

# EN 1301: Composition & Rhetoric I Syllabus

Fall 2020

## Instructor Information

### Instructor

Cordelia Ross

### Email

Cordelia.Ross@brazosport.edu

### Office Location & Hours

Virtual via Zoom, M 1-3p.m., R 10a.m.-12p.m., & by appointment

## General Information

### Description

According to the Brazosport College course catalog, “this course introduces the rhetorical and mechanical skills necessary to develop confident, informed voices. Students will learn about the writing process through critical reading of nonfiction, revision, editing and collaboration.”

Writing is hard. I strive to make it less so. Specifically, I design my composition courses to provide a structured, step-by-step rhetorical strategy that will ideally make the writing process less obscure. These skills will be required to succeed in other college courses and life. Knowing how to communicate effectively can open more doors than experience or a degree alone can provide. It can also provide immense satisfaction professionally and personally.

### Course Objectives and Learning Outcomes

After successful completion of this course, students will:

- Demonstrate knowledge of individual and collaborative writing processes.
  - Assessment: Participation in peer editing, draft workshops, and group discussions. 4-8 compositions (passing with at least 70%)
- Develop ideas with appropriate support and attribution.
  - Assessment: Students support their claims in each composition by closely reading and incorporating sources (with appropriate attribution) to develop and defend these claims. 4-8 compositions (passing with at least 70%)
- Write in a style appropriate to audience and purpose.
  - Assessment: Students will understand the rhetorical situation and adjust their style to suit myriad audiences. 4-8 compositions (passing with at least 70%)
- Read, reflect, and respond critically to a variety of texts.
  - Assessment: Students closely read articles, essays, images, videos, and student writing. 4-8 compositions (passing with at least 70%)
- Use Edited American English in academic essays.
  - Assessment: 4-8 compositions (passing with at least 70%)

## Course Materials

### Required Materials

- Gaff, Gerald and Cathy Birkenstein. *They Say / I Say: Moves that Matter in Academic Writing*. 4<sup>th</sup> ed., W.W. Norton & Company, 2018. ISBN: 0393631672
  - In order to receive access to all materials, I encourage you to buy the text new or as an ebook. You can purchase the ebook either at the bookstore or through the [publisher's site](#).
- Strunk Jr., William and E.B. White. *Elements of Style*. Pearson, 1999. ISBN: 9780205309023

Required course materials are available at the Brazosport College bookstore, on campus or online at <http://www.brazosport.edu/bookstore>. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.

### Other Required Materials

- Other readings and material will be provided in our course D2L.
- D2L compatible browser (Chrome and Firefox work best).
- Reliable high-speed internet access.
- Computer with microphone and webcam for virtual office hours and conferences.
- An active and current BC email.
- A word processing program such as Microsoft Office, which BC provides for free through their Microsoft 365 subscription (contact the IT Helpdesk @[helpdesk@brazosport.edu](mailto:helpdesk@brazosport.edu) or 979-230-3266 if you need help setting it up)

## Online Classroom Policies

### “Classroom” Environment

- EN 1301 will expose you to new, different, and even uncomfortable material as part of the learning process. Please be mindful of your fellow students' experiences. Learning to grow as a thinker, reader, and writer is hard. Be kind to yourself, your peers, and your instructor (i.e. use appropriately respectful language). Failure to do so may result in a 0 on the offending assignment and a referral to the Dean of Student Services.
- In order to succeed in this course, you will need to read or view an assignment's associated reading/video prior to completing the assignment.
- Email exchanges should be formal respectful missives. Begin with a formal salutation, end with your name, course and section number. Inappropriate or disrespectful language may result in the sender facing disciplinary action. One of our first readings and assignments provides instruction on how to craft a professional email. Please, use this as a template for all course correspondence.
- I strive to respond to weekday emails within 24hrs. If you do not receive a response within 24hrs, please email again.

### Attendance

- This course does not have a face-to-face component; thus, attendance will be calculated based on regular, timely, and complete submission of assignments. Failure to submit 2+ weeks' worth of work may result in an “administrative withdrawal” for excessive absences.

