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**Course Syllabus**

**COM 121 - ENGLISH COMPOSITION I**

**3 Credit/Contact Hours**

**Glen Oaks Community College**

**Fall Semester, 2015**

**Instructor:** David Bainbridge

**Office Hours:** M, between 2:30 and 6 p.m., by appointment.

**Email:** dbainbridge@glenoaks.edu (but see front page of our web page)

**Course Description**

A research based writing course in which students will work to develop their command of language as a means of shaping and ordering their experience and ideas, to develop their critical thinking skills, and to develop thought, organization and clarity in their written work.

**Course Prerequisite**

Proficiency in language skills on the ACT, SAT, Accuplacer Writing Sample or successful completion of COM 073 Essential College Writing or COM 074 Essential College Writing II; for specific sections, indicated by lab requirement, Level 8 on the Accuplacer.

**Required Texts and Materials**

* Kirszner, Laurie G. and Stephen R. Mandell. *The Brief Wadsworth Handbook*. Seventh edition. Wadsworth, Cengage Learning, 2013, 2010, 2007. (You must bring the assigned textbook to class daily)
* Connelly, Mark. The Brief Sundance Reader. Third Edition.Thomson, Heinle, 2003.
* USB for COM121 writing
* Notebook paper or pad
* A dedicated journal (can be a bound notebook or tablet of your choice)
* A folder with pockets for your written portfolio and materials distributed in class
* Highlighters, a pen
* Recommended: a good college dictionary and thesaurus (for example, The American Heritage Dictionary)

**Course Objectives**

* To learn engaging, clear, and coherent structures for presenting ideas in a variety of expository models.
* To learn to develop ideas logically, clearly, convincingly, and ethically.
* To understand the effect of voice in achieving specific communication purposes with specific audiences.
* To learn to control the conventions of language.
* To practice writing on a regular basis, in part, by keeping a class journal.
* To apply skills learned in class to create a standard research paper on a jointly agreed upon topic.



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**Requirements**

* Attendance and participation are required; if there needs to be an exception, contact me.
* All writing assignments must be completed and submitted on the date they are due. Any late papers will be dropped one full grade per day.
* Final assignments must be word processed and formatted with proper MLA headings.
* You will be required to keep a journal, which I will collect and grade twice a quarter.
* Some computer lab time will be available during our class time; some word processing will need to be done during your own time.
* This syllabus is tentative. Please be flexible and open to possible change.

**Grading**

Because COM121 is a writing class, out of class essays and in class writing will make up the largest portion of your final grade.

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| Narrative | 100 pts |
| 1st Research Essay  | 150 pts |
| 2nd Research Essay  | 200 pts |
| 3rd Research Essay | 300 pts |
| Other Assignments | 250 pts |
| Total  | 1000 pts |

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| 100-94% | =4.0 (A) |  | 74-70% | =2.0 (C) |
| 93-87% | =3.5 |  | 69-65% | =1.5 |
| 86-80% | =3.0 (B) |  | 64-60% | =1.0 (D) |
| 79-75% | =2.5 |  | 59-0% | =0.0 |

**Class Policies**

1. No smoking, no food, no beverages (with the exception of water), and **NO GUM** in class.
2. Be on time and prepared; If you miss a class, ***you*** need to get the assignments and make sure the work is in on time; ***no excuses***.
3. Attendance: Students should attend all classes.
4. Cell phones are to be turned off or put on silent ring to avoid disruption of class. Please do not text while in this class.
5. During testing, the use of cell phones and any other electronic means of communication are strictly forbidden and use of such during an exam will result in a failing grade.
6. All policies and procedures listed in the college catalog will be followed.
7. Your computer problems are not my computer problems. Your dog can not eat your GoogleDrive.

**Instructor Expectations:**

1. Come to class with the necessary materials; text books are critical.
2. Be prepared to participate and learn.
3. I expect respect from you towards myself and other students and I will do the same.
4. Since you chose to take this class I anticipate a strong desire to learn the material, not just get by.
5. If you do not understand any of the material, I expect you to ask questions.
6. My job as the instructor is to help you understand the material; I will make every effort to be available to you, at your convenience.

