

State University of New York College at Cortland
English Department
Composition (CPN) 101, Section 302—Writing Studies II on Computer

Course Information

Credit Hours: 3
Semester: Spring 2010
Location: Bowers Hall, Room 119
Time: MWF 9:10-10:00 a.m.
Web Site: <http://mccorduck.net/101-302>
Mobile: <http://mccorduck.net/101-302m>

Professor Information

Ed McCorduck
Telephone: (607) 753-4891
Office: Old Main, Room 117-A
Office Hours: W 10:15-11:00 a.m. or by appointment
E-Mail: ed@mccorduck.net

Required Texts

- Raimes, A., & Jerskey, M. (2009). *Universal keys for writers* (2nd ed.). Boston, MA: Houghton Mifflin Company.
--available at the College Store (<http://cortlandasc.com/collegestore>), or you can get a PDF copy of this whole handbook by rolling over the "UKW" link on the main class Web site (<http://mccorduck.net/101-302>) and then clicking on the "purchase online version" link in the pop-up menu
- Torr, J. (Ed.). (2005). *The Internet: Opposing viewpoints*. Farmington Hills, MI: Greenhaven Press.
--available through the SUNY Cortland College Store (<http://cortlandasc.com/collegestore>)

For an explanation of the necessity of these items for the course, you may refer to pp. 11-12 of the College's *Composition Handbook: A Guide for Students*, which you can view by rolling over the "course" link on the main class Web site (<http://mccorduck.net/101-302>) and then clicking on the "Composition Handbook" link in the pop-up menu.

Recommended but Optional Materials

- *Microsoft Office Ultimate 2007* (available through www.theultimatesteal.com or <http://ubmicrosuny.com>) – includes Word 2007
- *Microsoft Office 2007 Home and Student* (available through <http://tinyurl.com/viooff>) – includes Word 2007

Course Description

Below is how this course is described in the *SUNY Cortland 2009-2010 Undergraduate Catalog* (<http://catalog.cortland.edu>):

Theme-based critical inquiry and research into topics and issues of public importance. Not open to students with credit for CPN 103. Prerequisite: A grade of C- or better in CPN 100 or 102. Fulfills: GE 10; LASR. (3 cr. hr.)

You may refer also to the subsections "Course Titles and Content" and "Course Prerequisites" of the section "Frequently Asked Questions" on pp. 10-11 of the aforementioned *Composition Handbook*.

Objectives and Outcomes

CPN 101 is the second of the required composition courses for students at SUNY Cortland (for more information about the composition and writing requirements at the College, see pp. 3-4 of the aforementioned *Composition Handbook*). CPN 101 is also one course leading to the fulfillment of the SUNY and SUNY Cortland General Education (GE) category 10, Basic Education; as listed in the *SUNY Cortland 2009-2010 Undergraduate Catalog* (<http://catalog.cortland.edu>), among the learning outcomes of the GE 10 category that this course is intended to fulfill are

Students will

1. be able to produce coherent texts within common college-level written forms;
2. demonstrate the ability to revise and improve their written texts;
3. demonstrate the ability to research a topic, develop an argument and organize supporting details;
4. develop proficiency in oral discourse;
5. demonstrate the ability to evaluate an oral presentation according to established criteria.

As in CPN 100, the first of the required SUNY Cortland composition courses, in this CPN 101 course you will write essays both in and out of class based on written sources. Writing Studies II, however, focuses on developing analytical writing and reading skills, including source analysis/evaluation, synthesis of multiple reading sources, argumentative synthesis and argumentative research. What all this means is that unlike most of the papers you wrote for CPN 100, in CPN 101 you will write papers that are mainly concerned with evaluating various reading sources and putting selected information from them into your essays, including writing a full-length research paper. To help you write the research paper, this course will also include units on using the library and the Internet for research purposes.

This section of Writing Studies II, as indicated by its additional title “on Computer,” is also heavily computer-based. Not only will you compose, submit and edit all of your essays online using the most current version of Microsoft Word (2007), but you will learn to utilize many of the features of Word, WriteSpace, Office Live Workspace and SafeAssign for assistance at all of the stages in the writing process.

Not only is this section 302 of CPN 101 computer-based, it is also a “hybrid” course which means that it will be conducted in a combination of a traditional classroom setting and a “distance learning” environment. That is, although the class is scheduled to meet MWF we will actually have a class meeting only once a week on average, usually only Wednesdays; the specific days that the class will meet or not meet will be announced on the WriteSpace Calendar. On days that the class is not scheduled to meet, you will still be given assignments to complete which will be listed in the WriteSpace Calendar and you must complete these assignments on or before the dates indicated (see also the section “Course Schedule and Activities” below).

Because of this section’s great dependence on computer technology, therefore, you are expected to begin the course with at least minimal proficiency in using computers (preferably the

Windows platform) with skills such as basic personal computer operation and keyboarding. If you do not feel comfortable using computers or taking a (partially) online class, you should consider switching to another section of CPN 101 either now or during a future semester (and if you decide not to continue with this section in order to enroll in another you must drop this class by 11:59 p.m. on Friday, January 29, the official end of the “WEB Drop & Add” period). If you still would like to take the course even though your proficiency with computers is minimal, I would recommend using free online computer skills tutorials like those found at <http://mouseprogram.com>, <http://keybr.com> and <http://mccorduck.net/keyboarding>.

