I. Course Number and Instructor Information:

Course: English 1301 Expository English Composition
Instructor: Diane Duncan
Office Hours: By appointment, by phone, and via Blackboard E-Mail
Home Phone: 525-3172 call or text

II. Texts:


Other Required Materials and Helpful Links:

Reliable Internet connection and access to a computer is required for this course.
Blackboard Login Page: https://online.epcc.edu/
Thesaurus: http://www.thesaurus.com/
Blackboard Helpdesk: https://epcc.edu/DistanceEd/Pages/StudentOnlineSupport.aspx
Online EPCC Library Databases: http://epcc.libguides.com/onlinedatabases
Purdue Owl Writing Lab: https://owl.english.purdue.edu/owl/resource/747/01/

Objectives: Upon successful completion of this course, the student will be able to develop effective essays through analysis and critical response to various texts; organize, revise, and use proper grammar; and demonstrate basic library research skills.

III. Course Requirements:

*Essays:* Each essay is worth 14% of your grade. The final draft of each essay is to be typed, double spaced, and in proper MLA format. Each essay should be at least 700 words in length. With your final draft you must also show evidence of peer revision. If there is no evidence of peer revision with your final draft, your maximum grade for the assignment will be a 70. Your lowest essay grade, with the exception of the final argumentation essay, will be dropped. Essays are to be submitted via Blackboard on or before the due date.

*Netiquette:* Students are required to conduct themselves in a friendly and professional manner at all times when communicating to each other or with the instructor via e-mail, in online forums, or via instant messaging.

*Online Class Skill Requirements:* Students should have the ability to use word processing programs, upload and download papers, use email, discussion boards, and the ability to read and follow detailed written instructions, manage time wisely, and meet assignment deadlines.

*Online Discussion:* You will be required to post at least two entries per week in the Discussion Forum. You will discuss and respond to the chapters and stories you have been assigned to read.

*Grading Scheme:*

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 - 100%</td>
<td>A</td>
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<tr>
<td>80 - 89%</td>
<td>B</td>
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<tr>
<td>70 - 79%</td>
<td>C</td>
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<tr>
<td>60 - 69%</td>
<td>D</td>
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<tr>
<td>59% or below</td>
<td>F</td>
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<table>
<thead>
<tr>
<th>Course Assignments</th>
<th>Overall percentage of course grade</th>
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<tbody>
<tr>
<td>4 Essays (14% ea.) &amp; 1 Research Project (14%)</td>
<td>70 %</td>
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IV. Instructor’s Policies:

Online Participation and Study Habits: Students are required to have reliable Internet connection and access to a computer and to log into the course a minimum of three (3) times per calendar week. Students are expected to actively participate in the online course and check their Blackboard e-mail and Announcement link each time they log in to the course. When a student’s absence from the online course adversely affects the student’s success in meeting the course objectives, the instructor may drop the student. If a student wishes to avoid a punitive grade, it is the student’s responsibility to officially withdraw from the class by the deadline for dropping with a W. The instructor reserves the right to drop a student or assign an incomplete grade in cases of non-participation.

Course Set Up: All students will begin on the main Course Content page where they will find links to the syllabus, course lectures, grammar site, evaluation rubrics, and peer review instructions. All other navigation tools including e-mail access are found on the left side of the page. Students are to print the syllabus and addendum and calendar. Detail instructions on weekly readings and assignments are found in the calendar. Follow the calendar daily and you will always know what to accomplish that day.

Late Work: Late work will not be accepted. Assignments are due by the posted due date. Failure to submit work on or before the due date will result in a zero and you will not be given an opportunity to make-up or redo the assignment. Make-up quizzes and exams will be given at the instructor’s discretion.

Plagiarism is not permitted. Be sure your work is expressed in your own words. Borrowing from others will result in an “F” for the assignment and further disciplinary action. All essays will be uploaded into Safe Assign automatically upon submission. It is the student’s responsibility to ensure that all written work in properly documented before final submission.

