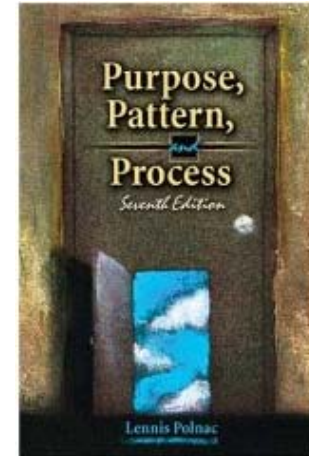


# Orientation for Buck's Comp I

# Materials

- Purchase the book:  
*Purpose, Pattern and Process* by Lennis Polnac  
(a used copy of 6, 7, or 8th edition will save you money and is fine)



- All other materials are found online via the Blackboard System



<http://acconline.austincc.edu>

# Read the 3 page syllabus (also available for printing on the web site)

**ENGLISH 1301** is a study of the principles of composition with emphasis on language, the mechanics of writing, types of discourse, and research and documentation.

## Course Objectives

The goals of **Composition I** are to promote

- critical thinking, reading, and writing;
- clear, coherent, confident, and effective communication;
- collaborative writing and learning.

## Course Outcomes

Upon completion of English 1301, students should be able to

- identify rhetorical purposes and methods of organization appropriate to topic, thesis, and audience;
- collect, read, analyze, and use information from a wide range of sources;
- write a coherent essay observing appropriate grammatical, mechanical, and stylistic conventions;
- evaluate, edit, and revise at all stages of the writing process.

## Requirements

All students in all sections must receive "Accepted" on 4 to 6 essays to be eligible to receive a Test Permit for taking the "C" test. Of these essays, one will be a research paper of at least 1000 words, and one will be a textual analysis. The research paper will use MLA style and will require a minimum of three sources, including at least two different types of sources. The remaining essays will achieve at least two of the following rhetorical aims: expressive, literary, referential, and persuasive. Together, all papers will comprise a minimum of 3500 words. In writing each essay, students will use one or more of the following methods of development: cause and effect, comparison/contrast, classification, definition, description, illustration, narration, process analysis, and evaluation. They will also complete *The Info Game*, <http://library.austincc.edu/infogame.htm>, an on-line information literacy program. Additional assignments are required for the grades of "B" and "A." Instructors may also assign readings, quizzes, multiple drafts, and other activities that affect final grades. Instructors will provide specific written guidelines for each assignment and may require part or all of at least one paper to be written under supervision.

**"Departmental" TEST:** The "Departmental" test will be taken under supervision in the Testing Center. Given a selection to read, you will write an interpretive essay of at least 750 words analyzing the selection. The "C" test will be evaluated "**ACCEPTED**" or "**RETEST**" only. If you do not pass on the first try, you may retest **twice**. Your essay must include a summary, analysis, and evaluation and must demonstrate the following:

- coherence, critical thinking, and an understanding of the selection's thesis, purpose(s), and method(s) of organization;
- adherence to stylistic, grammatical, and mechanical conventions.

# Syllabus p. 2

- "B" Requirement:** Write an essay according to guidelines provided by your instructor. Minimum length: 1000 words. Your instructor may provide an alternative assignment.
- "A" PAPER:** Following guidelines provided by your instructor, write an essay using two or more sources on a similar topic. Minimum length: 1000 words. MLA Documentation required.

Enrollment in ENGL 1302 requires credit for 1301, or its equivalent, with a least a grade of "C." Instructor will verify.

## Grading

Your final grade will be determined by the grade level you complete. Each paper will be marked "**ACCEPTED**," "**EDIT**," "**REVISE**," or "**REWRITE**." (You may submit only one paper at a time; when one is **ACCEPTED**, you may submit the next one.) In addition, compliance with your instructor's point system for deadlines and activities may determine your eligibility for a grade of "B" or "A."

**ACCEPTED:** the paper fulfills the objectives of the assignment and is relatively free of grammatical, spelling, and punctuation errors.

