

# ENGLISH 1301~ Composition I

## SYLLABUS & CALENDAR

FALL, 2012 ~ 12 Weeks ~ Distance Education

Instructor's Name: Professor R. Sykes

Course: CRN # 24730 & CRN 28589

Office hours/phone: by appointment or by phone.

My office: Angela Morales Bldg. Dept. Tel. 713-718-7109 e-mail: [rosemarysykes7@sbcglobal.net](mailto:rosemarysykes7@sbcglobal.net)

Department Chair: Beverly Hixon, Tel. 713-718-7057

College Website – [www.hccs.edu](http://www.hccs.edu).

To pick up grades at the semester end, go to [www.hccs.edu](http://www.hccs.edu) and then click on “view grades.”

US Mail: Houston Community College, Eastside Campus, 6815 Rustic, Houston TX 77087

### Course Materials:

- *Readings for Writers*. 14th ed. McCuen-Metherell and Winkler. ISBN – 13: 978-1-111-83706-8
- *The Wadsworth Handbook*. 9th ed. Kirsznner & Mandell. ISBN – 13: 978-0-495-90447-2 or any reliable Grammar Handbook such as *McGraw-Hill* or *The Little Brown Handbook*.
- A recent, college level dictionary
- A recent, college level thesaurus
- A USB Flash Drive for saving your work (Avoid floppy disks and CDs)

**Grade Percentages:** (The total will equal 100%)

- 10% Narration / Description Essay
- 10% Comparison / Contrast Essay
- 14% Mid-Term Essay Exam (Comparison / Contrast)
- 10% Definition Essay
- 10% Journals
- 10% Hard evidence of the use of Askonline.net
- 10% Instructor's Choice (Attendance, Class Discussions and Class Participation)
- 10% Power Point Presentation
- 16% Final Essay Exam (Definition)

### HCCS Crucial Days for Fall, 2012

09/21/2012 Last Day to Drop Classes (Online Only)  
09/22/2012 Classes begin

10/02/2012	Official Date of Record
11/12/2012	Last Day for Administrative/Student Withdrawals by 4:30 p.m.
11/22/2012 – 11/25/2012	Thanksgiving Holidays
11/17/2012	Midterm Essay Exam
12/08/2012	Final Deadline for late or make-up work
12/09/2012	Instruction Ends
12/14/2012	Final Essay Exam
12/16/2012	Semester Ends
12/21/2012	Grades Available to Students

**GRADING SCALE:**

90 – 100	A
80 - 89	B
70 - 79	C
60 - 69	D
Below 60	F
W	Withdrawal

**All Drafts, All Essays, and All Journals must be word-processed and double-spaced. Preferably, students should use Times New Roman or Arial font style and size 12 font. Microsoft Word is the preferred word-processing program, and students need to avoid submitting work in Zip Drive, Rich Text, or Word Perfect word-processing programs.** Students should back up all assignments onto a USB Flash Drive as well as keep hard copies of submitted work in case the instructor does not receive assignments. Also students should keep a copy of all papers until the end of the following long semester. **Submit each essay and each journal through the assignments tool. Assignments submitted through email will not be accepted.**

Each submission of an essay should include a cover sheet. Journals may be typed in the email message area and do not need a cover sheet.

**Formal Papers:** All papers in this class (except Journals) are considered formal papers; this means that you are not to use the words “you,” or “I” (or any of their variants such as “your” and “my,” “we,” “our,” etc.) in your papers. “You” can be replaced by a noun such as “a person” or “one.” Instead of using “I” the writer might use a different form of the sentence. For example, “I think all teenagers are drug addicts” could be replaced with a much stronger statement: “All teens are drug addicts.” We will learn to strengthen our comments by excluding mention of ourselves. In addition do not use contractions such as “can’t.” Use the written out form, “can not,” instead. **Use MLA format in all papers. The four basic tenants of MLA Formatting are the following: Times New Roman or Arial font style, size 12 font, double-spacing, and a one inch margin on all four sides of each page.**

**Errors in Writing:** You have probably noticed that you consistently make certain errors in your writing. Work to make this class the one in which you learn the rules so that you reduce the number of errors you consistently make.

