

**Clarendon College
Liberal Arts Division
English 1301
English Composition I**
Fall 2024 --- 3 Semester Hours

INSTRUCTOR: Elizabeth Cranford

CONTACT INFORMATION:

I can be reached through the “Participants” block located on the Course Dashboard on the course’s main page. I can also be contacted by email. My Clarendon College e-mail is elizabeth.cranford@clarendoncollege.edu ; I will respond to emails and messages within 24 hours. It may take longer than 24 hours for a response if you submit a message over the weekend.

OFFICE #111

**OFFICE HOURS: MWF 8:00-9:00
TTH 8:00-9:30
MW 1:00-3:00**

You can also Zoom me during these times, if you would like. Please email or message me to set up a meeting. My Zoom # is:

FALL 20234 CALENDAR OF IMPORTANT DATES:

Classes Begin	Monday, August 26
Late Registration Begins	Monday, August 26
Last Day to Register and/or Add/Drop	Thursday, August 29
Last Day for Financial Settlement	Wednesday, September 4
Labor Day (No Classes)	Monday, September 2
Census Date (12 th Class Day)	Wednesday, September 11
Constitution Day	Tuesday, September 17
Columbus Day (No Classes)	Monday, October 14
60% of Term Completed	Wednesday, October 30
Last Day to Drop with a “W”	Thursday, November 14

Thanksgiving Break (No Classes)	Wed (noon).-Fri., November 27-29
Fall Commencement	Friday, December 6
Final Exams	Mon.-Wed. December 9-11
Final Grades Due @ 2:00PM	Thursday, December 12
Semester Ends (Grades on Transcripts@ 2:00PM)	Friday, December 13

TEACHING PHILOSOPHY:

I believe that successful students take the responsibility for their own learning. The course curriculum will come primarily from the required textbook, class handouts, and interaction with me and other students in the class. In other words, class participation and questions show your interest in this class. If you have questions or need extra help, please feel free to call or e-mail me.

COURSE DESCRIPTION:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

COURSE PURPOSE:

English Composition I partially satisfies the requirements for the Associate degree at Clarendon College and is designed for transfer to a senior college.

COURSE VALUE:

Ability to communicate across the curriculum; ability to interpret what is read and to accept or reject ideas projected from that reading; designed to fulfill the requirements of the core curriculum.

American with Disabilities Act Statement: Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, it is your responsibility to notify the Office of Student Services (806-874-3571). After notifying Student Services, you are also responsible for notifying your individual instructors. We will then work with you to make whatever accommodations we need to make.

Clarendon College Campus Carry Policy: Please click the following link to become informed about our campus carry policy: <http://www.clarendoncollege.edu/CampusCarry>

The full details of Student Rights and Responsibilities policies can be viewed on Clarendon College's website

at: <http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>

REQUIRED INSTRUCTIONAL MATERIALS:

Clarendon College now uses a digital Composition I text, *Composing Ourselves and Our World*. You do not have to pay for this text. You will be accessing this text via your class in Open LMS. You will be given instructions in your Student Portal for accessing Open LMS. We will do all of our **reading, discussions, quizzes, and Final Exam** online through Open LMS. **All major writing assignments will be submitted online through the appropriate link in Open LMS.** You can print your text, if you desire.

*Any good dictionary (Optional, but recommended) i.e. *The American Heritage Dictionary*, *Webster's Collegiate* or access to any good on-line site such as <http://www.m-w.com/>

A flash drive or other additional means of saving your work is HIGHLY recommended

ENGLISH DEPARTMENT PROGRAM OBJECTIVES:

1. Students will understand and demonstrate writing processes through invention, organization, drafting, revision, editing, and/or presentation.
2. Students will develop the ability to research and write a documented paper.
3. Students will be able to demonstrate an awareness of the scope and variety of works in the arts and humanities.
4. Students will demonstrate understanding of various works of literature as expressions of individual and human values within a historical and social context.