**REVISE:** the paper needs improvement in style, organization, or development.

**REWRITE:** the paper does not fulfill the objectives of the assignment.

***Note from Ms. Buck: All due dates are listed on our calendar. The Late Paper Policy is stated in the grading document. I will NOT drop you. If you have NOT finished at least Papers 1-4 and the Departmental Test by the date indicated on our calendar, DROP THE CLASS to avoid an F as a final grade.***

# Syllabus p. 3

## **Scholastic Dishonesty**

Acts prohibited by the College for which discipline may be administered include scholastic dishonesty (e.g., cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work). Academic work submitted by students shall be the result of their thought, research, or self-expression. Academic work is defined as (but not limited to) tests and quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations; and homework.

## **Student Freedom of Expression**

Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

## **Students with Disabilities**

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester.

# At ACC, we use Blackboard- an online, course management system

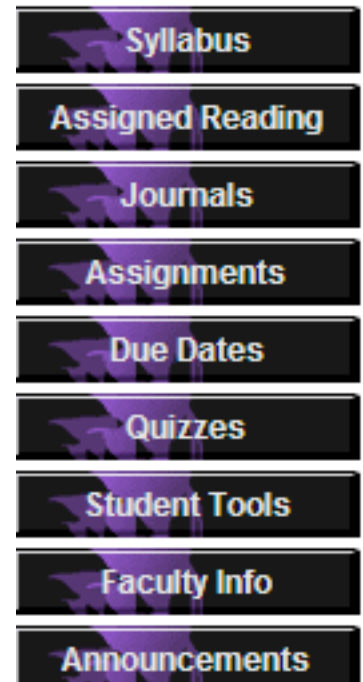
On the web go to :

<http://acconline.austincc.edu>

*Login to blackboard with eid and password.*

**Click on Comp I** and you will see a menu bar.

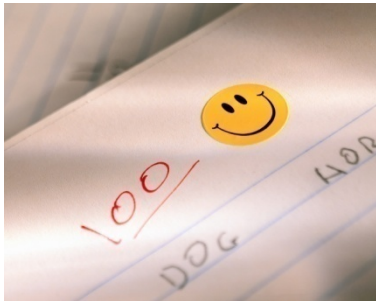
All links go to pages with more info. Buttons may be updated the first class day.





Assignments for each paper  
are due on or  
before the due date for the paper they  
relate to.

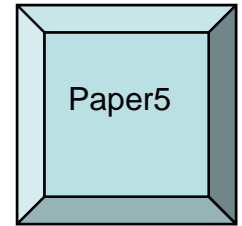
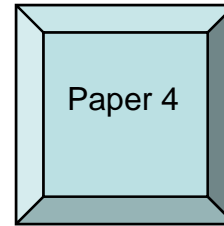
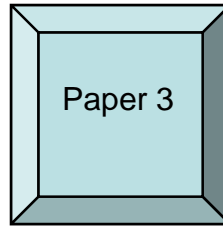
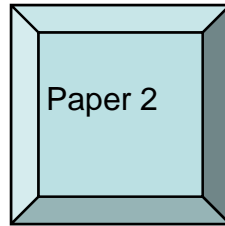
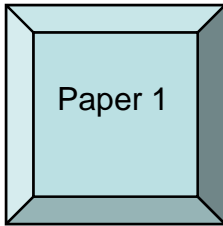
- There are **readings** in your text and on the web site .
- There are **online “lectures”** for you to read or listen to .
- There are **quizzes** online over the “lectures” and readings.
- There is a pre-writing, **journal entry** (done online) prior to each paper.