**Free Online Tutoring Service:** We will be using **Askonline.Net**. Also, another optional tutoring service is in the **Felix Morales building** on campus which has live tutors in the Writing Center, and this center is located on the first floor of the Felix Morales building. To get the Writing Center dial **713-718-7000** and ask for the Writing Center. See <http://learning.sec.hccs.edu/courses/tutoringcenters/writingcenter> for information. To make an appointment go to <http://www.rich15.com/hccs/>. For problems with content ask me questions.

**Open Computer Lab:** The Southeast College provides free internet access and word processing at the Technology Learning Center (TLC) in the Angela Morales Building, Room 2002. Most HCC labs require a student ID and current class schedule. Most HCC labs charge for printing. See <http://secollege.hccs.edu/departments/instructional%20technology/index.php> for information.

Absences: In this course a considerable amount of work is required in a fairly short amount of time; therefore, students are expected to login to the Course a minimum of twice weekly to stay current with all the assignments, threaded discussions, etc. **If a student does not login over a period of fourteen days, or a student does not submit any assignments over a period of fourteen days, he/she will be administratively withdrawn from the class by the drop deadline, Tuesday, November 12, 2012, by 4:30 p.m.**

### **Eagle Online Student User ID**

Your Eagle Online login user ID will be your HCC User ID (sometimes referred to as the “W” number). All HCC students have a unique User ID. If you do not know your User ID you can look it up by visiting the HCC home page:

- From [www.hccs.edu](http://www.hccs.edu), under the column “CONNECT,” click on the “Student System Sign In” link
- Then click on “Retrieve User ID” and follow the instructions.

The default student password is “distance.” Students will then be prompted to change their password after their first login. Please visit DE Technical Support website if you need additional assistance with your log in.

**New Student Help Desk for Eagle Online: Presidium – Call 713-882-0000, Opt 4, Opt 2, Opt 3**

### **HCC Course Withdrawal Policy:**

The State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCC has instituted an Early Alert process by which your professor will “alert” you and Distance Education (DE) counselors that you might fail a class because of excessive absences and/or poor academic performance.

**In order to withdraw from your DE class, you MUST first contact your DE professor, PRIOR to the withdrawal deadline to receive a “W” on your transcript.** After the withdrawal deadline (**November 12, 2012 by 4:30 p.m.**) has passed, you will receive the grade that you would have earned. Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a failing grade of an “F.” It is the responsibility of the student to withdraw from the class; however, your professor reserves the right to withdraw you without your request due to excessive absences. If you do not feel comfortable contacting your professor to withdraw, you may contact a DE counselor. However, please do **not** contact both a DE counselor and your DE professor to request a withdrawal; either one is sufficient.

**Late Assignments Policy:** Since this is a very condensed class, and a considerable number of assignments are required to be completed in a fairly short amount of time, late assignments will be accepted up to only three days late. For example, if an assignment is due Saturday, September 29, 2012 by 11:55 p.m., the assignment will be accepted no later than Tuesday, October 2, 2012 by 11:55 p.m.

**Make-Up Policy:** Late assignments may be made up with no points penalized if the student has been involved in a serious accident or has had a death in his/her immediate family. **Assignments submitted more than three days late will not be accepted, regardless of the reason. Late work submitted after the course deadline for late or make-up assignments (Saturday of week eleven) will not be accepted. Final Essay Exams submitted after the final essay exam due date will not be accepted. Any assignments submitted after the semester ends will not be accepted.**

**Rewrites:** A student may rewrite one of his/her essays for a higher grade (five to ten points higher) during the semester if the earned grade is below a 70. If a student wants to rewrite an essay for a higher grade, and the earned grade is 70 or higher, the student will just have to try harder to earn a higher grade on his/her next essay.

**Communication** with your instructor is essential in all your courses. Please keep me informed of problems you are having either with the course itself or with keeping up with assignments.

