



**Class:** ENGL 1301 Composition I

**Instructor:** Wendy Esch

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**Telephone:** (806) 716-2446

**Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday
2:15 – 3:15 p.m.	1:00 – 3:00 p.m.	2:15 – 3:15 p.m.	1:00 -- 3:00 p.m.	9:00 – 11:00 p.m.

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### Course Description

This course is an intensive study and practice of the composition process from invention and researching to drafting, revising, and editing, both individually and collaboratively. The curriculum includes the teaching of effective rhetorical modes as well as audience, purpose, arrangement, style, and collateral readings. The instructional focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

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### Core Curriculum Objectives

This course will address the following core curriculum competencies:

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

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### Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Write essays that exhibit logic, unity, development, and coherence.
3. Develop ideas with appropriate support and attribution.
4. Write appropriately for audience and purpose.
5. Read, reflect, and respond critically to a variety of texts.
6. Use American English, with an emphasis on correct grammar, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.
7. Write a minimum of six 500-word essays.

## Required Supplies

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The following are the requirements for this course. You will need to purchase them immediately and consult them frequently as you complete coursework.

- Spiral notebook for notetaking
- Writing utensils
- **Face mask**

## Ebook/Textbook Access

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The textbook (ebook) required for this course will be provided to you in class. **You do not need to purchase any book/code from the bookstore.**

### COLLEGE WRITING SKILLS

**Author:** LANGAN

**Edition:** 10TH 18

**Published Date:** 2018

**ISBN:** 2818560440758



### How to access your Ebook and MindTap assignments/ Registration

1. The first time that you click on the MindTap assignment in Blackboard, you will be required to register your account.
2. I will walk you through the registration process during class.

## Software Requirements

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You are required to have access to the following technologies:

- High-speed Internet connection
- **Internet Browser:** Blackboard is designed to work best with the **Mozilla Firefox or Chrome** browser. Blackboard experts do not recommend using Internet Explorer 8 or 9 because some users experience browser related problems with Blackboard when using Internet Explorer 8 or 9. Visit this website for a free download of the Mozilla Firefox browser: <http://www.mozilla.org/en-US/firefox/new/> Mac users may use either Firefox or Safari--both seem to work well with Blackboard.
- Blackboard account and Mindtap account – Provided with this course.
- **Access your FREE Microsoft Office 365: Word and PowerPoint:**
  - As a member of the SPC community, you have free access to Office 365.
  - Office 365 provides online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. Microsoft is continuously adding new applications as well.
  - You can use Office 365 online or install it on your PC, Mac, or mobile device.
  - To access Office 365, go to <https://www.office.com/GetOffice365> and click the link "Find out if You're Eligible."
  - Complete the registration process with your SPC email address (your Blackboard [username@southplainscollege.edu](mailto:username@southplainscollege.edu)), create a new password, and wait for your online account to be provisioned. This takes a few minutes the first time you log in.

## Communication

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### **You can reach me in several ways:**

1. Email me at [wesch@southplainscollege.edu](mailto:wesch@southplainscollege.edu)
2. Send me a message with your cell phone in Remind.

3. Call my office at 806-716-2446 and leave a message.
4. Drop by during my office hours.  
I return emails, texts, and calls within 24 hours.

**Ways that I will communicate with you:**

1. **South Plains College email** (This is the official communication path for this course). Plan to check it every day.
2. **Remind text alerts** - I will text announcements about assignment deadlines, instructor absence, and/or class location changes. (We will set that up in class during the first week of the semester.)
  - <https://www.remind.com/join/mweng930>
3. **Announcements in your Blackboard class.**

**Attendance and Participation Policy**

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- To be successful in this course, you must attend consistently and punctually and participate fully.
- Students who have not submitted an assignment for three weeks and/or are not passing the class with a 60 or higher may risk being dropped from the course.
- Be advised – I will accept late work for a week past the due date, but there will be a significant deduction associated with all late assignments. If you are absent, you are still required to complete the assigned work by the indicated due date to receive full credit. Please note that Small Group Workshop and Peer Editing are activity assignments that will not be accepted late.
- If a person believes he/she has been exposed to COVID-19 or tests positive, they will report to their Instructor and Health Services, DeEtte Edens, BSN, RN at 806-716-2376 OR <mailto:dedens@southplainscollege.edu> for quarantine guidance.
- Please notify me when you are going to be out of town for a school-sponsored event. I will let you work ahead so that you don't miss any deadlines.

