

Course Number: ENG 1100

Course Title: Introduction to College Writing

Course Description:

This course requires students to engage in sustained reading and writing practices. Students will read a variety of texts and write a number of short essays. This course culminates with a paper of at least 1000 words. College credit awarded, but will not be applied toward degree requirements. 3 credits. (3 plus 0)

Prerequisites: Placement into ENG 1100 or completion of ENG 1000 with grade C or better.

Credit hours: 3

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

1. Understand and apply the basic rules of Standard Written English (SWE..
2. Identify and describe their strengths and weaknesses as writers in order to revise and edit their own work, thereby becoming independent writers.
3. Apply strategies for the composition process, such as inventing, drafting, and revising to produce academic essays.
4. Analyze college-level reading material to discover and apply effective writing practices.
5. Create word-processed documents prepared according to MLA standards.

INDIANA**TECH**

College of Professional Studies ENG 1100 Introduction to College Writing Online Course Syllabus Content

Instructor Information

Please see Professor Profile at the Blackboard instructional site.

Course Schedule

Please see Course Schedule in the Course Syllabus area of the Blackboard instructional site.

Online Course Policies

All of the online courses taken by students are required to follow the policies posted online at <http://online.indianatech.edu/tech-policies/policies/>. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

Textbook

Fawcett, Susan. *Evergreen, 10th Edition*, Cengage, 2014.

Grading Events & Grading Criteria

Unless otherwise specified, all assignments must be submitted via Blackboard.

Grading Events

Assessment	Quantity	Point Value	Total
Course Preparation Quiz	1	20	20
Writing:			395 pts
"Humans of New York" Paragraph	1	80	80
Summary Response Essay	1	100	100
Persuasive Essay	1	100	100
Tech Live Review and Reflections	6	10	60
Discussion Board Writing Practice	3	20	60
Review:			190 pts
Tutor.com Review and Reflection	3	50	150
Discussion Board Peer Review	2	20	40
Grammar HW & Exam:			270 pts
Grammar Homework	4	30	120
Grammar Exam	1	150	150
Total Points			880 pts

Grading Criteria

Writing

For this course you will write 3 essays:

- “Humans of New York” Paragraph
- Summary Response Essay
- Persuasive Essay

There will be smaller writing assignments throughout the class such as the Tech Live Review and Reflections, Tutor.com Review and Reflections, Discussion Board writing practice, and Discussion Board Peer Reviews.

You will also have the opportunity to revise the “Humans of New York” Paragraph and the Summary Response Essay for a better grade at the end of the course.

Grammar Homework

In Modules 2-5, you will be asked to complete a homework assignment that corresponds to that weekly grammar concept.

Each homework assignment is worth 30 points; questions are short answer format.

- sentences/run-ons/fragments
- commas
- subject-verb agreement
- colons and semicolons

Grammar Exam: This exam in Module 5 covers all of the grammar concepts that are covered during this course. The purpose of this exam is to ensure you know how to use the grammar concepts properly in your writing assignments. The exam is worth 150 points and asks you to fix sentences that have grammar errors. You can take this exam twice.

Tutor.com Review and Reflection: You need to submit rough drafts of all your essays to the online tutor by the due date specified in the schedule. You will then submit your Tutor.com Review and Reflection assignment to Blackboard.

Grading Scale

The following grading scale will be used to assign a grade at the end of the course:

Percentage Achieved	Grade	Percentage Achieved	Grade	Percentage Achieved	Grade
93% or above	A	80% or above	B-	70% or above	C-
90% or above	A-	77% or above	C+	60% or above	D
87% or above	B+	73% or above	C	Below 60%	F
83% or above	B				

NOTE that at Indiana Tech you must retake this course if you get a C- (72%) or lower.

Late Assignments

All assignments and required online activities are due according to the deadline listed in the course schedule. Granting deadline extension is the course instructor's autonomy.

Incompletes

If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:

- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.
- The student is
 - in good academic standing -- up to date on all the course assignments and has at least an overall passing grade,
 - able to complete all the remaining coursework within a session (5 weeks for an undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
 - able to provide supporting documentation to substantiate the need for extra time should a session is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. **The deadline cannot go past one (1) session.** All incomplete grades and deadlines are subject to approval by the designated University authority.

Course Related Communication

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor and classmates, is by using the Send Email function within the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it.

Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All of the emails your classmates and instructor send to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a reply within 24 hours, please do not hesitate to follow up with another email or forward the carbon copy of the email you sent to OnlineSupport@IndianaTech.edu with a note "Please help. It's been 24 hours and I have not heard from my instructor" and the University support staff will act on your behalf to contact your course instructor.