**Preparation for class assignments:** It is the students' responsibility to keep up with all course assignments! English 1301 is a **fast-paced** course, with many assignments that are due quickly. Students need to be aware that eight to ten hours of work each week are necessary to prepare, study, revise, edit, refine, and submit the assignments on a timely basis. Part of a student's success in this English class is his/her ability to adapt to the **pace**, working on several assignments at once, which requires many skills: following directions, reading, understanding, thinking, planning, writing, preparing documents, revising, and proofreading, correcting errors in writing, participating in "discussions" with the instructor via email, participating in "discussions" with the other students via the Discussion Board, and submitting all assignments on time. **BECAUSE OF THE VOLUME OF WORK IN THE COURSE, STUDENTS MUST WORK QUICKLY AND SUBMIT ASSIGNMENTS ON TIME! ALSO, STUDENTS MUST UNDERSTAND THAT AS SOON AS ONE ASSIGNMENT IS COMPLETED AND SUBMITTED, ANOTHER ONE WILL FOLLOW IMMEDIATELY! THE FINAL ESSAY EXAM IS DUE ON THE ASSIGNED DAY AS PER THE COURSE CALENDAR. NO LATE FINAL ESSAY EXAMS WILL BE ACCEPTED. ASSIGNMENTS SUBMITTED AFTER THE LAST DAY OF CLASS WILL NOT BE ACCEPTED. (THE SEMESTER ENDS SUNDAY, DECEMBER 16, 2012.)** Questions are invited in this course. It is the opinion of your instructor that questions from students demonstrate both interest and knowledge. Feel free to ask questions at any time.

**Word Processing, Storing, and Retrieving Essays:** **All drafts of all essays must be word-processed and double-spaced, preferably in MICROSOFT WORD.** Students should store all essays on their USB Flash Drives until the end of the following semester. If you do not have your own computer, you may use one in one of our computer labs. In order to be able to access the system, you must be issued a card that has your identification number and password. This may be obtained at the front desk of the computer lab, either in the Felix Morales Building or in the Angela Morales Building.

**Incomplete Policy:** **In order for a student to be eligible to earn an Incomplete, a student must have submitted a minimum of 50% or more of the assigned work for the semester in which he/she is enrolled in this course which means approximately half of the assigned essays and half of the assigned journals; i.e.: at least three essays and five journals or two essays, the Power Point assignment and five journals.** The grade of "I" (incomplete) is conditional. A student receiving an "I"

must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the “I” becomes an “F.” Upon completion of the coursework, the grade will be entered as I (Inc) grade on the student transcript. All “I”s must be changed to grades prior to graduation.

**Student Grievances:** Students who wish to complain about any aspect of their education should first speak with their instructor. If the situation remains unresolved, then the student has the right to file a student grievance with the dept. chair, Ms. Beverly Hixon, 713-718-7057. Forms can be picked up in the office of the Dean of Instruction, 713-718-7066. These forms are first submitted to the Department Chair who will then consult with the student and other parties involved in an effort to come to a reasonable resolution of the problem.

Read your **Student Handbook** paying particular attention to the section on Student Policies. Within this section is a segment on Grievance Procedure as well as one on Academic Dishonesty. It is important that you familiarize yourself with both your rights and responsibilities as a student. Student Handbooks are available from the Office of the Registrar.

**Scholastic Dishonesty:** The Houston Community College *Student Handbook* defines the following criteria: “Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.” Please refer to the *Handbook* for the specifics of cheating on a test. “Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.” Collusion means “the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty include a grade of 0 to F for the particular assignment, failure in the course, and/or recommendations for probation or dismissal from the College System.” Handbooks are available in the Registrar’s Office.

#### **EXEMPLARY EDUCATIONAL OBJECTIVES**

To understand and demonstrate writing processes through invention, organization, drafting, revision, editing, and presentation.

To understand the importance of specifying audience and purpose and to select appropriate communication choices.

To understand and appropriately apply modes of expression (descriptive, expository, narrative, scientific, and self-expressive) in written and visual communication.

To understand and apply basic principles of critical thinking, reflective thinking, problem solving, responding, and technical proficiency in the development of exposition and argument.

**English Department Mission Statement:** The purpose of the English department is to provide courses that transfer to four-year colleges; introduce students to literature from diverse traditions; prepare students to write clear, communicative, well-organized, and detailed prose; and develop students’ reading, writing, and analytical skills.

**College Mission Statement:** The Houston Community College System is an open admission, public institution of higher education offering associate degrees, certificates, academic preparation, workforce training, and lifelong learning opportunities that prepare individuals in our diverse communities for life and work in an increasingly international and technological society.

-adopted June 22, 2000

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#### **Distance Education Advising and Counseling Services:**

Advising can be accomplished by telephone at 713-718-5275 – option # 4, via email at [de.counseling@hccs.edu](mailto:de.counseling@hccs.edu), by visiting the Distance Education Office at the HCC Administration Building, 3100 Main Street, 3<sup>rd</sup> floor and /or on-site advising at other HCC locations upon request. The website for Distance Education Advising and Counseling Services is <http://de.hccs.edu/de/askdecounseling>. The website for Distance Education Student Services is <http://de.hccs.edu/portal/site/de/>. Confidential sessions with the distance education counselors will help students understand admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. Houston Community College counselors also maintain a local referral base in order to provide appropriate referrals to students with personal or family issues that may require long-term solutions.

