Syllabus

ENGL 1001, version 1.2

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ENGL 1001—English Composition

Course Description: Introduction to analytical writing and research-based inquiry.

Textbooks and Other Materials

ODL is *not responsible* for student purchases that result in *the receipt of the wrong materials. It is the responsibility of the student to* order the correct textbook materials. Courses are written to specific textbook editions; edition substitutions *are not allowed*.

Textbook

David Rosenwasser & Jill Stephen. *Writing Analytically with Readings*. Second
Edition. Boston: Wadsworth, 2012.
ISBN-10: 0-495-91007-4
ISBN-13: 978-0-495-91007-7

Ordering Information

Please review the following tips for ordering your course materials:

1. Do not purchase your textbooks until your enrollment is approved. During the processing period, a new section may be opened that could require a different textbook or edition.
2. *Always order by the ISBN*. Publishers and vendors often offer the same textbook title under different ISBNs. You must have the correct ISBN to access your online website.
3. If you are having problems locating a textbook, contact us at Answers@outreach.lsu.edu for assistance.

Other Materials and Resources

All students are required to have a recent edition of a standard English handbook that covers basic grammar, style, and documentation. Recommended handbooks include *A Writer's Reference* by Diane Hacker, *The Hodges Harbrace Handbook*, and *The Scott, Foresman Handbook for Writers*.

Students will also need reliable access to the Internet, and a library for research.

Software: MS Word, Web Browser, Adobe Acrobat Reader

Students must use a recent version of MS Word to write their answers to each module assignment.

It is recommended that you use Mozilla Firefox or Google Chrome as your web browser. Internet Explorer is not compatible with your Moodle course site.

Adobe Acrobat Reader is required to view PDF document files.

Hardware: *Web cam with a microphone (built-in or external), headphones or working speakers,* and *high-speed internet*

Exams are completed online and require the hardware listed above. Students are encouraged to review the technical requirements provided on the ProctorU website and to perform a test on their equipment prior to enrolling in this course to make sure they have the necessary resources available.

Technical Requirements: http://www.proctoru.com/tech.php

Equipment Test: http://www.proctoru.com/testitout/

Nature and Purpose of the Course

Course Outcomes. Upon completion of this course, students are expected to be able to:

1. Demonstrate ability in written analysis and synthesis.
2. Undertake writing as a recursive process that develops and transforms thought.
3. Learn how to conduct basic research and use it effectively in written works.
4. Learn how to use the resources of a library.
   a. Interpret, evaluate, integrate, and document information gathered from print and online sources.

      b. Understand a research assignment as a series of tasks that include finding, analyzing, and synthesizing information from primary and secondary sources.

      c. Integrate information from sources into writing, and document this information appropriately.

5. Respond appropriately to different kinds of rhetorical situations, with a focus on purpose and the needs of various audiences, using appropriate genre conventions.
6. Adopt appropriate voice, tone, and level of formality.
7. Apply knowledge of structure and organization, paragraphing, and mechanics.

English 1001 focuses on the following:

- Purpose for writing
- Audience for whom we write
- Genre (norms, format and context in which we write) as well as the conventions guiding writing correct and readable prose.

Students will be better able to read the rhetorical situation in which they write, because they will always write and communicate within such constraints.

In addition, ENGL 1001 students will learn how to do research: they will learn what primary and secondary research is and how they interact. They also need to learn to be critical readers of others' primary and secondary research by undergoing the process of selecting and de-selecting information on the basis of the rhetorical effect they want their text to have.

Working with the Course Materials

Remember, this course covers an entire semester of work or the equivalent of a classroom course lasting 15 weeks. That means that each module in this course equals nearly a week of course work and will require the same time and effort on your part. *Do not expect to complete each module in a single study session. Understand, too, that if you choose to submit assignments at a very high pace, your instructor may not be able to grade your work at the same rate.*

Each module contains information, activities, and assignments organized under a consistent series of headings. Get familiar with how the module is organized. Each module in this course is organized into the following sections: the Module Learning Objectives, the Reading Assignment, and the graded Module Assignment. You should work through these parts of the module in order. Specific recommendations are provided in a link to the course module instructions, which you should review before beginning the first module.

