

**English Composition I**  
**ENG 101**  
**Department of English and Mass Communications**  
**Semester:**  
**Sample Syllabus**

**Instructor:**

Office:

Phone:

E-mail:

Office Hours:

**English Course Description (from the Bulletin):**

This standard course in college-level writing is required of all students. It reviews the rules of syntax, grammar, and punctuation, and surveys the common rhetorical approaches to expository writing. In addition to other requirements, a student must pass an exit exam.

**Prerequisite:** Successful completion of English 099 or placement in course.

**Required Texts:**

Beah, Ishmael. *A Long Way Gone*. Farrar, Strauss, and Giroux. Any Edition. Print.

Hacker, Diana. *A Pocket Style Manual*. Latest Edition. Bedford. Print.

*Lincoln University Mercury Reader for 099 and 101*. Latest Edition. Pearson. Print.

**Learner Objectives:**

**The major course Learner Outcome is the following:**

- Given a prompt, students will be able to develop and revise well-organized paragraphs that create competent essays, using effective academic English, in a timely manner.
- 

*Secondary Learner Outcomes for English 101 include:*

- Comprehend a variety of essays, suitable for college, and explain their content, audience, and purpose.
- Students will also be able to differentiate between narrative prose and expository prose and create and revise narrative and expository drafts in class and independently.

## **Learning Opportunities/Activities Designed to Meet the Learner Outcomes:**

Writing. A minimum of six graded compositions, three composed in class, must constitute the primary factor in determining a student's final grade for the course. Faculty members are encouraged to assign quizzes and exams that test students' knowledge of mechanics, grammar, and usage. Faculty members are encouraged to assign additional essays, graded or ungraded. The traditional five paragraph essay structure, with thesis statement, topic sentences, introductions and conclusions, should be emphasized. The final drafts of essays should grow out of sentence outlines and then multiple-revision drafts; these aspects should be treated as discrete, sequential parts of essay assignments. Faculty members are encouraged to allow students to revise at least some of their essays; revision grades may be incorporated into the grading system according to the faculty member's judgment. The following rhetorical modes will be emphasized in English 101:

The following rhetorical modes will be taught:

**Exemplification,  
Comparison and Contrast,  
Division and Classification,  
Cause and Effect Analysis**

Active participation in class activities. Students should be prepared for all classes. Faculty members are encouraged to devise collaborative activities, such as group exercises and peer evaluation.

Reading of all assigned texts.

Additionally, all students in English 101 take part in the Department of English Composition Assessment Program.

### **Course Requirements:**

#### **Writing (80% of grade):**

The four (4) in-class essays (10% each) plus four (4) revisions of those essays (10% each) constitutes the primary factor in determining a student's final grade for the course.

#### **Assessment:**

In order to qualify for course completion, each student must demonstrate minimum writing competency by passing the Department of English Composition Assessment exam with at least a **B-** on one essay. There will be at least four chances to pass this in-class writing exam. Each of the four major papers will have as a component of their production an evaluated in-class essay, which will work in support of the Department's multiple-draft, revision-based pedagogy. The average of the four essays will be used as the core foundation for the course grade. At least one essay with a grade above a B- will be submitted to the Department's Writing Program Administrator, who will use a statistical model of sampling to corroborate the reliability of the Assessment Program. These essays will not be returned.

**Failure to achieve a B- on any of the four exams results in course failure.**

**Passing the assessment essay does not mean that you automatically pass English 101. This is one of the minimum requirements for course completion.**

**Learner Opportunity Assignment Descriptions:**

- Assignments are due in class. After class, they are one day late. Failure to complete any of the four in-class essays and the four revisions constitutes course **failure**.
- All papers must arrive with a minimum of *two other earlier drafts; both must be typed, and, if assigned, both must have the appropriate class exercise on them.*
- The two typed drafts must demonstrate a considerable revision. Simply changing a few problems (unless your in-class paper received a grade of an A) does not qualify as a revision. Copies or missing drafts will cause a grade of zero out of ten points.
- Late work will be accepted with the penalty of one third of a full grade deducted off of the work's final grade for each calendar day that the work is late, *including weekends*. Thus, a B paper handed in 6 days late will receive a D.
- The "Faculty Statement on Academic Dishonesty," which is available online under the Registrar's link, defines plagiarism and penalties. Plagiarism will be dealt with severely.

**Mid-term Exam and Final Essay Exam: (10 % of grade)**

These exams are a part of the Assessment Program, and will consist of two in-class essays—the comparison essay for the mid-term and a final essay taken during the final exam period. There will also be a grammar mid term examination.