Clarendon College endeavors to meet the Core Objectives proposed by the Texas Higher Education Coordinating Board. The THECB has determined the following categories as necessary achievements of core curriculum in higher education:

THECB CORE OBJECTIVES:

Critical Thinking Skills --- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information (CT)

Communication Skills --- to include effective development and expression of ideas through written, oral and visual communication (COM)

Teamwork --- to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal (TW)

Personal Responsibility --- to include the ability to connect choices, actions and consequences to ethical decision-making (PR)

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
(Assess CT, COM, PR, and TW through the Narrative essay)
2. Develop ideas with appropriate support and attribution. (Assess CT and COM through proposal project and essay)
3. Write in a style appropriate to audience and purpose. (Assess CT and COM through proposal essay)
4. Read, reflect, and respond critically to a variety of texts. (Assess CT through essays or in-class activities)
5. Use edited American English in academic essays. (Assess CT and COM through essays and pre and post writing test grades)

Students may vary in their competency levels on these abilities. You should expect to acquire these abilities only if you honor all course policies, attend classes regularly, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student.

COMPUTER/TECHNOLOGY INFORMATION/REQUIREMENTS:

During your orientation course, you learned the following Open LMS

requirements: Compatible Internet browsers and special browser settings

- Adobe Reader
- Flash Player

In addition, I would like you to consider the following items. I am assuming that you probably have as many or more computer skills than I do; however, if this is your ***first online course***, there are some questions you need to consider before beginning this or any online course:

- Are you self-motivated? Can you get assignments finished and submitted on time?
- Do you understand what you read? Can you follow written directions?
- Do you have the use of a computer--one that fits YOUR schedule and the COURSE schedule? Furthermore, are you fairly proficient at navigating the world of computers, including software and digital environments?
- Is your Internet service reliable?
- **Do you have a back-up computer – or another place to go – in case of computer and software issues? Remember – no late work is accepted!!**

If the answer is **no** to any of these questions, you may wish to rethink your decision to take an online course. A face-to-face class may be a better option for you. If, on the other hand, you believe an online course is for you, here a few tips:

- Be prepared to spend as much or more time as you would in a face-to-face class. Students should be very disciplined and responsible in online classes—students are expected to participate *as if they are in a classroom*, but in an online environment. The state has set a standard for an expected amount of time students should spend on each class. The recommendation is 12 hours per week for a regular term and 34 hours per week for a summer semester. **Students are expected to read the assigned text** and be prepared to contribute to the class discussion in the online format as well as turn work in on time.
- Make the most of your time and try not to fall behind—it is difficult to catch up on readings. Moreover, **no assignments shall be accepted late**, so you must keep up, yourself, with the schedule and turn work in on time.
- Make sure you can fit the exams into your schedule. **No make-up exams will be available.**
- If you have a problem, let me know as soon as you can. Do not wait or just do nothing. Remember that I am not a computer instructor, but an English one. Furthermore, the excuse “my computer crashed” or “my Internet went down” is very like the old “the dog ate my homework” excuse. The dog MAY have eaten your homework, but these excuses will not be accepted.
- **Do not wait until the last minute to complete a test or submit material. Things can and do go wrong!**

Please be aware that all due dates are based on Central Standard Time.

- One more thing and this is so very important. **You will submit all of your assignments to TurnItIn to be graded.** TurnItIn will automatically convert your file to a PDF, but sometimes the formatting will adjust during this process. **MLA format is very important in this course. I strongly encourage you to convert your files to a PDF yourself before submitting them to TurnItIn, and then checking all formatting to make sure everything is still in MLA format.**
- ***One advantage of using Open LMS is that you can access your course, check assignments, and check grades on your smart phone or tablet device. **HOWEVER, please be aware that you cannot use these devices, however marvelous they are, to prepare and submit your written assignments because the font style, font size, and formatting will not be correct unless that device has MSWord.*****

Clarendon College students have access to **Onedrive and Office 365**, which provide access to some software you might need for this class, **for free**. For further instructions on how to access these resources, go to your Student Portal Help section in CAMS. Click on the appropriate link for accessing your Bulldogsmail/Office 365 account. You will also find useful information on using Onedrive and the Office 365 Apps. Updated information will be forthcoming for dual credit students who used Chromebooks and have to abide by local ISD technology rules.

