

# ALLEN COMMUNITY COLLEGE

## COL101 English Composition I

### FALL 2009

Instructor: Virginia Crane  
Room 211, Iola High School  
Phone: 365-4715  
E-mail: [virginia.crane@usd257.org](mailto:virginia.crane@usd257.org)

**Course Description:** Composition I is designed to prepare students for the tasks facing them as college writers. The course provides study and practice in the essentials of the writing process, emphasizing the prewriting, planning, drafting, and revision techniques that are vital elements in the process approach. Writing issues covered in Composition I include organization, clarity, and, as needed, grammatical usage.

**Course Prerequisites:** All students enrolled in Composition I must meet at least one of the following prerequisites:

- A grade of "C" or above in COL 011, Pre-Composition
- ACT English score of 16 or above and ACT reading score of 16 or above
- ASSET writing score of 41 or above and ASSET reading score of 39 or above **or** a COMPASS writing score of 55 or above and a COMPASS reading score of 73 or above

#### **Disability Statement**

Allen Community College is committed to assisting individuals with disabilities in achieving their educational goals with appropriate accommodations and services based on individual, documented need. Students with one or more disabilities (including learning disabilities) who need accommodations should inform the Director of Student Services. The Director of Student Services coordinates all accommodations for students with a disability.

## Student Email

Allen Community College provides all enrolled students with an institutional email account. Many instructors utilize this account to communicate with students. Institution or campus-wide announcements are also posted here. Students are expected to check their Allen email on a regular basis. Access to email accounts is made through the Allen website, [www.allencc.edu](http://www.allencc.edu). Your email address is your ID [number@allencc.net](mailto:number@allencc.net). Your password is the first four letters of your last name and the last four numbers of your Social Security number. Detailed information regarding email access is available at the Iola or Burlingame campus or on the Allen website, [www.allencc.edu](http://www.allencc.edu).

Assessment Statement: Allen Community College has implemented a student academic gains assessment program. The purpose of this program is to ensure instructional excellence and to maintain regional accreditation. As a part of this program all students are expected to take an Entrance exam upon enrolling and an Exit exam upon graduation. Students will also be asked by their instructors to participate in some form of pre/post evaluation in each class.

Writing Center: The Allen Community College Writing Center exists to serve all students with any assignment that involves writing. It is located in the southeast corner of the Student Success Center on the Iola campus, and weekly visits are made to the Burlingame campus to help students there.

The Allen Writing Center's Online Writing Lab also is available for online and outreach students who are unable to visit the Iola or Burlingame, and for anyone else preferring to obtain assistance with their writing via the Internet. Visit the link on the Allen web site, [www.allencc.edu/accc/ssc/online\\_tutoring](http://www.allencc.edu/accc/ssc/online_tutoring).

To get office hours or make an appointment, call the Writing Center director, Bruce Symes, at (620) 365-5116, ext. 303, or e-mail him at [symes@allencc.edu](mailto:symes@allencc.edu).

### Course Outcomes and Competencies

*Outcome 1:* The student shall be able to plan a written assignment.

- Competencies:*
1. Demonstrate use of informal pre-writing techniques.
  2. Use pre-writing techniques appropriate to individual assignments.

*Outcome 2:* The students will produce drafts in response to writing assignments.

- Competencies:*
1. Utilize a central focus.
  2. Use evidence relevant to the central focus.
  3. Demonstrate organization of information.

*Outcome 3:* The student will revise drafts to produce academic essays.

- Competencies:*
1. Utilize a specific central focus appropriate to the assignment.
  2. Use ample specific evidence in support of the central focus.
  3. Demonstrate logical organization of information.
  4. Use logical transitions.
  5. Utilize an introduction and conclusion pertinent to development.
  6. Conform to Standard Edited English including spelling, punctuation, and grammatical usage.

*Outcome 4:* Participate constructively as a member of the writing community.

- Competencies:*
1. Demonstrate the ability to read, evaluate, and critique others' writing in class

discussions and written evaluations.

2. Contribute constructively to class discussion concerning reading assignments, writing assignments, and other course material.
3. Adhere to course policies regarding regular attendance, behavior, tardiness, and class decorum.