*For example:  
Readings/Listening Activities  
#1, Journal #1 and Quiz #1  
are due on or before the due  
date for Paper #1.*

# Comp I Assignments

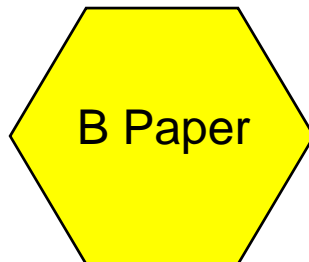
There are  
5 Required  
Papers



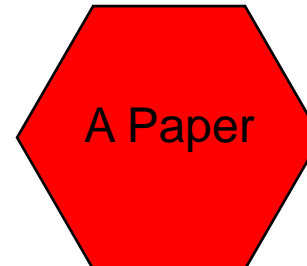
+ Ctest



+ B Paper



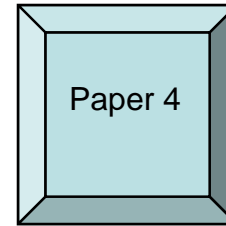
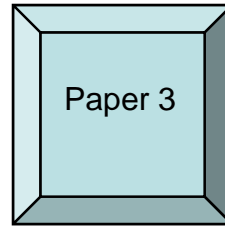
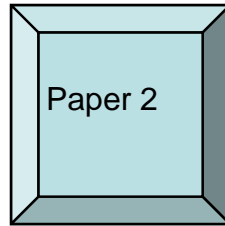
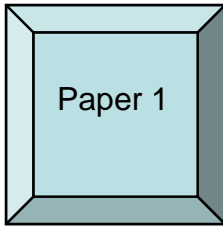
+ A Paper





# Skip Paper #5

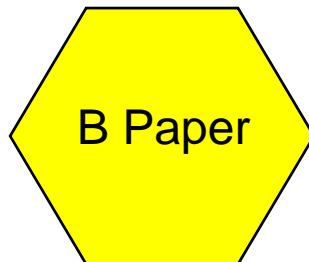
There are  
5 Required  
Papers BUT!!!