### **Disability (ADA) Notification:**

“Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester.” Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate DSS Counselor for assistance. Please contact the Distance Education Counselors at 713-718-5275, option # 4 or at [de.counseling@hccs.edu](mailto:de.counseling@hccs.edu) in order to be referred to the appropriate HCC DSS Counselor.

Students who require testing accommodations need to schedule an appointment for testing to ensure that staff will be available for proctoring and to arrange for any adaptive equipment that may be required. Students should contact the distance education instructor’s “Instructional Support Specialist” (ISS) the week prior to each exam throughout the semester to confirm that the requested testing accommodations will be met. If you need assistance in determining your instructor’s ISS, please contact your instructor or the Distance Education Counselors for assistance.”

### **INTERNATIONAL STUDENTS:**

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Please contact the international Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

## The Writing Assignments

**You are required to include a cover page at the beginning of each major assignment (rough drafts and final drafts of essays) that you submit.**

-30% Essays (10% each) – 2000 words (each essay two word-processed pages @ 500 words minimum to 700 words maximum)

Three rhetorical patterns will be chosen by the instructor, and each one will represent a different strategy. The three Patterns used will be narration/description, comparison/contrast, and definition. General topics will be chosen by the instructor, but students may select the topic of their choice from the list. Details for these three essay assignments are located in the assignment icon on the homepage. The correct order for your essay “packet” is as follows: Cover Sheet, Outline, Final Draft, Hard Evidence of Tutoring Service (Askonline.net), and Rough Draft(s). Know that folder order is part of your grade. Essay assignments are required to be submitted as **ONE ATTACHMENT**, rather than as multiple attachments. Documents for essay assignments can be easily combined using the copy and paste feature in Microsoft Word. **Multiple attachments for an essay assignment will not be accepted.**

**-14% Mid-Term Essay Exam – 1500 words (three to four word-processed pages)**

The students will write a comparison / contrast essay. The topic choices, complete with pre-writing and preparation sheets will be provided ahead of time by the instructor, and students will be given ample time for careful preparation. Students will submit their Mid-Term “packets” in the following order: Cover Sheet, Outline, Final Draft, and Rough Draft(s). Know that folder order is part of your grade. Essay assignments are required to be submitted as **ONE ATTACHMENT**, rather than as multiple attachments. Documents for essay assignments can be easily combined using the copy and paste feature in Microsoft Word. **Multiple attachments for an essay assignment will not be accepted. You will not use the tutoring service for the mid-term essay.**

**-10% 10 Journals (200 words each):**

Journals should be written consistently during the semester. Topics are listed in the course calendar with due dates. Ten times during the semester students will submit **a 200 – word journal response** to the assigned readings in *Readings for Writers*. You are required to write your name, submission date and course name and number (English 1301) at the top of each journal, but a cover sheet is not required for journals. Before writing your first journal, study the instructor given journal samples. In the introductory paragraph of your journal, include the title and author of your topic and give a brief scenario or description of the essay you will be discussing. To create a smooth segue to your next paragraph, write a transitional sentence at the end of your introductory paragraph. Some words used to start a smooth transition are the following: although, just as, even though, similarly, while, when, before, and after. In your next paragraph of your journal, explain how you relate to the topic by revealing a similar incident or experience that happened to you, a family member or a friend.

**-16% Final Essay Exam (500 – 1000 words)**

**The Final Essay Exam will be Definition. Students may select from several instructor provided topics. Students will do pre-writing and brainstorming sheets, and sufficient time will be given for preparation. Details for the Final Essay Exam will be given to students in ample time before the exam. Students will submit their Final Essay Exam “packets” in the following order: Cover Sheet, Outline, Final Draft, and Rough(s) drafts.** Essay assignments are required to be submitted as **ONE ATTACHMENT**, rather than as multiple attachments. Documents for essay assignments can be easily combined using the copy and paste feature in Microsoft Word. **Multiple attachments for an essay assignment will not be accepted. You will not use a tutoring service for the final essay exam.**

