

COMP 100-05: Composition (CRN 611)
MWF 9:00-9:50, Online, Hybrid Synchronous and Asynchronous
Spring 2021

Instructor: Dr. Amie A. Dougherty

Office: 313 Netzer Administration Building

Office Hours: MWF 9:00-9:45, MF 11:00-11:45, and by appointment

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Course Readings:

You do not need to buy a book for this class. All required readings will be posted on Blackboard.

Technology Requirements:

- Internet Access: You will need to be able to access a lot of web-based materials as this course is online. If you have connectivity issues, you need to let me know.
- Blackboard: The majority of the work for this class will be done using Blackboard. You will submit all of your work via Blackboard, whether in drop boxes or on discussion boards.
- Word Processing Program: You will need to use Microsoft Word or another word processing program to write your papers. If you use a program besides Word, you will need to save your files as Word (.doc or .docx) or PDF documents. Please note that as a student at SUNY Oneonta, you can download a copy of Microsoft Office to your device through Office365. You can also use the web-based version of Word and other Office programs through Office 365.
- Video Recording Program (optional): Ideally you will record an introductory video for the class. If you have a smart phone, you can use it for the introductory video, or you can use another program, such as Screencast-O-Matic (available on the web) for the video. If you do not have this capability, do not worry. I will give alternative means of fulfilling those assignments.
- Microsoft Stream, YouTube, or another location to save your videos (optional): Because I want you to link any video you make to Blackboard, you will need to have a location on the web to upload it. You have access to Stream through Office 365, but you can also use YouTube if you prefer or a different service. I will give instructions for uploading to Stream and for embedding videos to Blackboard.

Method of Instruction:

This class is a mix of synchronous and asynchronous online instruction. You will be required to do readings posted to Blackboard, watch video lectures, and submit your work via Blackboard on your own time. We will meet approximately once per week to discuss the readings, lectures, and assignments, and you will be able to ask questions about the assignments then. See the calendar for due dates for the assigned readings and assignments. When we are in our Teams class meetings, I would prefer for you to have your camera on, but I will not require that you do so. At this juncture, I am not planning to record the Teams classes, so if you are absent, you will need to get notes from a classmate or see me during office hours.

Course Description:

Catalog Description: Development of clear, effective communication of ideas in writing. Background reading. May be repeated for up to 6 s.h. credit.

Translation: This course will focus on analyzing and writing arguments. We will read and evaluate different types of argumentative writing and build logical arguments using a variety of resources. The focal topic for this section of COMP 100 will primarily be food, and we will examine this topic from a variety of perspectives.

Course Goals:

Students will be able to

- write a clear, specific thesis statement,
- create argumentative essays using different types of evidence,
- incorporate textual evidence into their essays to support their arguments,
- analyze and evaluate others' arguments.

General Education Attributes: LA, BC3 (formerly BC2), and CPA

SUNY General Education 3 Attribute Student Learning Outcomes: *Basic Communication (BC3)* Students will produce coherent texts within common college-level written forms; demonstrate the ability to revise and improve such texts; research a topic, develop an argument, and organize supporting details; develop proficiency in oral discourse; and evaluate an oral presentation according to established criteria.

Additional Course Outcomes:

- Students will hone their grammatical and mechanical editing skills.
- Students will learn to integrate sources into their own arguments successfully.

Course Policies:

Course Questions: I have created a Course Questions discussion board for the class. If you have any general questions about the materials, assignments, or any other aspect of the class, post them on this discussion board, and I will answer them as soon as I can. This discussion board will act as a resource for the class. If you have questions specific to your work, you can e-mail me, and I will answer them as soon as I can. An example of a general question is "Can you give examples of other thesis statements for the paper assignment?" An example of a specific question is "What did you mean when you wrote 'you're having comma splice issues' on my post?" If you e-mail me a general question, I will tell you to post it and only answer it once it is posted.

