



Dr. William Keeth  
Belknap 207B  
wkeeth@mansfield.edu  
570-662-4605 or 570-662-4581

## ENG 1112-196-F20: Composition 1

[Class Schedule](#)

[Office Hours](#)

---

### Required material:

1. 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](#))
2. *InQuizitive for Writers*. W. W. Norton & Company, 2014. (Must purchase access through [Norton & Co.](#), \$55 if rented with *The Norton Field Guide*, \$15 separately) [Student Set = 286246 must be accessed through <https://digital.wwnorton.com/fieldguide5rh> ]
3. Access to *Quip*. <http://quip.com/> (This is productivity suite we will use for peer feedback and collaboration).
4. Access to a computer, [virtual PDF printer](#), and a high-speed internet connection.
5. Notebook.
6. Access to a *Modern Language Association* [Guide](#) to Style and Formatting (See [downloads page](#)).

### Overview of course:

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

### General Education:

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](#).

### Student Learning Outcomes:

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 and argumentative essay.
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		SLO Relationship
Performance Description	Grade	Percentage	Class Participation	10%	SLO 1
			Quip & Homework	10%	SLO 1 & 5
Excellent	A	93 > 100 %	2 Essays	20%	SLO 2 & 5
	A-	90 > 92 %	Midterm	15%	SLO 1
Good	B+	87 > 89 %	Research Paper:		
	B	83 > 86 %	Thesis Statement	5%	SLO 3, 4 & 5
	B-	80 > 82 %	Preliminary Bibliography	5%	
Satisfactory	C+	77 > 79%	Outline	5%	
	C	73 > 76 %	Annotated Bibliography	10%	
Marginal	C-	70 > 72 %	Rough Draft	0%	
	D+	67 > 69 %	Final Draft	20%	
	D	63 > 66 %			
Failing	D-	60 > 62 %			
	F	0 > 59 %			
			<b>Total</b>	<b>100%</b>	

Important Dates	
September 3 <sup>rd</sup> , 2020– Thesis Statement	September 10 <sup>th</sup> , 2020– Essay 1
September 17 <sup>th</sup> , 2020– Preliminary Bibliography	September 24 <sup>th</sup> , 2020—Midterm
October 8 <sup>th</sup> , 2020— Outline	October 22 <sup>nd</sup> , 2020—Annotated Bibliography
November 5 <sup>th</sup> , 2020— Rough Draft	November 19 <sup>th</sup> , 2020– Essay 2
December 3 <sup>rd</sup> , 2020— Final Draft at 10:45 am	

#### Class Participation:

During class students are expected to discuss assigned readings, develop critical thinking tasks, and apply analytical concepts. To do this in an effective, timely, and interactive way, a student needs to complete each assigned reading before class and become involved as an active participant. **This requires both a video and audio presence on Zoom.**

Students will be assigned a daily grade for class participation based on a four point system: (1pt) preparedness for class, (1pt) audio participation in Zoom, (1pt) Video presence on Zoom, and (1pt) a completed Exit Ticket.

Regular and punctual class attendance is expected. In order for an absence to be considered “excused” a student 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 the student’s 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:

Students will be required to keep a writer's notebook throughout the course on [Quip](#). This notebook will be periodically graded (completed/not completed). In general, the electronic notebook will serve as a reading log and platform for writing and peer review. As such, it represents one half of a student's "homework" grade. The other half of a student's homework 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.** Students must take the exam during class on Zoom, using a browser and the QuizCreator exam format. If a student is absent, then s/he will receive a zero (unless the student has 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).

### Essays:

Students will write two well-focused, well-organized and stylistically and grammatically proficient 2-5 page essays during the semester. These must be typed (Times New Roman 12pt), be written with 2.0 spacing, and have a 1" border. They may include academic references. If they do, students must follow the MLA Bibliographical Format. The essays are designed to foster student engagement with the assigned texts and class discussions. Each essay will be discussed more at length in class.

### Research Paper:

The format of this 5-7-page document must follow MLA 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). The document's final draft must be typed in 12pt Times New Roman, be written with 2.0 spacing, and have 1" inch margins. Students are expected to share and develop their research paper with their peers and professor throughout the semester both in/outside of class. The Research Paper will be discussed more at length throughout class.