## Other Assignments

### **-10% Free Tutoring Service:**

You are **required** to submit the following essays to the online tutor (Askonline.net): Your Narration / Description rough draft, your Comparison / Contrast rough draft, and your Definition rough draft to this service and to include your rough draft with your online tutor's comments and date of online tutoring in your online folder when you submit your final draft. **Students will not use this service for the Mid-Term Essay Exam or for the Final Essay Exam.** I will be looking to see to what extent you have followed suggestions for improvements. You also have an optional live tutoring service located at the Learning Web Building on the first floor. Call 713-718-7000 and ask for the Writing Center. See <http://learning.sec.hccs.edu/courses/tutoringcenters/writingcenter> for information. To make an appointment go to <http://www.rich15.com/hccs/>. If you visit a live tutor, be sure to take a hard copy of your course writing assignment with you. For problems with content ask me questions.

### **-10% Instructor's Choice (Attendance, Class Discussions and Class Participation)**

Frequency of student online attendance and participation in class threaded discussions are part of your Instructor's Choice grade.

Class Participation includes how regularly a student attends class, how often he/she asks questions, how promptly the student responds to discussion questions, and how timely he/she submits assignments; i.e., how enthusiastic the student is regarding the course.

**-10% Power Point Presentation: In a seven to ten Power Point slide presentation, you will explain to your reader how to write (step by step) one of the three rhetorical modes applied in this course: narrative/descriptive, comparison/contrast, or definition. See the Power Point Presentation assignment for details on completing this document.**



Instructor reserves the right to change various assignments on this syllabus at her discretion.

All assignments are due online by Saturday of each week by 11:55 p.m. unless otherwise indicated in the syllabus calendar.

**Assignments *Readings for Writers = RFW***

**Wk. 1, Sat., Sept. 22, 2012 - Sat., Sept. 29, 2012**

Introduction to the class, the writing process, journals, Online Tutor (Askonline.net), and class participation.

Assignment: Read and Study the Syllabus and Calendar.

Assignment: Read, sign, date and submit the Course Agreement.

Assignment: Read carefully & Highlight *RFW, Guidelines for Thinking and Reading Critically*, pp. 62-73, *Rhetoric: The Art of Persuasion*, pp. 18-31, *Advice* pp. 42-45. Read *RFW, "I Have a Dream,"* pp. 45-50. Pay special attention to "I Have a Dream" as an example of rhetoric.

Discussion of Essays; The Writing Process; Paragraph Essay Structure; Introduction to Writing Narration/Description; Online Tutors

Assignment: Read *RFW, Examples of Narration Essays - "Salvation"* pp. 124-126, "My Name is Margaret" pp. 244-249, and "Shame" pp. 249-253.

Discuss topics and Write rough draft of Narration/Description Essay for online tutor.

**Due: Wed., Sept. 26: COURSE AGREEMENT**

**Wk. 2, Sun., Sept. 30, 2012 – Sat., Oct. 6, 2012**

Discussion of Narration/Description Essays, Online tutor (Askonline.net)

Assignment: Read *RFW, The Writer's Thesis?* pp. 133-143, *Developing Good Paragraphs*, pp. 202-211, *From the Lessons of the Past*, pp. 219-227. *Patterns of Development*, pp. 229-232. *Narration*, pp. 233-237. "Shooting an Elephant" pp. 237-243.

Prepare for N/D Essay. Commit to topic, purpose, and audience.

Revise your rough draft of your N/D Essay.

**DUE: Sat., Oct. 6: Journal # 1 Respond to "Salvation" in *RFW*. Each journal is required to have 200 words.**

**DUE: Sat., Oct. 6: ROUGH DRAFT OF NARRATION / DESCRIPTION ESSAY INCLUDING HARD EVIDENCE OF THE USE OF AN ONLINE TUTOR**

**Wk. 3, Sun., Oct. 7, 2012 – Sat., Oct. 13, 2012**

Discussion of Writing Narration/Description; Online Tutors (Askonline.net)

Assignment: Read *RFW, Description*, pp. 286-290, *Examples of Description Essays – "Once More to the Lake"* pp. 669-675, and "A Worn Path" pp. 299-306.

Refine your rough draft of your N/D Essay.

**DUE: Sat., Oct. 13: Journal # 2 Respond to "My Name is Margaret" in *RFW*. Each journal is required to have 200 words.**

**DUE: Sat., Oct. 13: FINAL DRAFT OF NARRATION / DESCRIPTION ESSAY # 1**

**Wk. 4, Sun., Oct. 14, 2012 – Sat., Oct. 20, 2012**

Discussion of Comparison / Contrast Essays; Grammar Discussion

**Assignment:** Read *RFW*, **Comparison and Contrast**, pp. 456-463. Prepare for C/C Essay. Commit to topic, strategy, criteria, purpose, and audience.

