



FALL 2013

Syllabus

Introduction

Welcome to your new life as an undergraduate student in the United States! In the following years you will live a great adventure that will enhance your life in ways that you may not suspect. There will be many exciting new experiences, but also some challenges. In order to help you face these challenges, you have been required to enroll in ENGL 1123.

Purpose

This course will provide you with opportunities to improve your written English by the only way possible: Writing! Therefore, you will participate in discussions, read about various topics, and write original pieces of your own. The intention is equipping you with the language skills that Academic work requires.

Learning Process

In real life people do not learn languages overnight. It is a process that takes many years of continuous and

progressive work. The same applies when people learn a second language in a classroom. So, the work in this course requires your engagement in a constant and progressive way. It is not the kind of course you can pass just by cramming the night before the final exam. For this reason, your participation in class activities and your work in various written assignments will be essential for your success in the course. In many cases, you will be working in a written piece for two or more weeks and I will check your drafts to provide you with feedback before the final submission. All of this work will count.

In addition, you will be given the opportunity to participate in discussions in which you will play a role (as if you were an actor in a movie). You will have time to prepare for that activity in many ways, and your partners will assist you in the preparation. In these activities people will surely make mistakes; after all, nobody is perfect. However, I am sure you and your partners will do your best when presenting. In order to make

International Freshman Composition

ENGL 1123.004

WELCOME TO AMERICA!

the whole process more enjoyable, it is also **important that you respect your classmates** when they make mistakes or present opinions that are different from your own. If we promote an atmosphere of respect for each other, we'll be more comfortable and have more fun!

Finally, a responsible and professional attitude will surely help us all succeed in the course. This means that as a student you are expected to comply with the course requirements and the University policies. Similarly, as your instructor, I will strive to facilitate your learning, provide you with timely feedback, and also follow the University policies.

Instructor:	Alys Avalos-Rivera
Class Time:	TR 9:00- 10:15
Place:	CLB 218
Office Hours:	M 3:30-4:30 T/R 10:30-11:30
Office:	Morrill 414
Email:	avalosr@okstate.edu



Required Texts

Smalley, R.L., Ruetten, M.K., Kozyrev, J.R. (2012). Refining Composition Skills: Academic Writing and Grammar (6th ed.). Boston, MA: National Geographic Learning.

Halleck, G. (2013). English Composition Simulations. Dubuque, IA: Kendall Hunt



Recommended Text

Longman Dictionary of Contemporary English (paperback) with CD-ROM (2nd ed.). (2007). Essex, UK: Pearson Education ESL.



Course Requirements

IMPORTANT!

In order to pass the course, you are required to do the following:

- Essay 1B 100
- Essay 2B 200
- Essay 3B 200
- "A" drafts 90
- Simulations 120
- Journals 80
- Assignments 60
- Final Exam 150

Total Points 1000

GRADING SCALE

- A = 900-1000 points (90-100%)
- B = 800-899 points (80-89.99%)
- C = 700-799 points (70-79.99%)
- D = 600-699 points (60-69.99%)
- F = below 600 points (below 60%)

Most assignments will be submitted through D2L unless stated otherwise in the class

For details about the due dates for each assignment and activity see the Course Schedule at the end of this document.



HEADING 4



Student Disability

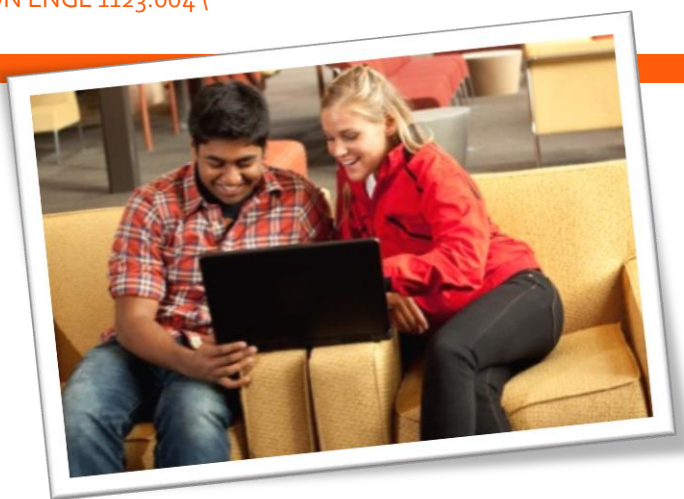
I will be happy to work with any student who has a disability requiring special accommodations. Such disabilities and the necessary accommodations are managed by the Office of Student Disability Services, 326 Student Union. If you have a disability which requires special accommodations, please contact me immediately after the first class.



Submission of Assignments

As your instructor, I will tell you how to submit each of your assignments. Many assignments will be submitted electronically via D2L. Before any assignment is due to D2L, I will demonstrate the process and give you the opportunity to practice submitting a "mock" assignment to the dropbox. If you have any questions about the electronic submission procedure you should consult with me. Claiming that you didn't know how to submit an assignment will not be considered a valid excuse. Also, note that assignments submitted via email will not be accepted unless otherwise approved by the instructor.