**Assessment Rubric for the Grading of Essays:**

All of your written work in English 101 will be evaluated based on three areas

- 1) The depth and content of your ideas
- 2) The rhetorical organization of the essay
- 3) The use of Standard Academic English

Serious deficiencies in any one area can cause overall failure.

**Attendance:**

- ✓ Regular Attendance. The Department adheres strictly to the University policy, which permits three absences (“excused” and otherwise) for a three credit; after which, the final grade will be lowered. Three late arrivals (after ten minutes) are equal to one absence. After fifteen minutes, do not enter class. You are absent. Typically, each absence in excess of three will lower the final grade by one-third of a grade point. Attendance starts once your name appears on the roster.

**In Order to Receive a Final Grade, the Following Outcomes Will Need to Be Reached:**

1. English Department requirement for ENG 101: At least one B- grade on an in-class essay (part of the ENG 101 Assessment component).
2. Students must earn at least a C- on four essays. Failure to accomplish requirement 1 & 2 will result in an “F” as the final grade.
3. Fifty percent (50%) of the grade will be allotted to the papers; thirty percent (30%) will be from the midterm and the final exam. Ten percent (10 %) will come from the journal. Ten percent (10 %) will come from the Academic Department grade that includes homework, tests, quizzes, and participation.
4. Late work will be penalized by a grade reduction and may be refused altogether.
5. Students will be required to meet the attendance requirement.

**The remaining ten percent of a final grade will consist of participation, homework, and quizzes.**

## **From The Bulletin**

### **Class Attendance**

Lincoln University uses the class method of teaching, which assumes that each student has something to contribute and something to gain by attending class. It further assumes that there is much more instruction absorbed in the classroom than can be tested on examinations. Therefore, students are expected to attend all regularly scheduled class meetings and should exhibit good faith in this regard.

For the control of absences, the faculty adopted the following regulations:

1. Four absences may result in an automatic failure in the course.
2. Three tardy arrivals may be counted as one absence.
3. Absences will be counted starting with whatever day is specified by the instructor but not later than the deadline for adding or dropping courses.
4. In case of illness, death in the family, or other extenuating circumstances, the student must present documented evidence of inability to attend classes to the Vice President for Student Affairs and Enrollment Management. However, in such cases the student is responsible for all work missed during those absences.
5. Departments offering courses with less than full-course credit will develop and submit to the Vice President for Student Affairs and Enrollment Management a class attendance policy in keeping with the above.
6. Students representing the University in athletic events or other University sanctioned activities will be excused from class(es) with the responsibility of making up all work and examinations. The Registrar will issue the excused format to the faculty member in charge of the off- or on-campus activity for delivery by the student(s) to their instructors.

## **FACULTY STATEMENT ON ACADEMIC INTEGRITY**

Approved by the Faculty of Lincoln University

Students are responsible for proper conduct and integrity in all of their scholastic work. They must follow a professor's instructions when completing tests, homework, and laboratory reports, and must ask for clarification if the instructions are not clear. In general, students should not give or receive aid when taking exams, or exceed the time limitations specified by the professor. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. Honesty in the classroom and in the preparation of papers is therefore expected of all students. Each student has the responsibility to submit work that is uniquely his or her own. All of this work must be done in accordance with established principles of academic integrity.

### **1. Acts of Academic Dishonesty (Cheating)**

Specific violations of this responsibility include, but are not limited to, the following:

- ◆ Copying, offering and/or receiving unauthorized assistance or information in examinations, tests, quizzes; in the writing of reports, assigned papers, or special assignments, as in computer programming; and in the preparation of creative works (i.e. music, studio work, art).
- ◆ The fabrication or falsification of data, results, or sources for papers or reports.
- ◆ The use of unauthorized materials and/or persons during testing.
- ◆ The unauthorized possession of tests or examinations.
- ◆ The physical theft, duplication, unauthorized distribution, use or sale of tests, examinations, papers, or computer programs.
- ◆ Any action which destroys or alters the work of another student.
- ◆ Tampering with grades, grade books or otherwise attempting to alter grades assigned by the instructor.
- ◆ The multiple submission of the same paper or report for assignments in more than one course without the prior written permission of each instructor.

### **2. Plagiarism**

- ◆ If a student represents “another person's ideas or scholarship as his/her own,” that student is committing an act of plagiarism
- ◆ The most common form of plagiarism among college students is the unintentional use of others' published ideas in their own work, and representing these ideas as their own by neglecting to acknowledge the sources of such materials.
- ◆ Students are expected to cite all sources used in the preparation of written work, including examinations.

