

# ENG 1112-02-F22: Composition 1



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[Class Schedule](#)  
[Office Hours](#)



## Essential Material

Bullock, Richard, Maureen Daly Goggin, and Francine Weinberg. *The Norton Field Guide to Writing with 2016 MLA Update: With Readings and Handbook*. 5th edition. W. W. Norton & Company, 2016. (Electronic Version at: [Amazon](#), [Barnes & Noble](#), [Bookus](#), [Norton](#), [Txtbook](#), [VitalSource](#), Used: [AbeBooks](#), [Booksrun](#), Rent: [eCampus](#))

*InQuizitive for Writers*. W. W. Norton & Company, 2014. (Must purchase access through [Norton & Co.](#), \$55 if rented with *The Norton Field Guide*, \$15 separately)

Access to *Quip*. <http://quip.com/> (This is productivity suite we will use for peer feedback and collaboration).

Access to a computer, [virtual PDF printer](#), and a high-speed internet connection.

Notebook.

Access to a *Modern Language Association* [Guide](#) to Style and Formatting (See class Downloads page).



## Purpose of Course

*Composition I* is designed to help you improve your writing. In this course you will read a collection of descriptive, expository, argumentative, and literary texts and will be asked to reflect both analytically and critically upon assigned readings and the process of writing itself. The selected readings will demonstrate various styles of writing. During the course, you will participate in a variety of in-class and outside-of-class writing assignments, class discussions, and peer-editing exercises. You will also learn sound research methodology (planning, drafting, and revising) and will write a research paper that demonstrates how you have honed your grammatical, stylistic, and organizational skills during the course.



## Overall Goals of the Course

After successfully completing this course, you will be able to:

1. Demonstrate at least an introductory university-level grasp of analytical and critical thinking.
2. Write a reasonably well-focused, well-organized, and stylistically and grammatically proficient 2-5 page expository, analytical, or argumentative paper.
3. Demonstrate at least an introductory university-level grasp of research methodology, including appropriate use of library and Internet resources.
4. Complete a research assignment culminating in a research paper at least 5-7 pages in length that employs at least three sources and follows the MLA guidelines.

5. Use the writing process to initiate ideas, to create and revise drafts, and ultimately to produce a polished product



## System of Evaluation

Standards of Measurement			Criteria and Weight	
Performance Description	Grade	Percentage	Class Participation	10%
Excellent	A	93 > 100 %	Quip & Homework	10%
	A-	90 > 92 %	2 Short Writing Assignments	20%
Good	B+	87 > 89 %	Midterm	15%
	B	83 > 86 %	Research Paper:	
	B-	80 > 82 %	Thesis Statement	5%
Satisfactory	C+	77 > 79%	Preliminary Bibliography	5%
	C	73 > 76 %	Outline	5%
	C-	70 > 72 %	Annotated Bibliography	10%
Marginal	D+	67 > 69 %	Rough Draft	0%
	D	63 > 66 %	Final Draft	20%
	D-	60 > 62 %		
Failing	F	0 > 59 %	<b>Total</b>	<b>100%</b>

**\*Note:** Be aware that some of your student work will be collected anonymously to help assess the effectiveness of the General Education Program. See “Assessment” in the Required Language section below for more details.



## Important Dates

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Thesis Statement – Sept. 9 <sup>th</sup> , 2022	Short Writing Assignment 1 – Sept. 16 <sup>th</sup> , 2022
Preliminary Bibliography – Sept. 23 <sup>rd</sup> , 2022	Midterm – Sept. 30 <sup>th</sup> , 2022
Outline – Oct. 7 <sup>th</sup> , 2022	Annotated Bibliography – Oct. 21 <sup>st</sup> , 2022
Rough Draft - Nov. 4 <sup>th</sup> , 2022	Short Writing Assignment 2 – Nov. 21 <sup>st</sup> , 2022
Final Draft – Dec. 7 <sup>th</sup> , 2022 by 12:15 PM	