**Grading Policy**

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Final grades will be assigned based on the following percentages:

Essay Assignments	
Essay	40%
Essay Work	15%
MindTap & Daily Work	30%
Journal	10%
Final Exam	5%
<b>Total</b>	<b>100%</b>

**GRADE TOTAL**

A (Superior):	90-100
B (Good):	80-89
C (Acceptable):	70-79
D (Poor):	60-69
F (Unacceptable):	0-59

**It is up to you to monitor your average and course progress.** If at any time you feel that you need to discuss your course progress with me, it is your responsibility to contact me to meet. You can find your current average via the 'Gradebook' link in Blackboard.

## **Reading Assignments and Video Lectures**

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Mandatory, assigned reading is required for this course; you may also be required to watch recorded video lectures. Reading and video lecture assignments can be found on the course calendar in Blackboard.

## **Announcements**

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Any information sent-out via announcements in emails, via REMIND, or posted as an announcement on the course website is important and is, accordingly, an extension of assignment requirements and syllabus policies. Students must read all announcements and will be held responsible for any information posted in the announcements.

## **Essays**

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You will be required to submit three rough drafts and three final essays. There will be several steps to complete for each essay. The first step is the completion of a rough draft. The second is participation in a revision workshop. The third is the submission of a revised final draft of your essay. If you do not submit a rough draft on the due date, which will be the Sunday before the workshop week, you will not be allowed to participate, which will result in a zero for the grade. Due dates can be found on the course calendar, and specific assignment details can be found in the module folders in Blackboard.

## **MindTap / Daily Coursework**

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Throughout the semester, you will be required to complete several online MindTap exercises, quizzes, and daily assignments. Availability and due dates are available on the course calendar. In addition to covering the content presented in the assigned chapters, MindTap exercises will help you review your grammar and help you think about the writing process. When averaged together, these assignments are worth 30% of your final grade, so the completion of your daily assignments is crucial.

## **Journals**

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You will be required to complete journal entries in Blackboard over an array of topics. This assignment helps hone your writing skills and creativity. Entries will be graded on participation, interest, and length rather than grammar. When averaged together, these assignments are worth 10% of your final grade, so the completion of these fun assignments can really benefit your overall average.

## **Post Course Exam**

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A final exam will be given at the end of the course. Students will be exempt from this final if they meet the guidelines outlined here.

1. Students with a grade of an "A" or "B" the week before final exams, will be EXEMPT from taking it.
2. The students must also have submitted all three essays.

## **Grading Time Frames**

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I grade all work as efficiently and quickly as possible. When your assignments are evaluated, you will have them back; please do not inquire as to whether or not your papers are graded.

## **In-Class Computer, Cell Phone, Headphones, Ear Buds, and Tablets**

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Creating an environment free of distractions for all students is essential for the learning process. I ask you to respect your classmates and me by observing the following policies regarding electronic devices:

1. Keep cell phones on silent mode or powered off (not on vibrate mode\*) and stored out of your sight during class. Texting or other use of cell phones is not allowed in class. If you are always on your phone during class, I will ask you to leave the classroom for the day, and you will be counted absent
2. Wearing headphones and earbuds is not permitted during lecture time but is allowed on lab writing days.
3. Personal laptops and tablets can be used during writing/lab days.

## **Due Dates**

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Due dates are posted on the course calendar and are firm. Any written assignment submitted past the due date will receive an automatic deduction in points after the first 24 hours. Late assignments must be turned in within seven days of the due date to receive partial credit. After seven days, your papers will not be accepted, and you will receive a zero for the assignment. If there are excusable circumstances which might justify an extension on the task, arrangements must be made with your Instructor.

