

syllabus (sil' e bus) *n. pl. -bus•es, -bi'* [< Gr. *sillybos*, parchment label] a summary, esp. of a course of study

ENG 1113 • Freshman Composition I

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This is the syllabus for **ENG 1113, Comp I – SELF-PACED COURSE** for the spring semester 1999. The **ZAP No.** is 35639. We have no regularly scheduled class meetings.

Your **instructor** is **Thomas Conner**. He can sometimes be found in the **office** of Evening Programs, **Room 121**. You can leave a **phone** message there at **595-7154** or with voice mail at the Tulsa World, **581-8473**. Or e-mail **TConner747@aol.com** (in the subject line of your e-mail, type "ENG 1113").

The **chairman** of the Communications Dept. is **Mary Walker**. She's in **Room 423**, and her phone number is **595-7064**.

The **TCC Writing Center** is a valuable resource for writing students. Students can find immediate help with reading, writing and study skills, as well as assistance with particular assignments or skill areas. The center is in **Room 306** and it's free.

Computers for student use and **word processing** are available in the **Microcomputer Lab, MP-200**.

The **books** you will need for this course are the following:

- *Simon & Schuster Handbook for Writers*. Troyka, Lynn Quitman. 4th ed. (Upper Saddle River, N.J.: Prentice Hall) 1996.
- *Patterns Plus: A Short Prose Reader With Argumentation*. Conlin, Mary Lou. 6th ed. (Boston: Houghton Mifflin) 1995.

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The Tulsa Community College Catalog describes the course as follows: "English 1113 (Freshman Composition I) provides instruction in standard usage and essential expository writing skills. It is the first in a sequence of two freshman composition courses."

Here's what that means: When you dash off for the holiday at the end of this term, you should be able to (1) use the writing process to generate topics for paragraphs and essays, (2) identify and audience and tailor a composition to it, (3) restrict a subject and define your purpose for writing — creating a thesis, (4) write well-developed, coherent and unified paragraphs, (5) combine those paragraphs into a unified essay, (6) create essays using several different development modes, (7) compose sentences that are forceful, concise and varied

in structure, (8) choose words that are precise and appropriate and that show an awareness of diction, and (9) use mechanics correctly.

In short, you're going to learn how to write.

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Your semester grade will be determined on the basis of points accumulated. Here's the breakdown: an A is 90 percent or higher of the points possible (702-780), a B is 80-89 percent (624-701), a C is 70-79 percent (546-623), a D is 60-69 percent (468-545) and a dreaded F is fewer than 60 percent of the points possible (0-467).

Points possible:

8 Paragraphs (50 points each)	400
Essay	200
8 Journal entries (10 points each)	80
10 Exercises (10 points each)	100
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Total	780

Compositions will be evaluated on the basis of the course objectives.

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Late work. If it's late, keep it. No paragraphs, essays or journals will be accepted later than the scheduled meeting in which they are due.

Format for assignments. All compositions must be typed, double-spaced and legible. Whether you use computer, typewriter or printing press, just make it legible. Each composition must display your name and the assignment ("Paragraph No. 3") in the upper RIGHT corner of the first page. Please include your name on all subsequent pages; they are often separated in the shuffle.

E-mail account. In order for us to establish a guaranteed line of communication, you are required to have e-mail access throughout the semester. Your schedule is hectic, as is mine; e-mail allows us to reach each other with questions or discussion without playing endless games of phone-tag. If you have an existing e-mail account, give me the address you wish me to use. If you don't have an e-mail account, check with the Microcomputer Lab in MP-200 about acquiring one through the college.

Throughout the semester, feel free to contact me by e-mail when you have questions about writing, one of the lessons, or an assignment. My e-mail address for this class is TConner747@aol.com . **Whenever you do contact me through this address, be sure to type "ENG 1113" in the subject line of your e-mail.**

In addition, if it is possible for you to gain access through an America Online account, I can then create a special chat room for this class. I will make

myself available at a certain time each week, and students can “drop in” to discuss the progress of the course. Let me know if you have this access.

Assignment notebook. You are required to obtain a *hardcover* three-ring binder which you will use for all the work in this course. In the front of the binder, place this syllabus and the following weekly lessons. After that, place tabbed dividers labeled “Exercises,” “Journal,” “Paragraphs,” “Essay” and “Revisions.” Use these separated areas to place your corresponding work as it is completed. You will turn in the entire notebook for grading.

- **Exercises:** Occasional exercises from the Simon and Schuster Handbook will be assigned. Complete them in the format for any other assignment – that is, typed. When applicable, write out the complete sentence for each task in the exercise.
- **Paragraphs:** Paragraph assignments are the meat of the course. Each graph you compose should be comprised of at least 10 complete sentences, including a clear topic sentence, fluid developmental sentences and a conclusion.
- **Essay:** The essay assignment near the end of the course should be at least 500 words and structured according to the methods you explore throughout the semester.
- **Journals:** The journals are your personal space. This is where you can let your hair down and natter in a more informal setting than your other academic assignments. In total, eight journal entries will be assigned – some with topics and some without – but feel free to use journal pages as a testing ground for personal writing ideas and class assignments, as an outlet for sheer expression, or as a private means of communicating ideas or concerns to me. Journals will not be graded on style or mechanics (though I will make appropriate corrections); you get the points just for turning it in. Have fun.
- **Revisions:** You have the option to revise three of your writing assignments – the essay and two paragraphs of your choice – by the end of the semester for a new grade. Place the revisions in the appropriate section of your class notebook; each revised assignment should be preceded in the notebook by one of the enclosed revision forms discussing your development and progress.

Turning in/returning notebooks. You will turn in your class notebook for grading three times during the semester according to the schedule below. On each scheduled Friday, bring your notebook to the Evening Programs office, MC-121. **Your notebook must be turned in before 3:00 p.m. each scheduled Friday or you will not receive credit for the scheduled assignments.** Notebooks will be available for pickup in the Evening Programs office by noon the following Monday. You will receive a detailed progress report with each grading.

Library use. Some preliminary research is advised for the final essay. If you are unfamiliar with the TCC media center or would like to learn more about what is available there – or if you are unfamiliar with using a library overall – schedule an appointment for a quick tour. You can do this at the information desk. The tours are quick and informative, pointing out the various research resources available from the Metro campus and all other TCC campuses.

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The following pages contain the assignments and lessons for the entire semester. The work is divided into 15 weeks, but since this is a self-paced course, you may work at your own speed. The only times you must adhere to my schedule is to turn in your class notebook per the schedule below. Notice that your final grading is due April 30; if you plan to revise one to three assignments, you may return your class notebook on May 7 with those revisions for grade adjustment.

Your class notebooks are due before 3 p.m. on the following dates:

First grading due: Feb. 26

Includes journal entries 1-4, seven exercises and Paragraph 1
Notebooks returned: March 1

Second grading: April 9

Includes journal entries 5-6, two exercises and Paragraphs 2-6
Notebooks returned: April 12

Final grading: April 30

Includes journal entries 7-8, one exercise, Paragraphs 7-8, Essay
Notebooks returned: May 3

Revision grading: May 7

Includes any revisions
Notebooks returned: May 10