



Peru State College
ENG 10049X - ELEMENTS OF COMPOSITION
Syllabus –Spring 2012

Instructor: Kristin Farris

Office: Jindra Fine Arts - 134

Office Hours: By appointment

Home Telephone: 402-274-3636

If there is no answer, please leave a detailed message with your name, phone number, and the best time to return your call.

Email Address: kfarris@peru.edu

This is the fastest way to contact me, since I check my email regularly.

Course Meets: On-line

Required Textbooks:

English Essentials, John Langan, **2nd Edition**

Smashed, Koren Zailckas

Required Software: Microsoft Word

Course Description & Objectives

The objectives of this English 100 class are: to increase student knowledge of proper English grammar and punctuation; to enhance the application of proper English grammar and punctuation in college-level writing; to create a greater ability in the student to understand and interpret assigned readings; and to prepare the student for English 101 and beyond.

☞ Freshman English Composition is presently divided into weeks. As the course progresses, I may update the schedule to reflect the course progression.

Given the nature of an on-line class, you often work very much on your own; and while you have the opportunity to fulfill assignments pretty much at your own pace/schedule, you must still meet class schedules. Thus, while you have the freedom to do your work pretty much at any hour that fits your schedule, you must complete work by the assigned dates, with which you will be furnished.

Expectations & Instructional Approach

Reading: You will be expected to have read the assigned material for each week and to have thought about these selections carefully and thoroughly. A Quick Check Exam may be given to evaluate your comprehension of the reading material and/or test your skills of a grammar lesson assigned for the week.

Grammar, Usage, and Punctuation Assignments: You will have weekly assignments covering grammar and writing skills that are essential to all

“Speaking”: Each week we will discuss the reading assigned. This is a time when I expect everyone to participate. The Discussion Board forum is probably one of the most exciting components of the course, for it is *the* place to be “seen” and heard when taking an online class! You must post one original answer to the weekly prompt by 11:55 p.m. Thursday of the week assigned, and reply to two other students by 11:55 p.m. Sunday of the week of the assigned.

Note: You cannot pass this course if you do not participate in a majority of the weekly discussions. Missing any discussion will likely hurt your grade, so it's to your advantage to participate in all of them.

Quick Check Exams- A Quick Check Exam may be given to evaluate your comprehension of the reading material and/or test your skills of a grammar lesson assigned for the week.

Writing: You will be writing three essays of 2.5-3 pages in length. Some essays will allow you a choice of topics on which to write. Grading rubrics will be provided for each essay assigned, so the requirements and expectations for each essay will clearly be communicated.

Assessment Methods and Student Requirements:

Your final grade will be determined on a total of 500 points:

Introductory Post - 10 points

Discussion Board - 80 points

English Essentials Tests - 100 points

Quick-Check Exams- 160 pts.

Essays - 150 pts.

Grading Policy:

A 90-100

B+ 85-89

B 80-84

C+ 75-79

C 70-74

D+ 65-69

D 60-64

F 59-0

Late Assignment Policy:

This course, which essentially covers a semester's worth of knowledge, is going to move quickly; it is imperative you make the commitment to stay on schedule and complete each week's work on time. As you are given ample time to complete each week's discussion board assignments, I will not accept late work at the discussion board. The discussion board is designed for interactive discussion for students. You are unable to experience this part of the course when participating within the discussion board through late posts.

Regarding essays: I will accept late essays **ONLY WITH PRIOR PERMISSION FROM ME**. You must contact me by e-mail or telephone to let me know your situation, and that communication must be made at least 12 hours prior to the due date/time of the essay due. I can accept late work up to 48 hours after the posted due date/time. Note, though, that you will receive one letter grade deduction for each 24-hour period you are late, and a half-grade deduction for each 12-hour period you are late.

If given permission to have a late submission of an assignment, you will need to submit the late work to my Oakmail inbox (kfarris@.peru.edu), as the assignment links will be closed after the due date has passed. No late submissions of the final essay will be accepted--NO EXCEPTIONS!

All assignments will appear in the "Assignments" section. Take the time to read all the files for each week in the "Course Documents" section and be sure check periodically with the "Announcements" section to keep informed about course developments.

The instructor reserves the right to modify any aspect of the course syllabus or content. Any modifications will be communicated to students in advance.

College's Incomplete Coursework Policy

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

College's Academic Integrity Policy

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are

expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend for two semesters students found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

Title IX Compliance Notice

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).