Please turn your work in on time, so your overall grade does not suffer from late deductions.

*Due times are **midnight** on the date listed on the calendar.*

Although I may post reminders about assignment due dates, it is ultimately your responsibility to keep up with these dates on your syllabus calendar.

## **Assignment Submission**

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**I cannot accept any assignment via email, for any reason. All files must be submitted via the assignment tool in the Blackboard modules.**

As an online student, you assume responsibility for your technology. I suggest three things:

1. Have a backup plan in place from day one, just in case your technology fails.
2. After submitting an assignment, return to the assignment submission before the due date or check your SPC email for submission acknowledgment to verify it's been submitted correctly. If it's not submitted properly by the due date, you will not receive credit for it, regardless of whether you thought the paper had been sent.
3. Don't wait until the last minute to submit assignments. If you have trouble, but no one is available to help you, you will incur the late deduction associated with late assignments.
4. Additionally, all files must be submitted as .docx documents (Microsoft Word). Other file formats such as .gdoc, .pages, .odt, .rtf, or .txt files will not work with Turnitin. **If you are writing your essay on Google Docs, you will need to download the paper to your computer in Microsoft Word format before submitting it to Turnitin.**

*Please contact the Computer Help Desk at (806)716-2600 or Blackboard Help at (806)716-2180 with any problems related to technology. Remember, you are responsible for making sure your work has been submitted properly.*

## **Style Guide**

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We will use the MLA formatting and documentation in this course. Specific rules regarding this style guide can be found in Blackboard. All documents you submit should be formatted using MLA standards, and all citations you write, whether in-text or on a References page, should follow MLA guidelines for citation.

## Academic Integrity

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"Offering the work of another as one's own, without proper acknowledgment, is plagiarism" and will not be tolerated (*General Catalog* 23). Furthermore, cheating will not be tolerated (see *General Catalog* 23). You must do your own work on paragraphs and homework. Submitting portions of or complete papers downloaded from the internet, for example, is plagiarism. Allowing someone else to revise your writing is plagiarism. Submitting a paper written for another class is cheating. Depending on the nature and the severity of the problem, a student who cheats or plagiarizes may receive penalties ranging from a zero for the assignment to an "F" in the course. Extreme cases may result in disciplinary action up to and including expulsion from South Plains College.

**\*\*Do not, under any circumstances, turn in another student's work as your own. Do not, under any circumstances, give your work to anyone else to turn in as their own. Do not copy and paste from the Internet. All of these situations are representative of academic dishonesty and will be treated as such.\*\***

**Disclaimer:** Because we will use Blackboard to conduct a portion of this class, please note that the materials you may be accessing in chat rooms, bulletin boards, or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution's rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information, or opinions expressed in these forums.

## Note to Students with Disabilities

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Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. Following federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2529.

If you have a disability-related need for reasonable academic adjustments in this course, make an appointment with me ASAP to privately discuss your specific accommodations. If you need immediate accommodations or physical access, please arrange to meet with the Disability Services Office before the next class meeting.

## Diversity Statement

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In this course, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is but also model society as it should be and can be.

## Writing Center - CM112

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We have free writing help on each campus in our Writing Centers. The Levelland campus Writing Center is housed in the Communication building Room CM112. Because this is a writing class, I highly recommend that you take advantage of the free tutoring available here. The tutors are only available during select times throughout the day, so be sure to run by there to check the schedule. The Writing Center is also equipped with computers and a printer if you need to print out an assignment. It also houses cozy couches if you have a few minutes between classes to relax.

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## Basic Needs

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Students who face challenges securing their food and believe this may affect their performance in the course are urged to contact the SPC Food Pantry (806-716-2236, PE Complex) for support. Furthermore, please notify the professor if you are comfortable doing so. Your first step will enable her to provide any resources that she may possess.