If you do plan to use your phone for preparation of major writing assignments, -- **Note - this is not recommended!!!** you must have MSWord on your phone. You can install the app version of MSWord on your phone.

One of CC's services is Brainfuse, a tutoring service for students. You can download the Brainfuse Mobile App on your iOS or Android phone by going to CC's LRC webpage under the Brainfuse section. Go to option #2 in the instructions to set up your CC account on your phone.

INSTRUCTIONAL METHODS:

You will access your course through Open LMS Open LMS. Your textbook for this class is free to you and will be accessed through Open LMS. All of the text, readings, assignments, and Final Exam are located in and accessed through Open LMS. **All major writing assignments are submitted through the appropriate link in Open LMS.**

CLASS POLICIES

Attendance

Regular attendance for college classes is up to the student, but necessary for successful completion of any class. Weekly attendance is mandatory in all online classes. Specific activities will be identified each week that must be completed in order for students to be considered "in attendance." **ONLINE STUDENTS:** Assignments that are in **Red** count for **Attendance purposes. Students are also expected to log into their online course(s) at least twice a week.** Progress toward satisfactory completion of weekly assignments is expected on a weekly basis. No progress could jeopardize good standing and financial aid.

Required Enrollment Verification Activity

Students who fail to complete the Syllabus Agreement EVA activity (located in the Class Orientation section of the online course) by Sept. 1 (Census Day) cannot continue in the course and will receive a W (Withdrawn) at the end of the term. Students may also not be eligible for a financial aid refund. If you are receiving financial aid, you may also be required to reimburse tuition and fees.

The census date for this term can be found on the Academic Calendar located at the **Inside CC** link on Clarendon College's home page and on the first page of this syllabus.

My policy for this course is that I will submit a required attendance report each Thursday afternoon and on the census date. Students who are following the online attendance policy are marked "Present." Those who are not following the online attendance policy will be marked "Absent." Students can be placed on academic probation or lose financial aid for chronic nonattendance. Regular "attendance" is also part of your Class Participation grade that is 30% of your final grade in this class.

Respectful Behavior

I will always show you the respect you deserve as a student. In return, I expect respectful behavior from you. An on-line class presents certain differences from the regular classroom concerning behavior. Since most of our communication is via either e-mail or phone, please be considerate and respectful while using these lines of communication with me and with other students in the class. **Remember the ramifications of posting anything on the Internet.** One infraction will result in my warning you verbally or by e-mail. A second infraction will result in our consulting the Vice President of Academic Affairs and the possibility of your withdrawal from the class, possibly with an "F."

Course Withdrawal

A student may drop a class with a "W." This must be done on or before the last day to drop a class as designated by the college calendar. This request for permission to drop a course is **initiated by the student** by procuring a drop form from the Dean of Students office. The student should sign the form, have the instructor sign the form, and return it to the office. For on-line students, this can also be done by calling the Registrar's Office. Please remember that failure to officially drop a course will result in a final grade of "F" for the class. Any student who is considering dropping this course is encouraged to contact me before initiating the drop. **Remember, a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount at Clarendon College for taking the class a third time or more. Furthermore, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6, he/she will no longer be able to withdraw from any classes. The final drop date for Fall 2023 is Friday, Nov. 3.**

Student Academic Integrity and Classroom Ethics

"Academic dishonesty violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) observing the work of another during an examination or providing answers to another

during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (5) entering an office, classroom, laboratory, or building to obtain an unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory activity; and/or, (10) plagiarism. **Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.** (*Clarendon College Student Handbook 2021-2022 – Student Academic Integrity & Classroom Ethics* section) --- The *CC Student Handbook* is available online on CC's homepage. Click on "Inside CC" – under "Students" - click on "Forms & Resources" – then click on "2021-2022 Student Handbook" – Find the "Student Code of Conduct" section and then the "Student Academic Integrity" section – p. 43 --- More about plagiarism will follow.

Students are responsible for ensuring that their work is consistent with Clarendon College's expectations concerning academic integrity. In this course you may be asked to submit some papers using an online tool, **Turnitin.com**, to confirm that you have submitted your own work or that you have used sources accurately in your papers. In order to submit your papers to **Turnitin.com**, there will be a block directly under the assignment submission block. If an assignment is required to be submitted to Turn-it-in, you must still submit that assignment through the appropriate Open LMS link in the class.

