

NCPACE

ENGL 1301 Syllabus

Composition I

The Writer's Circle

Course Description

This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes.

Textbook:	Mauk, John and Metz, John. <i>The Composition of Everyday Life</i> . 3 rd ed. Boston: Thomson Wadsworth Publishing, 2010. ISBN (10): 0-495-80203-4; ISBN (13): 978-0-495-80203-7
Student Course Guide:	Martin, Diane. <i>Student Course Guide for The Writer's Circle</i> . Boston: Thomson Wadsworth Publishing, 2010. ISBN (10): 0-495-80263-8; ISBN (13): 978-0-495-80263-1
Video Lessons:	<i>The Writer's Circle</i> videos. Dallas County Community College District, Dallas Colleges Online To access videos for download: <ol style="list-style-type: none">1. Go to http://144.162.197.105/mp4/TWC/default.htm2. Username: ncpace3. Password: sailor Make sure all the downloaded files are working properly prior to deployment

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ENGL 1301 Student Syllabus

Composition I: The Writer's Circle

Welcome to *The Writer's Circle!*

You are about to embark on a journey into the fascinating world of writing. On your journey, you will meet two instructional gurus, five distance learning students, and a host of working writers who will be sharing their insights about the world of writing.

English 1301 is an introductory course in expository writing delivered via MP4 downloaded videos. It emphasizes reading and analytical thinking, and later introduces research skills. You will practice writing for a variety of audiences and purposes. The course is worth 3 credit hours.

To complete this course, you will need to write four (4) essays, worth 100 points each; one research paper, worth 350 points; and write ten (10) short passages in response to assigned reading; these responses are 25 points each. In addition, you will complete several writing activities, maintain and turn in working drafts of your essays and research paper, and read the textbook for successful completion of the course.

Important: Keep this syllabus handy and use it as a guide throughout the semester.

Sincerely,

Dallas Colleges Online Military Support Team

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<http://military.dccd.edu>

Course Objectives

Upon completion of this course, you will be able to:

- Apply a variety of invention strategies to generate topics and ideas suitable for writing at an analytical level.
- Apply a variety of organizational strategies that support a logical progression of ideas and supporting evidence.
- Apply a variety of revision strategies to clarify and enhance the topic which you are discussing.

Specific learning objectives for each lesson are listed in the Student Course Guide for *The Writer's Circle*.

Educational Objectives

1. Ensure academic success while encouraging students to grow intellectually.
2. Help literal thinkers recognize assumptions, evaluate arguments and assess inferences.
3. Help novice writers who are apprehensive about the writing process gain confidence in their research, communication, and argumentation skills.
4. Utilize technology appropriately in the learning process.

Getting Started

Using the Materials

Using the workbook, Student Course Guide for The Writer's Circle

The *Student Course Guide for The Writer's Circle* is essential for successful completion of this course. Use it to guide you through the course. It provides important information about each lesson, lists the reading assignments found in the textbook, and lists the video programs associated with each assignment. In addition, it lists "Focus Points" to assist you in completing the assignments and includes "Enrichment Activities" to improve writing skills related to the lesson objectives. Many of the writing assignments (four essays, one research paper, and ten reading response assignments) come from the "Writing Assignments" section in this workbook. You will also need to retain the draft copies of all of your essays. Use this book as your guide!

Using the textbook, The Composition of Everyday Life

The textbook describes the writing process and rhetorical devices. To do well in this course you must read the appropriate textbook pages listed in the *Student Course Guide for The Writer's Circle*.

What You Need to Do

Your audience for all the essays you write in this course is a group of well-educated adults from different races, religions, and cultures.

For success in this course:

- Complete the assignments in the Student Course Guide for each lesson.
- Read all of the textbook assignments.
- View all the thirty-minute video lessons.
- Prepare and submit all writing assignments. (4 major papers, including rough drafts; 1 research paper, including rough drafts, and 10 brief writing assignments.)
- Remember that you must turn in all assignments to receive a passing grade in the course.
- Submit your completed assignments to your ESO. Refer to your Assignment Calendar to ensure that you have completed all your required assignments.

Grades

Your assignments will be evaluated using the following point values. Semester grades will be assigned according to a 1000-point scale.