## Student Code of Conduct

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Any successful learning experience requires mutual respect on the part of the student and the Instructor. Neither the Instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. **Student conduct which disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.**

Since you are college students, I expect you to conduct yourselves professionally:

1. Show respect—for yourself, your classmates, and for me.
2. **If you are late to class, tell me at the end of class that you were late, or you will remain marked absent.**
3. Bring your supplies to class daily.
4. Try to take care of personal needs before and after class.
5. Avoid using tobacco in class.
6. Avoid profanity.
7. Disruptive/Offensive/Threatening/Abusive Behavior—You will be asked to stop or leave the classroom and may be dropped from the course.
8. Treat the computers with respect by not marking on the equipment (monitors, keyboards, etc.) and not changing the default settings. Accessing the internet, email, computer games, etc. during class is not permitted unless I have directed you to do so. Do not download programs or apps to computers. Accessing pornographic sites is not allowed.

\*Students who do not comply with the above will be dropped from the course.

## Pregnancy Accommodations Statement

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If you are pregnant or have given birth within six months, Under Title IX, you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the Instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email [cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

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**Please Note: The Instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester. Continued enrollment by the student in the course indicates that the student agrees and will abide by all policies outlined in this syllabus by the Instructor.**

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## Class Schedule – ENGL 1301 Fall 2020

This schedule serves to outline the material/subject matter we will cover in class. All major assignments will be accompanied by instructions detailing specific requirements and due dates via your Instructor and/or Blackboard.

*Any written assignment submitted past the due date will receive an automatic deduction in points after the first 24 hours. Late assignments must be turned in within seven days of the due date to receive partial credit.*

*Assignments submitted more than 7 days past the deadline may receive a zero for the assignment unless there are excusable circumstances which might justify an extension on the assignment, arrangements must be made with your Instructor.*

Please note that if there are readings or assignments due on a specific date, you need to be working on them and have them completed *before* they are due on the schedule. You are responsible for all outside work and assignment submission.

*All MindTap assignments are to be completed by due dates, as indicated by the schedule.*

### ENGL 1301 Course Schedule Overview

<u>Week</u>	<u>IN CLASS</u>	<u>OUTSIDE OF CLASS</u> <u>(In Blackboard)</u>
<u>Week 1 - Welcome</u>	<ul style="list-style-type: none"> <li>• Review the Syllabus and Calendar</li> <li>• Sign up for Mindtap</li> </ul>	<ul style="list-style-type: none"> <li>• Mindtap Welcome Video– Student to Student: Tips on Using MindTap</li> </ul>
<u>Week 2</u>	<ul style="list-style-type: none"> <li>• Introduce Journaling</li> <li>• <i>Plagiarism Lecture</i></li> </ul>	<ul style="list-style-type: none"> <li>• Complete the following assignments in Mindtap:               <ul style="list-style-type: none"> <li>○ Problem Set on Planning</li> <li>○ Organizing Your Essay</li> </ul> </li> </ul>
<u>Week 3 – Labor Day</u>	<ul style="list-style-type: none"> <li>• <i>Steps to Writing Lecture</i></li> <li>• Begin/Complete "I Love" Assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Begin/Complete "I Love" Assignment</li> <li>• Review Chapter 1: Intro to Writing in your ebook</li> <li>• Review Chapter 2: The Writing Process in your ebook</li> <li>• Review Essay 1 Topic List</li> <li>• Complete the following assignments in Mindtap:               <ul style="list-style-type: none"> <li>○ Writing Thesis Statements</li> <li>○ Developing a Subject into a Thesis</li> </ul> </li> </ul>
<u>Week 4</u>	<ul style="list-style-type: none"> <li>• Journal entry</li> <li>• <i>Essay 1 - Descriptive Essay Lecture</i></li> <li>• <u>Select and Submit Essay 1 Topic in Blackboard Due Sept 17</u></li> </ul>	<ul style="list-style-type: none"> <li>• Review Chapter 8: Description in your ebook.</li> <li>• Complete the following assignments in Mindtap:               <ul style="list-style-type: none"> <li>○ Writing Introductions and Conclusions</li> <li>○ Problem Set on Drafting</li> </ul> </li> </ul>
<u>Week 5</u>	<ul style="list-style-type: none"> <li>• Journal entry</li> <li>• Lab Day- Continue work on Essay 1 Rough Draft</li> <li>• <u>Complete and Submit Essay 1 Rough Draft in Blackboard - Due Sept 27</u></li> </ul>	<ul style="list-style-type: none"> <li>• Continue work on Essay 1 Rough Draft</li> <li>• Complete the following assignments in Mindtap:               <ul style="list-style-type: none"> <li>○ Problem Set on Revising</li> <li>○ Problem Set on Paragraphs</li> </ul> </li> </ul>
<u>Week 6</u>	<ul style="list-style-type: none"> <li>• Essay 1 Peer Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Essay 1 Workshop</li> </ul>

