



Syllabus: Writing 1 (WRT 101-2)

Course Information

Course Title: Writing 1
Course Prefix/Number: WRT 101-2
Semester: Summer 2022
Class Days/Times: Meets asynchronously
May 23 – July 18 2022
Credit Hours: 3

Instructor Information

Name: Anthony Osborn
Phone/Voice Mail: 520-360-5044
E-mail: aosborn@tocc.edu
Office location: online
Office hours: As Arranged

Course Description

Principles and practices of writing. Includes writing college-level essays, review of basic writing skills, and written works. Also includes narrative/descriptive, expository, and persuasive writing. May be offered in modules.

Student Learning Outcomes

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, restructuring, and rewriting.
3. Write essays and other works.

Course Structure

This class will employ an informal format using asynchronous (non-live) learning opportunities. Each week will have a module that contains an introduction, a PowerPoint presentation that has my lecture recorded as part of the presentation. You will also be given various assignments

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ranging from readings, exercises/worksheets, and other activities focused on the writing process. You will submit your assignments through the Canvas site which will be provided in each module.

Class participation and attendance are very crucial for academic success. My expectation is you will sign-in to Canvas at least once a week to access/download your assignments and document your attendance.

Course Learning Materials and Textbook Information

A Writer's Guide to Mindful Reading (provided by the instructor)

Various instructor provided readings, worksheets and assignments.

Course Outline and Important Dates

Module	TOPIC	READING/ASSIGNMENT	Outcome
1 May 23-29	Review course intro/Getting Started content	<ul style="list-style-type: none"> Complete Getting Started Assignment 	1, 2, 3
2 May 30 – June 5	Writing and Revising Academic Projects Working with Sources	<ul style="list-style-type: none"> A Writer's Guide to Mindful Reading, Chapters 1 and 2 Quiz Grammar and Mechanics Parts of Speech 	1, 2, 3
3 June 6 – 12	Writing Paragraphs How to Write an Essay Conducting online research	<ul style="list-style-type: none"> A Writer's Guide to Mindful Reading, Chapter 4 Chapter 4 Quiz Types of Paragraphs Worksheet Paragraphs Prompts Worksheet Annotated Bibliography 	1, 2, 3
4 June 13-19	Descriptive Essay	<ul style="list-style-type: none"> Descriptive Writing Prompt Descriptive Essay Outline Descriptive Essay 	1, 2, 3
5 June 20-26	Expository Essay	<ul style="list-style-type: none"> Expository Essay Worksheet Expository Essay Outline Expository Essay Final 	1, 2, 3
6 June 27 – July 3	Narrative Essay	<ul style="list-style-type: none"> Narrative Writing Prompts Narrative Essay Outline Narrative Essay Final 	1, 2, 3

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7 July 4 – July 10	Persuasive Essay	<ul style="list-style-type: none"> ● Tools of Persuasion Worksheet ● Persuasive Essay Outline ● Persuasive Essay Final 	1, 2, 3
8 July 11 – July 18	Class Wrap-up	Final	1, 2, 3

Evaluations and Grading & Assignments:

- 90 and above is an A
- 80 - 89 is a B
- 70 - 79 is a C
- 60 - 69 is a D
- Under 60 is Failing

Your grade will be determined by the following:

- Course participation
- Assignment completion
- Response to feedback
- Class attendance

Himdag Cultural Component

Himdag Cultural Component: the students will reflect on the *T-Sa:san/Himdag* throughout the semester and write about their understanding of cultural aspects in the Academic Response Journal. Tohono O’odham traditions and cultural beliefs will be discussed as relevant to course topics, and only as appropriate to the Tohono O’odham Nation’s traditional standards for sharing information as determined by the Himdag Committee.

Policies and Expectations**Attendance Policy**

You will be expected to attend class weekly. Your attendance will be monitored by you signing into Canvas. It is important that you complete your assignments in the order that they are given because many of them build upon previous assignments. If you do not sign in to the Canvas module for our class, I will contact you. It is important that we communicate if you are having trouble participating in the asynchronous instructional setting.

Incomplete Policy

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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. While completing the course the student was in "good standing" (i.e. had a grade of "C" or better and had good attendance).
2. The student must have unavoidable circumstance that would prohibit the student from completing the course. If the reason for not completing course was COVID related (ex. student contracted COVID, student had to care for someone with COVID or had to take on major care taking roles, had change in job, etc.) The student must have completed 50% of the course. (Note: Students who have emergencies before 50% of the course is complete should withdraw "W" from the course).
3. For the incomplete the Instructor must develop a plan with student and obtain permission from the student to grant an Incomplete. The student has until the end of the end of the ninth week of Fall 2022 to complete the incomplete.

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.

Instructor Withdrawals

Students who have missed four consecutive classes (or the equivalent), not submitted any assignments nor taken any quizzes by the 45th day census report, due on [date of 45th day found in Academic Calendar on TOCC website] are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion.

Student Withdrawals

Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by [withdrawal deadline date found in Academic Calendar on TOCC website] if you do not expect to complete the class, otherwise you may receive an "F" grade.

Special Withdrawals (Y) Grade

The "Y" grade is an administrative withdrawal given at the instructor's option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. "Y" grades are discouraged since they often affect students negatively. Your instructor will not award a "Y" grade without a strong reason.

Equal Access Statement/Disability Accommodations

Tohono O'odham Community College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations, and guidelines with respect to providing reasonable accommodations as required to ensure an

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equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their disability, and being approved for services through the Disability Resources Office (DRO). It is the student's responsibility to make known to their instructor(s) the student's specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

For more information or to request academic accommodations, please contact: Anthony Osborn, TOCC Disabilities Resource Coordinator, aosborn@tocc.edu, or 520-383-0033 for additional information and assistance.

Title IX

Tohono O'odham Community College encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed or being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced or witnessed 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: Student Services Title IX Coordinator/Counselor, Alberta Espinoza, M.Ed. located in I-We:mta Ki: Room 18. Phone 520-383-0033 email: aespinoza@tocc.edu

Conduct: Bias, Bullying, Discrimination and Harassment

Tohono O'odham Community College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated.

Academic Integrity:

Violations of scholastic ethics are considered serious offenses by Tohono O'odham Community College, the Student Services Department, and by your instructor. Students may consult the TOCC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure. Copies are available at Tohono O'odham Community College.

All work done for this class must be your own, or the original work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. You may use work from books and other materials if it is properly cited. Copying from a book without proper reference or from a person under any circumstances will result in an "F" for the assignment, and at the instructor's discretion, possibly an "F" for the course. If you are uncertain about proper citations ask your instructor or the librarian.

Course Feedback:

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All assignments will be graded and returned to the students promptly, typically within a week after the assignment is closed for handing in. Email and phone messages will be returned within two days. A student or the instructor may request a student conference at any time during the semester. Quarterly grade reports will be provided to each student, either in person, by email or via the electronic system of Canvas.

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.
