**EN 120: College Composition I & II**

Dual Credit Sequence

Fall 2014 Semester

**Instructor & Class Information**

Mrs. Harden MTWRF 1st hour

573-696-5512 x421 Hallsville High School, Room 404

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**Mission**

Central Methodist University prepares students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership, and social responsibility.

The Central Methodist University community believes in:

* Seeking knowledge, truth, and wisdom
* Valuing freedom, honesty, civility, and diversity
* Living lives of service and leadership
* Taking responsibility for ourselves and the communities in which we live

**Course Description**

Required of all freshmen who do not take the EN 110/EN 111 option and prerequisite

to all other courses in English, EN 120 focuses students on learning to develop organizational patterns (e.g. narration, process, comparison, definition, and cause and effect). Students will practice these patterns through writing several essays, including a research essay. EN 120 is also the study of grammar, syntax, and diction and their relationship to effective writing. Must be taken during the first two semesters of enrollment.

**Note:** The information provided in this syllabus is subject to change at the discretion of the instructor, who will let you know verbally and via website/email of any changes.   
**Required Text**

1. Ruszkiewicz, John H. *How to Write Anything: A Guide and References*. 2nd ed. Boston: Bedford/St. Martin’s Press, 2012. Print. ISBN: 978-1-4576-0243-6.
2. Foster, Thomas C. *How to Read Literature like a Professor*. Harper Perennial, 2014. Print. ISBN: 978-0-0600-0942-7. (this will be a handout)

**\*\*You need a binder for a semester-long project in this class. Have it by Monday next week.\*\***

**Misc. Assignments:**

1. Works Cited page (30 points)

2. Annotated bibliography (50 points)

3. Topic proposal (30 points)

4. Individual conferences (x2) (40 points total)

5. Peer reviews “Writer’s Workshop” (x4) (100 points total)

6. Professionalism/other assignments (potentially including quizzes) (100 points total)

**Essays**:

1. Rhetorical Analysis (3-4 pages) (150 points)

2. Literary Analysis (3-4 pages) (150 points)

3. Research (6-8 pages) (200 points)

4. CMU Common Assessment (Argument Essay, 4-6 pages) (150 points)

5. Optional Rewrite (x1) (average of rewrite grade + original grade)

Total: 16-22 pages (1000 points)

**Grading Policies/Etc.**

*Essays:* All essays will be graded per the CMU common rubric. The grade you receive on your final draft will be your grade for that essay; I do not discuss essay grades, especially because I grade them with a rubric. This does **NOT** mean that you should not talk to me about what you can do better -- in fact, just the opposite. I want you to ask me questions about what you can do better! This **DOES** mean that I will not listen to your whiny complaints because you’re not happy with your grade.

*Rewrite:* You will be able to rewrite one of your essays from this semester. The grade that you receive on the rewrite will be averaged with the grade you received on the original. Further details will be provided closer to the end of the semester/the rewrite due date.

*Professionalism:* A professionalism grade will be given to you \*unofficially\* at midterm and \*officially\* at the end of the semester. This grade will include:

-Participation: Did you willingly take part in discussions and activities?

-Preparedness: Did you do the assigned reading or assignment for that day? Did you show up with your class materials?

-Collegiality: Did you collaborate constructively with your peers? Did you have a mature, respectful attitude and behavior?

-Would I write you a recommendation letter?

*Other assignments:* All other assignments will have an assignment sheet that includes either a rubric or specific details on what I am grading for.

**Academic Honesty**

In this course, Central Methodist University’s policy on academic honesty will be *strictly* enforced:

Central Methodist University believes that honesty throughout life is a significant foundation of character and personal integrity. The University's Policy on Academic Honesty applies to all forms of academic work, including but not limited to quizzes and examinations, essays and papers, lab reports, oral presentations, surveys, take-home tests, etc. Every student is responsible for understanding this policy. By registering at the University, every student accepts the obligation to abide by this policy. Students are also responsible for understanding the particular policy applications required by each of their instructors and to ask the instructor for clarification of any areas of uncertainty.

Academic honesty requires that each person accept the obligation to be truthful in all academic endeavors. To help members of the community understand the implications of academic honesty, the University provides the following explanation of academic dishonesty:

Academic dishonesty is any conduct which has either as its intent or its effect (independent of intent) the false representation of a student's academic performance. Academic dishonesty includes but is not limited to the following:

**Cheating**

Ghost-written papers, cheat sheets or unauthorized notes, copying during exams, quizzes or other graded class work, etc.