Writing Assignment	Word Count	Point Value	Total Possible Points
4 Essays	500–750 words	100 points each	400
1 Research Paper	1,000 words	350	350
10 Reading Response Essays	100 words each	25 points each	250
Total Points available			1000

Numeric Value	Letter Grade
900 – 1000 =	A
800 – 899 =	B
700 – 799 =	C
600 – 699 =	D
0 – 599 =	F

This is a unique distance learning course where you do not have access to the instructor. That means that the DCCCD cannot review and return materials to you on a scheduled basis to assist you with comments as you take the course. If you include a military or home address we will send your graded papers to you. All papers should be submitted at the same time to your ESO.

How to Write the Essays

During the semester, you are required to complete five essay writing assignments based on the Writing Assignments sections in the *Student Course Guide*. In addition, you will write ten short responses to assigned readings in the textbook, *The Composition of Everyday Life*.

Follow these instructions when writing your papers.

- All writing assignments must be typed. The only exception to this is when your ship does not have a computer or printer. Please note that equipment was not available if you are turning in hand written papers.
- Use a standard font (Courier, Helvetica, Times, or Arial) and font size of 12 pt.
- Double-space all writing assignments.
- Be sure to put your name on all pages of your assignments.
- Essay Writing Assignments should be two-to-three pages in length (500-750 words).
- Response to Reading Assignments should be two paragraphs in length (100 words).
- Turn in all your drafts as well as the final writing assignments.
- Writing assignments are NOT announced in the video lessons.
- Pay attention to spelling, grammar, and punctuation.
- **Submit your papers by way of your ESO.**

Essay Assignments

For each essay assignment, write a multi-paragraph essay with an introduction, body, and conclusion. Each essay should be 500 to 750 words, typed, and double-spaced. Be sure to explore all facets of your topic. In your final draft, include revisions based on your best draft creation. Conclude your discussion with an evaluation of the process you followed to reach the final draft of your essay.

Readings Response Assignments

You will respond to selected essays in the textbook, *The Composition of Everyday Life*. These are the writings of professional and student writers who have used the same writing strategies you are learning. You are not expected to write as well as these professionals, but one of the best ways to learn is to read, watch, and analyze the work of good writers. Your responses should be brief (minimum of 100 words). Please double-space all papers; label the assignment, and put your name on all pages. These are practice writings, and should, thus, be informal and personal. They should be thoughtful and clear. They should reflect your own reading and thinking. Consult the Assignment Calendar in this syllabus for specific assignments. You should expect to spend several hours each week working on the writing assignments.

Manuscript Form

All papers should conform to the MLA style of documentation, as outlined in the textbook, *The Composition of Everyday Life*. Use the MLA documentation form for all papers including outside sources. Detailed instructions for citing sources including electronic sources, interviews, books,

and periodicals are found in the Chapter 13 of *The Composition of Everyday Life*. Reference the information in this chapter often as you write your essays and especially when you write your research paper.

Study Tips

The workbook, *Student Course Guide for The Writer's Circle*, is essential for successful completion of this course. It provides important information about each lesson, correlates the reading assignments and the video programs, and supplies invaluable Focus Points. At the end of the lesson, there are Enrichment Activities to improve writing skills related to the current lesson's objectives. You will want to refer to this book often.

The textbook, *The Composition of Everyday Life*, describes the writing process and rhetorical devices. To do well in this course, you must read the appropriate textbook pages listed in the Assignment Calendar.

The video programs, available by MP4 download, provide instructional information presented by two writing “gurus” and five distance learning students who meet in a coffee shop to collaborate on their writing assignments. In addition, working writers provide information relative to the objectives of each lesson in an interview format. Some of these objectives include tips for revision, organization, supporting a thesis and writing in a logically way. Animated Quick Tips provide brief instruction on topics such as writing vivid detail, choosing an appropriate title, and writing the turnaround paragraph. To accomplish the goals of this course, you must thoughtfully view the video programs. In summary, there are three parts of the learning system in *The Writer's Circle*:

1. Workbook: *Student Course Guide for The Writer's Circle*
2. Textbook: *The Composition of Everyday Life*
3. Video Programs: MP4 download

Plagiarism

In any written paper, you are guilty of the academic offense known as plagiarism if you half-copy or copy the author's words. This results in an automatic “F” for the course. You cannot mix the author's words with your own or “plug” your synonyms into the author's sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write. The author's words, phrases, sentences must be put in your words, in your way of writing. When you do this, you are demonstrating the ability to comprehend.

