



English Composition
ENGL 231C
Fall 2014
Mrs. Megan McKittrick
Instructor

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Office Hours: TTh: 12:30-
1:20pm or by appt.

ENGL 231C. Introduction to Scientific and Technical Writing: This course emphasizes critical reading, thinking, and writing as they apply to the technical and scientific disciplines. Students are introduced to principles of analysis and argumentation and taught the requisite skills that will allow them properly to paraphrase, summarize, and synthesize research as it applies to and is most commonly found in the technical and scientific communities. The course culminates in the preparation of a fully-documented research paper. A student with credit for ENGL 131C cannot receive credit for ENGL 231C. Prerequisites: ENGL 110C.

Written Communication Skills Learning Outcomes:

Students successfully completing English 231C will:

1. Understand how to incorporate research responsibly and effectively into an extended piece of academic writing.
2. Recognize the core principles of argumentation, including proper use of assumptions, claims, emotion, and reason, as well as identification of logical fallacies, biases, and propaganda.
3. Develop a repertoire of effective and ethical rhetorical tools for academic and professional writing tasks.
4. Read popular, academic, and professional nonfiction writing analytically and critically.

Texts and Materials:

Required:

1. Penrose, Ann M. and Steven B. Katz. Writing in the Sciences: Exploring Conventions of Scientific Discourse. Third Ed. New York: Pearson Education, 2010. (*referred to as WS on your schedule*)
2. Google Drive via student MIDAS account.
3. Computer access. We'll meet in a computer lab, but be aware of on-campus labs: <http://occs.odu.edu/labs/locations/hours/>
4. ODU student e-mail account

Recommended:

5. Microsoft Office Suite: Particularly Powerpoint and Word (preferably 2007 or 2010)
6. Storage Device (i.e. jump/flash drive, CD-RW, etc.: Never save materials to one location. Always back it up in multiple places.

Minimum Course Requirements: (see Blackboard for details)

- Three assignments emphasizing technical, analytical, and critical skills (totaling a minimum of 10 double-spaced pages) –**45% of grade**
 - User Manual – 10% of grade
 - Research Report Analysis – 15% of grade

- Annotated Bibliography – 20% of grade
- Research Review (a minimum of 1500 words – roughly 6 double-spaced pages) – **30% of grade**
- Poster Session (during final exam) – **10% of grade**
- Reflections: Each student must compose at least 10 reflections. All reflections are due by midnight (technically 11:59pm) on the date they're listed on the schedule. I will give up to .5 points (half credit) for late reflections. All late reflections are due no later than the last day of class. *Note: It is imperative that you set up an ODU email account in order to perform this coursework.* – **10% of grade**
- Final Portfolio: Artifacts and reflection. As a department requirement, failure to produce a final portfolio will result in an automatic F – **5% of grade**

Late Submission Policy:

Only the following will be considered for exceptions: University-sponsored athletic or academic functions, mandatory military training and documented illness.

Essay Assignment Final Drafts: Because these are online submissions, I will subtract a half point from the essay's final grade for every day that it is late (i.e. an essay due Monday night that was turned in during Tuesday afternoon will drop from an original 10 grade to an 9.5).

Essay Assignment Rough Drafts: half credit will be deducted from rough drafts submitted late. For example, if your rough draft would have earned a 3 of 5, submitting it late will earn a 1.5 of 5. You will be relying on in-class peer review for feedback on rough drafts, so it is imperative that rough drafts be submitted on time. If you submit your rough draft late, your peer review group has the right to move on to others in the class to fulfill their requirement; as a result, you may miss out on feedback entirely. Any questions about rough drafts that you have for me should be addressed during my office hours. Rough drafts submitted after the deadline for the final draft will receive a zero.

Reflections: I will give up to half credit for late discussion board submissions. All late reflections are due no later than the last day of class. If you submit a discussion board late, it will not be graded until after the last day of class.

Peer responses: Late submissions will receive a zero.