Contacting Me: My preferred method of communication outside of class is e-mail, and I am usually quick to respond to e-mail. If you send me an e-mail message, you should hear back from me within 24 hours during weekdays. If you do not receive a response within 24 hours, try again because it means that I have not received your message. I check my e-mail periodically Monday through Friday (usually between 8 and 5). I am offline on Saturdays and Sundays.

Assignments: Your grade will be broken down as follows. Specific assignment sheets for major papers will be posted on Blackboard. Note that you must submit all four major papers to pass the course, though submitting them all does not guarantee a passing mark:

- Exercises and Miscellaneous—You will be required to complete various exercises related to the papers on which you work, to comment on classmates' work, and to submit rough drafts of the papers. (15%)
- 4 Papers (20% each)
- Final Exam (5%)

Assignment Formatting: All assignments must be submitted according to MLA formatting guidelines. For this class, do not use a title page for any of your papers unless instructed to do so in class. Use a 12-point font (yes, I can tell the difference) in Times New Roman (no fancy fonts in this class and no use of Courier). Failure to follow formatting instructions will result in your paper's grade being lowered. I will explain what MLA formatting looks like to the class before the first paper is due. You may also find instructions for it in any good handbook. Students may request to use a different format (APA, Chicago, etc.) if they need to use that format for their major and want to practice it.

Late Work: I will accept work no more than one week late. All late work will lose 10%. If you know that you won't be able to get work in on time, see me **before** the due date, and we may be able to make arrangements for an extension.

Plagiarism: Plagiarism is the passing off of another's work (whether quoted, paraphrased or summarized) as your own without proper documentation, including on exams. If you are caught plagiarizing, you are subject to a variety of punishments, including expulsion from the university. Do your own work. We will be going over how to integrate sources in this class to avoid plagiarizing. See the University's policy below for details on the Academic Dishonesty policy.

Blackboard's Gradebook: I will be creating a gradebook on Blackboard and updating it periodically for your information. Please note that this gradebook is a guide only; however, if you do see what appears to be an error on it, please contact me. Final grades are calculated by me on my Excel gradebook, so if there is a discrepancy between Blackboard's book and mine, I will use my gradebook as the correct one. Also note that the grade marked "Total" is not a weighted total, so it should not be used to estimate your course average. Instead, the "Weighted Total" grade is the one that will indicate best how you are doing in the class.

Grading Scale: The number percentages will be calculated as follows for letter grades:

94-100 A	87-89 B+	77-79 C+	67-69 D+	0-59 E
90-93 A-	84-86 B	74-76 C	64-66 D	
	80-83 B-	70-73 C-	60-63 D-	

University Policies: The following policies can be found in your Student Handbook or the Code of Student Conduct (both available online) and are particularly applicable to this class.

Flagrant Non-Attendance

- Students missing 25% or more of class, any time from the second week of class up until the last day to withdraw from an individual course (see *Keydates and Deadlines* or *Faculty Reference Guide* for specific dates) *may* be removed from the course by the instructor.
- The Registrar will assign a "WI" (Involuntary Withdrawal) grade.
- Students appearing on the final grade sheet will be assigned a final grade (not a "W", Incomplete or Pending grade), regardless of student's class attendance.

Final Exams

Instructors must follow the final exam schedule as posted in *Keydates and Deadlines* (www.oneonta.edu/registrar). The final exam week is part of the 15 class weeks required by the State Education Department. *If an instructor does not hold a final examination, the final examination period must be used as the final class day.* Exceptions to this may be made only in an emergency and only with prior approval of the department chair and the division dean. Under no condition shall a study day be used to administer a final exam. Students are held responsible for selecting a course schedule with the final exam schedule in mind. There is no policy preventing a student from having exams in one day.

Accessibility Resources

Accessibility Resources (formerly Student Disability Services) provides a base of personal and academic support for students with a documented history of disability. The office provides consultation, advocacy, referral, testing and classroom accommodations. Students should call for an appointment (607) 436-2137. Located at 209 Alumni Hall. All individuals who are diagnosed with a disability are protected under the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. As such, you may be entitled to certain accommodations within this class. If you are diagnosed with a disability, please make an appointment to meet with Accessibility Resources, 209 Alumni Hall, ext. 2137. All students with the necessary supporting documentation will be provided appropriate accommodations as determined by the Accessibility Resources Office. It is entirely your responsibility to contact Accessibility Resources and concurrently supply me with your accommodation plan, which will inform me exactly what accommodations you are entitled to. You will only receive accommodations once you provide me with an Accessibility Resources accommodation plan.