### MU's Health and Safety Plan for Fall 2020 and the Student Code of Conduct:

Mansfield 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. Mansfield's Health and Safety Plan for Fall 2020 mandates that members of the Mansfield University community comply with certain measures, especially employing social distancing and wearing face coverings, to help reduce the risk of spreading COVID-19. Social distancing and the wearing of face coverings are required in all buildings and classrooms. Face coverings must cover both the nose and mouth. Students who do not conform to these mandates are in violation of the Student Code of Conduct and subject to the appropriate sanctions. Violations of the student conduct code, including violations of social distancing and wearing of face coverings, will be reported to the University's chief conduct officer, William Kluge, at [wkluge@mansfield.edu](mailto:wkluge@mansfield.edu).

Regarding the enforcement of Mansfield's Health and Safety Plan, 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 Mansfield community as well as our ability to continue offering in-person instruction during Fall 2020, and therefore violations will be treated accordingly. As such, repeated violations shall result in the suspension of one's right to remain on campus for a portion, or the entirety, of the remaining semester, in addition to other 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 Melinda Phillips in the Coordinator of Services for Students with Disabilities at [mphillip@mansfield.edu](mailto:mphillip@mansfield.edu) or 570.662.4436 to request accommodations.

#### Academic Integrity:

The integrity of all scholarly work is at the foundation of an academic community. Students are expected to do their own academic work. Dishonesty in academic work, including cheating, academic misconduct, fabrication, or plagiarism, is unacceptable. Faculty are expected to instruct students in ways of avoiding these forms of academic dishonesty. Faculty are also responsible for assessing and reporting all charges of academic dishonesty to the appropriate Dean. MU's Academic Integrity Policy can be found at <http://www.mansfield.edu/academic-affairs/faculty-resources/upload/Mansfield-University-Process-for-Reporting-Academic-Integrity-Violations-Rev-3-09.pdf> and the [Academic Dishonesty Form](#) may be accessed here or from the Academic Affairs website.

#### Mansfield University Statement on Diversity and Inclusion:

As expressed in Mansfield University's Mission and Vision statement, our institution strives to "nurture the whole student through an inclusive, diverse, and welcoming community." As such, we welcome students, faculty, and staff from diverse backgrounds. We expect all interactions between community members to be respectful, whether in person or online, both in and out of the classroom.

#### Copyright:

Mansfield 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 Mansfield University Copyright Information website: <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. Mansfield's Student Consumer Information website is located at this link: <http://mansfield.edu/HEA/>.

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

Mansfield 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 JoEllen Lindner, Title IX Coordinator or Dusty Zeyn, Deputy Title IX Coordinator at [titleix@mansfield.edu](mailto:titleix@mansfield.edu) or [cm.maxient.com/reporting](http://cm.maxient.com/reporting) form. 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 [mansfield.edu/title-ix](http://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 Tanya Bombicca (570-389-4151), as designated in the University's protection of minors policy. No exceptions apply to this reporting obligation. Mansfield University's Protection of Minors policy is available at <http://www.mansfield.edu/hr/protection-of-minors.cfm>.

## Students Requesting Academic and/or Access Accommodations:

Students with documented learning disabilities, physical challenges, mental health diagnoses, or other significant medical conditions whose learning or participation may be affected in this course, should meet with Melinda Phillips, the Coordinator of Services for Students with Disabilities (SSD Coordinator) in the Office of Services for Students with Disabilities located in 144 South Hall (570.662.4436) for a review of qualification for reasonable accommodations. It is recommended that students contact the SSD Coordinator during the *first two weeks of classes* or immediately upon diagnosis to ensure accommodations are met in an efficient, appropriate, and timely manner for the best student learning outcome. Upon qualification, the Coordinator will arrange to provide an accommodation letter to the professor for the identification of academic or accessibility adjustments. You must contact the Office of Services for Students with Disabilities to renew accommodation letters at the start of each semester.

## Class records and Grades:

**Oversee your grade by monitoring your progress and maintaining contact with your instructor.** Any student material or record that has been returned to the student becomes the student's responsibility to

maintain as a permanent record for the course. Students are responsible for picking up any materials that are made available to them or are returned in class. If a student loses these records and the professor does not have a copy of the material available, the student will receive a failing grade for the particular activity

The Syllabus:

This syllabus serves as a contractual agreement between you and Dr. William P. Keeth, the Instructor of Record for this course. *Only the Instructor of Record may issue your course grade.* Presence in this class means that you agree to the items stipulated in the syllabus and are aware of any modifications made throughout the semester. One should periodically check the course web site for any updates to the syllabus and/or class calendar.