

TOHONO O'ODHAM COMMUNITY COLLEGE



Syllabus: *WRT 101, Writing I*

Course Information

Course Prefix/Number: WRT 101, Section 3	Credit Hours: 3
Semester: Summer 2 2020	Course Title: Writing I
Class Days/Times: Online	Campus: Online

Instructor Information:	Phone/Voice Mail: (520) 360-5044
Name: Dr. Anthony Osborn	E-mail: aosborn@tocc.edu
	Office hours: As arranged

Course Description:

The course will cover the principles and practices of writing, and it includes writing college-level essays, review of basic writing skills, and written works. Furthermore, Writing 101 will also focus on narrative/descriptive, expository, and persuasive writing. It will be offered in modules using the Canvas Learning Management System.

Student Learning Outcomes (SLOs) :

After completion of the course, students will be able to:

1. Develop ideas about a topic for the purpose of writing, organizing, selecting, and relating ideas, and develop them in coherent paragraphs and essays.
2. Use a variety of writing styles for different audiences, and improve writing by correcting errors, restricting, and rewriting.
3. Write essays and other works to include drafts, journals, and in-class writing.

TOHONO O'ODHAM COMMUNITY COLLEGE

Course Structure:

This class will use an informal format using asynchronous (non-live) that emphasizes class participation and both individual and group work.

Class participation and attendance are very crucial for academic success. My expectation is you will sign in daily to document your attendance.

Course Schedule:

- Module 1 – Writing styles
- Module 2 – Descriptive Writing
- Module 3 – Expository Writing
- Module 4 – Narrative Writing
- Module 5 – Persuasive Writing

Texts and Materials:

- All text related materials will be provided in each module by the instructor.
- **Online Text:**
The OWL at Purdue
<http://owl.english.purdue.edu/owl/resource/557/01/>
(This is an online handbook that will teach you MLA [Modern Languages Association] format for college writing. You can also look up punctuation, grammar, writing process ideas, and other useful information such as citing secondary sources. You can also use this resource for *any* class you take that requires writing.)

Policies and Expectations:

- **Academic Honesty**

I encourage you to talk to each other about the readings and ideas brought up in class. *However, in all assignments to be graded as individual work you are expected to do your own written work.* It is best to express the ideas you use in your own words.

In the case of both individual work, words or ideas that come from someplace or someone else must be cited: “A good rule of thumb is this: Whenever you consciously borrow any important element from someone else, any sentence, any colorful phrase or original term, any plan or idea—say so, either in a footnote, bibliography, or parenthesis” (from “Academic Honesty in the Writing of Essays and Other Papers,” Carleton College, 1990).

TOHONO O'ODHAM COMMUNITY COLLEGE

Indeed, **plagiarism** is defined as “taking another person’s ideas or work and presenting them as your own” and “is especially intolerable in academic culture. Just as taking someone else’s property constitutes physical theft, taking credit for someone else’s ideas constitutes intellectual theft” (*Your College Experience: Strategies for Success*, 162). Furthermore, as the Tohono O’odham Community College *Student Handbook*, Academic Year 2010-2012, states, “Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor” (26). Again, certainly, secondary sources used in any of your essays must be cited, and those sources must also actively engage with your essay’s subject.

Any instance of plagiarism is unacceptable and is grounds for an automatic failing grade. Indeed, “Submitting a paper you purchased from an Internet source or from an individual will cause you to miss out on the discovery and skill development that research assignments are meant to teach” (*Your College Experience: Strategies for Success*, 207).

Search engines (and other computer software in Turnitin, for example) can easily detect instances of plagiarism in submitted work, so please do not plagiarize.

- **Incompletes**

I=Generally, in order to be considered for an Incomplete, you must successfully pass and complete over 75% of the coursework with a “C” grade average or better, and then submit a written request to substantiate the “I” grade.

Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete **only if all three of the following conditions are met:**

1. The student must be in compliance with the attendance policy.
2. There must be an unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a “C” grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance.

Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an “F” if the agreed upon work, as stipulated on the written form signed by the instructor and the student when the “I” grade is awarded, is not completed.

The incomplete, however, is awarded at the sole discretion of the instructor, and each case is judged on individual merit and extenuating circumstance(s), but the request must meet all three requirements above.

Note: You must state the circumstances of your request and why you feel you qualify for an

TOHONO O'ODHAM COMMUNITY COLLEGE

Incomplete. Students, indeed, are responsible for requesting an incomplete grade from the instructor in a timely manner.

If a student is awarded an "I," it is the student's primary responsibility to maintain communication with the course professor for any further requirements for completion of coursework. For any awarded "I" grade, a "Learning Agreement" form will need to be completed which will stipulate specific time frames for when work will need to be submitted.

For further clarification of the "I" grade, please refer to the current Tohono O'odham Community College Catalog that is officially in use.

- **Withdrawals**

W=If you have not completed your coursework in a timely manner, you may be withdrawn from the course at the discretion of the instructor.