**Discussion of Comparison and Contrast Essays, Online Tutor**

Read *RFW*, “**Diogenes and Alexander**” pp. 469-474 and “**Breast Cancer No. 2,**” pp. 463-469.

Discuss topics and Write your rough draft of Comparison/Contrast Essay for the Online tutor.

**DUE: Sat., Oct. 20 Journal # 3 Respond to “Shame” in *RFW*. Each journal is required to have 200 words.**

**Wk. 5, Sun., Oct. 21, 2012 – Sat., Oct. 27, 2012**

**Discussion of Comparison and Contrast Essays, Online Tutor**

**Assignment:** Read *RFW*, “**Grant and Lee: A Study in Contrasts**” pp. 474-478, and “**Baba and Me**” pp. 479-487.

Revise your rough draft of Comparison/Contrast Essay.

**DUE: Sat., Oct. 27: Journal # 4 Respond to “Once More to the Lake” in *RFW*. Each journal is required to have 200 words.**

**DUE: Sat., Oct. 27: ROUGH DRAFT OF COMPARISON / CONTRAST ESSAY INCLUDING HARD EVIDENCE OF THE USE OF AN ONLINE TUTOR**

**Wk. 6, Sun., Oct. 28, 2012 – Sat., Nov. 3, 2012**

**Discussion of Comparison/Contrast Essays**

Refine your rough draft of your C/C Essay.

**DUE: Sat., Nov. 3: Journal # 5 Respond to “A Worn Path” in *RFW*. Each journal is required to have 200 words.**

**DUE: Sat., Nov. 3: FINAL DRAFT OF COMPARISON / CONTRAST ESSAY # 2**

**Wk. 7, Sun., Nov. 4, 2012 – Sat., Nov. 10, 2012**

**Discussion of Mid-Term Essay Exam (C/C)**

**Prepare for and write Mid-Term Essay Exam.** Prepare for Mid-Term C/C Essay by discussing topics, strategies and criteria.

**Assignment:** for Mid-Term Essay Exam. Commit to topic, strategy, criteria, purpose, and audience

Revise your rough draft of your Mid-Term (C/C) Essay.

Read *RFW*, “**Entropy,**” pp. 419-424.

**DUE: Sat., Nov. 10: Journal # 6 Respond to “Breast Cancer No. 2” in *RFW*. Each journal is required to have 200 words.**

**DUE: Sat., Nov. 10: Journal # 7 Respond to “Grant and Lee: A Study in Contrasts” in *RFW*. Each journal is required to have 200 words.**

**Wk. 8, Sun., Nov. 11, 2012 – Sat., Nov. 17, 2012**

**Discussion of Mid-Term Essay Exam (C/C)**

**Continue Preparing for Mid-Term Essay Exam.**

Refine your rough draft of your Mid-Term (C/C) Essay.

**Assignment:** Read *RFW*, “**Of Altruism, Heroism, and Nature’s Gifts in the Face of Terror,**” pp. 414-419.

**Monday, November 12, 2012 – Last Day for Administrative/Student Withdrawals by 4:30 p.m.**

**DUE: Sat., Nov. 17: MID-TERM ESSAY EXAM # 3 (another Comparison/Contrast Essay with a different topic)**

### Wk. 9, Sun., Nov. 18, 2012 – Wed., Nov. 21, 2012

Discussion of Definition Essays, Online tutor

Assignment: Prepare for Definition Essay. Commit to topic, purpose, and audience.

Write your rough draft of your Definition Essay for Askonline.net

Discuss Power Point Presentation.

Discuss topics and Write your rough draft of Definition Essay for the Online tutor.

**Assignment: Read *RFW*, Definition, pp. 409-414.**

**DUE: Wed., Nov. 21: Journal # 8 Respond to “Entropy” in *RFW*. Each journal is required to have 200 words.**

**DUE: Wed., Nov. 21: Journal # 9 Respond to “Of Altruism, Heroism, and Nature’s Gifts in the Face of Terror” in *RFW*. Each journal is required to have 200 words.**

**Observe Thanksgiving Holidays, Thursday, November 22 – Sunday, November 25, 2012.**

### Wk. 10, Mon., Nov. 26 – Sat., Dec. 1, 2012

Review for Final Essay Exam (another Definition Essay with a different topic)

Discussion of Definition Essays, Online tutor

Discussion of Power Point Presentation

Commit to Power Point Presentation Topic

Continue revising your rough draft of your Definition Essay.