**Collaboration**

Collaborating with others on work to be presented contrary to the stated rules of the course

**Stealing**

Stealing or having unauthorized access to examination or course materials

**Dishonesty**

Falsifying records, or laboratory or other data

**Re-Use of Work**

Submitting work previously presented in another course without the advance consent of the instructor

**Other**

Knowingly and intentionally assisting any other student in any act of academic dishonesty (this includes intentionally allowing any other student to use or submit your academic work or performance, or other academic work supplied by you, under a name different from the author of the work)

**Plagiarism**

Plagiarism is a form of cheating and stealing. It is morally unacceptable as well as well as against academic policy. Plagiarism includes but is not limited to [1] representing as one's own work a paper, speech, or report written in whole or in part by someone else (from the uncredited use of significant phrases to the uncredited use of larger portions of material), [2] failing to provide appropriate recognition of the sources of borrowed material through the proper use of quotation marks, proper attribution of paraphrases, and proper citations. Paraphrase is the direct use of others’ ideas, data, or structures of thought stated in language substantially different from the source upon which they depend, and therefore not requiring quotation marks even though the substance of the material is borrowed. As borrowed material, appropriate recognition of the source must be given.

The University will discipline students for infractions of the Academic Honesty Policy with various sanctions which it deems appropriate, up to and including suspension or expulsion from the University. Penalties internal to a course, including grades and expulsion from the course, are at the discretion of the instructor. Students can appeal instructors' internal course penalties to the Committee on Academic Standards and Admissions, whose decision is final. Instructors must report all penalties which they impose for academic dishonesty, with a brief account of the offense, to the Dean of the College, so that all violations are recorded. For serious or repeated offenses, the Dean may impose further penalties beyond the course penalty. These penalties include but are not limited to notations in the student's file, notations on the student's transcript, probation, suspension, and expulsion. A decision by the Dean of the College can be appealed to the Faculty Committee on Academic Standards and Admissions, whose decision is final.

**Academic Property**

All work (original or copy) submitted by the student to satisfy the requirements of the course may be retained at the discretion of the instructor for non-profit and educational purposes. Such work is generally used for assessing the course and providing evidence of student accomplishment for review by accrediting agencies. Any student wishing to prohibit such use of their work may do so by notifying the instructor in writing.

**Notice of Nondiscrimination**

Central Methodist University does not discriminate on the basis of color, race, religion, sex, national origin, age, or federally defined disability in its recruitment, admission, and retention of students.

***Classroom Policies***

*Attendance*

You are expected to be in class daily. Unexcused absences are not acceptable. An excused absence is one that is arranged ahead of time between student and instructor. If you need to be absent, please

contact the instructor to make arrangements accordingly. Please be seated and ready to begin class when the tardy bell rings. See the student handbook for tardy rules and consequences.

*Turning Assignments In*

You may submit assignments in one of the following fashions:

1. Print off a paper copy and hand it to me. Old-school but effective.

2. Submit your paper via my website. Under “Courses,” select “EN120.” Fill out the form and upload the file. The direct URL to the paper submission form is as follows:

**http://mrshardenenglish.weebly.com/eng-120.html**

3. Share your paper with me on GoogleDocs using the email: **bharden@hallsville.org**

**You may NOT email papers to me. That’s life.**

*Late & Incomplete Assignments*

Papers should be turned in by 11:59 pm on the day they are due. Late or incomplete papers will receive a zero, no exceptions. There will be no partial credit. You know well in advance when papers are due; if you must miss class that day, you need to make arrangements with the instructor to turn in your paper ahead of time. EN 120 papers have a minimum page requirement; papers shorter than the minimum page requirement will receive a zero, no exceptions. Quizzes may be given throughout the course; if you are absent on the day of a quiz please contact the instructor as soon as you return to class to make arrangements to complete the assessment. If an assessment is not completed within two weeks of its given date, (fourteen calendar days, not simply school days), it will become a zero.

**Other Classroom Information**

Drinks and food are fine to have in class. Please be respectful of our custodians (and me! I have to be in this room all day long); pick up after yourself. Both food and drink are unacceptable in the computer labs; be cognizant of lab rules and regulations. You may use iPods or other music devices and/or your cellular phone at the instructor’s discretion; for example, when we are doing in-class writing or reading. Please refrain from using electronic devices during discussions, lectures and other activities.

**Caveat**

This is a collegiate course. What applies in your regular high school classes may not apply here. Grading is more stringent, assignments are fewer. Pace yourself accordingly. If you begin to struggle, ask for help. The instructor will be happy to meet with you about a specific problem you are having with your writing, but will not proof-read entire papers before they are due. However, you have many other editors around school – use them!

**Tentative Course Schedule**

Fall 2014

(\*readings should be completed *before* their corresponding class date)