If you are instructed to turn in a paper copy of an assignment to the English Department Office in Morrill 205, you must arrive before 5:00 pm. The office closes at that time, at which point the door is locked and you will not be able to turn in the assignment. Even if you attempt to slide the assignment under the door, I will not have access to the office until it opens again the following day.



Remember my e-mail

avalosr@okstate.edu

(I don't check emails on
Sundays)

Policies

Read carefully!

Penalties

A student will be given a ZERO (0) when any of the following occur:

- Fails to turn in the assignment.
- Turns in the assignment more than 24 hours after the deadline.
- Turns in a paper which does not meet the specifications of the assignment.
- Has plagiarized the assignment.

Late Work

Assignments turned in late will negatively affect my evaluation of your work. If you anticipate having difficulties in meeting deadlines, please consult with me **in advance** to find a solution that will enhance your learning in the best possible way. Nevertheless, if some unexpected event prevents you from submitting on time, you may turn in your assignment no later than 24 hours after the deadline. If you do so, be aware that late assignments will receive a grade 20% lower than marked in this syllabus (e.g. if you turn in a 100-point assignment, you will not receive a grade higher than 80). If you are going to submit late, you will need to send me an e-mail before the 24-hour time frame expires, so that I can re-open D2L for you.

Attendance Policy

You are expected to attend class regularly and arrive on time. In addition, you are allowed three absences from class without penalty. However, for each class period you are absent after the three allowed absences, a 10 point (one percent) deduction will be taken from your final grade. If you arrive in class after I call roll, you will be considered absent.

If you miss a class, you are still responsible for the material covered in that class; however, I am not under the obligation to re-cover material missed while you were absent. You should ask your classmates to fill you in on missed material. An absence during a simulation will result in a ten percent reduction of the score for the entire simulation, and two absences during the same simulation will result in a zero (0) for the entire simulation.



. . . Policies

Workload and Time Management

As a full-time student, school is your full-time job. This job implies a forty-hour commitment every week. When planning the content of this course I have used this "job" analogy to help me balance the workload. On the one hand, I must meet the need to cover a significant amount of material during the semester. On the other hand, I must take into account the time constraints imposed upon you by your other courses and your own personal time. This analogy can also help you manage your time each week as you prepare not only for this class, but for your other classes as well.

This class will require you to invest three hours a week in class, plus six to seven hours during the rest of the week for you to prepare for class by reading, writing, studying, or completing any other task that may be assigned for this course. Each class that you have will require more or less the same. However, if you feel like I am assigning too much work for you to complete within ten hours in a week, please let me know and **perhaps** we can come up with a solution. On the other hand, if you would like to work more on a particular topic (such as sentence structure, paragraph organization, or grammar) you are welcome to visit me **during office hours** and I would be more than happy to help you.



Electronic Devices

In the past electronic devices had only limited uses. Computers were used mostly for typing documents and telephones only contained one "app", a telephone. Today, it would be possible, though tedious, to type a paper on a phone. You could even do research for the paper on the phone using the internet and any number of other applications now available on phones. As amazing as



phones are today, they can also be distractions. So can computers.

Text messages, Facebook, Twitter, etc. are all wonderful tools to keep in touch with friends. Fortunately, I have made an effort to not steal your free time (see the above section on "Workload and time management"). In return, **I ask you not to steal class time by inappropriate use of electronic devices.** In general, electronic devices should not be used in class. You will not need to use a translating dictionary because you are always welcome and encouraged to ask me to clarify anything you find confusing or don't understand. You usually won't need a computer as most assignments in class can be done on paper. At the

beginning and/or end of each class I will remind you of impending assignments, but these should already be given to you in the "course schedule", so you shouldn't need to note them on your electronic calendar, not during class time at least.

Academic Integrity

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in an official academic sanction. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627. Go to <http://academicintegrity.okstate.edu> for a video on OSU's academic integrity policy and additional information.

REMEMBER MY OFFICE HOURS

T/R 10:30-12:30

MORRILL 414

Homework Formatting Instructions

Materials

- Paper size is 8 ½" x 11". Be sure to use this setting in your word processor in addition to using the appropriate variety of paper.
- Use one side of the paper only.
- Font color is black.
- Font is 12 point Times New Roman.

Margins

- All margins (top, bottom, left, and right) are 1 inch.
- Indenting is done with the Tab key; never use the spacebar to indent.
- All text is aligned left (i.e., text begins on the left side of the page); do not justify both sides.

