

ENGLISH COMPOSITION I

ENG 1001-100 & 101 Fall 2025	Day/Time/Location: Online	
Instructor: Kirk Lockwood Office: B-320	Phone: 815-224-0336 E-mail: kirk_lockwood@ivcc.edu	Office Hours: Mon. & Wed. 9-10, Tue. & Thu. 8-9:30, or by appt.

COURSE DESCRIPTION

ENG 1001 introduces students to the complexity of writing, in particular expository, persuasive, and argumentative, as they engage with and reflect upon various writing situations by analyzing audience and purpose and engaging critically and ethically with a variety of texts and ideas. To that end, students will develop information literacy skills to better evaluate source credibility and compose formal academic writing with a focus on effective essays, paragraphs, and sentences as they write for a modern world, which may include forms beyond the traditional academic essay. The course will focus on writing as a process, including strategic choices during pre-writing, organization of ideas, drafting, and substantive revision, with the majority of writing assignments involving the development of effective, logical, and well-supported arguments. Credit Hours: 3. Division: Humanities, Fine Arts, and Social Sciences. IAI Code: C1 900. Prerequisites: English and Reading placement according to the Illinois Valley Community College Course Placement Guide (www.ivcc.edu/assessmentcenter/25FAPlacementOverview.pdf) and successful completion of Orientation to Distance Learning (CSP-0002).

EXPECTED LEARNING OUTCOMES

1. Read a variety of texts with understanding and appreciation
2. Understand invention as a part of the writing process, especially when directed for a communicative purpose
3. Organize and develop ideas effectively and logically in essays
4. Develop effective, logical, and well-supported arguments
5. Express ideas consistently and appropriately for task and audience
6. Strengthen essays through the revision process
7. Understand documentation, plagiarism, and source credibility

This course also addresses the following IVCC institutional learning goals and outcomes: Communication (to communicate effectively) and inquiry (to apply critical, logical, creative, aesthetic, or quantitative analytical reasoning to formulate a judgement or conclusion).

RESOURCES

IVCC Stylebook. IVCC English Faculty and Writing Center, 6 May 2019, ivccwritingcenter.files.wordpress.com/2019/07/stylebook-1.pdf.

English Department Resources. IVCC English Department, sites.google.com/view/ivccenglish/english-department-resources?authuser=0.

TECHNOLOGY REQUIREMENTS

Technology help is available from the IVCC [Student Help Desk](#), also located in the Academic Support Center (A-201) and available by phone at 815-224-0318. Also note the [IVCC Student Technology Checklist](#) for additional information about your student K-number, student ID, IVCC Self-Service, and other resources.

Access to a Word-Processing Program

To create your writing assignments, you may use Microsoft Word, Google Docs, or another word-processing program that allows you to save your files as Microsoft Word documents (the only accepted format for submitting files for this class). As an IVCC student, you can access Microsoft Word for free through Microsoft 365, as well as other Microsoft applications. For more information, visit the following link: [Microsoft 365 Apps](#).

Access to the Internet and Brightspace

To access your student e-mail and all of our class resources, including Brightspace, you will need to access the Internet. The following link provides additional information about Brightspace: [Brightspace Information](#). For instructions to log into the IVCC guest Wi-Fi, see [Campus Technology Information](#).

An IVCC Student E-mail Account

All e-mail communication for this class will be through your student e-mail account. Information about your student e-mail account is available at the following link: [Student E-mail Information](#).

FORMAL GRADED WRITING (850 POINTS)

Essay 1, 50 points 250 words	Essay 2, 200 points 3 pages	Essay 3, 200 points 3.5 pages, plus Work Cited	Essay 4, 300 points 5 pages, plus Works Cited	Essay 5, 100 points 2 pages
Writing to Introduce	Analyzing a Text	Writing about Literature	Integrating Research	Synthesizing and Applying

You are required to submit final drafts of Essays 2-5 as attached files through Brightspace. Submitting the assignments through Brightspace also submits them automatically to Turnitin to check for plagiarism and use of artificial intelligence (AI), such as ChatGPT. Final drafts must be submitted by the end of the day (midnight) on their due dates. **The late penalty for final drafts will be 5% for each 24-hour period, starting at the due date and time.** Due dates and times for Essay 2-4 rewrites will be announced. The Essay 2 rewrite grade will replace the original grade (except for any original late penalty); Essay 3 and Essay 4 rewrite grades will be averaged with the original grades. The rewrites must be submitted through Brightspace by the end of the day (midnight) on the due dates, with the same 5% late penalty applied for each 24-hour period. You will not have an opportunity to rewrite Essay 5.