**Texts and Supplies:** Please have texts and all course supplies with you for each class meeting.

Hairston, Maxine, John Ruskiewicz, and Christy Friend. *The Scott Foresman Handbook for Writers*. 7<sup>th</sup> ed. Upper Saddle River, NJ: Pearson/Prentice Hall, 2004.

Kirszner, Laurie G. and Stephen R. Mandell, eds. *Patterns for College Writing: A Rhetorical Reader and Guide*. 10<sup>th</sup> edition. Boston: Bedford/St. Martin, 2007.

Please bring lined notebook paper, handouts distributed by the instructor, writing utensils, and a folder for writing assignments.

**Instruction Methods:** Methods of instruction will include group discussions of readings and composition principles introduced in the text and in class, in-class critiques of sample writings, and peer writing workshops. Class attendance and participation are all very important parts of success in this class.

**Evaluation:** Points will be assigned to course work as follows:

Essay 1:	100 points	Final grades will be assigned according to the following scale:	
Essay 2:	100 points		
Essay 3:	100 points		
Essay 4:	100 points		90- 100          A
Essay 5	100 points		
Final Essay	<u>100 points</u>	80- 89          B	
TOTAL:	600 points	70- 79          C	
		60- 69          D	
		below 60          F	

*NOTE: Additional assignments of lesser point value may be assigned throughout the semester.*

**Instructor Expectations:** It is the expectation of the instructor that students will attend class regularly, turn assignments in on time, and come otherwise prepared to class meetings. Students will be expected to focus on the particular topic under examination for the duration of each class period and to involve themselves constructively in class discussions and activities.

**Classroom Decorum:** Any sort of discourteous behavior, toward the instructor or other students, is inappropriate and will not be tolerated. Examples of such behavior include but are not limited to: sleeping in class; talking persistently about matters unrelated to the class; interrupting or attempting to dominate class discussion with loud or otherwise inappropriate remarks; and behaving in an insulting fashion toward the instructor or other students. Also discourteous is the wearing of headphones in class and the use of lasers, cell phones, handheld video games, or similar gadgets. Students who behave discourteously may be asked to leave the classroom, or, if the behavior is extreme or frequent, dropped from the class without further notice. Determining what constitutes discourteous behavior is at the sole discretion of the instructor.

**Attendance, Drop, and Late Work Policies:**

1. Attendance will be monitored. Students involved in school-related activities that cause absence from class must notify the instructor **prior** to the absence **each time an absence will occur**; otherwise the absence is unexcused.
2. In order to pass the class, **FULL** length final drafts of all essays must be turned in. Please refer to **COMPOSITION GUIDELINES** for specifics regarding writing assignments.

**Plagiarism and Cheating:** Any student who: uses another's work as his or her own, allows another student to use his or her work deceptively, submits work that is not his or her own, dishonestly uses or supplies aid during exams, or engages in behavior that violates the standards of academic integrity will forfeit the grade for the assignment and face expulsion from the class. If, at any time during the semester, a student is unsure of what constitutes plagiarism, those concerns should be discussed with the instructor. Ignorance is not an adequate defense for academic dishonesty.

## CRANE'S GUIDELINES COMPOSITION 101

All assignments will be word-processed in 12-point font and will be double-spaced. If you do not know how to type, it is time to learn.

Make a copy of all papers you submit. Save all your marked papers for the entire semester.

Assignments turned in late will lose a letter grade per class period. Being absent is not an excuse for being unprepared. It is your responsibility to determine what was missed and to do the work in a timely manner.

Most papers will be peer-edited at the pre-writing stage. ALL compositions will be revised after being marked by the instructor. These strategies are designed to improve your writing skills. The grade earned on the revision will be the grade entered in the grade book. Compositions may be revised more than once, if this is done in a timely manner.

If you compose at home, do not depend on printing from a flash drive or disk. Sometimes glitches and incompatibilities occur. It is wise to e-mail your paper to your school e-mail account or to the instructor's e-mail account instead.

Please include the following information in a header at the top left corner of the first page of every document you submit. **THIS IS MANDATORY.**

Student Name  
Crane  
Composition 101

Please feel free to come by the classroom before or after school to discuss any problems you have. I am happy to stay after school to provide computer time for composition or to help you with revision. Send me an e-mail if you have any questions.