ACADEMIC DISHONESTY

Academic dishonesty is defined as any act by a student that misrepresents or attempts to misrepresent to an instructor or any College official, the proficiency or achievement of that student or another student in any academic exercise for the purpose of influencing a grade on a piece of assigned work, on an examination or quiz or in a Course as a whole, or that is intended to alter any record of a student's academic performance by unauthorized means.

A Student deemed guilty of an act of academic dishonesty may, depending on the nature of the offense, be subject to one or more of the following measures: failure of the assignment or examination, failure of the course, or dismissal from the College. Furthermore, for a second offense, referral of the case to the Standing Disciplinary Board is mandatory. The penalties that may be assessed by the Board are listed under the Procedures of the Standing Disciplinary Board as published in this publication; however, the normal penalty is suspension or dismissal.

It is the Student's responsibility to read and understand the policy on all aspects of academic dishonesty as published in this publication and the Undergraduate Catalog. However, individual faculty members may wish to explain the policy as it relates to their courses. It is emphasized that a student who has any questions about what constitutes academic dishonesty has the responsibility of clarifying them by conferring with his/her instructors.

Examples of Academic Dishonesty:

The following examples, although not all-inclusive, are intended to help students understand what constitutes academic dishonesty. Other acts should not necessarily, be considered as falling outside the scope of this policy because of their absence from this list.

- Plagiarism that is, using materials from another's work without acknowledgment, using quotations without identification as such or paraphrasing without specific identification of the source.
- Copying and/or modifying another person's computer file, program, printout, or portion thereof for use in an assignment without permission of the instructor.
- Knowingly permitting one's computer file, program, printout, or portion thereof to be copied or modified by another student for use in an assignment without permission of the instructor.
- Unauthorized giving or receiving of information on an examination, laboratory procedure, or other exercise.
- Taking an examination for another student or allowing another student to take an examination for you.
- Altering or attempting to alter a grade on any piece of graded work, a grade written in an instructor's personal records, or a grade written on any College form or transcribed in any official College record.
- Submitting a College form with a forged signature.

Actions for Safety

Please provide the following link to the campus's spring re-opening plan. Including this essential information will ensure that our students know the expectations we hold for them, as well as the effort being made to protect the safety of students and other members of the campus community.

(https://suny.oneonta.edu/covid-19/spring-2021/draft-re-opening-plan-spring-2021#_Toc56365842)

Of special note is the face mask/covering requirement. All members of the campus community are required to wear masks or face coverings when on college property or in college spaces, including classrooms and residential spaces.

Students who violate the College's face covering policy may be referred to the Office of Community Standards for disciplinary review and the imposition of discipline.

Campus Resources:

- [Academic Advisement](#)
- [Accessibility Resource Center](#)
- [Student Learning Center](#)
- [Milne Library](#)
- [Counseling Center](#)
- English Department:
 - Secretary Ruth Carr: 436-3446 or Ruth.Carr@oneonta.edu

- Chair Dr. Suzanne Black: 436-3446 or Suzanne.Black@oneonta.edu

Schedule:

This calendar is subject to change, and you are responsible for changes announced in Teams meeting or via e-mail. See the specific paper areas for more specific details about the assignments:

Paper 1: Jan 25-Feb 15

Teams meetings: 25 & 27 Jan; 3 & 10 Feb

Paper 2: Feb 17-8 Mar

Teams meetings: 17 & 24 Feb; 3 Mar

Paper 3: 8 Mar-5 Apr

Teams meetings: 8, 17, 24, & 31 Mar

Paper 4: 7 Apr-4 May

Teams meetings: 7, 14, 21, & 28 Apr

Final Exam: due on 10 May

Teams meeting 5 May