Your essays will be graded according to the IVCC English Department grading standards and the following scale. Your final course grade will be based upon the same 10-point scale, but without the plus or minus for the final letter grade.

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	F 0-59
A 94-96	B 84-86	C 74-76	D 64-66	
A- 90-93	B- 80-83	C- 70-73	D- 60-63	

Other Important Notes:

- Consistent with IVCC's transfer agreement with other state colleges and universities (Illinois Articulation Initiative), students must earn at least a C in the course for it to transfer.
- You must submit final drafts of all formal graded writing assignments to pass this course (though doing so does not guarantee a passing grade); in addition, in the case of consistently below-average writing (D or F level), I reserve the right to base your course grade solely upon the quality of your graded essays.
- Essays submitted through Brightspace that cannot be opened because of technical problems may still be considered late. Instructions will be provided for submitting through Brightspace, and it is then your responsibility to make sure your files have been submitted correctly and can be opened from Brightspace.

ESSAY DRAFTS (50 POINTS)

Because we will be emphasizing the whole writing process, including invention and rewriting, you will be required to submit drafts of Essays 2-4 before submitting final drafts for grading. To earn full credit, each draft must be typed, meet the minimum essay length requirement (plus a Works Cited page when required), and submitted by midnight on their due dates through Brightspace. **An incomplete draft will earn only partial credit. A late draft submitted within 24 hours of the due date and time will earn half the assigned credit. Any draft submitted more than 24 hours late will earn no credit.** You are expected to revise and edit your drafts thoroughly and carefully before submitting them as final drafts for grading. In addition to participating in class workshops, discussing your drafts with me and utilizing the Writing Center are excellent strategies.

OTHER ASSIGNMENTS (100 POINTS)

Other assignments may include discussion questions, grammar exercises, quizzes, group assignments, and so forth. You will submit these assignments through a Brightspace assignment posting, Brightspace discussion area, or by e-mail (each assignment will specify which). These assignments must be submitted by the end of the day (midnight) on the due dates to

receive full credit. A late assignment submitted within 24 hours of the due date and time will earn half the assigned credit (no points if received more than 24 hours late).

MAKE-UP POLICY (EXTRA CREDIT)

You may earn back missed points by reading a short story that you find online (one that we did not read or discuss in class in any way) and type a one-page, double-spaced summary/critique of that story. Your summary should include the author, title, the actual link to the story, a plot summary, and the names of main characters. Your critique should be what you liked/disliked, what you learned, what you found interesting, and/or anything else that shows me you thought about the story. **Your writing must be your own, original work and ideas. Of course, any submission that contains plagiarism will not earn any points.** Your summaries/critiques do not need to be in MLA format or use a formal style (using "I" is acceptable), but they should be typed and use your best writing. As long as they are written carefully and thoroughly (and are a full page long), you will earn 10 points for each one, up to three submissions total, with a maximum of 30 points. Submit your extra credit as attached files through Brightspace (see link under Assignments). **Extra credit will only be accepted through the end of the day (midnight) on 12/8.**

ATTENDANCE POLICY

Because this class is delivered entirely online and we don't meet face-to-face, the class doesn't have a traditional attendance policy.

PARTICIPATION AND CLASSROOM EXPECTATIONS

Your participation in this class not only affects your learning, but that of your fellow students. At all times, your participation and actions should demonstrate respect for the class, your classmates, and the instructor, and they may affect your class grade if it is "borderline" at the end of the semester. In addition to the other course requirements, you are expected to participate in all course activities, including the following:

- Logging into our class Brightspace at least once a day every weekday to check for announcements, work on assignments, respond to questions, turn in work, etc. **If you don't log in consistently, you'll probably fall behind rather quickly.**
- Viewing assigned PowerPoints and other presentations
- Completing all reading assignments
- Reading and responding to one another's writing
- Contributing to class and group discussions
- Collaborating with other students
- Exhibiting professional and respectful behavior
- Submitting all assignments on time **(If an absence or other circumstance prevents you from submitting an assignment on time, you need to contact me as soon as possible, ideally before the assignment is due, to request an extension. Doing so does not guarantee an extension, which will depend on when you contacted me, the specific circumstances, and possibly documentation, such as a doctor's note).**

I'll check Brightspace and my e-mail each weekday that IVCC is open and possibly other days, depending on assignments, questions, etc. I'll try to respond to questions within 24 hours during the week and no later than the first day of the week for questions sent to me over the weekend. My goal is to return graded assignments to you within one to two weeks after their due dates, if not sooner.

