Columbus State Community College
English Department

COURSE: ENGL 1100 – Composition I

INSTRUCTOR:

CONTACT INFO:

DEPARTMENT INFO: Nestor Hall 420, Monday - Friday, 8 a.m. to 4 p.m., (614) 287-2531

CREDITS: 3   **CLASS HOURS PER WEEK:**   3

PREREQUISITES: ENGL 1100 eligibility is the result of any of the following:
- WritePlacer score 5-8
- COMPASS score 69-100
- ACT English score 18 or higher
- SAT Evidence based Reading & Writing score 480 or higher
- Completion of ENGL 0190 with a grade of 'C' or higher
- Completion of DEV 0155 with a grade of 'A' or 'B'
- WritePlacer score of 4 with concurrent enrollment in ENGL 0190 (ALP)

DESCRIPTION OF COURSE
English 1100 is a beginning composition course that develops processes for critically reading, writing, and responding to a variety of texts in order to compose clear, concise expository essays. The course facilitates an awareness of the interplay among purpose, audience, content, structure, and style, while also introducing research and documentation methods. Course reading and writing assignments may be thematically organized.

COURSE STUDENT LEARNING OUTCOMES
By the end of the course, students should be able to

1. Communicate effectively
   - Compose organized, clear, developed, and audience-based prose

2. Demonstrate rhetorical knowledge
   - Identify the elements that inform rhetorical situations
   - Produce expository texts that: have a clear purpose; respond to the needs of intended audiences; assume an appropriate stance; adopt an appropriate voice, tone, style, and level of formality; and use appropriate conventions of format and structure

3. Engage in critical thinking, reading and writing
   - Use writing reading and writing for inquiry, learning, thinking, and communicating
   - Analyze relationships among writer, text, and audience in various kinds of texts
   - Use various critical thinking strategies to analyze texts

4. Develop effective composing processes
   - Practice the steps of the composing process: generating ideas and text, drafting, revising, and editing
   - Practice writing as a flexible, recursive process
   - Apply this process to produce successive drafts of increasing quality

5. Collaborate during the writing process in a social setting
   - Work with others to improve their own and others' texts
   - Balance the advantages of relying on others with taking responsibility for their own work

6. Use appropriate conventions for format, documentation, and editing
   - Demonstrate in writing appropriate conventions for structure, paragraphing, mechanics and format
   - Document the work of others when appropriate
   - Use a standard documentation format as needed
   - Demonstrate effective use of syntax, grammar, punctuation and spelling

7. Adapt composing processes to electronic environments
   - Use electronic media/technologies for composing and publishing texts
   - Use electronic environments to support writing tasks such as drafting, reviewing, revising, editing, and sharing texts

INSTITUTIONAL LEARNING GOALS
For this course, students are expected to demonstrate the skills associated with the Institutional Learning Goals (ILGs) identified below:
- ILG #1: Critical Thinking
- ILG #5: Technological Competence
- ILG #6: Communication Competence
- ILG#7: Cultural and Social Awareness

Students are assessed on achievement of these outcomes. Names will not be used when reporting results. Outcomes-based assessment is used to improve instructional planning and design and the quality of student learning throughout the college.

COURSE MATERIALS REQUIRED
Access to a device with reliable internet connection for the following: word-processing, reading of assigned texts, internet and library researching, emailing, using Blackboard, saving work electronically, etc.

TEXTBOOK, MANUALS, REFERENCES, AND OTHER READINGS
Bullock, Richard. *The Norton Field Guide to Writing*, 5th ed., W.W. Norton, 2019.

Composition Reading Bank at library.cscc.edu/compreadingbank

GENERAL INSTRUCTIONAL METHODS
Lecture, assigned readings, in-class discussion, in-class writing and reading exercises, peer revision and editing activities, writing workshops, individual and/or group conferences.

STANDARDS AND METHODS FOR EVALUATION

ASSIGNMENTS	POLISHED WORD COUNT	GRADE WEIGHT	STANDARD AND METHODS FOR EVALUATION
Writing from Personal Experience *The instructor may determine whether one text/source is to be used.*	**1,000-1,500 minimum**	**15%-25%**	Rhetorical knowledge, development and critical thinking, organization, conventions of style and usage, optional use of sources
Writing with a Text *The instructor may determine whether one or two texts/sources are to be used.*	**1,000-1,500 minimum**	**15%-25%**	Rhetorical knowledge, development and critical thinking, organization, conventions of style and usage, use of sources
Writing with Research *The instructor may determine whether two to four texts/sources are to be used.*	**1,000-1,500 minimum**	**15%-25%**	Rhetorical knowledge, development and critical thinking, organization, conventions of style and usage, use of sources
Other Writing Project *Projects may include synthesis/reflection, multimedia presentation, portfolio, annotated bibliography, etc.*	**1,000-1,500 minimum**	**15%-25%**	Rhetorical knowledge, development and critical thinking, organization, conventions of style and usage, optional use of sources
Other work to be determined by the instructor *Work may include process work, peer feedback, homework, in-class work, etc.*		**15%-25%**	Determined by the instructor
	5,000 minimum	**100%**	

GRADING SCALE
90-100=A   80-89=B   70-79=C   65-69=D   Below 65=E

ATTENDANCE POLICY
Attendance is important to the success of this class and to your development as a writer. Because this course requires class participation, interpersonal interaction, and peer review, students should attend all classes for the full class time. Faculty are under no obligation to provide make-up assignments for students who have missed class. Understandably, sometimes students miss class because of life's circumstances. Because faculty do not want to have to judge the validity of an excuse, there is no need to return to class with a doctor's excuse. If you are absent, your final grade may be affected since you may miss class directions and instructions, and you cannot make up in-class work for which you are not present. If you stop attending class, please see the Withdrawal From Course and Financial Aid Attendance Reporting policies.