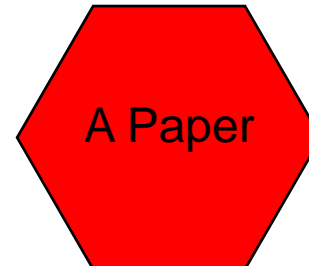
+ Ctest



+ B Paper

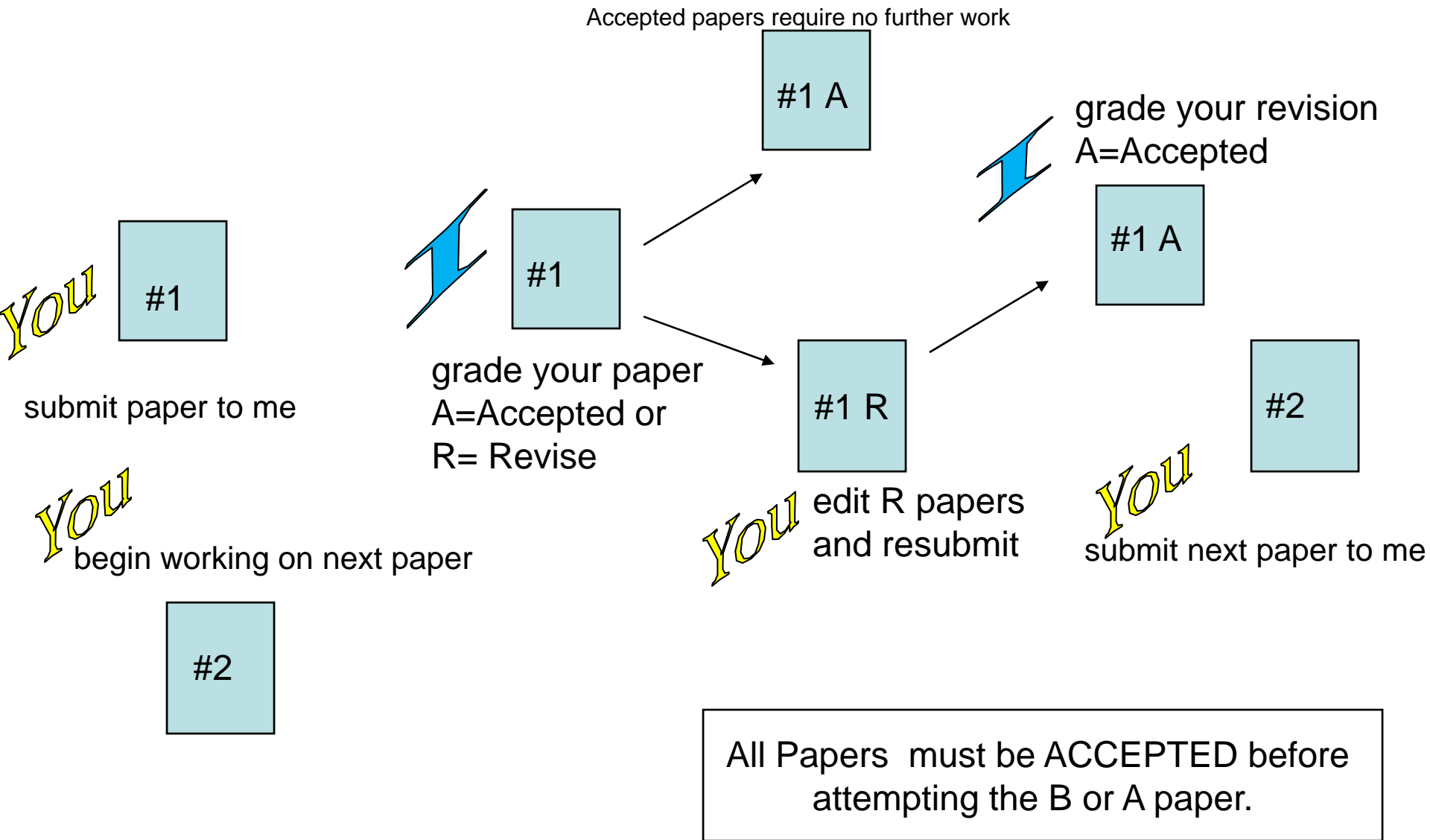


+ A Paper

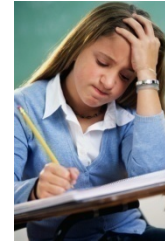


You can skip  
Paper #5 if  
you have a total  
of 800 points  
on the  
4 quizzes and  
complete the 4  
journal entries.

# Comp I writing process



My comments are typed in all capital letters into your paper. Common comments are listed below. Edit your sentences and remove my comments. Then resubmit your paper.



How do I revise my papers?

- **S- Spelling: Use your spell checker and dictionary!**
- **/RO : Run On or Comma Splice Two complete thoughts need to be properly punctuated. :**
  - \* replace comma with period
  - \*add and, or, but, for, so (or other conjunctions like since, because)
  - \*replace comma with semicolon
    - Example: John is studying to be a doctor /RO he is interested in sports medicine.  
Corrections: John is studying to be a doctor . He is interested in sports medicine.  
John is studying to be a doctor since he is interested in sports medicine.  
John is studying to be a doctor ; he is interested in sports medicine.
- **(F) : Fragment Incomplete sentence.**
  - All sentences must have subject and verb.
  - \* add subject or verb as needed
  - \* join sentences
    - Example: Being a natural athlete like my father. I love to waterski.  
Corrections: Being a natural athlete like my father, I love to waterski.  
I am a natural athlete like my father. I love to waterski.
- **// : Non-Parallel sentence structure Items in a sentence must be "balanced".**
  - Example: I went skiing, sailing and rode my mountain bike on my vacation.
  - Correction: I went skiing, sailing and biking on my vacation.  
I skied, sailed and rode my bike on my vacation.
- **? Unclear: Sentence or words are unclear or awkward. Please reread and rewrite keeping your audience in mind. Read the sentence aloud and see if it makes sense.**

## How to get your papers to me via Blackboard

Click on the **Essay Assignments link** in Blackboard. Read the paper's instructions. Type your paper on your computer and save it. Then login to Blackboard. Click on **Essay Assignments link/View Assignment**, you will see the place to type a **comment** to me like "hi" and **Attach local file**. Click **browse** to view your computer's files. Navigate to where you saved your paper and click on your paper. Then click **Submit**.