### **3. Sanctions:**

- A. Warning: A written notice that repetitions of misconduct will result in more severe disciplinary action. The warning becomes part of the student's file in the Office of the Registrar and, if there is no other example of misconduct, is removed at the time of graduation.
- B. Failure for project (exam, paper, experiment)
- C. Failure of course—for serious and repeat offenses, the University reserves the right to suspend or expel.

### **Imposition of Sanctions**

#### **First Offense – A and/or B**

#### **Second and Subsequent Offenses – B or C**

Expectations and sanctions will be explained in every syllabus. Students failing a course because of an instance of academic dishonesty may not drop the course. The student may appeal a charge of academic dishonesty within ten days of receiving notice of same. The appeal will be heard by an Academic Hearing Board (AHB) consisting of the chairs of each division of study and the President of the SGA (or their designees). Files violations of this academic integrity code will be kept in the Office of the Registrar.

## Fall 2011 ENG 101 Course Schedule

Week One: 8/24 – 8/26

Week Two: 8/29-9/2

Week Three: 9/5 – 9/9  
Mon. 9/5 No Class: Labor Day

Week Four: - 9/12 – 9/16

Week Five: 9/19 – 9/23

Week Six: 9/26 –9/30

Week Seven: 10/3 – 10/7

Week Eight: 10/10 – 10/14  
Mid-Term Exams (During Normal Class Times)

Week Nine: 10/17 – 10/21

Week Ten: 10/24 – 10/28

Week Eleven: 10/31 – 11/4

Week Twelve: 11/7 – 11/11

Week Thirteen: 11/14 – 11/18

Week Fourteen: 11/21 – 11/25  
11/23 – 11/27 No Class: Thanksgiving Recess

Week Fifteen: 11/28 – 12/02

12/5 – 12/9  
Mon. 12/5 Reading Day (All Students)  
FINAL EXAMS – DATE AND TIME TO BE ANNOUNCED

## **English 101 Consent Form**

Must be signed and returned by everyone

**(Please print, sign and return to instructor.)**

I understand the attendance policy. I know that any absences more than three will cause my final course grade to fall by one third of a grade. I further realize that absences in excess of eight will probably cause course failure.

I understand that in order to pass the course, I must write at least one B- or better assessment blue book.

I understand that attendance will be taken each class with a written roster. Failure to get my name on the roster is my fault and constitutes an absence.

I understand that I may be late up to ten minutes without a lateness (however I may miss a class activity, which cannot be made up, and suffer the consequence of that); however, after ten minutes, I will be late (and three late arrivals equal one absence). I will not enter class after fifteen minutes late. If the instructor is not in class by fifteen minutes after the start of class, I may leave without penalty.

I understand that I must do all the work or that I will fail the course.

I understand that cell phones should be turned off prior to the start of class, and that while they may ring during the class, they are never to be answered. If I answer a cell phone, I understand that I have just received an absence.

I understand that my behavior must conform to the standards as articulated in the University Code of Conduct. Any disruptions, disrespect, or obscenity will cause an absence and may require a written explanation for my actions submitted to my instructor, Dr. Button (Department of English Chair), and Dr. Willis (Dean of School of Humanities) before I may return to class.

I understand how the grades will be calculated for all my assignments and I understand how my final grade will be computed.

I understand and will abide by the syllabus.

Signature and date: \_\_\_\_\_

## English Composition Rubric

**Student's Name:** \_\_\_\_\_

**Professor's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Organization</b>	Major Errors/Unfinished/Unacceptable for assignment	Serious errors/Inadequate Work	Moderately acceptable/Some problems & errors	Good Work/Effective	Excellent Work
---------------------	---	--------------------------------	--	---------------------	----------------

Notes: \_\_\_\_\_

---

---

---

---

---

<b>Content</b>	Major Errors/Unfinished/Unacceptable for assignment	Serious errors/Inadequate Work	Moderately acceptable/Some problems & errors	Good Work/Effective	Excellent Work
----------------	---	--------------------------------	--	---------------------	----------------

Notes: \_\_\_\_\_

---

---

---

---

---

<b>Grammar</b>	Major Errors/Unfinished/Unacceptable for assignment	Serious errors/Inadequate Work	Moderately acceptable/Some problems & errors	Good Work/Effective	Excellent Work
----------------	---	--------------------------------	--	---------------------	----------------

Notes: \_\_\_\_\_

---

---

---

**Return to Dr. Hoogveen.**

---