Spacing

- With the exception of the name/date block, use double spacing throughout the paper, including the reference page.
- Indent the first line of a paragraph ½ inch from the margin (use the Tab key).
- It is customary to leave only one space after a period, colon, comma, and semicolon.
- Periods (or "full stop"), commas, colons, and semicolons are attached to the word they follow.
- Quotation marks and parentheses attach to the words they enclose.
- Name/date block: Single-space this section. In the top right-hand corner of the page (aligned right), type your name. On the next line, type "ENGL 1123" plus the section number. On the third line, type the assignment number. On the next line, type the date, and on the fifth line, type your instructor's name. Leave a blank line after the instructor's name
- Title and text: Double-space these sections. Center the title of the assignment. Left-align the text. Indent the first line of all paragraphs ½".

Page Numbering

- In the header block, use both your family name followed by the page number in the upper left-hand header; number pages consecutively throughout the paper. Use Times New Roman 12 pt.
- If the assignment is longer than one page, staple all sheets together with one staple in the upper left-hand corner. Do so before you come to class.

Miyami 1

Asahi Miyami
ENGL 1223.001
Assignment 1
01/22/11
Instructor Jones

My First Day of College

The day I started college was one of the happiest days of my life. It began with phone call from the bursar's office. I wasn't aware of it, but I'd been awarded a fee-waiver that would cover all of my tuition and fees for the whole semester. I simply couldn't believe it; I would only have to pay for my books and supplies! I couldn't have asked for a better way to

ENGL 1123.004: International Freshman Composition I Fall 2013

Instructor: Alys Avalos-Rivera	Office Hours: T/R 10:30-12:30
Time: TR 9:00- 10:15	Office: Morrill 414
Place: CLB 218	Email: avalosr@okstate.edu

Tentative Class Schedule

RCS = *Refining Composition Skills* | TBA = To Be Announced | HC = Hard Copy

Date		Topics	Readings*	Assignments Due **
Week 1	T Aug 20	Introduction: Course Requirements & Academic Integrity		Academic Integrity Form (In class-HC)
	R Aug 22	Diagnostic Essay (1A) In-class Writing		Journal 1 (In class- HC)
Week 2	T Aug 27	Diagnostic Essay (1A) In-class Writing continued		Essay 1 A (In class - HC)
	R Aug 29	The Writing Process: Pre-Writing, Drafting, & Outlining	RCS pp. 1-9 & 118-119	Journal 2
Week 3	T Sep 3	The Essay: Thesis Statements	RCS 100-104	
	R Sep 5	Formatting/Computer Skills & Plagiarism Avoidance <i>MEET IN 106 MORRILL</i>		Journal 3
Week 4	T Sep 10	Library Orientation		
	R Sep 12	The Essay: Introduction & Developmental Paragraphs	RCS 104-111	Journal 4
Week 5	T Sep 17	The Essay: Conclusions	RCS 115-117	
	R Sep 19	Intro. to the Paragraph: Topics & Topic Sentences	RCS 12-25	Journal 5
Week 6	T Sep 24	Language Focus		Essay 1B
	R Sep 26	Language Focus		Journal 6
Week 7	T Oct 1	Intro. to the Paragraph: Unity & Coherence	RCS 25-31	
	R Oct 3	Simulation I: Intro & Group Work		Journal 7
Week 8	T Oct 8	Simulation I: Group Work		
	R Oct 10	Simulation I: Presenting & Debriefing		Journal 8

*Students are expected to read the assigned pages before class to be ready to discuss the content.

**Assignments will be due on Thursdays at 11:00 pm in D2L, unless stated otherwise.

Date		Topics	Readings	Assignments Due
Week 9	T Oct 15	Compare & Contrast	RCS 155-167	
	R Oct 17	Using Sources: Summarizing, Paraphrasing & Quoting		Sources for Essay 2 A – in class - HC
Week 10	T Oct 22	Intro to Argumentative Essay/ Essay 2 Peer-Review	RCS 264-269	Essay 2A Rough Draft
	R Oct 24	Argumentative Essay: Counterarguments	RCS 271-272	
Week 11	T Oct 29	Argumentative Essay: Intros & Conclusions/Coherence	RCS 274-278	Essay 2A
	R Oct 31	Simulation II: Intro & Group Work		
Week 12	T Nov 5	Simulation II: Group Work		Essay 2B
	R Nov 7	Simulation II: Presentations & Debriefing		
Week 13	T Nov 12	Peer Review- Bring a printed copy of your essay		Essay 3 A Rough Draft
	R Nov 14	Individual Conferences (Morrill 414)		
Week 14	T Nov 19	Individual Conferences (Morrill 414)		
	R Nov 21	Simulation III: Intro & Group Work		Essay 3 A
Week 15	T Nov 26	Simulation III: Group Work		
	R Nov 28	THANKSGIVING – NO CLASS	NO CLASS	NO CLASS
Week 16	T Dec 3	Simulation III: Presentations & Debriefing		Essay 3 B
	R Dec 5	Final Rough Drafting		
Final Exam Thursday, Dec 12 8:00 -9:50 in CLB 218			In-Class Writing (Essay 4B) Bring blank paper, pen, pencil, and eraser.	