- There are 3 mandatory conferences over the course of the semester. You will select a time (via Doodlepoll) to meet with me (via Zoom) to discuss an outline for one of the major paper assignments in the class. Previous students have referred to these conferences as “gold” or the most helpful part of my courses. Failure to submit an outline prior to your conference qualifies as an absence for the conference and a 0 on the assignment. Failure to participate in a conference will result in an outline receiving half credit if it was submitted prior to the conference.
- According to US higher education standards, for every credit hour a course requires, students will have at least 3 hours of preparatory or responsive work to complete. That comes out to approximately 135+ hours of work per semester for a 3-credit hour course. Please plan appropriately.

### Late Submissions and Make-up Policy

- Late papers will be docked a 1/3 of a letter grade with an additional 1/3 of a letter grade per 24hrs late.
- With the exception of papers (literacy narrative, report, research paper, & portfolio), I do not accept late outlines, drafts, peer reviews, or other assignments.
- I cannot accept any graded papers or assignments by email. They must be submitted to the appropriate space in our D2L site.
- All assignments must be submitted as a .doc, .docx, or PDF file. If I cannot open the submitted file, it will receive a 0. Googledocs must be downloaded and saved in an appropriate format prior to submission.
- Given proper notice, I will try my best to accommodate any emergencies that arise during the term. The sooner you tell me of a conflict, the more options I have to help you.

## Assessment

### Assignments, Word Counts, Grade Distribution\*

- Literary Analysis Paper, 750-1000 words, 20%
- Report Paper, 1000-1250 words, 20%
- Research Paper, 1250-1500 words, 20%
- Portfolio + Reflection Letter (750-1000 words), 20%
- Outlines, Draft 1s, & Peer Reviews, 5%
- Other Assignments (2 lowest grades will be dropped), 15%
  - Syllabus Quiz
  - Discussions
  - Assignments

### Grading Policy†

(A+) 100-97; (B+) 89-87; (C+) 79-77; (D+) 69-67

(A) 96-93; (B) 86-83; (C) 76-73; (D) 66-63

(A-) 92-90; (B-) 82-80; (C-) 72-70; (D-) 62-60

---

\* Note: For paper instructions, each module will have a prompt & rubric in D2L. For other smaller assignments, each assignment will have detailed instructions & rubrics in D2L.

† Note: Department policy requires that a student pass major papers (literacy narrative, expose, research paper, and portfolio) with a 70% or higher.

## Course Schedule

Week/Assignment	Day	Readings/Submissions
<b>I</b> <b>Writing Sample</b> <b>Email &amp; Literacy</b> <b>Narrative</b> <b>(Module 1)</b>	8/24-8/30	<p><u>Readings: Introduction</u></p> <p>1:1 Phillip Kolin, selection from "Writing Routine Business Correspondence - email," D2L  1:2 Stephen King, "Write or Die," D2L  1:2 Amy Tan, "Mother Tongue," D2L  1:2 <i>They Say / I Say (TS/IS)</i>, Ch. 13, "Entering Online Conversations," pp. 166-175</p> <p><u>Submissions</u></p> <p>1:1 Syllabus Quiz, 8/30 @10p.m.  1:1 Writing Sample Email, 8/30 @10p.m.  1:1-2 Discussion #1, 8/27 &amp; 8/30 @10p.m.  1:1-2 Assignment #1, 8/30 @10p.m.</p>
<b>II</b>	8/31-9/6	<p><u>Readings: Description, Narration, &amp; Topic Sentences</u></p> <p>1:3 <i>Norton Field Guide to Writing (NFG)</i>, Ch. 40 &amp; 43, "Describing," &amp; "Narrating," D2L  1:4 Sample Student Essay #1, "Tea with Mrs. Pearson," D2L  1:4 Sample Student Essay #2, "Mrs. Nesselrode," D2L</p> <p><u>Submissions</u></p> <p>1:3-4 Assignment #2, 9/6 @10p.m.  1:4 Discussion #2, 9/3 &amp; 9/6 @10p.m.  1:5 Outline: Literacy Narrative, 9/6 @10p.m.</p>
<b>III</b>	9/8-9/13 & Labor Day!	<p><u>Conferences (via Zoom)</u></p> <p>Sign-up via <a href="#">Doodle</a></p> <p><u>Submissions</u></p> <p>1:6 Draft #1: Literacy Narrative, 9/13 @10p.m.</p>
<b>IV</b>	9/14-9/20	<p><u>Readings: Peer &amp; Self-Review</u></p> <p>1:8 William Strunk Jr. &amp; E.B. White, Ch. 2 "Elementary Principles of Composition," <i>Elements of Style</i>, pp. 15-33</p> <p><u>Submissions</u></p> <p>1:7 Peer Review: Literacy Narrative, 9/17 @10p.m.  1:8 Self-Review: Literacy Narrative, 9/20 @10p.m.  1:9 Draft #2, 9/20 @10p.m.</p>
<b>V</b> <b>Expose (Module 2)</b>	9/21-9/27	<p><u>Readings: Objectivity &amp; Summarizing</u></p> <p>2:11 <i>TS/IS</i>, Ch. 1, "Starting with What Others Are Saying," pp. 19-29  2:12 Ian Parker, "Killing Animals at the Zoo," D2L  2:12 <i>TS/IS</i>, Ch. 2, "The Art of Summarizing," pp. 30-41</p> <p><u>Submissions</u></p> <p>2:11-12 Assignment #3, 9/27 @10p.m.</p>

