

## ENGLISH COMPOSITION I, Spring 2023

ENG 1001-100: Online		
Instructor: Kirk Lockwood Office: B-320	Phone: 815-224-0336 E-mail: kirk_lockwood@ivcc.edu	Office Hrs.: MW 9-10, TR 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/PlacementGridIVCC.pdf](http://www.ivcc.edu/assessmentcenter/PlacementGridIVCC.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 outcomes:

- Communication – to communicate effectively
- 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, 17 Aug. 2020, [ivccwritingcenter.files.wordpress.com/2019/07/stylebook-1.pdf](http://ivccwritingcenter.files.wordpress.com/2019/07/stylebook-1.pdf).

“IVCC Stylesite.” *Illinois Valley Community College*, IVCC Tutoring and Writing Center, June 2022, [www.ivcc.edu/stylesite](http://www.ivcc.edu/stylesite).

Other resources are provided by the instructor through the course Blackboard.

### 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, WebAdvisor, 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 either Microsoft Word documents or PDFs (the only two accepted formats for submitting files for this class). You can download a free, full desktop version of Office 365 (including Word) through the Office 365 app. For more information, visit the following link: [Microsoft 365 Apps](#).

### Access to the Internet:

To access your student e-mail and all of our class resources, including Blackboard, you will need to access the Internet. The following link provides a list of recommended browsers supported by Blackboard: [Blackboard 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)

<b>Essay 1 (50 points)</b> <b>250 words</b>	<b>Essay 2 (200 points)</b> <b>3.5 pages</b>	<b>Essay 3 (200 points)</b> <b>3.5 pages,</b> <b>plus Work Cited</b>	<b>Essay 4 (300 points)</b> <b>4.5 pages,</b> <b>plus Works Cited</b>	<b>Essay 5 (100 points)</b> <b>2 pages</b>
Writing to Introduce	Analyzing a Visual Text (Photograph)	Writing about Literature	Integrating Research	Synthesizing and Applying Learning

You are required to submit final drafts of Essays 2-5 as attached files through Blackboard and SafeAssign, Blackboard's plagiarism detection service. Final drafts must be submitted by the end of the day (midnight) on their due dates, except for Essay 5, which will be written during class and will be due at the end of class. **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 Blackboard/SafeAssign 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 1 or Essay 4.

Essays submitted through Blackboard that cannot be opened because of technical problems may still be considered late. Instructions will be provided for submitting through Blackboard, and it is then your responsibility to make sure your files have been submitted correctly and can be opened from Blackboard. You must submit final drafts of all essays to pass this course (though doing so does not guarantee a passing grade). 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. Students must earn a C or better in this class for it count as part of an IVCC transfer degree and/or as a course accepted by an Illinois Articulation Initiative (IAI) institution. Your essays will be graded according to the IVCC English Department grading standards and the following scale:

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	

### 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 the end of the day (midnight) on the due dates through Blackboard/SafeAssign. **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 either submit these assignments through a Blackboard assignment posting or complete them in the Blackboard discussion area (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. Any assignment received more than 24 hours late will earn no points.

### **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 Blackboard under the Extra Credit assignment under the Assignments link. This assignment is set up by default to accept three submissions, so you may use the same assignment to submit all three of your extra credit submissions separately and at different times. **Extra credit will only be accepted through the end of the day (midnight) on May 3.**

### **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, as well. In addition, the quantity and quality of your contributions to the class may affect your class grade if it is "borderline" at the end of the semester. At all times, your participation and actions should demonstrate respect for the class, your classmates, and the instructor.

You are expected to participate regularly in all class activities, including the following:

- **Logging into our class Blackboard 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
- Reading the textbook and other assigned resources
- Reading and responding to one another's writing
- Contributing to online class and group discussions
- Collaborating with other students
- Submitting all assignments on time
- Exhibiting professional and respectful behavior

I'll check Blackboard 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 on Monday 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, e-mail, and phone 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. 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 concerns you have about these issues.

## **WITHDRAWAL POLICY**

**You may withdraw from this course through April 6.** Students have the ability to initiate a withdrawal from classes. By completing the form in the Records Office or through the form located within WebAdvisor, you are authorizing IVCC to remove you from the course. Entering your student ID number serves as your electronic signature. IVCC has the right to rescind a withdrawal in cases of academic dishonesty or at the instructor's discretion. Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that students meet with their instructor or with a counselor before withdrawing from a class to discuss if a withdrawal is the best course of action for that particular student. More information is available at the IVCC [Records](#) website.

## **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](#) web site, 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](http://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](mailto:tina_hardy@ivcc.edu), or 815-224-0284), 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 the class Blackboard.

<b>Week 1</b> M 1/9- F 1/13	Intro to Course, Essay 1, and Blackboard <b>Essay 1 and Responses due (20 points)</b> <b>Quiz 1 Due (10 points)</b> Intro to Essay 2, Analysis, Inference	<b>Week 9</b> M 3/13- F 3/17	Intro to Essay 4 and Research <b>Research Survey Due (5 points)</b> <b>Essay 4 Preliminary Focus Due (5 points)</b>
<b>Week 2</b> M 1/16- F 1/20	Analysis, Inference (cont.) Thesis Statements Description vs. Analysis <b>Essay 2 Topic Choice (10 points)</b>  M 1/16: MLK, JR. DAY (IVCC CLOSED)	<b>Week 11</b> M 3/20- F 3/24	Research (cont.) Works Cited <b>Topic &amp; Tentative Thesis Due (10 points)</b>
<b>Week 3</b> M 1/23- F 1/27	Essay Structure Formal Style <b>Tentative Thesis Statement (10 points)</b> <b>Formal Style Exercise Due (5 points)</b>	<b>Week 11</b> M 3/27- F 3/31	Quotations/Paraphrases <b>Working Bibliography Due (20 points)</b>
<b>Week 4</b> M 1/30- F 2/3	<b>Essay 2 Draft Due (15 points)</b> <b>Essay 2 Final Draft Due (200 points)</b>	<b>Week 12</b> M 4/3- F 4/7	Documentation <b>Documentation Exercise Due (10 points)</b> <b>Avoiding Plagiarism Tutorial Due (15 points)</b>
<b>Week 5</b> M 2/6- F 2/10	Intro to Essay 3 and Literary Analysis Read Short Stories (TBA) <b>Story Response Questions Due (10 points)</b> <b>Story Free-write Due (10 points)</b>	<b>Week 13</b> M 4/10- F 4/14	Writing Essay 4 <b>Essay 4 Draft Due (20 points)</b>
<b>Week 6</b> M 2/13- F 2/17	Literary Elements Interpretation and Thesis Statements	<b>Week 14</b> M 4/17- F 4/21	<b>Essay 4 Final Draft Due (300 points)</b> Intro to Essay 5
<b>Week 7</b> M 2/20- F 2/24	Avoiding Plagiarism Creating a Works Cited Page <b>Avoiding Plagiarism Tutorial Due (5 points)</b>  M 2/20: PRESIDENT'S DAY (IVCC CLOSED)	<b>Week 15</b> M 4/24- F 4/28	Writing Essay 5 <b>Essay 5 Due (100 points)</b>
<b>Week 8</b> M 2/27- F 3/3	<b>Essay 3 Draft Due (15 points)</b> <b>Essay 3 Final Draft Due (250 points)</b>  F 3/3: DEV. DAY (NO CLASSES)	<b>Week 16</b> M 5/1- W 5/3	Course Wrap-up
	M 3/6-F 3/10: SPRING BREAK (IVCC CLOSED ON F 3/10)		