## Main Class Components

### Class Participation:

This course’s format encourages in-class group discussion and peer editing through *Quip*. During class you will discuss assigned readings, develop critical thinking tasks, and apply analytical concepts. To do this well you will need to complete each assigned reading before class and become involved as an active participant. You are encouraged to bring questions to class about the readings, assignments, or research. You will be assigned a daily grade for class participation and regular and punctual class attendance is expected. In order for an absence to be considered “excused”, you must document any illness, serious mitigating circumstances, or official university representation. Absences due to COVID-19-related illness, quarantine, and/or isolation will be excused as well. Any “unexcused” absence will result in a 15% reduction in your final Participation grade at the end of the semester. If you miss two classes in a row, the professor will send an email to [absent@mansfield.edu](mailto:absent@mansfield.edu) for administrative follow-up.

### Quip and Homework:

You will keep a writer's notebook throughout the course on [Quip](#). This notebook will be periodically graded, receiving either a "complete" or "incomplete" grade. In general, the electronic notebook will serve as a reading log and platform for your writing and your peer reviews. As such, it represents one half of your "homework" grade. The other half will be assigned on [InQuizitive for Writers](#), a platform to practice grammar and writing technique.

### Midterm Exam:

The Midterm exam will cover material from various weeks of class discussion, as well as key facts and information gained through the assigned readings. This exam will be comprehensive and accumulative in content and may include true/false, multiple-choice, fill-in the blank answers, as well as, short in-class essay. If you are absent, you will receive a zero (unless you have made a prior arrangement with the professor or can provide the professor with a copy of the signed excuse from a physician, coach or other authority no later than the first class period after the excused absence).

### Short Writing Assignments:

You will write two well-focused, well-organized and stylistically and grammatically proficient 2-to-5-page short writing assignments during the semester. These assignments will build your expository and analytical skills, skills necessary to complete the Research Paper. You need to type these assignments using Times New Roman 12pt, double-spacing, and maintaining a 1" inch border. You may include academic references. If you do, you must follow the MLA Bibliographical Format. Each assignment will be discussed more at length in class.

### Research Paper:

You need to format this 5-7-page document following MLA 8 guidelines for research papers. The final paper will be completed and evaluated in a **staged process** (Topic, Thesis, Annotated Bibliography, Outline, Rough Draft, and Final Draft). You need to type the document's final draft in 12pt Times New Roman, use double spacing, and maintain 1" inch margins. You are expected to share and develop your research paper with your peers and your professor throughout the semester--both in/outside of class. The Research Paper will be discussed more at length throughout class.



## Class Citizenship

### Technology:

Cell phones, laptop computers, etc. can be used to complete any class-related activities assigned in class. However, you should refrain from using any form of social media, sending texts or email, or surfing the web for non-course related matters. In order to keep from disturbing others, you should also leave the classroom to accept any emergency cellphone calls. And, in the interest of preserving an effective learning environment, you should turn off your cellphone or set it on "vibrate" during class.

Be aware that your professor can commandeer or ask you to turn off any electronic device for remainder of the course, should it disrupt the class's attention or affect your participation in class activities. He may also reduce your daily Participation Grade by half.

### Suggested Method of Study

You should expand upon the notes you take in class as soon as possible following each class and should review the previous day's notes before you attend the next class. You are encouraged to self-monitor your progress and set up a serious routine of reading and writing. To avoid burnout, you should always study/write in multiple, staggered, short blocks of time. Each block should be no more than an hour and should include a 5-to-10-minute break. Integrating numerous small blocks of study time into the weekly schedule is empowering.



### **The Syllabus, Communication, and Expectations**

Make sure to monitor your progress and maintain contact with your instructor throughout the course. The professor grades and returns each assignment, but prefers not post grades on D2L. He will share a method of how to calculate them with you or you can make an office visit to discuss them. Any material or record that has been returned to you becomes your responsibility to maintain as a permanent record for the course. You are responsible for picking up/downloading any materials that are made available and/or those that are returned to you throughout class. If you lose these records and the professor does not have a copy of the material, then you could receive a failing grade for the particular activity.