**Academic Integrity**

Glen Oaks Community College adheres to high standards of academic integrity. A single instance of the following violations will result in and F grade for that assignment; a subsequent violation will result in an F for the semester:

* Plagiarism: submitting the words, work, or ideas of others without properly crediting them.
* Using work generated in another class, by you or someone else, for credit in this class without permission from the instructor. Use either composition text as a guide for avoiding plagiarism. When in doubt, consult with me.
* I randomly use *Turn****it****in*, a Digital Assessment Suite from iParadigms, LLC. The originality reports generated by *Turn****it****in* show me any portions of your papers that may need citations; I use this service to seek out un-cited sources, such as instances of plagiarism and use of term paper services, such as those found on-line.

**Instructional Disclaimer**

Incomplete/Withdrawals – Where it is not in conflict with established and recognized college policy and where, in the instructor’s opinion and discretion, there is not a compromise of sound educational philosophy and practice, an incomplete (I) will be assigned as a grade only where:

1. There is a legitimate reason for the student not to have completed the requirements of the course within the scheduled period of time set forth in this syllabus.
2. Such arrangements for an incomplete have been discussed in advance of the final examination with the instructor.
3. There is a reasonable possibility for the student to complete the missing assignments in a timely fashion.

Incomplete (I’s) and Withdrawals (W’s) will not be assigned as a final grade for this course for unsatisfactory performance by the student or when the student has failed to follow college policies in withdrawing from the course. In these cases, or similar situations, a “0.0” (failing) grade will most likely be submitted as the final course grade.

Suspension of Rules/Instructor Discretion: The instructor reserves the right to waive (or suspend) any of the “rules” outlined in this syllabi, when, at my discretion, it is felt that doing so is in the best interest of the class and/or contributes to sound educational philosophy and practice.”

**American Disabilities Act**

If you are a student with a documented disability and you believe you are entitled to receive accommodations for this class, please contact me along with a Student Support Specialist in Student Services at (269) 467-9945.

ADA If you are a student with a documented disability and you believe you are

STATEMENT: entitled to receive accommodations for this class, please contact me privately so we may discuss your specific needs. You will also need to contact the Student Support Specialist to schedule an appointment for an intake if you have not already done so. You may contact the Student Support Specialist by calling 269-467-9945 and asking for Student Services.

Sensitivity Statement:

Glen Oaks Community College is committed to providing equal access to education for all persons regardless of race, color, sex, age, religion, national origin, sexual orientation, disability, veteran status, or other status as protected by law. The College is committed to an environment that demonstrates civility, caring and respect. Harassment of any kind is a barrier to effective work and academic achievement. Glen Oaks Community College values diversity of expression, collaboration, partnering and finding ways to communicate effectively across differences in the college community. If you feel that you have been the focus of discrimination or harassment, you may report the incident [https://glenoaks.ethicaladvocate.com](https://glenoaks.ethicaladvocate.com/) or by phone at 1-877-743-4127.

You may also contact a counselor by calling (269) 467-9945 and asking for Student Services.

EMERGENCY EVACUATION PROCEDURES A map of the wing where this classroom is located is posted near the wing entrances marking evacuation routes and the designated tornado shelter area. This is an area where emergency service personnel will go first to look for individuals who need assistance in exiting the building. Please make sure to review the maps to ensure you will know how to evacuate in case of an emergency. Students who may need assistance should identify themselves to the teaching faculty.

**Topical Outline**

The Writing Process

Elements of Writing

Prewriting

Drafting

Revision

Word Choice

Narration

Description

Definition

Compare/Contrast

Analysis

Research

Grammar and Punctuation

Spelling and Mechanics

MLA Documentation and Formatting

Journaling

Critical Thinking

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TENTATIVE SCHEDULE

This schedule is only to show the general pace of the class. More specific dates will be posted on the announcements.

WEEK 1

WEEK 2 FIRST DRAFT OF NARRATIVE ESSAY

WEEK 3

WEEK 4 FINAL DRAFT OF NARRATIVE ESSAY

WEEK 5

WEEK 6 FIRST DRAFT OF SECOND ESSAY

WEEK 7

WEEK 8 FINAL DRAFT OF SECOND ESSAY / MIDTERM

WEEK 9

WEEK 10 FIRST DRAFT OF THIRD ESSAY

WEEK 11

WEEK 12 FINAL DRAFT OF THIRD ESSAY

WEEK 13 OUTLINE OF FINAL ESSAY

WEEK 14 ANNOTATED BIBLIOGRAPHY

WEEK 15 RESEARCH PROPOSAL

WEEK 16 FINAL DRAFT OF FINAL ESSAY / FINAL EXAM