Diversity

The course content and the course environment are dedicated to an understanding of and acceptance of all people. Disparaging remarks in relation to others' ethnic or racial background, sex, sexual orientation, age, disability, socioeconomic background, etc. will not be tolerated.

Academic Honesty

The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the college. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your college catalog and the DCCCD catalog contain the entire Student Code of Conduct, which is also on the Internet at <http://www.dcccd.edu>. Click on Student Services, Code of Student Conduct.

Assignment Calendar

Your audience for all compositions is a group of well-educated adults from different races, religions, and cultures. Each of the four essay papers is worth a possible 100 points. The single research paper is worth a possible 350 points of the overall course grade. In addition to these assignments you will need to complete the activities in the workbook and read the assigned chapters in the textbook.

For ease the explanation:

- Workbook: *Student Course Guide for The Writer's Circle*
- Textbook: *The Composition of Everyday Life*
- Videos: *From the Writer's Circle* video series

Week		Topics Covered	Student Activities
1	Workbook	Lesson 1: Exploring the Process.	Read Lesson 1 and complete activities.
	Textbook	From the workbook, you are referred to companion chapters in the textbook. Be sure to read these companion chapters in the textbook and complete activities.	Read
	Videos	"Exploring the Process" from <i>The Writer's Circle</i> .	View
	Response to Reading Paper	Response 1: Read "How I Lost the Junior Miss Pageant" on p. 33 of the textbook.	Write short response (100 words) to #1, "Ideas for Writing" on p. 36. Write in paragraph format, and pay attention to grammar and usage.
<p>Ultimately you will write a research paper to complete this course. You may want to begin thinking about the thesis for this paper now. To generate ideas for your thesis see p. 430 in your textbook, <i>The Composition of Everyday Life</i>.</p>			
2	Workbook	Lesson 2: Explaining Relationships.	Read Lesson 2 and complete activities.
	Textbook	From the workbook, you are referred to companion chapters in the textbook. Be sure to	Read

Week		Topics Covered	Student Activities
		read these companion chapters in the textbook and complete activities.	
	Videos	“Explaining Relationships” from <i>The Writer’s Circle</i> .	View
	Response to Reading Paper	Response 2: Read “Americans and the Land” on p. 68 of the textbook.	Write short response (100 words) to #1, “Exploring Ideas” on p. 71. Write in paragraph format, and pay attention to grammar and usage.
	Write	Essay 1: Write an essay (500-700 words) on one of the following topics: 1. Recall an event from your past. See “Point of Contact” in your textbook on p. 44. 2. Explore a relationship. See “Point of Contact” in your textbook on p. 80. 3. Select one assignment from “Suggested Writing Assignment” in your workbook on p. 13.	Write an essay containing an introduction, body and conclusion. Explore all facets of your topic. In addition to turning in your final paper, include your drafts.
3	Workbook	Lesson 3: Observing Details.	Read Lesson 3 and complete activities.
	Textbook	From the workbook, you are referred to companion chapters in the textbook. Be sure to read these companion chapters in the textbook and complete activities.	Read
	Videos	“Observing Details” from <i>The Writer’s Circle</i> .	View
	Response to Reading Paper	Response 3: Read “The Front Porch” on p. 105 of the textbook.	Write short response (100 words) to #2, “Ideas for Writing” on p. 108. Write in paragraph format, and pay attention to grammar and usage.

