

# Composition I

## ENGL 1113

Dr. Heidi N. Cephus

Office: Morrill 403

Email: [hcephus@okstate.edu](mailto:hcephus@okstate.edu)

Office Hours: M/W 2:30–4:00PM & F 2:30–3:30PM

Section: 61037

Class: 9:30–10:20AM in Classroom Building 309

### Course Outcomes

By the end of English 1113, all students will:

- Recall and describe vivid details through a narrative that shapes and expresses those details for a general/public audience.
- Interpret and explain vivid details through inquiry and observation, and then characterize those details in the form of a profile constructed for a general/public audience.
- Break down and analyze the rhetorical moves made in a primary text, and then arrange and assemble those details in an essay explaining their overall purpose/effect for a specialized/academic audience.
- Research a selected topic through guided inquiry and develop an evidence-based argument that evaluates sources through analysis that is attentive to rhetorical considerations including—but not limited to—audience, purpose, situation, and exigency.
- Read, summarize, analyze, synthesize, and evaluate texts in a variety of styles, genres, and mediums, demonstrating the ability to do so in forms that may include—but are not limited to—class discussions, quizzes, annotations, and writing about writing.
- Revise and edit multiple drafts to produce writing that is well organized, mechanically and grammatically sound, and mostly error free.
- \*Demonstrate awareness of their own composing process by exploring various habits of writing, reflecting on those habits, and identifying practices most useful to their individual approach to writing.
- \*Contribute to the writing community in the classroom through regular and civil participation.

\*Specific to this section of English 1113.

### Required Materials

- Textbook (E-book is available to you through D2L. You will be automatically billed by the bursar. The textbook is required to pass the course.): Lunsford, Andrea, et al. *Everyone's an Author: with Readings*. 2nd ed. New York: Norton, 2016.
- Bring to Class: composition style notebook, pens/pencils, electronic device with internet access (may be checked out from library)

### Please Note

*By remaining in this class, you agree to the conditions stipulated in the syllabus. These rules apply equally—that is what makes them fair. No one will receive special treatment.*

### TIPS FOR SUCCESS

Be in class. On time. Every class period.

Speak up. Ask Questions.

Make friends. Work together.

Turn in all assignments. On time.

Complete all assigned reading. On time.

Start assignments early.

Take pride in your work.

Commit to improving.

Take advantage of office hours.

Visit the Writing Center.

Read the syllabus. Consult it often.

## ASSIGNMENTS AND GRADE BREAKDOWN

Below is a brief description of the assignments you will complete in this course and the assignment grade weights. More specific instructions about each will be provided in-class and on D2L.

Note the following breakdown for the calculation of final grades: **A** = 89.5–100, **B** = 79.5–89.4, **C** = 69.5–79.4, **D** = 59.5–69.4, **F** = 59.4 and Below.

ASSIGNMENT	DUE DATE	DESCRIPTION	%
Literacy Narrative	09/14	In the Literacy Narrative, you will practice and develop writing strategies that include vivid description, a well-told story, and a sense of significance/meaning to the story.	10
Profile Essay	10/08	In the Profile Essay, you will select and organize details in order to reveal an interesting topic, present a particular angle, and define a topic's significance through the profile genre.	15
Rhetorical Analysis	11/05	In the Rhetorical Analysis, you will describe and define the rhetorical moves a writer/composer selects in a given text; identify the contexts and patterns informing a given text; and offer an interpretation of a text's rhetorical moves in order to analyze its significance.	20
Evaluating Controversies Essay	12/03	In the Evaluating Controversies Essay, you will analyze a range of sources and evaluate them for credibility, angle, scope, and authoritativeness. You will construct an argument with thorough and nuanced support that acknowledges the concerns of audience and synthesizes sources appropriately.	20
Revision Work	Varies (Multiple Due Dates)	Throughout the semester, you will complete a variety of revision and reflection exercises including peer editing, deep revision, and reflection essays. These are intended not only to help you improve a specific paper, but also (and more importantly) to help you improve as a writer. Specific deadlines will be communicated clearly in class and via D2L.	10
Informal Writing	09/14 10/12 11/09 12/07	Informal writing provides a place for you to think about the form and content of more formal assignments and to develop habits of writing. During the semester, you will record in-class and homework writing exercises in a composition style notebook. I will collect these notebooks every four weeks as noted on the course calendar and assign a grade based on full completion of and engagement with the activity. Note that electronic communication (e.g. assigned email correspondence) will also count towards your informal writing grade.	10
Participation	Varies	Because writing is a communicative act, I encourage you to see yourself as part of a writing community. Everyone's participation in the course will help establish this community and make your writing more productive. Participation grades will be recorded for each week. To receive full participation credit, you must: 1) be in class and on time, 2) bring required materials to class, 3) contribute at least 2 substantive comments in class discussion, 4) stay attentive (i.e. not working on materials for other classes or on social media) and awake throughout the class period, and 5) listen to classmates.	10
Final Exam	12/12 8:00 – 9:50AM	The final exam will offer a chance for you to reflect on your processes of composition throughout the semester. You will be required to create and give an oral presentation during the exam period.	5