The screenshot shows the Blackboard assignment submission page. At the top, under 'Instructions', it says: 'Based on your journal entry, write a 500-1000 word essay on one of the two topics:'. Below this are two bullet points: '1st choice: Everyone has problems or challenges to overcome. What obstacles are you proud to have faced and conquered?' and '2nd choice: All of us are works in progress with a long way to go before we reach our full potential. In what skill or area are you still working to make progress?'. The page is divided into three main sections: '2 Assignment Materials', '3 Submit', and a bottom section with buttons. In the '2 Assignment Materials' section, the 'Comments' tab is selected and circled in red. Below it is a large text area for comments. To the left of the text area is the 'Attach local file' section, which includes a file selection button labeled 'Browse...' with a red arrow pointing to it. Below this is the 'Currently Attached Files' section with an 'Add Another File' button. The '3 Submit' section at the bottom contains instructions: 'Click Save to stop working and continue working later. Click Submit to finish. Click Cancel to quit without saving changes.' and three buttons: 'Cancel', 'Save', and 'Submit'. A red arrow points to the 'Submit' button.

Instructions Based on your journal entry, write a 500-1000 word essay on one of the two topics:

- **1st choice:** Everyone has problems or challenges to overcome. What obstacles are you proud to have faced and conquered?
- **2nd choice:** All of us are works in progress with a long way to go before we reach our full potential. In what skill or area are you still working to make progress?

**2 Assignment Materials**

Comments

Attach local file

Browse...

Currently Attached Files: Add Another File

**3 Submit**

Click Save to stop working and continue working later. Click Submit to finish. Click Cancel to quit without saving changes.


Cancel Save Submit

# How you get your papers back from me

Login to Blackboard. Click on “My Grade” and you will see info like figure1. Click on Grade to see details (figure2)

Item Name	Date	Grade	Points Possible:
Paper1	5/25/07 3:47 PM	A	1
REV1	1/20/05	-	1
Paper #2	1/3/05	-	1
REV2	1/20/05	-	1

Figure 1.

 **Review Assignments: Paper1**

**1 Assignment Information**

Name

Paper1

Instructions

Based on your journal entry, write a 500-1000 word essay on one of the two topics:


- **1st choice:** Everyone has problems or challenges to overcome have faced and conquered?
- **2nd choice:** All of us are works in progress with a long way to potential. In what skill or area are you still working to make progress?

**2 Assignment Materials**

Comments

Hi!

Student's Files

 JDoeP1.doc

**3 Feedback From Instructor**

Grade

A out of 1.0

Comments

Note: Please correct run-ons and resubmit.

Files From Instructor


 JDoeP1.doc

Figure 2.

My comments  
and your graded  
paper

# Grading summary

To Make An A	To Make A B	To Make A C
only 1 late paper	only 2 late papers	3 late papers
*Journals in on time= 100 points each	*Journals in on time= 100 points each	*Journals in on time= 100 points each
*Quizzes =100 points each	*Quizzes =100 points each	*Quizzes =100 points each
Paper 1	Paper 1	Paper 1
Paper 2	Paper 2	Paper 2
Paper 3	Paper 3	Paper 3
C Test	C Test	C Test
Paper 4	Paper 4	Paper 4
*Paper 5 <b>If you have a total of 800 points, you may skip paper #5.</b> <b>Quiz 1-4=400 points</b> <b>Journals 1-4 =400 points</b> <b>Infogame = 200 points</b>	*Paper 5 <b>If you have a total of 800 points, you may skip paper #5.</b> <b>Quiz 1-4=400 points</b> <b>Journals 1-4 =400 points</b> <b>Infogame = 200 points</b>	*Paper 5 <b>If you have a total of 800 points, you may skip paper #5.</b> <b>Quiz 1-4=400 points</b> <b>Journals 1-4 =400 points</b> <b>Infogame = 200 points</b>
B Paper	B Paper	
A Paper		

# Ready for Orientation Quiz?

- All of this information can be found in the Blackboard site which is available for login the first day of class.
- Complete the orientation quiz in Blackboard first. You can post questions to the journal section (first one is general discussion) or you can email me questions at [buck@austincc.edu](mailto:buck@austincc.edu).
- Thanks!