Additional information about the Turnitin.com plagiarism prevention tool is available at <http://turnitin.com>

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of the course will file a report with Brad Vanden Boogaard, Vice President of Academic Affairs, when a "cheating" event occurs, whether the class is a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved. The Vice President shall discipline students who are reported as offenders more than once. The Vice President will notify all involved parties within fourteen days of any action taken.

PLAGIARISM: Please read and make sure you understand the following!

1. **Word-for-word plagiarism:** The student quotes his or her source without using quotation marks. Even if the student cites the source, he or she is still plagiarizing because proper quotation procedures were not used. Proper documentation **must** include quotation marks and the proper citation.
2. **Paraphrased plagiarism:** The student uses a source and with the exception of changing a few words or phrases essentially quotes the original. Even if the source is properly cited, the writing is still plagiarized because the student has used the author's style, vocabulary, and content and claimed it as his or her own.
3. **Improper citations:** If a student uses someone's information other than his or her own, the source of the material must be properly cited. Failure to do so is plagiarism.
4. **Improper use of ideas:** Ideas are as equally protected as words. If the student uses someone's ideas, but expresses them in his or her own words, the student plagiarizes if he or she does not cite the source of the idea.
5. **Internet use:** Copying and pasting from the Internet is plagiarism. Purchasing papers from a paper mill is plagiarism.
6. **Student sharing:** While students are certainly free to work together and study together, an assignment that calls for individual work to receive an individual grade must reflect the student's personal effort. In other words, if each student is to turn in a paper for a grade, it must be obvious to me that each student has done his/her own work. The papers should not be exactly alike!!! If a student borrows or copies another student's work, that is plagiarism. One student writing a paper for another student is plagiarism. Plagiarism also occurs if two students collaborate on an individual assignment and turn in the same work.
7. **Student sharing:** Plagiarism also occurs when you use someone else's electronic files or allow another student to use any of your personal files. It is important to protect all of your electronically saved files. The Student Handbook states that accounts (IDs and passwords) are approved and issued by the Dept. of Information Systems and Computer Operations and are issued to individuals and intended for the sole use of that individual. The individual to whom the account has been issued is responsible for the proper use of the account . . . and shall keep his or her keywords and passwords confidential to protect himself/herself and said files. Users shall not give or sell passwords to others.
8. **Programs that “edit” or exchange words for synonyms – ie. *Grammarly.com* –** are not acceptable for writing assignments or discussions. **Many times your writing context does not make any sense.** I want to see YOUR writing and YOUR thoughts, not a computer-generated facsimile.

***Your responsibility is to protect your electronically saved files. If someone else turns in an assignment as if it were that student's work, but is the work that you have completed, I will have to assume that you allowed this to happen. **Both of you will suffer the same consequences.** Therefore, make sure your saved files are kept in a place where others cannot copy them. **DO NOT SHARE FLASH DRIVES, COMPUTERS, ETC.**

Plagiarism is also committed if you use work that you have turned in for another instructor *if you do not get my permission first. Always ask!* Also, *if you have previously taken this class, you cannot submit work that was done for that class.*

NEVER LET ANYONE ELSE USE YOUR COLLEGE LOGIN OR PASSWORD!!!!

The 9th edition of the *MLA Handbook* states that student plagiarism does considerable harm because, “one instance of plagiarism can cast a shadow across an entire career because plagiarism reflects poorly on a person’s judgment, integrity, and honesty and calls into question everything about that person’s work. The consequences of plagiarism are not just personal, however. The damage done is also social. Ultimately, plagiarism is serious because it erodes public trust in information.” Plagiarism is cheating and is unfair to other students who make the effort to do their own work.

My policy is that anyone who commits any of the above infractions (#1 - #7) will receive a zero on that assignment or test with no opportunity to make up the zero. You will receive an “F” in the course for more than one violation. This “F” will be given for a second offense if the assignment is a major writing assignment or something as simple as a daily assignment. In addition, **this instructor reserves the right to give the student an “F” for the class if there is any one cheating violation which she perceives as a deliberate, not accidental, infraction.** In other words, cheating and plagiarism will not be tolerated.