If you miss **four or more class meetings** without a valid excuse and without communicating with the instructor (e.g., e-mail message), you will be withdrawn, and a "W" or "Y" will be recorded. Students, indeed, are responsible for contacting the course professor in a timely manner regarding any absences.

Again, please do not schedule outside appointments that conflict with the class meeting times and days.

If there is, however, an extenuating circumstance(s) that prevents class meeting attendance, please communicate with the course instructor about your particular situation as soon as possible.

- **Americans with Disabilities Act (ADA) Compliance**

Tohono O'odham Community College strives to comply with the provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. If you have a learning problem, physical disability, or medical illness that requires you to have any special arrangements, *please inform the course professor as soon as possible.*

- **Title IX**

Tohono O'odham Community College faculty and all staff are dedicated to creating a safe and supportive campus. Title IX and our school policy prohibit discrimination on the basis of sex- this includes the following: sexual misconduct; harassment; stalking; domestic and dating violence; and, sexual assault.

Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced any form of sexual misconduct to talk about their experience and seek the support they need.

Confidential support and academic advocacy can be found with:

TOHONO O'ODHAM COMMUNITY COLLEGE

Naomi Tom
Dean of Student Services

- **Cultural/Religious Observance & Accommodations**

The college recognizes the importance of the religious and Native American cultural observances and practices of its students unless it will result in undue hardship for college programs. *At least two weeks before the religious observance, students must submit to the course professor a written statement that contains the date of the observance.* Absences for religious and cultural observance and practices do not count in the number of absences allowed by a course professor.

- **General Classroom Behavior**

In the spirit of *T-Pi:k Elida* (“Our Deepest Respect”), students should behave and speak in a mutually respectful, mature, and courteous manner when addressing each other as well as the course professor. Indeed, the classroom experience and environment should encourage positive feelings and thoughts for academic success. Because of this, any disruption of the lecture and usual classroom activities will not be tolerated.

In addition, during class lecture and other activities, students must turn off cellular telephones and other electronic devices. Text messaging is forbidden during the entire class meeting time.

Note: Computer laptops, computer tablets, MP3 players, iPads, and iPods are not to be used during the entire class meeting time. Please do not listen to music while class is in session. Again, all electronic devices are not permitted during the entire allotted class meeting time unless permitted verbally by the course instructor for class meeting-related work only. Before an electronic device is used, permission from the course instructor must be granted, and the device must be used for course-related work only.

- **Email College Account and Communication:**

Please strive daily to check your Tohono O'odham Community College (TOCC) assigned email account. The college conducts most of its business through email communication. Indeed, important information, announcements, weather-related college closure announcements, grade progress reports throughout the semester, etc., are communicated through your college-assigned email account. If you are having difficulty accessing your email account, please contact the appropriate TOCC staff member to support your obtaining email account access.

- **Coursework Submission:**

Please submit your assignments through Canvas by the due date.

- **Strive to Maintain Keys to Academic Success*:**

Participation: Come to class and stay involved. Participate in class discussions and activities, so you can develop your writing skills.

TOHONO O'ODHAM COMMUNITY COLLEGE

Self-discipline: Don't miss any of the deadlines. Give yourself plenty of time to do your studying and assignments. Set aside specific times each day and each week to read, reflect, and complete your assignments. Don't wait until the last possible moment to complete your assignment. Start your work early. Having trouble? Please contact me. I'm here for you.

Habits of Mind are ways of approaching learning that are both intellectual and practical and will support student success. They were developed by the Council of Writing Program Administrators, National Council of Teachers of English, and the National Writing Project.

- **Curiosity** – the desire to know more about the world.
- **Openness** – the willingness to consider new ways of being and thinking in the world.
- **Engagement** – a sense of investment and involvement in learning.
- **Creativity** – the ability to use novel approaches for generating, investigating, and representing ideas.
- **Persistence** – the ability to sustain interest in and attention to short- and long-term projects.
- **Responsibility** – the ability to take ownership of one's actions and understand the consequences of those actions for oneself and others.
- **Flexibility** – the ability to adapt to situations, expectations, or demands.
- **Metacognition** – the ability to reflect on one's own thinking and use what one learns from reflection on one writing project to improve writing on subsequent projects.

(*Courtesy of and adapted from Shawn Hellman, Ph.D.)

General Course Outline: See the sequence of Modules in Canvas

NOTICE OF DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.

PLEASE NOTE: Timelines and assignments are an approximation; the instructor may change due dates and assignments as needed because of unforeseen circumstances due to class progress, interests, unexpected college closures, instructor absence, etc. You will be notified of any changes as they occur. Furthermore, because of unforeseen circumstances, any changes in due dates for essays, curricular adjustments, etc., should not be construed as a lessening of academic responsibility and/or rigor. Indeed, academic rigor is not synonymous with rigidity.

TOHONO O'ODHAM COMMUNITY COLLEGE