Syllabus

Date Syllabus Filed: ONLINE

Instructor: Brenda Leiker

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Office Hours: No physical office hours

Course Number: COM-103 Semester Credits: 3

Course Title: English Composition I Class Time(s): ONLINE

Building: Office located in Dreiling Business Occupations Building – Classroom B

Course Description:
English Composition I will examine rhetorical strategies and application of these strategies through writing, emphasizing grammatical correctness, acceptable usage, effective organization and expression of ideas. Critical thinking, argumentation, research and analysis of selected readings are part of this course. Assigned readings, expository writings, journal contributions and a research paper may be required. Prerequisite requirements: grade of C or better in COM 099 or appropriate ACT/ASSET/COMPASS score.

Required purchases (texts, supplies, etc.):

Supplies: Items essential for note taking i.e. Pens, pencils, paper. All essays are required to be typed-written. Access to a computer and internet are required
A flash/jump drive is REQUIRED.

References:
Limited, to be determined and assigned as appropriate for individual needs.
Course Objectives:
1. Employ conventions of format, structure, voice, tone, and level of formality to produce writing for specific purposes and audiences as required by various writing situations.
2. Practice ethical means of creating their work while integrating their own ideas with those of others.
3. Demonstrate an ability to fulfill standards of syntax, grammar, punctuation, and spelling for various rhetorical contexts.
4. Apply flexible strategies for prewriting, developing, drafting, revising, editing, and proofreading.
5. Critique own and others’ work.

The learning outcomes detailed in this syllabus meet, or exceed, the learning outcomes specified by the Kansas Core Outcomes Project for this course, as sanctioned by the Kansas Board of Regents.

Method of Instruction and Evaluation:
A. Instruction (Implementation)
   1. Instruction will include, but not limited to: lecture, power points, discussion boards.
   2. Instruction will include a check on the completion and accuracy of assigned exercises. Scores earned are part of the final grade.
   3. This course will utilize the following grading components. A brief description of each follows:
      1. Essays: Six major writing assignments will be required. Included in these essays will be: Descriptive, Narrative, Compare/Contrast, Definition, Explaining a Process and Evaluative.
      2. Work sheets, short writing assignments, peer reviews: Various writing assignments and work sheet activities will be conducted to demonstrate course concepts.
      3. Class participation: discussion boards are required.

B. Grades Points Total Points
Discussons/participation 8 weeks
                     Varies each 150 points
Work sheets, activities,
                     Varies each 150 points
Major essays including rough drafts 700 points
   Descriptive 150 points
   Narrative 150 points
   Compare/Contrast 75 points
   Definition 75 points
   Explaining a Process 125 points
   Evaluating 125 points

TOTAL POINTS AVAILABLE 1000 points
Grading Scale:
- 90-100 A 900-1000 points
- 80-89 B 800-899 points
- 70-79 C 700-799 points
- 60-69 D 600-699 points
- 59 and below F 599 and below

Percentage Breakdown of Work:
- Participation 15%
- Other writing activities 15%
- Major essays 70%

C. Make-up work
   All work must be submitted on time and submitted via the appropriate drop box. Unless specific arrangements are made, no late work is accepted. Deadlines must be strictly followed.

Class Preparation:
Be prepared for all class discussion usually taking place via Discussion Board. Students are required to log-in each week for preparation of assignments.

Policy Regarding Academic Dishonesty: Academic dishonesty of any kind will not be tolerated while attending North Central Kansas Technical College. The examples of academic dishonesty are plagiarism, cheating, falsification or forgery of any assignments or examinations. Any student who participates in any form of academic dishonesty must accept the consequences of their actions. These consequences may include but are not limited to the following (a) verbal or written warning, (b) lowering of grade for assignment/activity, (d) failure of class assignment or exam.

All students are required to produce their own work, unless the activity has been designated a collaborative activity by the instructor. Any student(s) found to be guilty of dishonest course work risk losing credit for that particular activity.

AVOID PLAGIARISM – do you own work.

The college reserves the right to suspend a student for conduct that is detrimental to the college’s educational endeavors, as outlined in the college catalog.

Services for Students with Disabilities: Students, with either a permanent or temporary disability, who require accommodation for more than one week, should request services by contacting the Student Services Office. Students requesting accommodations must present written documentation from a certified professional, which should include a statement identifying the disability as well as recommendations for accommodations. Contact, at least one month in advance, the Dean of Student Services at (785) 738-2276 to make requests for accommodations.

EPA Standards:
The college will comply with all Federal and State Standards in regard to OSHA and EPA Regulations.