Submission of Rough Drafts and Final Essays

For this course, it is important that you plan ahead to make time for writing and revision. The three major essays that you write for this course (literacy analysis, rhetorical analysis, and issue analysis) require two separate submissions each. For each essay, you will submit a rough draft. The final version of the essay is submitted in a later module. Note the schedule of submissions for these three essays:

- Literacy analysis: rough draft, module 02; final version, module 05
- Rhetorical analysis: rough draft, module 08; final version, module 11
- Issue analysis: rough draft, module 12; final version, module 15

You cannot submit the final version of a major essay until the rough draft has been graded. Because of that, and because the revision process requires a serious effort, you must plan to allow time for each submission. The instructor will need time to grade each rough draft, and you will need time to consider the instructor's feedback in your revision. You cannot wait until near the end of your enrollment period to submit multiple module assignments. Work at a steady pace—and work well in advance of your expiration date or any deadline that you have.

The Rough Draft and Revision

Part of your revision process should include responding to the feedback provided by your instructor. Revision, however, is more than simply correcting any errors the instructor has pointed out. The instructor is not your editor or proofreader. Use the instructor's comments as guidelines for doing your own evaluation of your writing.

Keep in mind that the grade you receive on the draft is given in consideration of it being a draft. You are expected to engage fully in the revision process to prepare the final paper. If you were to turn in the draft without any changes, you would not get the same grade for the final paper.

Other Assignments

You will also have other written assignments to submit. Through most of the course, you will need to work steadily on a major writing assignment while also progressing through the reading assignments and submitting smaller assignments. You may want to think of the three major essays as ongoing writing assignments, while the other assignments you can typically complete is a single work session.

Suggested Study Techniques

1. Carefully review the module objectives to help you focus on the information that will be covered on the exams.
2. Concentrate on the reading assignments, the module lecture material, and any additional resources provided. This review should include a detailed examination of any illustrative problems and examples. After an assignment has been completed, a rapid re-reading of the related text and other materials is strongly recommended.
3. Put yourself on a definite schedule. Set aside a certain block of hours per day or week for this course and work in a place where distractions are minimal.
4. Try to submit one assignment each week or at least every two weeks. Delays in submitting assignments usually result in lagging interest and the inability to complete the course.
5. Review your module assignments after they have been, paying special attention to any instructor feedback provided. (We suggest that you wait for assignment feedback before you submit subsequent assignments.)
6. Regardless of how you complete your graded assignments, keep in mind that module completion should not be your sole preparation for your exams. As with any college course, you should study for your exams.

Reading Assignments

To do well in this course, it is essential that you read and study all the course materials that precede the module assignment. Do not begin the module assignment until you have done so. For each type of document you prepare for this course, follow carefully the guidelines provided in the textbook and Moodle.

You will read an average of 40 pages per module. Specific reading assignments will be given in each module.

Topic Outline

This course covers the following specific topics:

Module	Topic
01	Introduction to Analysis and the Writing Process
02	Analytical Methods, Part I
03	The Concept of Analysis in Reading and Writing

04	Developing a Thesis Statement
05	Weak versus Strong Thesis Statements
06	Using Sources Analytically
07	Introduction to Rhetorical Analysis
	Mid-Course Examination
08	Reading Analytically
09	Issue Analysis
10	Analytical Methods, Part II
11	Developing an Essay Topic
12	Using Evidence
13	Analyzing Arguments
14	Style
15	Grammar and Punctuation
	Final Examination

Module Assignments

Submissions must be made in a recent version of Word, unless otherwise specified in the assignment instructions. Handwritten work is not accepted. Adhere to the following requirements:

1. In general, use 10- or 12-point type in a standard serif typeface, such as Times New Roman.
2. Follow MLA guidelines for preparing your papers.
3. For simple exercises, put your name, course, and module number at the top of the first page of each submission.
4. Identify the exercise or case by chapter and exercise or case number.
5. For the three major papers, your name should appear with the other appropriate information according to MLA guidelines.
6. Follow the naming convention explained in the module assignment instructions when you name your files.
7. You must complete the modules in order.

You should submit each module assignment as soon as it is completed. Some courses have restrictions that require that a grade be received before you can submit additional assignments. Specific information on assignment submission is included in the Module Instructions. Please be sure to follow these instructions.

You must have a *grade posted in the Moodle grade book for the Module 15 Assignment in order to unlock access to the Final Exam.* Please allow at least 7 days for the final assignment grade to be posted in the gradebook.

Once you *submit* an assignment, you cannot revise it, so be sure to check your work. Your instructor will normally post a grade for your assignment within *seven calendar days.* Understand that occasional delays will occur, such as during holidays and semester breaks or if you submit several module assignments within the same week. You must have been enrolled in the course for *at least three weeks*, regardless of when the modules and other exams are completed.