Rewrites:

If you receive less than 90% on the essay portion of a given assignment, you can submit a rewrite within one week of the final draft due date. The essay final draft grade will become an average of the grade you received on the original essay final draft and the grade you received on the essay rewrite. I do not accept late rewrites.

Grading Scale:

Grades updated on Blackboard throughout the semester. Posted to Leo-Online for progress reports and final grades.

93-100 = A	77-79 = C+	64-66 = D
90-92 = A-	74-76 = C	60-63 = D-
87-89 = B+	70-73 = C-	59 & below = F
84-86 = B	67-69 = D+	
80-83 = B-		

Early Alert Progress Report Grades:

Since this a 100/200-level course, students will receive a progress grade in the fifth week of classes that will not impact your GPA. You can access your progress grade from the student menu in LeoOnline; simply click 'Progress Report.' In addition to the assistance that I can provide you with this course, the Student Success Center can assist you in finding resources and developing an academic success plan for the semester (683-3699, advisor@odu.edu).

Extra Credit:

The Writing Center: If you attend one of The Writing Center's 50-minute tutoring sessions, you will be awarded a half-point toward the final draft of an assignment (typically a half-letter grade boost) and must be completed and submitted on/before the final draft due date (does not include blogs or participation points). The Writing Center presents free one-on-one tutorial sessions to students at ODU, but be sure to make an appointment in advance. In order to receive credit, you must provide proof of your session by submitting their paperwork to me on/before the final draft due date.

Contact info:

Web: <http://al.odu.edu/writingcenter/>

Location: The Learning Commons at Perry Library, Room 1307

Student Evaluation: At the end of the semester, you will receive an email to your student email account, prompting you to complete an evaluation of your courses. These evaluations are optional and anonymous. To receive credit, print and submit the home page after completing your evaluation of this class. This page will list your name and a list of the courses you have yet to evaluate. Complete and submit this evaluation before the last day of class to receive a half-point of credit on the final assignment.

Attendance:

This course must abide by the mandatory attendance policy set by the Department of English for all lower-division general education composition courses. It is your responsibility to keep track of your attendance. You must prepare for, attend, and participate in all scheduled class sessions and conferences.

On the **third** absence, your grade will drop 5 points (half a letter grade).

Every subsequent absence will result in a deduction of 5 points (half a letter grade)

On the **fifth** absence, you will receive an automatic F.

Note: Missed conferences count as absences.

Tardy Policy:

I will be taking attendance at the beginning of each class session. If you are not present when I take attendance, I will mark you absent. If this happens, **it is your responsibility to see me immediately after class to remove the absence.** I will take note of any early departures or late arrivals. Two early departures or late arrivals will amount to one absence.

Excused Absences:

The following absences are excusable with official documentation: University-sponsored athletic or academic functions, mandatory military training and documented illness. You are responsible for reporting any extended absences (due to illness, family emergency, University-sponsored events, or otherwise) to me through Student Ombudsperson Services. You can reach SOS through the link:

<http://studentaffairs.odu.edu/sos/>

Personal reasons or unexpected emergencies will not be considered.

Student Conferences:

On one occasion, I will meet with each of you individually to discuss our progress in this course. The class as a whole will not be meeting on student conference days. These conferences will be held in my office, BAL 2012.

Classroom Behavior:

Your conduct impacts your standing in this course. The success of this course depends on cooperation by and among all class members. Inappropriate or disruptive behavior by any individual interferes with the progress of the class. It is unfair to the other students and will not be tolerated. At the first instance of such behavior, I will request a conference during which I will recommend counseling or other outside help. At the second instance, I will request that the student leaves the class, and I will enlist the help of the Office of Student Conduct and Academic Integrity (<http://studentaffairs.odu.edu/oscai/>) to help deal with the problem. At the third instance of misbehavior, I will ask the student to drop the course.