## POLICIES AND PROCEDURES

For further information, see the 2018-2019 Academic Affairs syllabus attachment on D2L.

### PROGRAM POLICIES:

#### Dates from the Registrar

Classes begin August 20. The nonrestrictive drop/add deadline is August 27. The restrictive drop/add deadline is August 31. The instructor must sign your add card, so give yourself sufficient time to find the instructor prior to the deadline; however, the instructor is not required to allow you late entry into the course, nor does his or her signature guarantee you a seat. Composition courses are never over-enrolled, nor are seats held for individuals. The W drop/withdraw deadline is November 9. The W/F withdraw deadline is November 30. Class work ends December 7. For more information:

<http://registrar.okstate.edu/Academic-Calendar>.

#### Students with Disabilities

If you think you have a qualified disability and need special accommodations for this course, you should notify your instructor and request verification of eligibility for accommodations from the Office of Student Disability Services (315 Student Union) as soon as possible. Accommodations for disabilities cannot be made until the instructor receives a verification letter from the SDS office, and accommodations cannot be made retroactively for assignments already completed or absences already accrued. For more information, call 405-744-7116 or go to <http://sds.okstate.edu>.

#### Attendance

You are expected to be present every day your class meets, but we do allow a specific number of absences without penalty for unavoidable circumstances that may occur. Absences beyond the limit are considered excessive and result in grade reductions.

Students are excused without penalty in the case of jury duty, mandatory military service, university-sanctioned activities, and activities required for classes or scholarships. University-sanctioned activities include a student athlete's participation in official athletic events for Oklahoma State University. (Greek life activities, on the other hand, would not be included.) However, student athletes are still expected to turn in all assignments on time and to make up work as needed within a timeframe agreed on by instructor and student. No other absences will be considered excused, including absences due to illnesses, doctor's appointments, and emergencies.

Reductions will be taken on a percentage basis from the total number of points possible in the course. Students are expected to arrive in class on time in order to be counted present. Requests for exemption from this policy must be made in writing to the Program Director. However, exemptions are extremely rare and have been granted only for the most extraordinary circumstances.

Tues/Thurs or Mon/Wed classes: 4 absences without automatic grade reduction, 5 absences = a final grade reduction of 7.5% of the total points possible for the course, 6 absences = a final grade reduction of 15%, and 7 or more absences = failure of the course.

Mon/Wed/Fri classes: 6 absences without automatic grade reduction, 7 absences = a final grade reduction of 5% of the total points possible for the course, 8 absences = a final grade reduction of 10%, 9 absences = a final grade reduction of 15%, and 10 or more absences = failure of the course.

#### Missed In-Class Work

Students absent for university-sponsored activities (which do not include social or Greek-sponsored activities, clubs, or intramural athletics) or mandatory military service may make up work missed due to such absence. Other policies regarding missed in-class work are at the discretion of the instructor.

#### Late Work

Grades of work defined as "late" (coming in after established due date and time) will be reduced by 5% of the total points possible for the assignment each calendar day it is late.

If an assignment is due on a Friday, and you wait until the next Wednesday to submit the assignment, the assignment is 5 days late; the highest grade you can make on the assignment is a 75.

Assignments are due at the beginning of class unless otherwise specified on the course calendar.

Note: Although, I will, at times, offer reminders via D2L, you should not rely on these reminders. Due dates are listed on the course calendar.