Do not rely too heavily on your textbook or other resource material when preparing your assignments. If you do, you may not realize until exam time that the perfect response you prepared for an assignment was only possible because you referred to resource material without really learning or understanding the material and concepts. Therefore, *you should attempt each assignment without referring to the resource material,* and if you find it necessary to look up an answer, be sure you have actually learned the concept and material rather than merely reflecting it in the answer.

Academic Integrity

Students in Online Distance Learning (ODL) courses must comply with the *LSU Code of Student Conduct.* Suspected violations of the academic integrity policy may be referred to LSU Student Advocacy & Accountability (SAA), a unit of the Dean of Students. If found responsible of a violation, you will then be subject to whatever penalty SAA determines and will forfeit all course tuition and fees.

Plagiarism

Students are responsible for completing and submitting their own course work and preparing their own modules. All work submitted in the course modules must be the student's own work unless outside work is appropriate to the assignment; all outside material must be properly acknowledged. It is also unacceptable to copy directly from your textbook or to use published answer keys or the teacher's edition of a textbook.

Collaboration

Unauthorized collaboration constitutes plagiarism. Collaborative efforts that extend beyond the limits approved by the instructor are violations of the academic integrity policy. Students who study together are expected to prepare and write their own individual work for submission and grading.

For more information and links to the *LSU Code of Student Conduct* and the SAA website, go to the ODL Academic Integrity policy on our website.

Examinations and Grading Policy

There will be two examinations. The mid-course exam follows module 07, and the final exam, which is comprehensive, follows module 15. Each exam will comprise of a writing assignment in response to a prompt provided on the exam. No outside materials may be used during the exams.

You will have a maximum of *three* hours to complete the exam.

Each module assignment is graded individually, and points vary on different exercises and projects. Points per exercise or project are indicated in the module assignment. Exams are 100 points each.

The course grade is computed according to the following table:

Component	Weight (%)
Literacy Analysis	15%
Annotated Bibliography	10%
Textual Rhetorical Analysis	20%
Issue Analysis	30%
Other Module Assignments	15%
Mid-course exam	5%
Final exam	5%

The following grading scale applies.

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97%–100% = A+
 93%–96% = A
 90%–92% = A-
 87%–89% = B+
 83%–86% = B
 80%–82% = B-
 77%–79% = C+
 73%–76% = C
 70%–72% = C-
 67%–69% = D+
 63%–66% = D
 60%–62% = D-
  0%–59% = F
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YOU MUST PASS THE FINAL EXAMINATION
IN ORDER TO PASS THE COURSE.

IMPORTANT: The final exam cannot be taken until you meet the following requirements. Under no circumstances may the final exam be taken earlier.

1. You must have been enrolled in the course for *at least three weeks*, regardless of when the modules and other exams are completed.

2. You must have a *grade posted in the Moodle grade book for the Module 15 Assignment in order to unlock access to the Final Exam.* Please allow at least 7 days for the final assignment grade to be posted in the gradebook.

To read the full exam policy and other policy statements, visit http://www.outreach.lsu.edu/Extended-Campus/Online-Distance-Learning/Guidelines-Policies/Policies. Go to Continuing Education's homepage. Click on *Extended Campus,* select *Online Distance Learning*, and then click the link for *Guidelines and Policies*.

Taking Your Examinations

You are *required* to create a Louisiana State University ODL ProctorU account and to take your examinations through ProctorU, a remote proctoring service that allows you to take exams anywhere with internet access. Information on creating your ProctorU account can be found in the *Getting Started* module. You cannot use an account created through another university, so if you already have an account, you will still need to create an account associated with LSU Online Distance Learning (ODL).

The ProctorU website provides links you can use to find out how ProctorU works and to check your computer to see that it meets the technical requirements. In addition, to test using ProctorU, you need *access to a web cam with a microphone (built-in or external), headphones or working speakers*, and *high speed internet* to use this service. A complete list of technical requirements is available from the ProctorU website.

You should schedule your exams about a week before you are ready to take them in order to avoid any additional charges.

Transcript Information

After you have completed this course, your grade will be filed with the Office of the University Registrar. If a transcript is needed, it is your responsibility to make

a request to the registrar. If you would like to order a transcript, visit the Office of the University Registrar Transcript Requests page to view your options (http://sites01.lsu.edu/wp/registraroffice/student-services/transcript-request/).

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