Special Services:

EPCC offers services to persons with disabilities to promote success in classes. If you have a disability that may impact your work, it is your responsibility to go to the Center for Students with Disabilities (CSD) to request accommodations. Your needs will be discussed privately with the CSD counselor and then privately with me, your instructor. Disabilities covered include but are not limited to learning disabilities, hearing impairment, visual impairment, physical impairment, mental health, or a temporary impairment. The CSD office locations are:

- VV Room C112  831-2426
- TM Room 1400  831-5808
- RG Room 201B  831-4198
- NW Room M54  831-8815
- MDP Room A125  831-7024

V. Calendar
(The Calendar is subject to revision)

- **August 22**
  - Welcome to English 1301

Print your Syllabus and Addendum and calendar and place it in a folder or binder. Your reading assignments will come from your two primary texts, *The Norton Field Guide to Writing with Readings 3rd edition* and *A Writer’s Reference with Writing About Literature seventh edition*. I will label all *Writer’s Reference* readings with "WR" to distinguish between the two texts.

- Read Introductory Lecture

From the Course Content page, click on Course Lectures and then on Introductory Lecture. All course lectures will be found here.
• **August 23**  
  o Enrollment Verification  

  Send the instructor, me, an email verifying your enrollment by Sept. 2.

• **August 24**  
  o Class Introductions  

  Click on Discussions from the side bar menu under Course Tools. You will post an introduction of yourself, respond, and welcome others. This will be your first required post. You will need to contribute to the discussion forum at least twice per week throughout the semester.

• **August 25**  
  o Read The Writing Process lecture, CA1, and "Finding My Cancer Style"  

  In the Course Lectures link click on The Writing Process. Read, print, and follow the directions given there for class assignment 1 due Sept. 2. Also, read WR C1-C3, Norton pp. 3-44 and "Finding My Cancer Style" found at http://well.blogs.nytimes.com/2012/06/07/life-interrupted-finding-my-cancer-style/?_r=0  

  Use the story as a guide to help you write your own memoir. (Due Sept. 2)

• **August 31**  
  o Read Ch. 15 Memoirs pp. 183  

  After reading the chapter, write a 400-500-word personal memoir and upload it through the Assignments link, found under Course Tools menu to the left, by Sept. 2. This will be a short diagnostic essay which will be averaged in with your major essay grades.

• **September 2**  
  o Grammar 1 practice  

  Read WR B1 a-h pp. 309-316. Grammar assignments will be completed online through the Purdue Owl Writing Lab link: https://owl.english.purdue.edu/exercises/. For Grammar 1, you will complete all the exercises under “Grammar Exercises” (found on the left side of the screen). This is a non-graded assignment, but you will be responsible for knowing these rules.

  Grammar 1 should be completed by Sept. 9th.

  o Read Narration Lecture and complete CA 2  

  Read the narration lecture and "Literacy Behind Bars" found at http://l-adam-mekler.com/malcolmx.pdf  

  For Class Assignment 2, you will post your response to the story and respond to other posts in the Discussions link. You have seven days to post your response for credit. (Due Sept. 9) Also read WR L1 a-b in the "Writing About Literature" section for help with reading and responding to literature.

  o Class Assignment 1 (CA1) due  

  Upload both your letters through the assignments link under Course Tools.
- **Memoir due**
  
  Upload your memoir through the Assignments link in the Course Tools menu by midnight.

- **September 5**
  
  **EPCC Holiday**

- **September 6**
  
  - Read Planning and Drafting lecture
    
    From the Course Content page, click on Course Lectures and then on Planning and Drafting. Read carefully, print, and add to your folder or binder for future reference. Also read p. 299+ in your text.

- **September 7**
  
  - Read Profile Lecture, Ch 19 p. 223 and WR C3 a-c

    You will begin your first major paper...the profile. Read the instructions for this assignment in the lecture, which can be found in the course lectures link. The Profile is due Sept. 23 and should be at least 700 words in length. You will be required to participate in peer review for this paper. Check the peer review link in your Group Forum for your peer group and upload your rough draft by Sept. 20. Your Group forum can be found in the dropdown menu to the left of the screen. Click on Groups, find the group you are assigned to and get acquainted with your peer group.

- **September 9**
  
  - **CA 2 Final Day to Post**

    The discussion forum will close at midnight. Complete your final postings for credit.