		2:13 Discussion #3, 9/24 & 9/27 @10p.m.
VI	9/28-10/4	<p><u>Readings: Analysis &amp; Quotations</u></p> <p>2:14 Laura Carroll, "Backpacks and Briefcases," D2L</p> <p>2:15 Library Resources Video</p> <p>2:16 <i>TS/IS</i>, Ch. 3, "The Art of Quoting," pp. 42-52</p> <p><u>Submissions</u></p> <p>2:14 Assignment #4, 10/4 @10p.m.</p> <p>2:15 Discussion #4, 10/1 &amp; 10/4 @10p.m.</p> <p>2:16 Assignment #5, 10/4 @10p.m.</p>
VII	10/5-10/11	<p><u>Readings: Credibility, Introductions, &amp; Conclusions</u></p> <p>2:17 Chuck Phillips, "Who Killed Tupac Shakur?," D2L</p> <p>2:18 <i>OWL Purdue</i>, "Annotated Bibliographies," D2L</p> <p>2:18 <i>TS/IS</i>, Ch. 7, "Saying Why It Matters," pp. 91-99</p> <p><u>Submissions</u></p> <p>2:17-18 Assignment #6, 10/11 @10p.m.</p> <p>2:18 Outline w/annotated bibliography: Expose, 10/11 @10p.m.</p>
VIII	10/12-10/18	<p><u>Conferences (via Zoom)</u></p> <p>Sign-up via <a href="#">Doodle</a></p> <p><u>Submissions</u></p> <p>2:19 Draft #1: Expose, 10/18 @p.m.</p>
IX	10/19-10/25	<p><u>Readings: Peer Review &amp; Self-Review</u></p> <p>2:21 Strunk, Jr. &amp; White, Ch. 1, "Elementary Rules of Usage," &amp; selections from Ch. 3, "A Few Matters of Form," pp. 1-14, 36-38</p> <p><u>Submissions</u></p> <p>2:20 Peer Review: Expose, 10/22 @10p.m.</p> <p>2:21 Self-Review: Expose, 10/25 @10p.m.</p> <p>2:22 Draft #2: Expose, 10/25 @10p.m.</p>
X Research Paper (Module 3)	10/26-11/1	<p><u>Readings: Debunked Science</u></p> <p>3:24 Jan Bondeson, "The Riddle of the Basilisk," D2L</p> <p><u>Submissions</u></p> <p>3:24 Assignment #7, 11/1 @1p.m.</p> <p>3:24 Discussion #5, 10/29 &amp; 11/1 @1p.m.</p>
XI	11/2-11/8	<p><u>Readings: Transitions &amp; Organization</u></p> <p>3:25 Sample Student Essay, "The Lasting Impacts of the Black Death," D2L</p> <p>3:25 Sample Student Essay, "The 'Problem' with Women," D2L</p> <p>3:25 <i>TS/IS</i>, Ch. 8, "Connecting the Parts," pp. 101-114</p> <p><u>Submissions</u></p> <p>3:25 Assignment #8, 11/8 @10p.m.</p> <p>3:25 Discussion #6, 11/8 @10p.m.</p>

