

ENGLISH COMPOSITION I, Fall 2021

ENG 1001-11: TR 11-12:15, B-213	ENG 1001-14: TR 9:30-10:45, B-213	
Instructor: Kirk Lockwood Office: B-320	Phone: 815-224-0336 E-mail: kirk_lockwood@ivcc.edu	Office Hours.: Mon.-Fri. 8-9 or by appointment In-person or Zoom (zoom.us/j/96358513870)

COURSE DESCRIPTION

English Composition I allows the student to study and apply rhetorical principles of writing in developing effective sentences, paragraphs, and essays, with particular emphasis on analyzing and writing expository prose. Students' essays will be based upon their readings of a variety of texts on various topics. The course includes the use of various computer applications, including word-processing and the Internet. 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) 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.
3. Organize and develop ideas effectively and logically in essays.
4. Develop effective, logical, and well-supported arguments.
5. Understand and use a variety of rhetorical methods for developing ideas.
6. Maintain a consistent and appropriate viewpoint, tone, and voice.
7. Strengthen essays through the revision process.
8. Write essays free of common stylistic weaknesses.
9. Write essays free of excessive errors.
10. Use word-processing software and the Internet to assist in the writing process.
11. Understand documentation and plagiarism.

This course also addresses IVCC's institutional learning outcomes.

RESOURCES

[IVCC Stylebook](http://www.ivcc.edu/writingcenter/stylebook-1.pdf). Illinois Valley Community College, IVCC English Faculty and Writing Center, 17 Aug. 2020, www.ivcc.edu/writingcenter/stylebook-1.pdf.

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

TECHNOLOGY REQUIREMENTS

Access to a Word Processing Program: You may use a program such as Microsoft Word, Microsoft Works, Open Office, WordPerfect, or Pages for Mac to create your writing assignments. However, your program must allow you to save your files as either Microsoft Word documents or PDFs, which are the only two accepted formats for submitting files for this class. If you're not sure if your word-processing program can save a document in Word format or as a PDF, please talk to me. All IVCC students are able to download Microsoft Office (including Word) for free from the following link: [Download Office 365](#). For more information, visit the [Student E-mail Information](#) link or contact the [Student Help Desk](#).

Access to the Internet: You should be able to access the Internet off-campus through a browser such as Google Chrome or Firefox. This requirement is necessary to access your student e-mail and all of our class resources, including Blackboard, from off-campus. The following link provides a list of recommended browsers supported by Blackboard: [Blackboard 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, 2 pages Writing a Basic Essay	Essay 2 200 points, 3 pages Analyzing a Text	Essay 3 200 points, 3 pages Writing about Lit.	Essay 4 300 points, 4 pages Integrating Research	Essay 5 100 points, 2 pages Writing Essay Exams
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You are required to submit final drafts of Essays 1-5 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 Essays 1-5 will be 5% for each 24-hour period, starting at the due date and time.**

Due dates and times for Essay 1-4 rewrites will be announced. Essay 1 and Essay 2 rewrite grades will replace the original grades (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 5.

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 Essays 1-5 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 *Stylebook* 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 start of class on their due dates through Blackboard/SafeAssign. You also may be asked to provide a printed copy of drafts for in-class workshops, which also will be due at the start of class. **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. These assignments must be submitted in the required format by the specified due date and time to receive full credit. Some of these assignments may be completed only in class when they are assigned, including quizzes, and may not be made up. **All other assignments 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 30 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. 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 Dec. 8.**

ATTENDANCE POLICY

Regular attendance is important to passing this course. When you are absent, you are still responsible for what is covered in class during your absence and for all assignments, regardless of why you are absent. Though I do not penalize you directly for missing class, being absent more than a few times almost certainly will lower your grade because of the material and assignments you will miss. If you have no absences or only one absence for the entire semester and consistently meet the Participation and Classroom Expectations below, you may replace either the original Essay 3 or Essay 4 grade with the rewrite grade, rather than averaging it with the original grade.

PARTICIPATION AND CLASSROOM EXPECTATIONS

Consistent with IVCC policy, you are required to wear a face mask in this class unless you have been granted an exemption from the Vice President for Student Services. Your face mask must be on the entire time you are in the lab, and it must cover your mouth and nose. We will socially distance as much as possible, given our lab space. The full IVCC Fall 2021 COVID response details are located at www.ivcc.edu/covid19 and www.ivcc.edu/covid19/f21response.php. For purposes of possible COVID contact tracing, this class will use a set seating chart (assigned seating). Please discuss with me any questions or concerns you have.