You should periodically check the course web site for any updates to the syllabus and/or class calendar, because you recognize that a syllabus serves as a contractual agreement between you and the Instructor of Record. As such, Dr. William P. Keeth is only person who will issue your course grade. By attending class, you agree to the items and obligations stipulated in the syllabus and agree to any modifications made throughout the semester in class.



### **Required Language**

#### Students Requesting Academic and/or Access Accommodations:

Commonwealth University at Bloomsburg, Lock Haven, and Mansfield are committed to providing equitable access to educational experiences, campus facilities, and university related opportunities for all students. Disability Services supports these requests for accommodations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. If you have or believe that you have a disability, please contact the office that corresponds to your campus:

Bloomsburg University - Warren Student Services Room 043, or call [570-389-4491](tel:570-389-4491) for an appointment to discuss your requests

Lock Haven University - 205 Ulmer Hall, or call [570-484-2665](tel:570-484-2665)

Mansfield University - [570-484-2665](tel:570-484-2665) or [570-389-4491](tel:570-389-4491)

Students should contact the Disability Services office during the *first two weeks of classes* or *immediately* upon diagnosis of a disability to ensure accommodations are met in an efficient, appropriate, and timely manner. This ensures the best student learning outcome. Upon qualification, a disability professional will arrange to provide an accommodation letter to the professor that identifies the academic or accessibility adjustments needed. You must contact the Disability Services office to renew accommodation letters at the start of each semester.

### Student Learning Outcomes:

ENG 1112 represents a crucial part of the General Education Core Courses and should be taken during a student's freshman year along with COM 1101. These two courses are designed to enhance a student's written and oral communication skills. The prerequisite for ENG 1112 is ENG 0090 or an exemption from this course or equivalent transfer credit. For more information, see [General Education](#). In order to receive credit for completing the New GE Outcomes, students may not take this course as "pass/fail".

<b>Eng 1112 Student Learning Outcomes</b>	<b>Form of Assessment</b>	<b>General Education SLOs</b>
Demonstrate at least an introductory university-level grasp of analytical and critical thinking.	Class Participation, Quip & Homework, Midterm	Written Communication SLO 6 (understand and respond to a moderately sophisticated set of texts) and 7 (recognize, analyze, and employ rhetorical contexts and strategies)
Write a reasonably well-focused, well-organized, and stylistically and grammatically proficient 2-5 page expository, analytical, or argumentative paper.	Small Writing Assignments, Quip & Homework	Written Communication SLO 1 & 4 (write a reasonably well focused, well-organized, and stylistically and grammatically proficient 2- 5 page expository and argumentative essays)
Demonstrate at least an introductory university-level grasp of research methodology, including appropriate use of library and Internet resources.	Quip & Homework, Research Paper	Written Communication SLO 3 (produce a properly documented research essay as a result of their ability to understand a specific research methodology)
Complete a research assignment culminating in a research paper at least 5-7 pages in length that employs at least three sources and follows the MLA guidelines.	Research Paper	Written Communication SLO 3 (produce a properly documented research essay as a result of their ability to understand a specific research methodology)
Use the writing process to initiate ideas, to create and revise drafts, and ultimately to produce a polished product.	Research Paper	Written Communication SLO 2 & 5 (use the writing process to initiate ideas, to create and revise drafts, and to produce a polished product)

### Health and Safety Plan for Fall 2022 and the Student Code of Conduct:

Commonwealth University's Student Code of Conduct prohibits the violation of any University policy as well as local, state, or federal laws. Expressly included in this expectation are any federal, state, regional, or local emergency orders or declarations, mandatory policies, or mandatory health advisory requirements, including those made by the University President.