ASSIGNMENTS:

Assignments are due as stated in the “Tentative Course Schedule” and in each Open LMS section for each writing assignment, discussion, and Final Exam. No exceptions!!!!

Late work ----- I may accept one (1) late assignment due to extenuating circumstances. **This decision will at my discretion and must be discussed with me.** You will receive a grade no higher than a 70. This must be turned in within a week of the original due date. A 0 will be given if the assignment is not completed.

Daily grades will be averaged as part of your final grade. Major writing assignments, discussions, and the Final Exam will be part of your final grade and must be satisfactorily completed to pass this course.

For major writing assignments, I will check one rough draft before you submit it. You must email it to me by 11:59pm the Thursday before it is due.

Important: Assignments must be computer generated. **The MLA format must be used for all typed assignments.** **Always keep at least two (2) saved copies of your work.** Flash drives are your best option. See the **REQUIRED INSTRUCTIONAL MATERIALS** section of this syllabus. Any lost or damaged data will not be accepted as an excuse for late work.

You must be prepared to spend a minimum of 12 hours on this class per week for a regular semester and 34 hours per week for a summer semester.

GRADING PROCEDURE:

The final grade in this course will be determined by the following:

Major writing assignments.....	40%
Quizzes/Plagiarism Paper/Tests/Final Exam.....	40%
Daily assignments (Including discussions), Teacher contact, Good “attendance”....	20%

The final semester grades will be figured as set in the current catalog:

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

GRADE APPEALS:

Students have **three (3)** business days from the day grades are posted at the end of the semester in which the course was taken to challenge the assigned grade.

COURSE EVALUATION:

Clarendon College has implemented a new policy wherein a student must complete the Class Evaluation by the end of the semester in the Student Portal in order to be able to view his or her final grade for this class. Please let me know if you have questions about this.

TENTATIVE SCHEDULE FOR ENGLISH 1301, FALL 2023

Regular attendance is mandatory in all face-to-face and online courses. For online students, specific activities are identified **in red** for each section that must be completed for students to be considered “in attendance”.

Week 1-3: AUGUST 26- SEPTEMBER 15

- Complete **Course Overview** and the other items in the **Class Orientation** section. **You have to complete the Course Orientation section in order to proceed in the rest of the class.**
- Review instructions for Onedrive and Office 365.
- Take the syllabus quiz. A grade of at least an 80 is recommended in order to be successful in this class.
- Agree to the terms of the syllabus by clicking “True” on the Syllabus Verification Activity (EVA)
- In each assigned section, you will see assigned videos – be sure to watch each of these – also – for help in completing assignments and class content comprehension.
- **All reading assignments and discussions will be completed in and submitted through Open LMS ----- Your major writing assignments will be submitted through the appropriate linkS in Open LMS for grading. Your Final Exam will be accessed, taken, and submitted through Open LMS.**

- LEARN

*In your digital text, read Ch. 1 – “The Composing Process”

* View helpful videos

- PRACTICE

Due by SEPTEMBER 5

- *Class Orientation
- *Syllabus Quiz
- ***Syllabus EVA**
- *Send me a Message
- *Discussion: Ice Breaker

Due by 11:55pm SEPTEMBER 15

*Discussion: “College Writing”

* APPLY

*Complete Student Feedback

Week 4: September 16-22

- LEARN
- In your digital text:
 - * Ch. 2 – “Critical Concepts”
 - * Ch. 3 – “Defining the Composing Process
 - *MLA Formatting
 - *Writing Anxiety Paper
 - *View helpful videos

- PRACTICE/APPLY

Due September 19

*Discussion – “The Importance of Audience”

• * Writing Anxiety Paper (Submit in PDF to TurnItIn)

* Student Feedback

Week 5: – September 23-29

- LEARN

- In your digital text, read Ch. 9 - “The Literacy Narrative Assignment”
 - View helpful videos

- PRACTICE

Due September 26

- Literacy Narrative Peer Review-Bring your paper to class!!