  - **CA3 Read "F-16 Pilot Was Ready..." p. 224 and post response**

    Read the story and post your response in the discussion forum. Also, respond to at least two other postings for credit. Forum closes in seven days. (Due 9/15)

  - **Grammar 2: Read and complete exercises**

    Read WR G5 a-d and G6 a-d. From the Web Link, connect to the Purdue Online Writing Lab and complete all the exercises under "Sentence Structure." This is a non-graded assignment that should be completed within the next 7 days.

  - **Grammar 1 due**

    Complete the practice items by today and place this in a binder or folder for future reference.

- **September 12**
  
  - Conduct interviews for profile essay

    Conduct interviews for your profile essay and brainstorm this week

  - Continue discussing "F-16 Pilot...."

- **September 16**
  
  - **Grammar 3: Read WR S1 a-c and complete exercises**
Grammar assignments will be completed online through the Purdue Owl Writing Lab link: https://owl.english.purdue.edu/exercises/. For Grammar 3, you will complete all the exercises labeled “Basic Punctuation” under “Punctuation” (found on the left side of the screen). This is a non-graded assignment, but you will be responsible for knowing these rules. You have seven days to complete this assignment due Sept. 22.

- **Grammar 2 due**

  Complete the practice items by today and place this in a binder or folder for future reference.

- **CA 3 Final Day to Post**

  The discussion forum will close at midnight. Complete your final postings for credit.

- **CA4 Read "Living Simply in a Dumpster" p. 885 and post a response**

  Read the profile on Jeff Wilson and post your comments and comment on other posts. Use the questions at the end of the story to guide your discussion. The forum will close in seven days. (Due 9/23)

  - **September 19**
    - Continue discussing “Living Simply....”

  - **September 20**
    - Send your profile rough draft to your peer group

      From the Course Menu to the left, click on Groups. Once you enter the Groups forum, find the group you are assigned to. Then click on that group and then on Discussion. If you are the first to post your rough draft, create a thread titled “Profile.” Everyone will upload and post their rough draft under this thread. You will upload your rough draft to everyone in your group by midnight. Read the instructions in the Peer Review link found on the Course Content page. Remember peer review must be completed or there will be a 30% penalty.

  - **September 24**
    - Return reviewed drafts to owners by today

      Once you have reviewed and made comments on the drafts you have received, you will return their papers by today.

  - **September 23**
    - **Profile essay due today**

      Upload your profile essay through the Assignments link by midnight. From the Course Tools menu click on Assignments and then on the name of that assignment (Profile). Upload the profile.

    - **Grammar 3 due**

      Complete the practice items by today and place this in a binder or folder for future reference.

    - **CA 4 Final Day to Post**
The discussion forum will close at midnight. Complete your final postings for credit.

- Read Compare Contrast Literary Analysis Lecture. Essay due Oct. 7.

  Read the Compare Contrast lecture, WR L2 a-b, L3 a-b, L5 a-e and Ch. 38 p. 380; Ch. 48 p. 473; Ch. 49 p. 478; Ch. 11 p. 94 (Pay particular attention to the sample essay on page 791.)

- **CA5 Read "A Rose for Emily"** p. 803 and post a response

  Read the story and post your response in the discussion forum. The story will be found online at [http://xroads.virginia.edu/~DRBR/wf_rose.html](http://xroads.virginia.edu/~DRBR/wf_rose.html)

  Since your essay will deal with this story, we will be discussing all of the aspects related to the topic as well as others. The forum will close Oct. 7.

### September 30

- **Grammar 4: Read WR P6 a-g p.282 and complete exercises**

  Grammar assignments will be completed online through the Purdue Owl Writing Lab link: [https://owl.english.purdue.edu/exercises/](https://owl.english.purdue.edu/exercises/). For Grammar 4, you will complete all the remaining exercise labeled under “Punctuation” (found on the left side of the screen). This is a non-graded assignment, but you will be responsible for knowing these rules. You have seven days to complete this practice due Oct. 7.

### October 4

- Send drafts for peer review today

### October 6

- Return reviewed essays to owner today

### October 7

- **CC essay due today**

  Upload your essay in the assignments link by midnight

- Grammar 4 due today—complete the practice exercises by today and place in a binder or folder for future reference.

- CA5 Final Day to Post--The discussion forum will close at midnight. Complete your final postings for credit.