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:

- Viewing assigned PowerPoints and other presentations and reading the textbook and other assigned resources
- Collaborating with other students and contributing to class and group discussions
- 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 (for example, a doctor's note).**

To give everyone an equal opportunity to learn, it's vital that your participation and actions during class contribute to an effective learning environment. The following activities detract from such an environment and will not be tolerated:

- Arriving to class late, leaving and coming back during class, or leaving class early
- Checking e-mail, playing online games, or visiting any non-course websites
- Using the printer during class presentations or discussion
- Texting, allowing your phone to ring, or using your phone during class
- Logging into or studying for other courses and conversation or any other activity unrelated to class

I'll check Blackboard and e-mail each weekday that IVCC is open and possibly other days, depending on assignments, etc. I'll try to respond to questions within 24 hours during the week and no later than 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.

OUT-OF-CLASS INSTRUCTION AND ASSISTANCE

Please take advantage of my office hours and my availability before and after class to talk to me about a specific writing assignment or the class in general. I'm available outside of class, and I'm pleased to help you with the class in any way I reasonably can. If necessary, we can arrange 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 Catalog* and *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.** Refer to the *IVCC Stylebook* for more information on plagiarism. 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 Nov. 5. 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 STATEMENT

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. Our Quick Query service provides help with basic writing questions via email. The Writing Center also has handouts on grammar and style, writing reference materials, and documentation manuals available in the Center and in the *IVCC Stylebook*. The schedule, appointment availability, and Quick Query instructions can be found by visiting [Writing Center](#) web site, calling the Learning Commons at 815-224-0637, or stopping by the Writing Center in the Learning Commons (D-201).

JACOBS LIBRARY STATEMENT

Jacobs Library provides resources to enhance the IVCC learning programs and services that enable our community to seek, evaluate, and use information. Visit our website at www.ivcc.edu/library to find helpful guides, a citation generator, databases filled with credible articles, and our new SOAR search box, which allows you to locate books, videos, articles, and more with just one search! Thousands of sources are available to you, as over 70% of the library's collection can now be accessed online. We invite you to SOAR with us this semester by Searching, Organizing, and Accessing the Resources you need to complete your course assignments. 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 us 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. We also provide short 15-minute orientations for those who would like to learn more about the library's services and resources. If you have questions, please contact us at 815-224-0306 and have a wonderful semester!

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 the class Blackboard.

Week 1 R 8/19	Intro to Course and Essay 1	Week 10 T 10/19- R 10/21	Essay 3 Final Draft Due (200 points) Intro to Essay 4 Research Survey Due (5 points) Essay 4 Preliminary Focus Due (5 points)
Week 2 T 8/24- R 8/26	Stylebook (1-8, 18-20) Essay 1 Final Draft Due (50 points) Intro to Essay 2, Analysis, Inference	Week 11 T 10/26- R 10/28	Stylebook (9, 12-14, 72-76) Research
Week 3 T 8/31- R 9/2	Thesis Statements Description vs. Analysis Paragraphs Essay 2 Photograph Choice (10 points) Tentative Thesis Statement (10 points)	Week 12 T 11/2- R 11/4	Stylebook (9-11, 15-17, 21-31, 38-39) Works Cited Topic & Tentative Thesis Due (10 points) Working Bibliography Due (20 points)
Week 4 T 9/7- R 9/9	MON., 9/6: LABOR DAY (IVCC CLOSED) Essay Structure, Formal Style Formal Style Exercise Due (5 points)	Week 13 T 11/9- R 11/11	THU., 11/11: VETERANS DAY (IVCC CLOSED) Stylebook (11-12, 31-35, 76-85) Quotations/Paraphrases (cont.) Documentation Documentation Exercise Due (10 points)
Week 5 T 9/14- R 9/16	Essay 2 Draft Due (15 points) Essay 2 Final Draft Due (200 points) Intro to Essay 3 and Literary Analysis	Week 14 T 11/16- R 11/18	Stylebook (85-89) Documentation (cont.) Plagiarism Tutorial 3 & 4 Due (12 points) Essay 4 Draft Due (20 points)
Week 6 T 9/21- R 9/23	Read Short Stories (TBA) Literary Elements Story Response Questions Due (10 points)	Week 15 T 11/23- R 11/25	WED., 11/24-FRI., 11/26: THANKSGIVING BREAK (IVCC CLOSED) Essay 4 Final Draft Due (300 points)
Week 7 T 9/28- R 9/30	Interpretation and Thesis Statements Writing Literary Analysis Story Free-write Due (10 points)	Week 16 T 11/30- R 12/2	Intro to Essay 5 Essay 5 Follow-up and Preparation
Week 8 T 10/5- R 10/7	FRI., 10/8: DEV. DAY (NO CLASSES) Stylebook (76-89, 36-38) Quoting and Paraphrasing Avoiding Plagiarism	Week 17 T 12/7	Course Wrap-up Essay 5 Due (100 points)
Week 9 T 10/12- R 10/14	Creating a Works Cited Page Plagiarism Tutorial Intro, 1, 2 (11 points) Essay 3 Draft Due (15 points)	Finals R 12/9	ENG 1001-14 (9:00-11:00) ENG 1001-11 (11:00-1:00)