

## Course Syllabus and Policies

English 1301.501

Fall 2017

South Plains College

Instructor: Mr. Doug Buchanan, MA

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English1301spc@gmail.com

Office Hours: I am usually in the classroom at 3pm

Class Meetings:

1301.501: Tuesday-Thursday 4-5:15pm PC 123

### *Required Materials:*

Kirszer, Laurie and Stephen R. Mandell, ed. *Patterns for College Writing: A Rhetorical Reader and Guide*. 13<sup>th</sup> ed. Boston and New York: Bedford / St. Martins, 2015. Print.

### *Catalog Course Description:*

This course includes a grammar review and a study of the principles of good and effective writing, methods of paragraph development, and theme development.

### *Course Goals and Objectives*

Students who successfully complete this course will have written a minimum of 5 (five), 2- page essays that reflect and demonstrate their ability and skill in composition.

### *Evaluation*

All assignments must be completed and turned in. I grade in ranges. For example, a B- ranges from 80-83; B 84-86; B+ 87-89. The percentage grade is assigned for convenience in only averaging grades.

### *Quizzes and Examinations*

I do not give quizzes. The essays are the examinations.

### *Essays and Writing Assignments*

**Students who have 4 or fewer absences and have earned an A or B at the time of the final will be exempt from the final examination.**

**Students typically email essays to me. If this is a problem for you, please let me know. Be sure to include both of the above email addresses. Copy the gmail address to ensure I receive your work. However, if you wish to hand in a hard copy of your essay, that's fine.**

### *Writing Assignment Evaluation Standards*

- Superior Essay (A)
- Good Essay (B)
- Average Essay (C)
- No essay (F)

If I return an essay with no grade on it, that means you rewrite it – as soon as possible.

### *Graded Requirements*

Participation	20%
Essay #1	15%
Essay #2	15%
Essay #3	15%
Essay #4	15%
Essay #5	15%
Final	5%

### *Course Schedule / Calendar*

#### **1<sup>st</sup> Week – August 29-31**

Course Introduction - Syllabus / Writing Process / Essay Writing  
Patterns Assignments: Invention (Pre-writing) pp. 29-47  
An Example of a Really, Really Bad Essay – handout

#### **2<sup>nd</sup> Week – September 5-7**

Patterns Assignments: Invention – continued, Arrangement pp. 51-63  
Drafting and Revising p. 65-78

#### **3<sup>rd</sup> Week – September 12-14**

Narration p. 97-110  
My Mother Never Worked pp. 123-126  
Peer editing narration essay

#### **4<sup>th</sup> Week – September 19-21**

Narration Essay (Essay #1) Due  
Description p. 151-167  
Hodgman essay No Wonder ... pp. 181-183

#### **5<sup>th</sup> Week – September 26-28**

Description (continued)

#### **6<sup>th</sup> Week – October 3-5**

Description (#2) Due  
Process p. 265-279  
How to Retrieve a Candy Bar ... pp.292-294

**7<sup>th</sup> Week – October 10-12**

Process continued

**8<sup>th</sup> Week – October 17-19**

Process (Essay #3) Due

Comparison / Contrast p. 369-389

I'm Your Teacher, ... pp. 415-418

**9<sup>th</sup> Week – October 24-26**

Comparison / Contrast continued

**10<sup>th</sup> Week – October 31- November 2**

Comparison / Contrast continued

**11<sup>th</sup> Week – November 7-9**

Comparison / Contrast Essay (Essay #4) Due

**12<sup>th</sup> Week – November 14-16**

Classification Essay pp. 433-445

The Dog Ate My Flash Drive, ... pp.457-460

**13<sup>th</sup> Week – November 21 – No Class**

Stay home

**14<sup>th</sup> Week – November 28-30**

Catch up

**15<sup>th</sup> Week – December 5-7**

Essay due

**16<sup>th</sup> Week – December 14 (3:15-?)**

Hand back everything

*Course Policies and Procedures*

**Be Here. Please.** I take attendance. If you know you will be absent from class, please notify me, best if by email. You do not need a doctor's note about an absence because an absence is an absence. (Question: what am I going to do with a doctor's note?)

**Be Professional.** If you must answer a phone call, please answer it somewhere else.

**Be Honest.**

**Be Mentally Present.** Got it?

**Email.** I check email quite frequently during the day; however, I do not always respond immediately.

### **A Note About Word Processors**

For this class, you'll need access to a word processing program. These include:

Microsoft Word 2007 or 2012

OpenOffice – free download

LibreOffice – free download – my recommendation – **does save as \*.docx**

Please use either \*.doc or \*.docx format – best to put your name and essay type in the file name – it is easier to keep track of it.

Please use Times New Roman 12pt font – the default in Word is Calibri 11pt (I think).

Do not use WordPad or Notepad. These do not come with formatting.

I recommend that you save your essays to a flash drive or that you email your essays to yourself.

**Keep a copy of your essays.**