- Begin CA6 Classification and Division paragraph. Read the lecture and complete the assignment. Due Oct. 14

### October 10

- Read Ch. 42 “Explaining Processes“ and Process lecture

  Read the lecture on Process Writing and the Timed Essay and Ch 42 beginning on p. 414. Complete the Timed Essay Midterm by Oct. 21. This will count as an essay and as the Midterm Exam. To take the midterm, from the Course Tools menu click on the Assessments link and then on the Timed Process Essay. You will have 90 minutes to write, revise, and submit your essay.

### October 14

- **Grammar 5: Read WR S4 a-d and complete exercises**
Grammar assignments will be completed online through the Purdue Owl Writing Lab link: https://owl.english.purdue.edu/exercises/. For Grammar 3, you will complete all the exercises under “Sentence Style” (found on the left side of the screen). This is a non-graded assignment, but you will be responsible for knowing these rules. You have seven days to complete this practice due Oct. 21.

- CA6 due--Class/Division paragraph
  Upload the assignment in the Assignments link by midnight.

- **October 17**
  - Read Causal Analysis Lecture and Ch. 35
    Read Causal Analysis lecture and Ch. 35 p. 350. Begin Causal Analysis Essay (due Oct. 28)

- **October 21**
  - Grammar 5 due today—place your completed grammar practice in a binder or folder for future reference.
  - Timed Process Midterm must be completed by today
  - Grammar 6: complete exercises and quiz
    For this grammar practice, you will review MLA formatting and style at the Purdue Online Writing lab found at this link: https://owl.english.purdue.edu/owl/resource/747/01/
    Review the rules for citing the different sources on this page. You will use this information to complete CA7.
  - CA 7 MLA documentation
    Read MLA documentation lecture, Ch. p. 51 496, Ch. 52 p. 500, WR MLA-4 a-b, and complete the Works Cited assignment. Due Nov. 4.

- **October 25**
  - Send draft for peer review

- **October 27**
  - Return peer reviewed drafts to owners

- **October 28**
  - Causal Analysis due
    Upload your essay in the assignments link by midnight

- **October 31**
  - Continue working on CA7
  - Read Argumentation Lecture and Ch. 45, 46, 47, 48 p. 435+ & Ch. 36 p. 355
    Read the lecture, the chapters, and WR C1-d. Make sure you understand the pitfalls of Argumentation as explained in the WR A2 a-h and A3 a-c. Begin your research project. Your final project will be due on Dec. 2.
  - Begin writing your thesis and developing an informal outline (due Nov. 7). Read WR L2 and L2-b for sample outlines and thesis development strategies.
  - Read WR C5e, R1, and R2.
November 4
- CA7 MLA practice Works Cited page due
  Upload your mock work cited page through the assignments link by midnight.

November 7
- Thesis statement and informal outline due. Upload your thesis and informal outline into the Assignment link.
- Read WR R2 and R3. See WR page 470 for a sample Works Cited page. Begin your bibliography (a list of all of your sources). Keep track of all of your researched sources and list at least 5 sources on your bibliography page using proper MLA citation format--Due Nov. 23.

November 9
- CA8 Read "Anti-Intellectualism" and "Formal Outlines"
  Read "Anti-Intellectualism" p. 759 and WR C1-C3, and "Formal Outlines" p. 14. Post your response to the story in the discussion forum. Use the questions at the end of the story to guide your discussion. Discussion closes November 18. The Writer's Reference reading will help you organize your paper into a Formal Outline, which will be due on Nov. 18.

November 18
- Continue researching and documenting your sources
- CA 8 Final Day to Post
  The discussion forum will close at midnight. Complete your final postings for credit.
- Formal Outline due
  Upload your formal outline into the Assignment link today.

November 23
- Send your draft or peer review today
- Bibliography due
  Upload your bibliography (all of your sources) in proper MLA format into the Assignments link.

November 24
- EPCC Holiday

November 25
- EPCC Holiday

November 28
- Continue revising your essay this week.

December 2
- Research Project due today
Upload your research project through the Assignments link by midnight. Late papers will not be accepted. No exceptions!

- **December 5**
  - Discussion Forum closes today

  Participation grades will be finalized.