ADDITIONAL INSTRUCTION AND ASSISTANCE

Please take advantage of my office hours to communicate with me about a specific writing assignment or the class in general. I'm available to help you with the class in any way I reasonably can. If necessary, we can arrange in-person or Zoom meetings at times other than my scheduled office hours. Get your money's worth out of your instructors, your classes, and the other services IVCC offers its students.

ACADEMIC INTEGRITY

This course and all the work you submit for it are subject to IVCC's [Academic Integrity Policy](#), which is available in the current *IVCC Student Handbook*. Everything that you submit for this class must be your own work. If any of your work includes any material from a source, you must give full credit to the source (that material must be fully documented).

Submitting work that is not your own and failing to document source material are both plagiarism, a form of cheating. Unless otherwise noted for a specific assignment, using artificial intelligence (AI), such as ChatGPT or Grammarly, to write, revise, or edit an assignment is considered plagiarism/cheating in this course. Plagiarism and cheating in general can destroy your credibility as a writer and are grounds for failing an assignment in this course and/or the entire course. In addition, you are not allowed to submit work that you completed prior to this class or are working on for another class (for example, for another college course or in high school) without my prior approval. Please discuss with me any questions or concerns you have about these issues.

As noted in Section 5, above, submitting assignments through Brightspace also submits them automatically to Turnitin to check for plagiarism and use of artificial intelligence (AI), such as ChatGPT. If a student's Turnitin report for an assignment indicates possible plagiarism, AI use, or other form of cheating, or if I have concerns about any of these issues, we will follow the process below.

1. I will contact the student about these concerns, either in person, through the assignment feedback, and/or by e-mail, likely including follow-up questions about their assignment.
2. The student must answer all of these questions and is welcome to offer any other information or perspective they think is important for me to know.
3. If needed, we will exchange additional e-mails and/or meet to finish discussing the situation.
4. Based on all of the information I have, I will determine if plagiarism, AI use, or other form of cheating has or has not taken place, assign a penalty if appropriate (see above for possible penalties), and notify the student, who is then welcome to follow up with me with any additional questions or concerns.

Please understand that a Turnitin report or other concerns do not automatically mean a student has done anything wrong or is guilty of plagiarism, AI use, or cheating, although they certainly might. It's simply my responsibility to follow up to make sure students are doing their own work and learning the writing skills the course covers. The steps above are just a part of that process, and I do not assume plagiarism, AI use, or cheating has actually happened unless the process confirms that it has. In some cases, the process will confirm that there is a problem; in other cases, it will confirm that there is no problem. Ultimately, my goals are to protect the integrity of the class and to make sure that students' work and learning are reflected accurately and fairly in their grades, including honest students doing their best to complete their work ethically.

WITHDRAWAL POLICY AND ACTIVE PURSUIT STANDARD

You may withdraw voluntarily from this course through 11/5, through IVCC Self-Service, in-person through the Admissions and Records Office, or by requesting a withdrawal from your instructor. For more information, visit www.ivcc.edu/admissions/withdraw.php. **“Active pursuit” is defined in this course as logging into Brightspace and submitting at least one assignment by 8/29 (10th day of the semester) and submitting final drafts of all formal graded writing assignments due by 10/8 (mid-term).** If you have not logged into Brightspace and submitted at least one assignment by 8/29, you will be dropped from the course (with a refund). If you have not submitted final drafts of all formal graded writing assignments due by 10/8, you will be withdrawn from the course (no refund) even if you are logging into Brightspace regularly and completing rough drafts and other assignments.

Please let me know at any point of the semester if you have any questions or concerns about your status in the course or about the withdrawal policy or active pursuit standard.

WRITING CENTER

The IVCC Writing Center offers free, unlimited, one-on-one tutoring for students in any class at any stage of their writing process. The Writing Center staff, which includes faculty and student tutors, is happy to assist students in understanding assignments, brainstorming topics, organizing and developing ideas, and revising and editing drafts. Both in-person and online options are available. For more information, visit the [Tutoring and Writing Center](#) webpage, call 815-224-0637, or visit in-person in the Academic Support Center (A-201).

