercises. Papers submitted without drafts and pre-writing will not be graded.	
	Note: You may <i>not</i> submit a paper for a grade in this class that already has been (or will be) submitted for a grade in another course.	
	By enrolling in this class, the student expressly grants AGST a “limited right” to all intellectual property created by the student for the purpose of this course. The “limited right” shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality and authenticity, and for educational purposes.	
Late Paper/Assignment Policy	Because I have a full-time gig outside of teaching and ministries that require my involvement, I have to carefully allot my time in order to successfully fulfill all of my duties. Therefore, I cannot accept work just whenever you decide to turn it in. You have the syllabus from the first day and have no reason not to be fully aware of when assignments are due. If you will be absent from class on a day that work is due, it is YOUR responsibility to turn in your assignments <i>on time or early</i> - not late. I do not want late work; however, I am not completely heartless. Papers will be accepted <i>up to two days late</i> , but those days will cost you dearly! I will deduct 10 points for each day that an assignment is late. So, if an assignment is due on a Wednesday and you turn it in on Friday, the highest grade that you could receive is an 80 if the paper is absolutely perfect.	
	In-class writings cannot be made up unless the student provides a doctor's note for the absence or unless the absence is for an emergency or funeral and arrangements have been made with me ahead of time.	
	*Note: If there are extenuating circumstances, please come see me immediately so that we can discuss the best course of action.	

Plagiarism Policy Plagiarism is the use of someone else’s thoughts, words, ideas, or lines of argument in your own work without appropriate documentation (a parenthetical citation at the end and a listing in "Works Cited")—whether you use that material in a quotation, paraphrase, or summary. It is a theft of intellectual property and **will not be tolerated**, whether intentional or not. Any plagiarized work will result in a zero on the plagiarized assignment and possibly immediate failure of the course or being dropped from the course. If I suspect plagiarism, you will be asked to provide proof of your work.

The AGST “Expectations of Students” policy is available in the [Student Handbook](#) if you should wish to read further into the plagiarism policy.

Safe Zones Statement AGST professors consider this classroom to be a safe place. You will be treated with respect as a human being - regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. You are expected to take responsibility for your learning and exhibit courtesy and respect toward your instructor and fellow students. It is important to listen and to be tolerant of different viewpoints, values, and opinions in such a manner as to maximize learning for yourself and your classmates. Additionally, diversity of thought is appreciated and encouraged, provided you can share reasoned ideas, observations, and questions in a respectful manner. It is the professor's expectation that ALL students consider and work towards making the classroom a safe environment. Words or actions that are disrespectful and/or result in hostility or tension in the classroom will not be tolerated.

Contacting Your Instructor All instructors at AGST have voicemail in their offices and AGST e-mail addresses. Make sure you add your instructor’s office phone number and e-mail address to both email and cell phone lists of contacts. **The BEST way to contact me is through email. Please use this first!**

Attendance Policy Basically, **be here**. You cannot pass this class if you do not attend. You will be allowed 2 absences. **Do not**, however, take this as an invitation to skip class because you will not be able to make up missed work and will subsequently fail the class. Upon the 3rd absence, your grade will be affected, and after the 4th absence, you will be dropped from the class. Also, **be here on time!** Being habitually late will count as absences, and I will drop you from the class. Also, if you leave early (which is *rude*) without clearing it ahead of time, I will count you absent.

Cell Phone and Disruptive Behavior Policy *Unless* you have an emergency *and* have informed me before class, cell phones or other electronic devices are prohibited during class. It's ill-mannered and disruptive to other students and to myself. Students using cell phones or other electronic devices will be marked as absent, asked to leave, and not be allowed to make up any work missed for that day.

Any behavior that violates the safe zone statement above, that prohibits other students from learning, or that hinders the teacher from disseminating information is considered disruptive behavior. Disruptive behavior will not be

tolerated in the classroom. Disruptive students are subject to discipline as outlined in the student handbook and, at the professor's discretion, may be dismissed from the course.

Daily Schedule of Readings and Assignments

See syllabus on next page. Remember that this syllabus is fluid and tentative and is subject at any time depending on the needs of the students and at the discretion of the instructor.