		3:26 Outline w/annotated bibliography: Research Paper, 11/8 @10p.m.
XII	11/9-11/15	<u>Conferences (via Zoom)</u> Sign-up via <a href="#">Doodle</a> <u>Submissions</u> 3:27 Draft #1: Research Paper, 11/15 @10p.m.
XIII	11/16-11/22	<u>Readings: Peer Review &amp; Self-Review</u> 3:29 Strunk, Jr. & White, Ch. 5, "An Approach to Style," pp. 66-81 <u>Submissions</u> 3:28 Peer Review: Research Paper, 11/19 @10p.m. 3:29 Self-Review: Research Paper, 11/22 @10p.m. 3:30 Draft #2: Research Paper, 11/22 @10p.m.
XIV	11/23-11/24 & Thanksgiving!	<u>Readings: Revision Portfolio &amp; Reflection Letters</u> 4:32 Sample Portfolio Letters 4:32 Phillip Kolin, selection from "Writing Letters: Some Basics for Audiences Worldwide," D2L <u>Submissions</u> 4:32 Discussion #7, 11/24@10p.m.
XV Reflection Letter/Portfolio (Module 4)	11/30-12/6	<u>Readings: Revisions</u> 4:33 TS/IS, Ch. 11, "Using the Templates to Revise," pp. 141-161 <u>Submissions</u> 4:33 Assignment #9, 12/6 @10p.m. 4:34 Discussion #8, 12/3 & 12/6 @10p.m.
XVI	12/8 Finals	<u>Readings</u> None <u>Submissions</u> 4:35 Portfolio, 12/8 @10p.m.

## Brazosport College Writing Center (BC WC)

### Consultations

The Brazosport College Writing Center (BC WC) can help you with any writing, speaking, or reading assignment for this class and others. The BC WC offers one-on-one sessions with a trained, professional writing consultant through a synchronous, online tutoring platform. BC WC Consultants will work with you in real-time to help you understand your reading, brainstorm topics for an assignment, develop ideas, maintain your focus, establish a clear structure, and so much more. You may schedule an appointment for a face-to-face or online session by visiting the [Schedule an Appointment](#) page.

We offer two modalities for online sessions:

- **Online Tutoring-Writing** is our normal Whiteboard session, which is best for folks who prefer text-based chat. Whiteboard sessions are ideal for getting feedback on a draft.

- **Online Tutoring-ZOOM** is our Zoom-assisted session, which is best for folks who prefer speech to text. Zoom sessions are ideal for brainstorming, reading, and speech sessions.

Online appointment hours are 8am-8pm MTWR and 8am-12pm on Friday. All sessions are 50 minutes long, and they can be scheduled up to two hours in advance. This means, you can schedule a couple weeks ahead of time or on the same day, provided we have consultants available.

## College Policies

### Academic Misconduct

Academic dishonesty violates the policies of this course and the Student Code of Conduct. Brazosport College assumes students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct, including academic honesty. The principle of academic honesty is that all work presented by you is yours alone, and original for the class. Academic honesty includes, but is not limited to, cheating, plagiarism and collusion. It is YOUR responsibility to make sure you understand how cheating is defined. Refer to the Brazosport College Student Guide for more information (available online at <http://www.brazosport.edu/> and by clicking on “CURRENT STUDENTS” and selecting “CATALOGS & SCHEDULES”).

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication. Offending materials will receive a 0 and sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

### Title IX Statement

Brazosport College faculty and staff are committed to supporting students and upholding the College District’s non-discrimination policy. Under Title IX and Brazosport College’s policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If you experience an incident of discrimination, we encourage you to report it. While you may talk to a faculty or staff member at BC, please understand that they are “Responsible Employees” and must report what you tell them to college officials. You can also contact the Title IX Coordinator directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at [www.brazosport.edu/sexualmisconduct](http://www.brazosport.edu/sexualmisconduct).

Kelli Forde Spiers, Director, Student Life and Title IX Coordinator  
Office J-117D; 979-230-3355; [kelli.fordespiers@brazosport.edu](mailto:kelli.fordespiers@brazosport.edu)  
Mareille Rolon, HR Coordinator and Deputy Title IX Coordinator  
Office C-114; 979-230-3303; [mareille.rolon@brazosport.edu](mailto:mareille.rolon@brazosport.edu)

### Special Needs and Accessibility

BC is committed to quality education and to providing equal educational opportunities to every student. BC offers services for individuals with special needs and capabilities. Contact Phil Robertson, ADA Coordinator (Email: [Phil.Robertson@brazosport.edu](mailto:Phil.Robertson@brazosport.edu) | Call: 979-230-3236) for additional information.

