

High School Name and Logo  
Address  
Phone Number

**ENGL 1101 College Writing**  
Fall 2017  
3 Credit Hours

**Instructor:** Mrs. Jane Doe  
**Phone:** 555.555.5555  
**Email:** jane.doe@minnesota.edu  
**Office Hours:** Monday-Friday 3:00-4:30pm, or by appointment.

**Required Text/Materials**

- MLA Handbook for Writers of Research Papers, 7TH 09
- Troubleshooting Guide for Writers: Strategies and Process, 7TH 13
- They Say/I Say: The Moves That Matter in Academic Writing, 2ND 10

**Course Description and Course Purpose**

Meets MnTC Goal Area 1. This is an introductory writing course designed to prepare students for later college and career writing. The course focuses on developing fluency through a process approach, with particular emphasis on revision. Students will consider purpose and audience, read and discuss writing and further develop their own writing processes through successive revisions to produce polished drafts. Course work will include an introduction to argumentative writing, writing from academic sources and a short research project.

**Prerequisites**

Completion of ENGL 0050 with a grade of C or higher and completion of ENGL 0040, OR ENGL 0096 with a grade of C or higher OR placement in ENGL1101 (because of entrance examination score).

**Course Competencies**

1. Demonstrate the writing process through invention, organization, drafting, revision, editing and presentation.
2. Participate effectively in groups with emphasis on listening, critical and reflective thinking and responding.
3. Locate and evaluate information from diverse academic sources.
4. Synthesize information from diverse academic sources.
5. Construct logical and coherent arguments.
6. Use authority, point-of-view and individual voice and style in writing.
7. Respond critically via discussion.
8. Respond critically via writing.
9. Employ syntax and usage appropriate to academic disciplines and the professional world.
10. Select appropriate communication choices for specific audiences.
11. Use a discipline-appropriate style guide to responsibly credit and document information.

## Course Schedule and Assignments

*Example:*

**Week 1 (Nov 4-8) -**

Assignment 1 -

**Week 2 (Nov 11-15) -**

Assignment 2 -

**Week 3 (Nov 18-22) -**

Assignment 3 -

**Week 4 (Nov 25-29) -**

Assignment 4 -

## Course Assignment and Related Course Competency

*Example:*

**Assignment 1** –Essay 1

Course Competency 1 -

**Assignment 2** - Essay 2

Course Competency 2 -

**Assignment 3** – Essay 3

Course Competency 3 -

**Assignment 4** – Essay 4

Course Competency 4 -

## Grading Policies

### **GRADING**

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F 0-59%

### **ASSIGNMENTS**

Weekly Discussion and Participation 25

Three Quizzes in units 3, 5, 6 10

Self-Assessment and Writing Project 15

Literature Review and Annotated Bibliography 20

Draft Essay 10

Final Essay 20

### **LATE ASSIGNMENTS**

Late postings and late assignments **will not be accepted**. A grade of “0” will be assigned for any posting or assignment that comes in after the deadline unless prior arrangements have been made with the instructor. Any time you feel that you might be falling behind in the course, it is best to contact me to discuss your situation.

## Accommodations for Students with Disabilities

M State is committed to providing equal access to education for all students. Students who have a disability or believe they may have a disability are invited to contact the Disability Services office as soon as possible to determine eligibility and/or submit accommodation requests.

For questions or to request accommodations, contact Jon Kragness at [jon.kragness@minnesota.edu](mailto:jon.kragness@minnesota.edu), or 218.736.1595 (711 for Relay service). For additional information, visit the M State Disability Services website at [www.minnesota.edu/?id=378](http://www.minnesota.edu/?id=378). If you are having any problems getting connected with Disability Services, contact Megan Adamczyk at 218.846.3867, or [megan.adamczyk@minnesota.edu](mailto:megan.adamczyk@minnesota.edu).

### **Academic Integrity and Plagiarism**

Plagiarism and cheating on exams, assignments, projects, etc., are antithetical to academic integrity and will not be tolerated. Furthermore, not only is plagiarism simply dishonest, it is illegal in the sense that you are stealing another person's intellectual property. Therefore, plagiarism and other forms of cheating are serious offenses, not only to academia in general, but to your own education as well. Students can fail this course if caught plagiarizing or cheating on course work and/or exams. All material which is derived from other sources (including paraphrased statements, ideas, and direct quotations) must be cited, with in the text of the paper, and/or using an accepted form of footnotes, endnotes, or parenthetical citations as required.

*Examples of Academic Dishonesty:*

**Cheating** – Using or attempting to use unauthorized materials for one's own academic benefit.

**Plagiarism** – Intentionally or unintentionally presenting as one's own words the ideas, words, or information of another without citing the reference, using either Modern Language Association (MLA), American Psychological Association (APA), or other guidelines as determined by your instructor.

**Reusing an assignment** – Using an assignment previously submitted to another instructor without prior approval from both instructors.

**Fabrication/falsification** – Inventing or knowingly altering information or research.

**Facilitating academic misconduct** – Assisting another in committing actions considered academically dishonest.

Be forewarned that I reserve the right to turn any case of academic dishonesty (cheating on an exam or plagiarism) over to the Academic Dean for appropriate sanctions. If you are not familiar with the exact definition and/or everything that constitutes plagiarism, it is your responsibility to seek out this information well in advance of completing a course assignment or exam.

Student consequences for academic dishonesty in this course will range from a failing grade for an assignment to a failing grade for the course.

### **M State Policies and Procedures**

Understanding the College's policies and procedures will help contribute to your success as a student and it is something we expect of you. You may find the Student Handbook at [www.minnesota.edu/handbook](http://www.minnesota.edu/handbook).

### **Syllabus Disclaimer**

The dates, times, topics and other components of the course are subject to change. Students will be notified of changes by email.

### **Disruption Free Classroom Environment Policy**

M State's Disruption Free Classroom Environment policy is posted at [minnesota.edu/policies](http://minnesota.edu/policies) and should be followed to ensure instructors and students engage in coursework without undue disruption.