Week		Topics Covered	Student Activities
4	Workbook	Lesson 4: Analyzing Concepts.	Read Lesson 4 and complete activities.
	Textbook	From the workbook, you are referred to companion chapters in the textbook. Be sure to read these companion chapters in the textbook and complete activities.	Read
	Videos	“Analyzing Concepts” from <i>The Writer’s Circle</i> .	View
	Response to Reading Paper	Response 4: Read “Cookies or Heroin?” on p. 556 of the textbook.	Write short response (100 words) to #1, “Exploring Ideas” on p. 557. Write in paragraph format, and pay attention to grammar and usage.
	Write	<p>Essay 2: Write an essay (500 to 700 words) on one of the following topics.</p> <ol style="list-style-type: none"> 1. Write an observation paper. See “Point of Contact” in your textbook on p. 114. 2. Write an analysis paper. See “Point of Contact” in your textbook on p. 150. 3. Select one assignment from “Suggested Writing Assignment” in your workbook on p. 21 or p. 29. 	Write an essay containing an introduction, body and conclusion. Your essay should be personal as well as analytical. Submit a rough draft to a friend to determine if the writing is understandable. In addition to turning in your final paper, include your drafts.
5	Workbook	Lesson 5: Analyzing Images.	Read Lessons 5 and complete activities.
	Textbook	From the workbook, you are referred to companion chapters in the textbook. Be sure to read these companion chapters in the textbook and complete activities.	Read
	Videos	“Analyzing Images” from <i>The Writer’s Circle</i> .	View
	Response to Reading Paper	Response 5: Read “The Power of Images: Creating the Myths of Our Time” on p. 568 of the textbook.	Write short response (100 words) to #2, “Exploring Ideas” on p. 571. Write in paragraph format, and pay attention to grammar and usage.

Week		Topics Covered	Student Activities
6	Workbook	Lesson 6: Building Arguments.	Read Lesson 6 and complete activities.
	Textbook	From the workbook, you are referred to companion chapters in the textbook. Be sure to read these companion chapters in the textbook and complete activities.	Read
	Videos	“Building Arguments” from <i>The Writer’s Circle</i> .	View
	Response to Reading Paper	Response 7: Read “Cruelty, Civility, and Other Weighty Matters” on p. 216 of the textbook.	Write short response (100 words) to #1, “Exploring Ideas” on p. 221. Write in paragraph format, and pay attention to grammar and usage.
	Write	<p>Essay 3: Write an essay (500 to 700 words) on one of the following topics.</p> <ol style="list-style-type: none"> 1. Write a paper analyzing an image. See “Suggested Writing Assignments” in your workbook on p. 39. 2. Write a paper to explore an argument. See “Suggested Writing Assignments” in your workbook on p. 47. 	Write an essay containing an introduction, body and conclusion. Your essay should be analytical and reasoned. Pay attention to specific detail particularly in selecting support for your thesis. Pay close attention to claims, counterarguments, and concessions in each of your drafts. In addition to turning in your final paper, include your drafts.
7	Workbook	Lesson 7: Responding to Arguments.	Read Lesson 7 and complete activities.
	Textbook	From the workbook, you are referred to companion chapters in the textbook. Be sure to read these companion chapters in the textbook and complete activities.	Read
	Videos	“Responding to Arguments” from <i>The Writer’s Circle</i> .	View
	Response to Reading Paper	Response 7: Read “Is Hunting Ethical?” on p. 585 of the textbook.	Write short response (100 words) to #4, “Writing Strategies” on p. 590. Write in paragraph format, and pay attention to grammar and usage.

Week		Topics Covered	Student Activities
8	Workbook	Lesson 8: Evaluating and Organizing. Lesson 12: Discovering Voice.	Read Lesson 8 and complete activities.
	Textbook	From the workbook, you are referred to companion chapters in the textbook. Be sure to read these companion chapters in the textbook and complete activities.	Read
	Videos	“Evaluating and Organizing” from <i>The Writer’s Circle</i> “Discovering Voice” from <i>The Writer’s Circle</i> .	View
	Response to Reading Paper	Response 8: Read “Star Trek: Where No Man Has Gone Before?” on p. 308 of the textbook.	Write short response (100 words) to #2, “Writing Strategies” on p. 311. Write in paragraph format, and pay attention to grammar and usage.
	Write	Essay 4: Write an essay (500 to 700 words) on one of the following topics. 1. Write a paper responding to an argument. See “Suggested Writing Assignments” in your workbook on p. 53. 2. Write a paper that makes an evaluation. See “Suggested Writing Assignments” in your workbook on p. 59.	Write an essay containing an introduction, body and conclusion. Your essay should be reasonable and objective. Pay specific attention to counterargument and concessions in your own writer’s voice. In your various drafts, try some of the voice techniques suggested in your text. In addition to turning in your final paper, include your drafts.
9	Workbook	Lesson 9: Integrating Research. Lesson 10: Searching for Causes.	Read Lessons 9 & 10, complete activities.
	Textbook	From the workbook, you are referred to companion chapters in the textbook. Be sure to read these companion chapters in the textbook and complete activities.	Read
	Videos	“Integrating Research” from <i>The Writer’s Circle</i> . “Searching for Causes” from <i>The Writer’s Circle</i> .	View
	Response to Reading Paper	Response 9: Read “How to Say Nothing in 500 Words” on p. 374 of the textbook.	Write short response (100 words) to #3, “Exploring Ideas” on p. 379. Write in paragraph format, and pay attention to grammar and usage.