Commonwealth's Health and Safety Guide for Fall 2022 recommends that members of our community comply with certain measures, including social distancing and the wearing face coverings, to help reduce the risk of spreading COVID-19. Adherence to the isolation and quarantine guidance for exposure or if an individual tests positive for the COVID virus is expected of the entire campus community. Social distancing and the wearing of face coverings guidance are based on the recommendations from the Centers for Disease Control and Prevention (CDC) in all buildings and classrooms. Face coverings must cover both the nose and mouth and be of a multi-layer design. KN95 and surgical masks provide the best protection. Neck gators are not acceptable for face covering and should not be used. Students who do not conform any specified university mandate of mitigation actions are in violation of the Student Code of Conduct and subject to the appropriate sanctions. Violations of the student Code of Conduct, will be reported to the Dean of Students Offices at [DeanofStudents@bloomu.edu](mailto:DeanofStudents@bloomu.edu). For more information, please, see the university's Health and Safety Plan at:

Bloomsburg: <https://www.bloomu.edu/coronavirus>

Lock Haven: <https://www.lockhaven.edu/virusinfo/>

Mansfield: [mansfield.edu/health](http://mansfield.edu/health)

It is important to recognize the critical nature that full compliance with these policies will play in the success of this semester. It must be understood that non-compliance with these policies by just a few could jeopardize the health and safety of the entire community, as well as our ability to continue offering in-person instruction during Fall 2022. Therefore, violations will be treated accordingly. Repeated violations shall result in the appropriate sanctions based upon the circumstances involved. Please note: Students who have medical conditions that prevent them from wearing face coverings or complying with other risk-mitigating mandates must contact the following based on home campus:

Bloomsburg University - Warren Student Services Room 043, or call [570-389-4491](tel:570-389-4491) for an appointment to discuss your requests

Lock Haven University - 205 Ulmer Hall, or call [570-484-2665](tel:570-484-2665)

Mansfield University - [570-484-2665](tel:570-484-2665) or [570-389-4491](tel:570-389-4491)

#### Statement on Diversity and Inclusion:

At Commonwealth University of PA, we recognize our responsibility to continuously support a living, learning, and working environment that values the diverse contributions from all members of our campus community. Our commitment to diversity, equity and inclusion enriches our campus community and is instrumental to our institutional success. Commonwealth University of PA strives to cultivate a climate that allows all members to embrace diversity, equity and inclusion. We strive to achieve success both in and out of the classroom, in our work responsibilities, and in our professional lives beyond our time at BU/LHU/MU. We uphold our commitment to diversity, equity and inclusion at each campus community by:

- Actively supporting and promoting the intellectual and personal growth of our students, inside and outside of the classroom.
- Providing workshops, trainings, programs designed to broaden the knowledge and understanding of diversity, equity, and inclusion within our campus community.

- Ensuring that all learning and living environments throughout our campus are welcoming and capable of serving all individuals.

#### Academic Integrity:

Academic Integrity refers to the adherence to agree upon moral and ethical principles when engaging in academic and scholarly pursuits. An act of academic dishonesty involves fraud, deceit, or misrepresentation in attempting to obtain academic credit or influence the grading process by means unauthorized by the course instructor or inconsistent with university policy.

Academic honesty is breached when a student willfully gives or receives assistance not authorized in course work, and/or intentionally fails to adhere to or assists others in failing to adhere to the university policy on academic honesty. The university's academic integrity policy is part of an effort to nurture a community where trust, honesty, and personal integrity guide all of our dealings with one another. Personal integrity is vital to our pursuit of educating and becoming educated. Faculty are expected to instruct students in ways of avoiding these forms of academic dishonesty.