#### Missing Work

You must complete all required drafts and all final copies of the four major papers in order to receive credit for the course.

## POLICIES AND PROCEDURES, CONT.

### Plagiarism

According to University Policy, plagiarism is “presenting the written, published or creative work of another as the student's own work. Whenever the student uses wording, arguments, data, design, etc., belonging to someone else in a paper, report, oral presentation, or other assignment, the student must make this fact explicitly clear by correctly citing the appropriate references or sources. The student must fully indicate the extent to which any part or parts of the project are attributed to others. The student must also provide citations for paraphrased materials.” Plagiarism can result in failure of the course or suspension from the University. For more information, see the policies listed at <http://academicintegrity.okstate.edu>.

### PLAGIARISM & WRITING CENTER

#### Avoiding Plagiarism

College can be a demanding and stressful environment, which may make meeting the requirements of an assignment difficult at times. If you are having difficulty completing an assignment, meeting with your instructor and visiting the Writing Center are very productive ways to get back on track. Seeking help from Student Disability Services and from University Counseling Services can be very beneficial as well, depending on your needs. Regardless of where you seek assistance, it is always better to communicate with your instructor when you realize you are having trouble completing rather than copying someone else's work. Submitting your own work is not only a better choice ethically, but you will get more out of the course and grow more as a writer if you do.

#### Writing Center

The Writing Center is a resource for all students, staff, and faculty, not just those who feel that they struggle with writing. Clients are encouraged to make appointments with consultants for any paper for additional feedback. Clients can come with questions about existing drafts or come for brainstorming help when they have difficulty starting a paper. At times throughout the semester, instructors may suggest that clients visit the Writing Center for additional assistance.

When visiting the Writing Center, it is best to make an appointment in advance, especially during midterms or finals week. For example, if a draft of a paper is due on Friday, clients should call on Monday to set up an appointment for Wednesday or Thursday. Basically—plan ahead.

The Writing Center is a useful resource, but it is not a proofreading/editing service and it cannot guarantee any specific grade on a completed paper. Instead of simply proofreading or editing, the goal of the Writing Center is to provide tools that enable students to revise, edit, and proofread their own work. This can be extremely beneficial if students are properly prepared and know what to expect.

Students will need to bring the following items to their scheduled consultations:

- The assignment sheet provided by the instructor
- Any rough drafts, prewriting, or process materials
- Any pertinent instructor comments
- Specific questions for the consultant

Please visit the Writing Center 's website for information on locations and hours:

<http://osuwritingcenter.okstate.edu/>.

### SECTION SPECIFIC POLICIES

#### Submission of Assignments

Final versions of the Literacy Narrative, Profile Essay, Rhetorical Analysis, and Evaluating Controversies Essay must be submitted via the designated dropbox on D2L.

It is your responsibility to ensure that your submission is successful and to back up your work. Computer related excuses, including a corrupted disk or crashed hard drive, will not be accepted.

#### Email Requirements and Policies

All students must have a valid OSU email address, as it is the only email address I can use to communicate with you. It is your responsibility to check your email regularly.

I will check my email ([hcephus@okstate.edu](mailto:hcephus@okstate.edu)) at least once a day Monday through Thursday. During the week, if you do not receive a response to an email within 24-hours, you should assume I did not receive the message. On weekends (Friday–Sunday), allow 48-hours for a response. When composing emails, please:

- Be professional in your address and spelling.
- Use a specific subject line regarding your question.
- Include your complete name and class number.

Note: Do not wait until the last minute to send questions you may have regarding assignments.

## POLICIES AND PROCEDURES, CONT.

### Advice on Papers

I expect you to take responsibility for your development as a writer. If you have questions about my feedback or assignments in general, I encourage you to take advantage of office hours to discuss your papers in more detail.

Taking responsibility for your growth as a writer also means developing a time management system, accounting for reading assignments, revisions, and essay due dates. If you are struggling with time management, please come see me early in the semester.

Note: I will not read or discuss papers during the 48 hours before a deadline.

### Grade Disputes

You are responsible for regularly checking your grade on D2L. Once a grade is posted, you have 10 days to dispute or discuss the grade.

Note: You must schedule a meeting or visit during office hours to discuss a grade. Grades will not be discussed during class time.