	<ul style="list-style-type: none"> <li>• Revise your own Essay 1 Rough Draft after Workshop.</li> </ul>	<ul style="list-style-type: none"> <li>• Review Chapter 6: Four Bases for Revising Essays in your ebook.</li> <li>• Revise your own Essay 1 Rough Draft after Workshop.</li> <li>• Complete the following assignments in Mindtap: <ul style="list-style-type: none"> <li>○ Writing Unified Paragraphs</li> <li>○ Revising Sentence Fragments</li> </ul> </li> </ul>
<b><u>Week 7</u></b>	<ul style="list-style-type: none"> <li>• Journal entry</li> <li>• <i>Essay 2 - Argument Essay/ Library Database Lecture</i></li> <li>• <b><u>Revise and Submit Essay 1 Final Draft -- Due Oct 5</u></b></li> <li>• <b><u>Complete Mindtap Module 1 Due Oct 5</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• Select Essay 2 Topic</li> <li>• Review Chapter 16 Argument in your ebook.</li> <li>• Review Chapter 17 Information Literacy in your ebook.</li> <li>• Begin creating Works Cited page – (3 sources required)</li> <li>• Complete the following assignments in Mindtap: <ul style="list-style-type: none"> <li>○ Revising Run-ons &amp; Comma Splices</li> <li>○ Choosing Appropriate Language</li> <li>○ Developing an Argument</li> </ul> </li> </ul>
<b><u>Week 8</u></b>	<ul style="list-style-type: none"> <li>• Journal entry</li> <li>• <b>Argument Essay Lecture Part 2</b></li> <li>• Begin Essay brainstorming / researching sources / writing essay</li> <li>• <b><u>Select and Submit Essay 2 Topic in Blackboard - Due Oct 15</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• Continue work on Essay 2 Rough Draft and Works Cited page</li> <li>• Begin Essay brainstorming / researching sources / writing essay</li> <li>• Review Chapter 19 Writing a Source-Based Essay in your ebook</li> <li>• Complete the following assignments in Mindtap: <ul style="list-style-type: none"> <li>○ Problem Set on Critical Thinking and Argumentation</li> <li>○ Using Research in Argument</li> <li>○ Problem Set on Finding and Evaluating Sources</li> </ul> </li> </ul>
<b><u>Week 9</u></b>	<ul style="list-style-type: none"> <li>• Journal entry</li> <li>• Lab Day- Continue work on Essay 2 and Works Cited page</li> </ul>	<ul style="list-style-type: none"> <li>• Continue work on Essay 2 Rough Draft and Works Cited page</li> <li>• Complete the following assignments in Mindtap: <ul style="list-style-type: none"> <li>○ Problem Set on Taking Notes and Avoiding Plagiarism</li> <li>○ Problem Set on Organizing &amp; Writing Research</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Problem Set on Quotation Marks</li> </ul>
