

**Southeastern Oklahoma State University**  
**ENG 1113 Section 11 Composition I**  
**Fall 2018**

**INSTRUCTOR CONTACT INFORMATION:**

Kimberly Mauck, M.Ed

Office: Morrison 312

E-mail: [kmauck@se.edu](mailto:kmauck@se.edu)

Phone: (580) 745-2576 (I only answer and check voicemail during office hours.)

Fax: (580) 745-7406

Office Hours: 1:45 - 3:00 Tuesdays

**COURSE TITLE:** Composition I

**CATALOG DESCRIPTION:** Practice of the fundamentals of the writing process in personal and expository writing. Emphasis is on supporting a thesis with specific detail, writing for a particular audience, sentence structure, and revising and editing. (Fulfills three hours of general education requirement in grammar and composition.)

**PREREQUISITES:** None.

**REQUIRED MATERIALS:**

Richard Bullock, Maureen Daly Goggin, Francine Weinberg *The Norton Field Guide to Writing with Readings and Handbooks*, 16th MLA Update, 4th edition. New York · London: W.W. Norton & Company.

A pack of 3" x 5" lined notecards. (You will need at least 20.)

**LIBRARY AND INFORMATION RESOURCES:** [www.se.edu/library](http://www.se.edu/library)

**COURSE OBJECTIVES:**

- 1) Employ writing as a process to learn, to evaluate, to inform, and to persuade an audience.
- 2) Demonstrate an understanding of audience, purpose, content, and context in various forms of media, including written, verbal, and visual.
- 3) Write essays that focus on one central idea, which is stated explicitly, clearly and early.

- 4) Demonstrate organization within an essay where all major ideas are presented coherently in paragraphs separated by transitional markers.
- 5) Produce an essay in which all major ideas are developed in individual paragraphs through sound reasoning and with convincing detail and examples.
- 6) Summarize and paraphrase reading material, and document according to MLA Style.
- 7) Recognize the relevance of the following concepts of effective writing: levels of diction, slang, jargon, dialect and standard and non-standard English.
- 8) Use correct grammar, usage, and mechanics based on standard American English.
- 9) Understand the role of the following in creating meaning in discourse: connotative and denotative language, general and specific language, abstract and concrete language.
- 10) Practice writing as a process of prewriting, drafting, revising, editing, and proofreading.
- 11) Assess and employ revision in an essay with marked improvement in areas of focus, organization, and development as well as the elimination of all major errors and virtually all minor errors.

SOSU General Education Outcomes for Eng 1113:

- A. Communication Goal—students will demonstrate the ability to:
  1. communicate ideas clearly and effectively using Standard Written English.
  2. engage in writing as a process of critiquing, revising, and editing.
  3. critically read a passage to gather information and develop an appropriate reaction to the content.
- B. Critical Thinking Goal—students will demonstrate the ability to:
  1. reason by deduction, induction, and analogy.
  2. distinguish between cause and effect.
  3. examine information for alternative explanations and possible implications.
  4. solve problems described verbally, graphically, symbolically, or numerically.
  5. identify, analyze, and evaluate arguments

**COURSE SCHEDULE:**

*The instructor reserves the right to modify course assignments, grading procedures, and other related policies as circumstances may ~~change~~ **change** students will be notified of any and all modifications.*

Tuesday, September 4      Meet in library computer lab on floor 2A

Tuesday, September 11	Topic Proposal and Annotated Bibliography due
Tuesday, September 18	Summary Essay due
Tuesday, October 2	Conferences (No class meeting)
Tuesday, October 9	Analysis Essay due
Tuesday, October 30	Compare & Contrast Essay due
Tuesday, November 13	Conferences (No class meeting)
Thursday, November 15	Conferences (No class meeting)
Thursday, November 29	Narrative Essay due

## SEMESTER CALENDAR

August 20	Tuition and Fees due (without Financial Aid)
August 24	Last day to add or drop a class with no grade and full refund/no charge
September 3	Labor Day holiday
October 19	Mid-Level Assessment Testing Day
November 1	Deadline to apply for graduation
November 9	Final day to drop or withdraw from a class with a grade of "W"
November 19/25	Thanksgiving holiday
December 10/14	Final Exams
December 14	Last day of semester
December 15	Commencement

## COURSE POLICIES

**Preparation for and participation in class** is essential. Readings and assignments are to be completed for class the day they are noted on the course calendar (found on Bb). Expect and plan to read about 20 pages for each class, unless it is an essay workshop day or the day an essay is due. Bring copies of whatever reading we will be discussing in class (usually found in your textbook, but sometimes on Bb if this is the case, bring a printout of the reading). Class discussions are an important part of course work, and while I don't expect everyone to speak in front of the entire class, small group discussion is required. I also reserve the right to let your class preparedness and participation affect your grade.

**Attendance** is taken through Reading Response Cards that function as discussion and reviews. I encourage you to notify me of absences in advance, and I will do my best to give you a chance to make up any work you will miss. You may email me to ask for missed work. These requests will generally only be fulfilled within one week of the absence, but I understand that extenuating circumstances exist, and will consider situations individually.

**Cell phone use** of any kind is prohibited, unless the student has informed me of possible emergencies. Eating during class is discouraged, but drinking is permitted.

**Late work** will receive point deductions. The typical deduction is 10 percentage points for each day an assignment is late, up to one week after it is due. However, requests for deadline extensions will

usually be granted, if you ask at least 24 hours before the assignment's due date. Absence on the day an assignment is due does not automatically grant a deadline extension.