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| **Wk** | **Dates** | **Topic(s)** | **Readings\* & Due Dates** |
| 1 | Aug. 13 | Introduction to the course, syllabus  CMU business – dual credit registration | Syllabus and course information |
|  | Aug. 14 | Look at old papers and/or example papers |  |
|  | Aug. 15 | Prewriting & strategies | Chapters 19-20 (pages 356-364), Chapter 27 (pages 398-404) |
| 2 | Aug. 18 | Rhetorical Analysis & Thesis  Your first essay assignment. Yay. | Chapter 8.1 (pages 250-258, 279-280)  Chapter 26 (pages 393-396) |
|  | Aug. 20 | Rhetorical Analysis Part Deux | Chapter 8.2 (pages 259-278) |
|  | Aug. 22 | Oh MLA formatting, we meet again.  & assignment for Works Cited | Chapter 48-49 (pages 501-539) |
| 3 | Aug. 25 | Style: It’s like swag, except anyone can have it. | Chapters 35-37 (pages 432-448) |
|  | Aug. 27 | Introductions, Conclusions, Titles, & Writer’s Block  We *all* hate them. | Chapters 32-34 (pages 420-429)  Chapters 23-24 (pages 379-387) |
|  | Aug. 29 | *Senior Mentors gone to Rocky Forks* | **Works Cited due by 11:59 pm** |
| 4 | Sept. 1 | *Labor Day – no classes* |  |
|  | Sept. 3 | Individual Conferences | \*Chapters 38-39 (pages 450-462) |
|  | Sept. 5 | Individual Conferences | \*Chapters 38-39 (pages 450-462) |
| 5 | Sept. 8 | Individual Conferences | \*Chapters 38-39 (pages 450-462) |
|  | Sept. 10  Sept. 11 | Individual Conferences  Writer’s Workshop | \*Chapters 38-39 (pages 450-462) |
|  | Sept. 12 | *PLC Day for faculty – no classes* | **Rhetorical Analysis (MLA) due by 11:59 pm** |
| 6 | Sept. 15 | Literary Analysis | Chapter 7 (pages 206-249) |
|  | Sept. 17 | Continue Literary Analysis  Start Deep Reading & critical Thinking | Chapters 21-22 (pages 365-375) |
|  | Sept. 19 | Deeper Reading |  |
| 7 | Sept. 22 | Grammartastic Day 1 | Chapters 55-58 (pages 602-613) |
|  | Sept. 24 | APA or Chicago-style?  We’re not talking about pizza, silly kids. | Chapter 50 (pages 540-565) + HANDOUT |
|  | Sept. 26 | Organization & Outlines  Ew. Planning. | Chapters 28-29 (pages 406-411) |
| 8 | Sept. 29 | Active and Passive Verbs |  |
|  | Oct. 1 | Individual Conferences |  |
|  | Oct. 3 | Individual Conferences |  |
| 9 | Oct. 6 | Individual Conferences |  |
|  | Oct. 8  Oct. 9 | Individual Conferences  Writer’s Workshop |  |
|  | Oct. 10 | *Admin day for faculty – no classes* | **Literary Analysis (Chicago or APA) due by 11:59 pm**  *END FIRST QUARTER* |
| 10 | Oct. 13 | Research Essay & Topic Proposal Assignment | Chapter 40 (pages 466-471 -- make sure to read the example topic proposal) |
|  | Oct. 15 | Summary, Paraphrase, & Integrating Sources | Chapters 45-47 (pages 491-500) |
|  | Oct. 17 | Research Day | **Topic Proposal due by 11:59 pm** |
| 11 | Oct. 20 | Annotated Bibliographies & Assignment | Chapter 11 (pages 296-299)  Chapter 44 (pages 487-490) |
|  | Oct. 22 | Researching & Sources | Chapters 41-43 (pages 472-486) |
|  | Oct. 24 | Research Day |  |
| 12 | Oct. 27 | Research Day |  |
|  | Oct. 29 | Research Day | **Annotated Bibliography due by 11:59 pm** |
|  | Oct. 30-1 | *PLC day for faculty – no classes either day* |  |
| 13 | Nov. 3 | Paragraphs & Transitions | Chapters 30-31 (pages 412-419) |
|  | Nov. 5 | Grammartastic Day 2 | Chapters 59-63 (pages 614-626) |
|  | Nov. 7 | *PLC day for faculty – no classes* |  |
| 14 | Nov. 10 | Optional Conference Times |  |
|  | Nov. 12  Nov. 13 | Optional Conference Times  Writer’s Workshop |  |
|  | Nov. 14 | Work Day | **Research Essay (MLA) due by 11:59 pm** |
| 15 | Nov. 17 | Flexy Flex |  |
|  | Nov. 19 | Position Papers: Argument papers in the Witness Protection Program. Final essay assignment! | Chapters 3 & 10 (pages 72-105, 290-295) |
|  | Nov. 21 | Grammartastic Day 3 | Chapter 64 (pages 627-628) |
| 16 | Nov. 24 | Grammartastic Day 4 | Chapter 65 (pages 629-630) |
|  | Nov. 26 | *Thanksgiving holiday – no classes* |  |
|  | Nov. 28 | *Thanksgiving holiday – no classes* |  |
| 17 | Dec. 1 | Grammar / writing topic (TBD) |  |
|  | Dec. 3  Dec. 5 | Grammar / writing topic (TBD) |  |
| 18 | Dec. 8 | Grammar / writing topic (TBD) |  |
|  | Dec. 10  Dec. 11  Dec. 12 | Writer’s Workshop  Work Day  *Last day of classes for CMU*  *PLC day for faculty – no classes* | **Common Assessment (Argument, MLA) Essay due 11:59 pm** |
| 19 | Dec. 15 | Rewrite assignment & work day |  |
|  | Dec. 17  Dec. 19 | Writer’s Workshop for other classes?  *Last day of school – out at 12:30 pm* | **Rewrites due by 11:59 pm** |