### Paper Revisions

Extra credit assignments are not possible in this course. However, students who receive a B or lower on major essays may revise and resubmit their papers. If you wish to take advantage of the revision option, you must:

- Meet with me to discuss what needs to be done to improve your grade.
- Complete and submit a revision plan including due date. (A template will be provided on D2L.)
- Receive approval for your revision plan.

No revision work will be accepted without prior instructor approval.

### Conferencing Policy

You are required to attend three conferences with me, but you may schedule more anytime. On conference days, I will cancel class so that you can meet with me individually or in small groups in my office to discuss a draft of the essay or essays that you are currently working on. You will sign up for a time slot. Missing a conference means that you will miss getting the most direct and individual feedback from me about your work. It will also count as an absence.

When you come to a conference, bring a copy of the draft of the essay(s) that you want feedback on. Conferences usually go better when you have specific questions to ask me about your draft.

### Civility Statement

This class constitutes a writing community, and it is important that we follow specific rules to ensure trust within that community. When a peer is speaking or presenting, be courteous and give him or her your full attention. Stay on task during collaborative group work. Treat your peers and your instructor with respect. Inappropriate or harassing comments will not be tolerated, and after one warning, students who engage in this behavior will be asked to meet with me regarding this issue.

Note that your adherence to this policy directly affects your participation grade.

### Tardies

Prompt and regular attendance is an important component of this course. If you arrive more than 10 minutes late, I will record you as "tardy." Three tardies will be counted as equivalent to one absence.

## SCHEDULE FOR WEEKS 1–4

Below, I have included a breakdown of the schedule for the first 4 weeks of the semester. A full schedule will be uploaded by the end of the 3<sup>rd</sup> week. Due dates for all major assignments are listed on page 2 of the syllabus.

Please note, the syllabus does not indicate the day you should start your reading or assignment, but the day that it is due. Unless otherwise noted, you should have already completed the work before coming to class.

KEY: IW = Informal Writing, RW = Revision Work

	DATE	CLASS ACTIVITIES	READING DUE	ASSIGNMENT DUE
WEEK 1	M 8/20	Introductions, Discuss Syllabus, Discuss Email Etiquette		
	W 8/22	Icebreaker, Develop Community Rules for Discussion, Discuss D2L		IW: Send me an email including 1) your preferred name and pronouns, 2) one thing you want me to know about you before the semester begins, and 3) one question about the syllabus.
	F 8/24	Observing Details, Defining Rhetorical Context	Chapter 1: “Thinking Rhetorically” (5–14)	IW: Reading Notes (Chapter 1) (While the format of your reading notes is flexible, you should always include answers for the questions asked in the instructor notes portion of the Ebook.)
WEEK 2	M 8/27	Assign Literacy Narrative, Defining Literacy, Defining Narrative	Chapter 10: “Choosing Genres” (105–115) Chapter 12: “Writing a Narrative/Here’s What Happened” (159–174)	IW: Reading Notes (Chapter 12)
	W 8/29	Writing Center Presentation, Prewriting and Goal Setting	Chapter 7: “Managing the Writing Process” (75-89) Chapter 9: “The Writing Center” (98–103)	IW: Reading Notes (Chapter 7) IW: Reading Notes (Chapter 9)
	F 8/31	Gateway Writing Activity, Discuss Reading Narratives, Discuss Strategies for Story-Telling	Readings: “Tell Me Something” (Michelle Cacho-Negrete) (876–883) and “My Life as an Undocumented Immigrant” (Jose Antonio Vargas) (1078–1087)	
WEEK 3	M 9/3	NO CLASS – UNIVERSITY HOLIDAY		
	W 9/5	Discuss Strategies for Expansion		RW: Preview Draft of Literacy Narrative due via D2L at 11:59 PM
	F 9/7	CLASS CANCELED FOR INDIVIDUAL CONFERENCES		Bring a copy of your preview draft, questions about the assignment, and a notebook and writing utensil to your conference.
WEEK 4	M 9/10	CLASS CANCELED FOR INDIVIDUAL CONFERENCES		
	W 9/12	Peer Editing		RW: Peer Editing (Bring edited hard copy of Literacy Narrative to class.)
	F 9/14	Assign Profile Essay		<b>Literacy Narrative due via D2L at 11:59PM</b>