**Essay submission** takes place on Blackboard. Rough drafts, however, are submitted via email.

**Employing a writing process** is a course objective and part of your grade. This will include using critical reading strategies to take notes on sources (see guide on Bb), writing rough drafts, using feedback from your instructor and from classmates to revise and edit. ~~including~~ These visual representations of your process will be submitted in class on the day the essay is due on Bb.

**Interim Evaluations** can be scheduled with me at any time. If you're curious about your grade, or need help with an upcoming assignment, I would ~~be happy~~ to meet with you and go over your performance thus far and/or questions about what lies ahead.

**The SE Learning Center** offers one-on-one edits of essays. It is located in Hallie McKinney, below the Center for Student Success. Stop by or ~~call~~ 299745

### EVALUATION (GRADING):

Annotated Bibliography:	6%	30 points
Writing Process:	8%	40 points (10 points per essay)
Reading Response Cards/Class Participation: points/conference)	10%	50 points (2 points/card; 5
Summary Essay:	15%	75 points
Analysis Essay:	15%	75 points
Compare & Contrast Essay:	20%	100 points
Narrative Essay:	20%	100 points
Final Exam:	6%	30 points

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Total: 500 points

A: 90-100% or 450500 points

B: 80-89% or 400449 points

C: 70-79% or 350399 points

D: 60-69% or 300349 points

F: 0-59% or 0299 points

### UNIVERSITY AND SCHOOL POLICIES:

**Privacy.** Available through the Southeastern Online Learning website or <http://www.se.edu/academics/general-information/studentsights/>

**Academic Integrity:** Available through the Southeastern website <http://homepages.se.edu/studentlife/studenthandbook/> and excerpted here:

Acts of Dishonesty. No student shall commit acts of dishonesty, including but not limited to the following:

1. Cheating:
  - a. Unless the instructor specifies otherwise, all examinations and other assignments, including homework, are to be completed by the student alone, without inappropriate assistance of any kind.
  - b. Improper collaboration is considered cheating. When an instructor syllabus permits or encourages “working together” it is expected that group study sessions may result in similar responses or answers to exam questions or other work product. When working together permitted, such similar responses will be considered as evidence of academic misconduct.
  - c. Unless the instructor specifies otherwise, it is assumed that all work submitted for a grade will be the product of the student's own understanding, and thus expressed in the student's own words, calculations, computer code, research data, etc.
2. Plagiarism:
  - a. All writing assignments are to be composed entirely of words generated (not simply found) by the student, except where words written by someone else are specifically marked as such with proper citation. This includes copying words from the internet, a periodical, or a book without proper reference. Simply documenting the source in a footnote or bibliography isn't good enough. You must also indicate that the words themselves are quoted from someone else. For this reason, sentences that should have quotation marks but appear in the paper without quotation marks are plagiarism.
  - b. It is plagiarism to copy words and then modify them slightly. Paraphrasing is fine when you cite the source and indicate the new expression is actually your own. When the expression remains substantially similar to the source as a whole or in one of its parts it is plagiarism.
  - c. Self-plagiarism or “recycled academics” occurs when a student submits the same project or paper for multiple classes and violates the crucial assumption that academic work is performed on a *novel* basis in order to achieve learning, practice, and growth. Unless the second instructor expressly permits a project or paper from a prior class for credit, this is not permitted.
3. Other academic dishonesty:
  - a. Facilitating or aiding in the cheating, plagiarism, or dishonesty of another student.

- b. Attempting at cheating, plagiarism or other academic dishonesty even if not successful.
- c. Lying in order to gain academic advantage, including dishonesty about why a class was missed, dishonesty to gain an extension on a project or assignment, or dishonesty to gain admission to a program.

**Special Accommodations** Any student needing special accommodations due to a disability should contact the Coordinator for Disability Services, GDJ Student Union, Room 328 or call (580) 745 2392 (TDD# 7452704). It is the responsibility of each student to make an official request for accommodations to the Coordinator. *Please note, Faculty members are not permitted to accommodate students. All students requiring assistance must contact the Office of Disability Services.*

Any student experiencing mental or emotional issues who desires free clinical counseling is encouraged to contact the SE Counseling Center at (580) 745-2100 to schedule an appointment during normal working hours Monday-Friday, 8:00 AM to 5:00 PM. For after hours mental health emergencies, please call SE Campus Police at (580) 745-1111 or the Mental Health Crisis Hotline at (800) 522-1090.

### Equal Opportunity Statement

In Compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and other Federal Laws and Regulations, Southeastern Oklahoma State University does not discriminate on the basis of race, color, national origin, sex, sexual identity, sexual orientation, age, religion, handicap, disability, or status as a veteran in any of its policies, practices or procedures, this includes but is not limited to admissions, employment, financial aid, and educational services.

**Title IX of the Education Amendments of 1972** (20 U.S.C. § 1681) states: No person in the United States, shall, on the basis of sex, be excluded from participating in the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance... Southeastern Oklahoma State University does not discriminate on the basis of sex in its education programs or activities, in compliance with Title IX and the U.S. Department of Education's regulations at 34 C.F.R. §§ 86.1 et seq. Individuals who believe they have been discriminated against on the basis of sex may contact S.E.'s Title IX Coordinator at (580) 745-3580, [titleix@se.edu](mailto:titleix@se.edu) or PMB 2750.

Contacts: Write down the names and contact information of three classmates you can call upon if you can't reach me.

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