- **APPLY**

Due September 29

- You will be completing your 1st major writing assignment this week. This 2 – 2 1/2 pp. essay, typed in correct MLA format, will be submitted through Open LMS for grading. **This essay will be a literacy narrative. More information on this assignment will be found in the class assignment. – Due September 29 (Submit in PDF to TurnItIn)**

Week 6 &7 : September 30-October 6

- **LEARN**

- In your digital text, *Composing Ourselves*, read Ch. 4 - “Rhetorical Invention & Planning”
- In your digital text, *Guide to Writing*, read about Run-on Sentences/Sentence Fragments
- View helpful videos

*View helpful videos

Due October 3

*Discussion: Importance of Tone

Due October 6

* Run-on Sentences/Sentence Fragments Quiz

*Assignment: “The Tell-Tale Heart”

* Student Feedback

Week 8: October 7-13

- LEARN

*In your digital text, read Ch. 5 - “Planning / Composing Strategies”

- APPLY

Due October 13

*Discussion: Strong Paragraphs

*Discussion: Introductions & Conclusions

*Quiz: Prefixes/Suffixes

• *Plagiarism HW Paper (Submit in PDF to TurnItIn)

WEEKS 9-10: October 14-27

- LEARN

*In your digital text, read Ch. 10 - “Analysis & Evaluation Assignment”

*Watch Video: “Practice With Quote Sandwiches”

*Read PowerPoint: Examples of Signal Verbs

*Read: Citing an Article in an Online Scholarly Journal

You will be completing your 2nd major writing assignment these two weeks. This will be a correctly formatted, 2-2 ½ pp. analytical/evaluative essay over an assigned work

of literature that you will submit through Open LMS for grading. You will have more information on this paper in the class assignment on Open LMS.

- APPLY

Due October 20

*Analytical/Evaluative Introduction Paragraph

Due October 27

*Analytical/Evaluation Paper **(Submit in PDF to TurnItIn)**

WEEK 11: October 28- November 3

- LEARN

*In your digital text, read Ch. 6 - “Revising & Recomposing”

- APPLY

Due November 3

*Discussion: “Use of Reverse Outlines”

*Discussion: “Peer Review”

*Quiz: Capitalization

* Student Feedback

WEEKS 12-13: November 4-17

- LEARN

*In your digital text, read Ch. 11 - “The Argument Assignment”

*APPLY

Due November 10

By November 6, send me a message in OpenLMS telling me what you have accomplished so far on the Argument paper.

Due November 17 (Submit in PDF to TurnItIn)

You will be completing your 3rd major writing assignment. This will be a correctly formatted MLA paper that analyzes your own views on an assigned topic, then crafting an argument that might sway an audience on that issue. You will find more detailed information about this assignment in the class assignment.

Weeks 14-15 November 18- December 1

*This does include the Thanksgiving Break

*LEARN

*You will not have any reading assignments from your digital text for this assignment. All necessary information will be given to you in the Open LMS assignment in the class unit. This assignment will be an activity that will help prepare you for your research project in ENGL 1302.

*PRACTICE

Due December 1

*Discussion: “Making a Sandwich”

- *Information Sandwich Paper (Submit in PDF to TurnItIn)

Week 16 December 2-8

- LEARN

*In your digital text, read Ch. 7 - “Publishing / Circulation; Media Matters”

*In your digital text, *Guide to Writing*, read about Pronouns/Antecedent Agreement

*Use this time for preparation for your Final Exam. The Final Exam will cover all the “Important Concepts” addressed in the chapters we have covered this semester. We will have class time to work together on these concepts.

***Read: Final Exam Review Sheet**

- PRACTICE

Due December 8

*Discussion: “Writing for the Web”

* Quiz: Pronouns/Antecedent Agreement

* Student Feedback.

Final Exam Quiz-

Remember --- The Final Exam will be a test over the “Important Concepts” that have been addressed through the semester.

Dual Credit: Opens at 6:00AM on Wednesday, December 4.....Due by 11:59PM on Monday, December 9

Face to Face: You will take the exam according to the exam schedule for your section.