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
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.
"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.
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!!!

+ C test
+ 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**

- **You**: submit your paper to me.
- **You**: begin working on the next paper.
- **You**: grade your paper. A = Accepted or R = Revise.
- **You**: edit R papers and resubmit.
- **You**: submit the next paper to me.

Accepted papers require no further work.

All Papers must be ACCEPTED before attempting the B or A paper.
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.

- **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**.
How you get your papers back from me

Login to Blackboard. Click on “My Grade” and you will see info like figure 1. Click on Grade to see details (figure 2).

Figure 1.

My comments and your graded paper.
## Grading Summary

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

• Thanks!