Week		Topics Covered	Student Activities
10	Workbook	Lesson 11: Imagining Solutions. Lesson 13: Thinking Radically.	Read Lessons 11 & 13 and complete activities.
	Textbook	From the workbook, you are referred to companion chapters in the textbook. Be sure to read these companion chapters in the textbook and complete activities.	Read
	Videos	“Imagining Solutions” from <i>The Writer’s Circle</i> . “Thinking Radically” from <i>The Writer’s Circle</i> .	View
	Response to Reading Paper	Response 10 - Read “Why Doesn’t GM Sell Crack” on p. 410 of the textbook.	Write short response (100 words) to #2, “Exploring Ideas” on p. 412. Write in paragraph format, and pay attention to grammar and usage.
Write Research Paper – Get ready to write your research paper (1000 words) based on Lesson 9: Integrating Research in your workbook. <ul style="list-style-type: none"> • Use the “MLA Style” outlined on p. 484 in your textbook to organize and format your research paper. • Read pages 456 to 507 in your textbook to determine your subject, sources, and the proper way to site those sources. • Review the sample research paper on p. 498. • You will work on this paper for the remainder of this course. 			Your research paper should include a clearly defined thesis. If note cards aren’t available for you to document your sources, document them on paper using the MLA style appropriate for your source. In addition to turning in your final paper, include your drafts.

Steps to Completing Your Research Paper

Step 1 to complete research:

Research Paper 1. Select a topic suitable for research. It should be a topic that interests you. It should also be focused on a specific aspect of the topic. For example, you can’t research the entire economy, but you can ask the question, “Should <i>sin taxes</i> on alcohol and tobacco be increased and used to pay for medical care?” 2. Next determine your sources. Consult external sources including, books, periodicals, journals, newspapers and the Internet. 3. Write a clearly stated thesis statement in one sentence. It is a declaration of your belief. Your research paper should consist of arguments to support that belief.	Avoid subjects that are too specialized and that have limited source materials. See <u>Research Topics</u> on page 20 for topic ideas. Once you identify your topic and sources, write a clearly stated thesis statement.
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Step 2 to complete research:

<p>Research Paper - Make a tentative outline of your research paper. The outline will help you think through and organize your topic. Remember to include an:</p> <ul style="list-style-type: none">• <i>Introduction</i>: state your thesis and explain the major points you want to cover.• <i>Body</i>: where you present the arguments that support your thesis.• <i>Conclusion</i>: restates your thesis, summarizes your arguments and explains why you came to a particular conclusion.	Write an outline of your paper.
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Step 3 to complete research:

<p>Research Paper: Write your first draft. Start with the first topic in your outline. Paraphrase or summarize all the major points in your outline. Consult all your source notes.</p>	At this point you may need to revise your outline by adding or omitting information.
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Step 4 to complete research:

<p>Research Paper: Revise your first draft keeping the following questions in mind.</p> <ol style="list-style-type: none">1. Is your thesis clear and concise?2. Did you follow your outline?3. Are arguments presented in a logical order?4. Are sources properly cited to avoid plagiarism?5. Did you prove your thesis with strong supporting arguments?6. Have you checked for grammar and punctuation errors?	Write the second draft of your paper. Remember to submit all drafts with the final paper.
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Step 5 to complete research:

<p><i>Research Paper:</i> Write the final draft of your paper.</p>	Review this paper for accuracy using all the information you learned during this class.
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Step 6 to complete research:

<p>Turn in all essay assignments, response to reading assignments, the research paper, and all drafts to your ESO.</p>	Organize your assignments in the order that you completed them. Submit them to your ESO in the folder provided.
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A DCCCD MP4 Course adapted exclusively for delivery to the Navy College Program for Afloat College Education (NCPACE)
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R. Jan LeCroy for Educational Telecommunications, Dallas County Community College District

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The DCCCD is a Service member's Opportunity College – NAVY

The seven member colleges of the DCCCD are independently accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.