- [Steps to Apply for Disability Services at Brazosport College](#)
- **Brightspace** (formally known as D2L), our Learning Management System provides tools which are compliant and easy to navigate and understand using assistive technologies and devices that support their needs. To learn more about Desire2Learn’s commitment to accessibility



visit their [Accessibility Commitment](#) page as well as their [Accessibility Resource Center](#) for both faculty and students.

- **Bongo** is used in our online courses for Virtual Classrooms (live presentations) and Video Assignments. The YouSeeU interface is screen reader friendly and has a high contrast user interface, visit their [Accessibility](#) page for additional information.
- **Zoom** may also be used in online courses. Visit [Zoom Accessibility Features](#) for more information.

## Student Privacy

Brazosport College is committed to providing services and support to meet your needs and achieve your educational goals. We are equally committed to protecting your privacy.

For information regarding the confidentiality of student records please view the [Brazosport College Distant Learning Student Privacy Statement](#). For additional information related to Student Privacy contact the Registrar (979-230-3010).

## Withdrawals

Withdrawal from a course is, first and foremost, the student's responsibility. An instructor may process an "administrative withdrawal" on a student for excessive absences.

*However, it is the student's responsibility to ensure, prior to the deadline for withdrawal, that he/she has been officially withdrawn.* Because you stop attending a class, does not mean that you have officially withdrawn from the class.

## Copyright Policy

The [Digital Millennium Copyright Act \(DMCA\)](#) updates copyright law for the online (digital) environment. All information posted within the Virtual Campus is copyrighted under this and previous copyright law. No material can be used or redistributed without permission from Brazosport College.

[Alternative legal sources are available](#) for use by faculty and students including books, music, and movies. There is also [our campus library](#) which has a variety of existing licensed and subscription based materials for use. Go to [CopyRight@BC](#) for additional information and resources dealing with copyright, practices, and procedures.

## Student Conduct Statement

Students are expected to be aware of and follow the Brazosport College Student Code of Conduct. Students have violated the Code if they "fail to comply with any lawful directions, verbal or written, of any official at BC." Lawful directions include precautions and requirements taken to prevent the spread of COVID-19 at Brazosport College. Students who do not follow safety requirements, including the wearing of a mask, may be removed from class by their instructor and referred to the Dean of Student Services.

## Campus Closure Statement

Brazosport College is committed to the health and safety of all students, staff, and faculty and adheres to all federal and state guidelines. The College intends to stay open for the duration of the semester and provide access to classes and support services on campus in the safest way possible. The College will also comply with lawful orders given by applicable authorities, including the Governor of Texas, up to and including campus closure. It is possible that on campus activities may be moved online and/or postpone if such orders are given.



## Student Support

### Help Desk

- [Chat with a Helpdesk representative](#)
- [helpdesk@brazosport.edu](mailto:helpdesk@brazosport.edu)
- 979-230-3366
- [Helpdesk website](#)
- Campus Location: K.100

### Online Tutors

- Video (Writing): [Scheduling an Online Session](#)
- Video (Writing): [Attending an Online Session](#)

### Online Academic Advisor

- [Chat with an Academic Advisor](#)
- 979-230-3238 or contact the department secretary at 979-230-3237
- [Online Counseling Services](#) website
- Campus Location: E-Wing

### Learning Services

- [Chat live with a Learning Service Representative](#)
- 979-230-3253
- [Learning Services website](#)
- Campus Location: [view map](#)

### Library

- [Chat live with a Librarian](#)
- 979-230-3310
- [Library website](#)
- Campus Location: F.134

### Campus Bookstore

- [Bookstore website](#)
- 979-230-3410
- Campus Location: [view map](#)

### Distance Learning

- [Virtual Campus Manuals & Tutorials](#)
- [Success Tips](#)
- [Student Guide & Calendar](#) website
- [Online Course Tools Tour](#) RSVP form
- [Distance Learning website](#)
- 979-230-3436

Additional [support service information](#), including Virtual Campus Accessibility information is detailed on the Distance Learning website.

## Course Disclaimer

### Changes

Every attempt is made to provide a complete syllabus that provides an accurate overview of the courses. However, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester. This may depend, in part, on the progress, needs and experiences of the students.