<b><u>Week 10</u></b>	<ul style="list-style-type: none"> <li>• Journal entry</li> <li>• <b>Works Cited Overview Lecture</b></li> <li>• <b><u>Complete and Submit Essay 2 Works Cited page in Blackboard Due Oct 29</u></b></li> <li>• <b><u>Complete and Submit Essay 2 Rough Draft in Blackboard - Due Nov 1</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• Continue work on Essay 2 and Works Cited page</li> <li>• Complete the following assignments in Mindtap: <ul style="list-style-type: none"> <li>○ Embedding Quotations in Your Sentences</li> <li>○ Introducing Quotations with Signal Phrases</li> </ul> </li> </ul>
<b><u>Week 11</u></b>	<ul style="list-style-type: none"> <li>• Essay 2 Peer Workshop</li> <li>• Revise your own Essay 2 Rough Draft after Workshop.</li> </ul>	<ul style="list-style-type: none"> <li>• Essay 2 Peer Workshop</li> <li>• Revise your own Essay 2 Rough Draft after Workshop.</li> <li>• Complete the following assignments in Mindtap: <ul style="list-style-type: none"> <li>○ Citing Quotations</li> <li>○ Problem Set on MLA Style</li> </ul> </li> </ul>
<b><u>Week 12</u></b>	<ul style="list-style-type: none"> <li>• Journal entry</li> <li>• <i>Essay 3 - Compare/Contrast Essay Lecture</i></li> <li>• <b><u>Revise and Submit Essay 2 Final Draft in Blackboard -Due Nov 9</u></b></li> <li>• <b><u>Complete Mindtap Module 2 Due Nov 9<sup>th</sup></u></b></li> </ul>	<ul style="list-style-type: none"> <li>• Select Essay 3 Topic</li> <li>• Review Chapter 13: Compare/Contrast Essay in your ebook.</li> <li>• Continue work on Essay 3.</li> <li>• Complete the following assignments in Mindtap: <ul style="list-style-type: none"> <li>○ Writing Coherent Paragraphs</li> <li>○ Making Subjects and Verbs Agree</li> </ul> </li> </ul>
<b><u>Week 13</u></b>  <b><u>Week 13</u></b>	<ul style="list-style-type: none"> <li>• Journal entry</li> <li>• Lab Day - Continue work on Essay 3</li> <li>• <b><u>Select and Submit Essay 3 Topic in Blackboard - Due Nov 19</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• Continue work on Essay 3</li> <li>• Complete the following assignments in Mindtap: <ul style="list-style-type: none"> <li>○ Understanding Sound Alike and Look Alike Words</li> <li>○ Using Commas</li> </ul> </li> </ul>
<b><u>Week 14 – Thanksgiving</u></b>	<ul style="list-style-type: none"> <li>• Essay 3 Peer Workshop</li> <li>• Revise your own Essay 3 Rough Draft after Workshop.</li> </ul>	<ul style="list-style-type: none"> <li>• Essay 3 Peer Workshop</li> <li>• Revise your own Essay 3 Rough Draft after Workshop.</li> </ul>
<b><u>Week 15</u></b>	<ul style="list-style-type: none"> <li>• Review for Final</li> </ul>	<ul style="list-style-type: none"> <li>• Study for Final</li> </ul>