COLLEGE SYLLABUS STATEMENTS
Columbus State Community College required College Syllabus Statements on College Policies and Student Support Services can be found at www.cscc.edu/syllabus or on the College website Quick Links "Syllabus Statements."

STARFISH ATTENDANCE REPORTING
Throughout this term, you may receive emails from notices@starfishsolutions.com regarding your grade or performance in the class. The emails and recommended actions are designed to help you be successful. Some notices are automated based on your attendance while others are manually sent by your instructor or other support services at the college. Your instructor may request a meeting with you, or request that you visit other Columbus State services, including tutoring, the learning center, student services, or the retention specialist. You may also be contacted directly by one of these services, or an advisor, as a result of the notifications. While you do not need to login to the Starfish system to receive the notifications, you may do so to change how you receive the messages, or to view contact information in your student profile. To log in to Starfish, you should login to Blackboard and click on the Starfish link (left hand-side under Tools). If you have any questions, please contact your instructor.

PLAGIARISM (ENGLISH DEPARTMENT POLICY)
Plagiarism, such as borrowing passages or whole documents from the Internet or other sources, and presenting another author's actual words, ideas, organization, or conclusions as one's own, will not be tolerated. Students who borrow another writer's material must document their sources accordingly. Students who present as their own the material written by others will be reported to the Dean of Student Life and penalized. A confidential record of the incident will be kept on file pursuant to the Federal Education Rights and Privacy Act (FERPA). Because the penalty is severe, ranging from zero for the assignment to failing for the course to academic dismissal, all students should avoid the slightest hint that they have used borrowed material without giving credit.

BEGINNING COMPOSITION PROFICIENCY
Students MUST leave ENGL 1100 having achieved the learning outcomes listed above. To demonstrate proficiency in ENGL 1100 and to pass the course, students must earn a "C" or better. Students who receive a "D" as a final grade may not enroll in any subsequent English courses for which 1100 is a prerequisite (e.g., ENGL 2367).

COLUMBUS STATE'S WRITING SEQUENCE
Because the English Department has designed ENGL 0190, 1100, and 2367 as a sequence with each successive course dependent on the previous course, students are encouraged to register for English 2367 the semester after they take English 1100 so that the basis they have formed is not forgotten.

LATE ASSIGNMENT POLICY

<mark>To be determined by instructor. Instructors should detail their specific late policy here.</mark>

WITHDRAWAL FROM COURSE

If you decide to drop this course, you must do so officially. Please refer to the official college calendar for information about the last day to withdraw. Failure to withdraw officially from a course will result in a failing grade recorded on your transcript. Students may withdraw online via CougarWeb or complete a Registration Add/Drop Form and submit to Department of Records and Registration (Madison Hall 201, Columbus Campus), Student Services (Moeller Hall, Delaware Campus) or at one of the Columbus State Regional Learning Centers. Students do not need an instructor's signature to withdraw from a course.

COURSEWORK EXPECTATIONS

Columbus State's policy states that students at schools receiving funds from the State of Ohio should be expected to do 30 hours of work for each credit earned. That means students should expect to spend about 2 hours on work outside of class for each hour spent in class (Policy Number 5-05). Students need to be aware of their out-of-class responsibilities, and they need to be aware that the inability to fulfill the requirements for a course may result in failure.

WRITING CENTER

The Columbus State Writing Centers offer help with any writing project, including coursework, scholarship and transfer essays, and job search materials. The **Columbus Campus Writing Center** is located in the Library, 102 Columbus Hall. Services are also available at Delaware and at some regional learning centers. You can find hours and other information about Writing Center services by visiting the Writing Center website: https://www.cscc.edu/academics/departments/english/writing-center.shtml.

Columbus State also partners with the online tutoring service NetTutor. To access free 24-hour live tutoring, click the green "n" NetTutor logo that appears on the front page of your Blackboard course. This link will take you to a NetTutor page that lists available tutoring services. For help with a writing project in any course, choose the **Live Writing Tutor and Paper Center** to reach an available tutor or to upload a paper for review within 48 hours.

COMMUNICATION CENTER

The Communication Center is a campus-wide hub for presentation and performance development. Located in Union Hall 052, the Communication Center offers free tutoring to help you write and deliver a presentation for any class in any department. To make an appointment or cancel an existing appointment, log into Blackboard and select Starfish. The Starfish link can usually be found under the "Tools" header on the Blackboard home page. You will be asked to confirm your appointment by then going to your student e-mail account for verification. If you would like to talk to a speech tutor or if you would like additional information, you may call 614-287-5391. Staffed by Communication instructors, the Center has flexible hours six days a week. Please bring your assignment directions with you as well as any work you have completed so far. We welcome individual presenters and small group presenters as well. Our expert tutors will help you present your ideas with confidence and success.

GENERAL CLASSROOM CONDUCT

Course materials, content, and discussions may involve controversial issues. Please treat these subjects

with the sensitivity they deserve. Use cell phones and other mobile devices in class only when a specific classroom activity calls for their use; do not allow them to be a distraction to you or your classmates. Bringing visitors, taking photographs, or using recording devices is not permitted in the classroom without advance permission from the instructor. Please do not bring children or leave them unsupervised in the building. Occasionally, the instructor may need to invite other faculty or participants to class. According to college rules, there should be no eating, drinking, tobacco, or e-cigarette/personal vaporizer use in the classroom.