#### Attendance Policy:

Regular and punctual class attendance is expected and is the foundation for academic success. When class work is missed due to extenuating circumstances beyond the student's control, the student communicates the need for special arrangements as soon as the need is known. Official documentation is provided to verify the reason for the absence if requested by the instructor. Legitimate excuses may include illness, serious mitigating circumstances, official military service, or official university representation. In these cases, faculty members will permit students to make up all graded course components without penalty in a reasonable manner at a time agreeable to the instructor and student. Students must provide documentation before absences can be excused. All instructors are expected to make their class participation and attendance policies clear in the course syllabi. Policies stated in syllabi must be consistent with the university's attendance policy. Faculty will accept notification from the Dean of Students or Health Services offices as verification of excused absence for students who are unable to notify faculty through no fault of their own.

#### Copyright:

Commonwealth University fully supports and adheres to the Copyright laws of the United States and other nations. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to any original work in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, journals, photographs, and articles are among items subject to copyright. A work need not be explicitly labeled with a copyright notice to be afforded copyright protection. For more information on Copyright please consult the library guides:

Bloomsburg: <https://www.bloomu.edu/copyright-law-and-fair-use-andruss-library>

Lock Haven: <https://library.lockhaven.edu/copyright>

Mansfield: <http://mansfield.libguides.com/copyright>.

### Student Consumer Rights and Responsibilities:

The Higher Education Opportunity Act (HEOA) was enacted in 2008 and reauthorized the amended Higher Education Act of 1965. HEOA requires postsecondary educational institutions to distribute or make publicly available a broad range of information collectively known as Student Consumer Information. Topics covered under HEOA include student financial aid, campus health and safety, student outcomes, as well as general institutional information. For more information, you refer to the following websites:

Bloomsburg Student Consumer Information website: <https://www.bloomu.edu/higher-education-act-hea-student-consumer-information>

Lock Haven Student Consumer Information website: <https://lockhaven.edu/about/consumerinfo.html>

Mansfield's Student Consumer Information website: <http://mansfield.edu/HEA/>.

### Title IX and Protection of Minors Legislation: Reporting Obligations:

Commonwealth University and its faculty are committed to assuring a safe and productive educational environment for all students.

#### **Sexual Discrimination or Misconduct and Title IX Requirements**

In order to meet this commitment and to comply with Title IX of the Educational Amendments of 1972, all University officials, volunteers and employees (including student employees) are obligated to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator/designee, unless: 1) they serve in a role that makes such reports privileged or are recognized as providing a confidential resource; or 2) they are a faculty member and learn of the report from a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. These reporting exceptions do not apply to report of sexual misconduct involving an individual who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred. When a report involved suspected abuse of a child (an individual under the age of 18 at the time of the incident(s) as reported), all University employees, officials and volunteers are required to notify the University police and the Child Line run by the Pennsylvania Department of Human Services.

Reports regarding Title IX and sexual misconduct should be directed to Title IX Coordinator [titleixcoord@bloomu.edu](mailto:titleixcoord@bloomu.edu) or by completing an online form on the Title IX webpage.

Additional information regarding the reporting of sexual violence and the resources that are available to victims of sexual assault and/or harassment can be found at the links below.

Bloomsburg: <https://www.bloomu.edu/offices-directory/title-ix>

Lock Haven: <https://www.lockhaven.edu/hr/titleix/>

Mansfield: <https://www.mansfield.edu/title-ix/>

#### **Protection of Minors Requirements**

Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred. Mandated reporters must immediately make an oral report of suspected child abuse to the Department of Human Services (DHS) by calling 800-932-0313. Immediately following the report to DHS, the mandated reporter must notify Human Resources (570-389-4151), as designated in the University's Protection of Minors Policy. No exceptions apply to this reporting obligation. Detailed information is available at:

Bloomsburg: <https://www.bloomu.edu/prp-2410-background-screening-protection-minors-volunteerism>

Lock Haven: [https://lockhaven.edu/about/documents/LHU-48\\_Minors\\_Handbook\\_July2020.pdf](https://lockhaven.edu/about/documents/LHU-48_Minors_Handbook_July2020.pdf)

Mansfield: <http://www.mansfield.edu/hr/protection-of-minors.cfm>.