**Assignment: Read *RFW*, “In Praise of the Humble Comma,” pp. 425-428.**

Definition Essay ~ Discuss topics and Commit to topic, purpose, and audience.

**DUE: Sat., Dec. 1: ROUGH DRAFT OF DEFINITION ESSAY INCLUDING HARD EVIDENCE OF THE USE OF AN ONLINE TUTOR**

### Wk. 11, Sun., Dec. 2, 2012 – Sat., Dec. 8, 2012

Review for Final Essay Exam (another Definition Essay with a different topic)

Discussion of Final Essay Exam

Discussion of Power Point Presentation

Assignment: Prepare for Final Essay Exam (Definition) and write your rough draft of Final Essay Exam.

**DUE: Tues., Dec. 8 Journal # 10 Course Evaluation: What worked well for you in this class? What didn’t work? How could this course be improved? Each journal is required to have 200 words.**

**DUE: Sat., Dec. 8: FINAL DRAFT OF DEFINITION ESSAY # 4**

**SAT., DEC. 8: FINAL DEADLINE FOR ANY LATE OR MAKE-UP WORK.**

### Wk. 12, Sun., Dec. 9, 2012 – Sun., Dec. 16, 2012

Review for Final Essay Exam (another Definition Essay with a different topic)

Revise and Refine your rough draft of your Final Essay Exam (another Definition Essay).

In addition to taking the final exam, this last week will be used to evaluate the course, tie up any loose ends, answer any student questions, and address any concerns.

**Due: Fri., Dec. 14 POWER POINT PRESENTATION**

**DUE: Fri., Dec. 14 FINAL ESSAY EXAM (ESSAY # 5).**

## **FRAMEWORK FOR FIVE-PARAGRAPH ESSAY, WRITTEN EXPLANATION**

The first paragraph is the introductory paragraph, and the writer will use Deductive Reasoning by going from general to specific. Your first statement should be very broad and general and if possible, attention getting in nature. As the writer works his/her way through the introductory paragraph, each statement in the paragraph will become more narrowed down and more specific until the author reaches the thesis statement (main idea of the essay) that must be very specific. The thesis statement may be more than one or two sentences.

The next paragraph will be the first body paragraph, and it must start with a topic sentence that tells the reader the main idea of that one body paragraph. The topic sentence must be supported by at least two sets of primary and secondary support. The topic sentence supports the thesis statement; the primary support sentence supports the topic sentence; and the secondary support sentence supports the primary support sentence. Secondary support sentences usually contain quotations, summaries, paraphrases, analogies, references, examples, percentages, statistics, or some other forms of explanation that can reveal the true nature of the topic. Each body paragraph must have a minimum of two sets of primary and secondary support sentences. The body paragraph can certainly have more than two sets if necessary. Essays will vary in length and can certainly have more than three body paragraphs but no less than three body paragraphs.

Transitional sentences provide a way for the writer to smoothly ease out of one subject and gracefully slide into another subject, so the paper will appear smooth and seamless and be a pleasure rather than a chore to read. A transitional sentence is the last sentence in a body paragraph. Not all body paragraphs will have transitional sentences, but the writer should try to incorporate them into the writing as much as possible to give the paper a smooth flow. Some phrases that can begin a transitional phrase are the following: While, Although, Just as, Similarly, etc. An example could be the following: "Just as Grant became president of the United States after the Civil War, Lee also became a president, but it was of a college." The next body paragraph would have a topic sentence that would discuss the fact that both Grant and Lee became presidents after the Civil War.

The final paragraph of an essay is the concluding paragraph. Your first statement (which can be more than one sentence) will be your concluding statement, and this statement must mirror or parallel your thesis statement; this means the writer is to paraphrase him/herself rather than repeat the thesis statement word for word. The author will be using Inductive Reasoning since he/she will be going from specific to general in the writing of this final paragraph. As the writer completes the concluding paragraph, each statement in the paragraph will become more general and broad in nature until he/she reaches the last sentence that must be very broad and general. Then the writer will have come full circle in his/her writing.