	<ul style="list-style-type: none"> <li>• <b><u>Revise and Submit Essay 3 Final Draft in Blackboard- Due Nov 30</u></b></li> <li>• <b><u>Complete Mindtap Module 3 Assignments – Due Dec 4</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• Complete the following assignments in Mindtap: <ul style="list-style-type: none"> <li>○ Problem Set on Sentence Variety</li> <li>○ Problem Set on Diction</li> </ul> </li> </ul>
<b><u>Week 16</u></b>	<ul style="list-style-type: none"> <li>• Finals Week</li> </ul>	<ul style="list-style-type: none"> <li>• Finals Week</li> </ul>

Please note: There will be in-class daily assignments. If you miss class, check Blackboard or with me for missed assignments.

### ESSAY MODULE SCHEDULE

#### Module 1- Descriptive Essay

Sept 7 – Oct 5

#### Module 1 Reading/Review

Review the following in your ebook before beginning your Mindtap assignments and Essay.

Chapter 1: Intro to Writing

Chapter 2: The Writing Process

#### Mindtap Assignments - Module 1

Complete the following assignments in Blackboard.

Problem Set on Planning

Organizing Your Essay

Writing Thesis Statements

Developing a Subject into a Thesis

Choosing Appropriate Language

Chapter 3: The First/Second Steps in Essay Writing

Chapter 4: The Third Step in Essay Writing

Chapter 5: The Fourth Step in Essay Writing

Chapter 6: Four Bases for Revising Essays

Chapter 8: Description

Writing Introductions and Conclusions

Problem Set on Drafting

Problem Set on Revising

Problem Set on Paragraphs

Writing Unified Paragraphs

Revising Sentence Fragments

Revising Run-ons & Comma Splices

#### Assignment Schedule for Module 1

Essay 1 Topic Submission	Due Sept 17
Essay Lab Days	Sept 21 - 24
Essay 1 Descriptive Rough Draft	Due Sept 27
Essay 1 Revision Workshop	Sept 28 – Oct 1
Mindtap Module 1	Due Oct. 5
<i>Essay 1 Final Draft</i>	<i>Due Oct 5</i>

#### Module 2 – Argumentative Essay

Oct 5 – Nov 9

#### Module 2 Reading

Review the following in your ebook before beginning your Mindtap assignments and Essay.

Chapter 16 Argument

Chapter 17 Information Literacy

Chapter 18 Summarizing and Paraphrasing

Chapter 19 Writing a Source-Based Essay

Chapter 20 Writing a Research Essay

#### Mindtap Assignments - Module 2

Complete the following assignments in Blackboard.

Developing an Argument

Problem Set on Critical Thinking and Argumentation

Using Research in Argument

Problem Set on Finding and Evaluating Sources

**Problem Set on Taking Notes and Avoiding Plagiarism**  
**Problem Set on Organizing & Writing Research**  
**Problem Set on Quotation Marks**

**Embedding Quotations in Your Sentences**  
**Introducing Quotations with Signal Phrases**  
**Citing Quotations**  
**Problem Set on MLA Style**

**Assignment Schedule for Module 2**

Essay 2 Topic Submission	Due Oct 15
Essay Lab	Oct 19 - 29
Works Cited	Oct 29
Essay 2 Argument Rough Draft	Due Nov 1
Essay 2 Revision Workshop	Nov 2 - 5
Module 2 MindTap Assignments	Due Nov 9
<i>Essay 2 Final Draft</i>	<i>Due Nov 9</i>

**Module 3 – Compare/Contrast Essay Nov 9 – Dec 4**

**Module 3 Reading**

**Review the following in your ebook before beginning your Mindtap assignments and Essay.**  
**Chapter 13: Compare/Contrast Essay**  
**Chapter 36: Commas**  
**Chapter 37: Commonly Confused Words**

**Mindtap Assignments - Module 3**

**Complete the following assignments in Blackboard.**  
**Writing Coherent Paragraphs**  
**Making Subjects and Verbs Agree**  
**Understanding Sound Alike and Look Alike Words**  
**Using Commas**  
**Problem Set on Sentence Variety**  
**Problem Set on Diction**  
**Problem Set on Commas**  
**Varying Sentence Structure**

**Assignment Schedule for Module 3**

Essay 3 Topic Submission	Due Nov 19
Essay Lab	Nov 16 - 19
Essay 2 Comparison - Contrast Rough Draft	Nov 22
Revision Workshop	Nov 23 – 26
Module 3 MindTap Assignments	Due Dec 4
<i>Essay 3 Final Draft</i>	Due Nov 30

***Final Exam.....FINAL EXAM WEEK -- DECEMBER 7 - 10***  
**REMEMBER -- All final drafts are due by 11:59 PM (Midnight) on the due date listed.**