Technology use for social/personal purposes is prohibited. We will hold our class sessions in a computer lab throughout the semester; as a result, you will be tempted to socialize online. While I understand and accept the use of computers, mobile devices, and cell phones for organization and note-taking, as well as the completion of in-class activities, I believe personal or social uses of technology are a distraction to yourself and other students around you. If I see a mobile device out or a social media page open, I will request that you put it away or close the program. I will also take it as an opportunity to utilize you for in-class discussion. In other words, I will call on you to participate. Excessive use and repeated requests will lower your grade.

All students, both beginning and transfer students are required to successfully complete the WSPT before being admitted to English 110C and thus English 231C. Academic Skills administers the WSPT and provides writing workshops for students who do not pass the WSPT. If you have not qualified for English 110C or English 231C by taking and passing the WSPT, your name will automatically be dropped from the roll. By the time you get the official notification that you have been dropped, it will be too late to drop this course and add another one before the add-drop period is over. If you have questions about your placement, call the Student Success Center at 757-683-3699.

Educational Accessibility:

Old Dominion University is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act. The Office of Educational Accessibility (OEA) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations.

- If you experience a disability which will impact your ability to access any aspect of my class, please present me with an accommodation letter from OEA so that we can work together to ensure that appropriate accommodations are available to you.
- If you feel that you will experience barriers to your ability to learn and/or testing in my class but do not have an accommodation letter, please consider scheduling an appointment with OEA to determine if academic accommodations are necessary.

The Office of Educational Accessibility is located at 1021 Student Success Center and their phone number is (757)683-4655. Additional information is available at the OEA website: <http://www.odu.edu/educationalaccessibility/>

Plagiarism:

You are responsible for obtaining a copy of the Student Handbook and informing yourself about student conduct regulations. Using another writer's words or ideas without giving proper credit, acknowledgement, or documentation is considered plagiarism, a violation of the ODU Honor Code, and grounds for expulsion from the University. If the quality of your in-class and out-of-class writing varies significantly, I reserve the right to ask you to write under supervision or to request an electronic copy of your written work for submission to a plagiarism checker program. If you have questions about how and when to acknowledge sources, please refer to your textbooks (particularly Quick Access), see a tutor at WTS, or ask for my help. As a member of the academic community of scholars at Old Dominion University, every student is expected to adhere to the Honor Pledge: "I pledge to support the Honor System of Old Dominion University. I will refrain from any form of academic dishonesty or deception."

Online Learning Environments:

We will be using a variety of technological, mostly web-based, applications for academic use in. By default, many of these technologies are open to the public for the purpose of sharing your work with the larger Internet community.

To use the web-based application responsibly, please observe all laws and ODU policies that are incorporated into the Codes of Conduct and Academic Integrity. Some specific aspects of law and policy that might be well to remember are prohibitions against copyright infringement, plagiarism, harassment or interferences with the underlying technical code of the software. Some resources to remind yourself about ODU's policies as well as a digital document about laws on copyright and fair use:

- ODU's [Honor Code](#), [Honor Pledge](#), and [Monarch Creed](#)
- [MCCCD Copyright Guidelines](#)

As a student using the web-based applications, certain rights accrue to you. Any original work that you make tangible belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records as a matter of federal law and may choose to set your privacy settings to private and only share with the instructor and your classmates. Your contributions to the various web-based applications constitute educational records. By contributing to the web-based applications, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the Internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

Syllabus Contract Form: Student Agreement

The signature below, as well as attendance and participation in this class, signifies that the student has agreed to abide by and adhere to the policies and regulations specified in the syllabus and schedule. It is understood that the instructor may adapt or change this syllabus and the assignments contained within it according to circumstances that may arise during the course of the class. It is the student's responsibility to drop the course if they do not wish to continue. If the student does not drop the course by the appropriate date, the student will receive an F.

(Be sure to ask the instructor any questions concerning the syllabus before signing below.)

Student's Name, Typed/Signed

UIN

Date