Syllabus for English 2301 Composition Skills

TH	Aug 25	Welcome! What are your hang-ups with writing? Discussion: Syllabus, policy pages, student expectations Homework: “Myths About Writing” packet – Be ready to discuss!
T	Aug 30	Diagnostic Writing Homework: Diagnostic Grammar Test due by Sept 1st <i>before</i> class time. Bring a good/bad paragraph or article to class for Thurs. Sept 1 st
TH	Sept 1	Discussion: paragraphs - the good, the bad, and the ugly What makes a good paragraph or a paper? See if students can identify what is off about a work. → Writing as a process Discuss Ch14/15 in WT – the process and overcoming writer’s block, etc.
T	Sept 6	What exactly is an essay?- Basic structures discussion [LK 207-211] Topic, Title, Intro, Body ¶s, Conclusion Body- topic sentences as fences, broad statements, support (facts, details, exs) Intro – thesis statements (in-class – id thesis statements and topic sent. exercises) Homework: Read Eight Parts of Speech pkt
TH	Sept 8	Discussion: 8 parts of speech What is a sentence? Defining 8 parts of speech, contractions (LK41) and possessives (LK47) Quiz on Sept 15 Homework: Parts of speech id exercises in Correct Writing
T	Sept 13	Narration and Description (LK217) ICW#1 start → Putting your words to work ICW#1 – Narrate or describe an event – tell the story and its importance/effect on you Homework: study for POS Quiz
TH	Sept 15	POS Quiz ICW#1 Finish Homework – Read section on finding S,V, and Prep Phrases (LK Ch2 55-69)
T	Sept 20	Discussion – Sentence Structure → Finding S, V, and Prep phrases → in-class ¶ exercises (LK 62,69) Homework: Sentence writing exercises for both (LK 63,69)
TH	Sept 22	Discuss ICW#1 Dependent Clauses and Dep Clause vs prep phrase (LK 70-83) → in-class paragraph exercise and FRAG and How to correct Do sentence ex for frag in-class and exchange papers for homework. Homework: sentence writing ex.
T	Sept 27	Discussion: The Paragraph (LK207) Check homework and discuss

TH	Sept 29	Discussion OCW#1 – The Memoir – Ch 4 in WT – <i>paper due Oct 13th</i> Read my memoir in class and discuss Homework: start memoir and read material on Run-ons (LK 84-92)
T	Oct 4	Discussion – how to id RO sentences and how to correct →Proofreading ex in class (LK92) Homework: Demonstrate the six ways to correct ROs
TH	Oct 6	Discussion – Verb Phrases – id (LK93-98) Do review exercise in class Any questions/problems with Memoir? Homework: Read Standard English Verb section (LK99-104)
T	Oct 11	MLA Format Discussion Discuss regular and irregular verbs (LK 105) Do progress test in class and discuss Homework: Finish Memoir and read S/V agreement (LK115-121)
TH	Oct 13	Memoir due! Discussion S,V agreement and time shifts (LK122) Proofreading ex in class for both Homework: sentence writing ex for SV and time shift ex from Correct Writing and read info for Literary Analysis (CH 7 WT)
T	Oct 18	Discuss OCW #2 –Annotated Bibliography WT (324-327) – maybe library lab time for research OCW #2 <i>due Oct 25th</i>
TH	Oct 20	Verbals (LK125-131) Misplaced and dangling modifiers (LK132-136) In-class exs Homework: Read about sentence patterns (LK137-143) and finish OCW #2
T	Oct 25	Annotated Bibliography due! Sentence Patterns discussion – <i>Quiz on Oct 27th</i> Paragraph ex in class and discuss clichés, awkward phrasing and wordiness (LK144-f) Homework: study for Sentence pattern quiz
TH	Oct 27	Quiz – 5 basic sentence patterns Discussion: pronouns and shifts in person (LK155-166) Homework: proofreading ex and Read Ch 19 WT and (LK208) – Intros and Conclusions
T	Nov 1	Continue discussion on pronouns and shifts in person Discuss Intros and Conclusions In-class do exercises analyzing and rating good vs bad ¶s Discuss ICW#2 (Quote prompts)
TH	Nov 3	In-class mapping for ICW#2 Outlining
T	Nov 8	ICW #2 (Quote prompts) Homework: Read about parallelism and commas (LK149-54, 176-90)

TH	Nov 10	Discussion parallelism and the 6 comma rules Test on Nov 17th Re-cap CS, RO, FRAG Homework: CS, RO, FRAG pkt
T	Nov 15	Discuss ICW#2 Begin Rhetorical Analysis discussion Homework: Read WT Ch8 – Find ads, Study for Comma Rules & CS, RO, FRAG test
TH	Nov 17	6 Comma Rules Test In-class workshop- outlining, mapping, and peer discussion on ads Ad critique due Dec 1st
T	Nov 22	What is a “peer review” Homework: Have draft for peer review on Nov 29th
		Thanksgiving Break
T	Nov 29	Workshop – Peer Review Homework: Finish Ad Critique – do Grammar Exam (no looking answers up, but mark those that you have questions over)
Th	Dec 1	Ad critique due! Review for Grammar Exam Begin discussion on the Position Paper for final Homework: Study for Grammar Final
T	Dec 6	Grammar Final Vote on final paper topics, begin discussing, outlining
TH	Dec 8	Position Paper - in-class final