

Mrs. Bond

Office: 103

Office Phone: 512-476-2772

Class: M 5:30-8:10

E-mail: dbond@austingrad.edu

Office Hours: by appointment only

English 2301: Composition Skills

Fall 2017

Required Text

- Axelrod, Cooper, Warriner, Allison. *Reading Critically Writing Well*. 11th ed. Boston, MA: Bedford/St. Martin's. Macmillan Learning, 2017. Print.

Other Texts Used for Instruction (not required):

- Johnson-Sheehan & Paine, Charles, *Writing Today*. 2nd ed. Upper Saddle River, NJ: Pearson, 2010. Print. (not required - instructor using)

Course Objectives

- Read critically with the goal of analyzing content and meaning, rhetorical approach, and genre of assigned works.
- 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 4 Formal, Revised Essays (750-word min. each)	60%
	Homework/Quizzes/Class Participation	25%
	Final Grammar Exam	15%
	Writing assignments will require students to produce approximately 3000+ words of graded writing and count for at least 60% of the final grade.	
Final Examination	See assignment page	
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 Monday and you turn it in on Wednesday, 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.

Academic Environment 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 *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 Academic Environment 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.

Assignment and Readings Calendar

Syllabus and Assignment calendar are subject to change at any time at the discretion of the instructor and for the benefit of the students.

Students: Please note that the readings listed on each day are to be completed before class that day.

Sept. 4th – Holiday – Classes will not meet

Sept 11th - Abbreviated class – review policies - dismiss at 6:15 for First Things Lecture

Sept 18th – Eight Parts of Speech and Chapter 1 – Diagnostic grammar exam due

Sept 25th – Basic Sentence Patterns and Chapter 2 (16-30) and (42-44)

Oct. 2nd – Phrases & Clauses, and Chapter 3 (47-56). Start thinking about Autobiographical Essay subject

Oct. 9th – Agreement (verbs), Chapter 3 (79-87) + Copy of Lobster Lessons by Crapanzano

Oct. 16th – Agreement (pronouns), Rough Draft of Autobio due, Watch “The Soup Nazi” episode of Seinfeld, Read Ch 4 (88-92 and 102-105)

Oct 23rd – Transitions, Final Draft of Autobio due, Read “The Long Good-Bye” (115-119), and Read Ch 4 (129-136)

Oct 30th – Comma Rules, Rough Draft Observation due, Read “Community”

Nov 6th – Comma Rules, Observation essay final draft due, Read Chapter 8 from Writing Today – Rhetorical Analyses

Nov 13th – CS, Frag, ROs, Writing Workshop – Bring ad to class (on laptop or device if tv ad), be prepared to write and discuss – Final draft of ad critique is due Nov 27th

Nov 20th – Read Ch 8 (The Argument) only pgs (343-46, 348 “organizing” part) and Chapter 10 (Arguments) handout

Nov 27th – Ad critique is due - Have a topic or 2 in mind to bring to class – Brainstorming/Outlining workshop for Argument/Position paper – Review for Grammar final

Dec 4th - Grammar Final

Dec 11th - Argument/Position paper is due