JACOBS LIBRARY

Jacobs Library provides resources to enhance the IVCC learning programs and services that enable the community to seek, evaluate, and use information. Visit www.ivcc.edu/library to find helpful guides, a citation generator, databases

filled with credible articles, and the SOAR search box, which allows you to locate books, videos, articles, and more with just one search. Knowledgeable staff members are available to help with your research needs by phone, chat, and email during the library's open hours. You can also visit in person in A-201. The library offers multiple individual and group study spaces, including the Active Learning Space, which features movable furniture and a collaboration table. A 15-minute orientation is available for those who would like to learn more about the library's services and resources. If you have questions, please contact the library at 815-224-0306.

DISABILITIES AND ACCOMMODATIONS STATEMENT

If you have a learning difference, there is help at IVCC. If ADHD, a learning disability, Autism Spectrum Disorder, mobility impairment, chronic medical condition, sensory deficit like low vision/blindness or hearing loss/deafness, or psychiatric disability (anxiety, depression, bipolar disorder, post-traumatic stress, and others) limits your ability to fully access and/or participate in this course, please contact Tina Hardy (tina_hardy@ivcc.edu, or 224-0284), or stop by the Center for Accessibility and Neurodiversity in C-211 to see what type of services or supports are offered.

CONTINUITY OF ACADEMIC OPERATIONS (CAOP) STATEMENT

If IVCC experiences an emergency or disaster and classes have the potential to be or are disrupted, IVCC will broadcast messages on the IVCC website, district radio stations, IVCC social media, and the college's automated phone message, heard by dialing 815-224-2720. Notification of an emergency may be followed by class-specific communication to students from instructors.

COURSE SCHEDULE

This schedule includes major assignments for each unit. More specific due dates, assignments, and instructions will be provided with each unit through Brightspace (M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday).

Week 1 M 8/18- F 8/22	Intro to Course, Essay 1, and Brightspace Essay 1 due (40 points)	Week 10 M 10/20- F 10/24	Essay 4 Preliminary Focus Due (5 points) Research (cont.) Works Cited Topic & Tentative Thesis Due (10 points)
Week 2 M 8/25- F 8/29	Essay 1 Responses due (10 points) Quiz 1 Due (10 points) Intro to Essay 2, Analysis, Inference Thesis Statements F 8/29: LAST DAY TO DROP WITH REFUND (1 ST ACTIVE PURSUIT DEADLINE)	Week 11 M 10/27- F 10/31	Quotations/Paraphrases Documentation Working Bibliography Due (20 points)
Week 3 M 9/1- F 9/5	M 9/1: LABOR DAY (IVCC CLOSED) Description vs. Analysis Essay Structure	Week 12 M 11/3- F 11/7	Documentation Exercise Due (10 points) Avoiding Plagiarism Tutorial Due (15 points) Writing Essay 4 W 11/5: LAST DAY TO WITHDRAW
Week 4 M 9/8- F 9/12	Essay 2 Topic Choice (10 points) Formal Style Tentative Thesis Statement (10 points) Formal Style Exercise Due (5 points)	Week 13 M 11/10- F 11/14	Writing Essay 4 (cont.) Essay 4 Draft Due (20 points) T 11/11: VETERANS' DAY (IVCC CLOSED)
Week 5 M 9/15- F 9/19	Essay 2 Draft Due (15 points) Essay 2 Final Draft Due (200 points) Intro to Essay 3 and Literary Analysis Read Short Stories (TBA)	Week 14 M 11/17- F 11/21	Essay 4 Final Draft Due (300 points) Intro to Essay 5
Week 6 M 9/22- F 9/26	Story Response Questions Due (10 points) Story Free-write Due (10 points) Literary Elements Interpretation and Thesis Statements	Week 15 M 11/24- F 11/28	Writing Essay 5 W 11/26-F 11/28: THANKSGIVING BREAK (IVCC CLOSED)
Week 7 M 9/29- F 10/3	Avoiding Plagiarism Creating a Works Cited Page	Week 16 M 12/1- F 12/5	Essay 5 Due (100 points)
Week 8 M 10/6- F 10/10	Avoiding Plagiarism Tutorial Due (5 points) Essay 3 Draft Due (15 points) W 10/8: MID-TERM (2 ND ACTIVE PURSUIT DEADLINE) F 10/10: DEV. DAY (NO CLASSES)	Week 17 M 12/8	Course Ends
Week 9 M 10/13- F 10/17	Essay 3 Final Draft Due (250 points) Intro to Essay 4 and Research Research Survey Due (5 points)		