For a detailed description of the general objectives of CPN 101, please refer to the section “Outcomes for CPN 101 and CPN 103” on p. 9 of the aforementioned *Composition Handbook*. This section of the course is designed to meet all of these outcomes, as well as making you especially proficient in computer-assisted composition.

Course Attendance Policy

The general attendance policy for CPN courses is stated on p. 13 of the aforementioned *Composition Handbook*. Further, because of the hybrid nature of this class as explained in the preceding section, attendance on those dates when the class is scheduled to meet is crucial. Consequently, this course will follow the specific policies on student attendance that are found in Chapter 410.13 and sections A. and C. of Chapter 410.12 of the *SUNY Cortland 2008-2010 College Handbook* (<http://cortland.edu/handbook>), namely for each unexcused absence beyond your third the class participation portion of your final grade will be reduced by one-third of a letter grade (see “Evaluation of Student Performance” below). Attendance at each class meeting will be taken automatically through the Insight lab monitoring system. At the beginning of every class, you must log into the lab computer you sit at using your Net-ID and you must remain logged in throughout the class meeting or your attendance for that meeting may not be recorded.

Policy on Academic Integrity

Students in this course are expected to abide by the guidelines for academic integrity that are given in the subsection “Academic Integrity” of the section “Frequently Asked Questions” on p. 14-15 of the aforementioned *Composition Handbook*. As mentioned in these guidelines, any instance of plagiarism, cheating on examinations or other forms of academic dishonesty will be punished, most likely by the receipt of a failing grade for this course and possible dismissal from the College. The primary means for enforcing the course's policy on academic dishonesty will be the Web-based plagiarism detection service SafeAssign, to which you will be required to submit all of the papers you write for this course.

My Expectations

Please refer to the subsections “Teacher Expectations and Student Achievement” and “Classroom Policies” of the section “Frequently Asked Questions” on p. 11 and pp. 13-14 of the aforementioned *Composition Handbook* for guidelines as to the behavior that is expected of all students in CPN courses. In addition, due to this section’s reliance on computer technology and the fact that all meetings of the class will take place in a computer lab, here are additional specific expectations for students in this class:

- ✓ retrieve and read your e-mail from me, and respond to and/or follow its directions as required
- ✓ check the course Web site a few times each week (ideally before each meeting of the class)
- ✓ treat me, the course and all other students in it with respect. The following are behaviors that I would consider not to show the respect I require:
 - **talking excessively to other students during class;** each instance will result in your being asked to leave the class for that meeting and in a reduction of one-third of a letter grade in the class participation portion of your final grade (see “Evaluation of Student Performance” below)
 - **engaging in instant messaging or online chat on your computer;** each instance will result in your being locked out of your computer through the Insight system and in a reduction of one-third of a letter grade in the class participation portion of your final grade (see “Evaluation of Student Performance” below)
 - **engaging in text messaging on a mobile phone or other mobile device;** each instance will result in your being asked to leave the class for that meeting and in a reduction of one-third of a letter grade in the class participation portion of your final grade (see “Evaluation of Student Performance” below)
 - **visiting Web sites, using applications or doing any other work or activity (including playing games like Solitaire) not related to what we are covering in class at the moment;** each instance will result in your being locked out of your computer through the Insight system and in a reduction of one-third of a letter grade in the class participation portion of your final grade (see “Evaluation of Student Performance” below)

Stated simply, we both have a job to do: you to pass this course and I to help you do it. Let’s work together so we can accomplish this with as few problems as possible for all of us.

Evaluation of Student Performance

There are *seven* main requirements for passing this course:

1. **Essays:** You will submit three multiple-draft essays to me and to SafeAssign. “Multiple-draft” (or “multi-draft”) means that you will revise and resubmit the essay to me at least once (and probably several times). Below are the general topics of the multi-draft essays:

- essay synthesizing multiple reading sources
- argumentative synthesis essay
- argumentative research paper

Only the grade you receive on the final draft of each essay will count toward your final grade. You will receive an assignment sheet and specific instructions for handing in and revising each draft, and the grading of the essays will be based on a specific analytical scale or rubric for each type of essay.

You will also do one in-class essay, which will be an analysis and evaluation of a single reading source. You will do only one version of the in-class essay, and you must receive a grade of C- or above on this essay to pass the course.

2. WriteSpace Component exercises: You must complete *all* of the exercises assigned in the online WriteSpace Component of the course with a minimum raw score of 70 on each. The scores you get on these exercises do *not* count in the computation of your final grade, but if you score below 70 on any exercise you will have to retake it until you do get a passing score.

3. Satisfactory performance on readings quizzes: Approximately once per week, a timed online quiz on the readings assigned during the previous week from our *The Internet: Opposing Viewpoints* textbook and from the Sample CPN 101 Essays site (<http://mccorduck.net/samplecpn101>) will be given which you will take in WriteSpace. The questions will be very general and are meant only to indicate whether or not you have done the readings. *You must get a score of 80 or better on at least EIGHT of the twelve quizzes overall to complete the course*—and each quiz you may take only once—and regardless of how many quizzes you pass you must still take *all* of the quizzes. (Note that any of the scores you get on these quizzes will *not* count in the computation of your final grade in any way.)

4. Satisfactory performance in WriteSpace discussion forums: You will need to make a minimum of one post per weekly discussion period to a forum on WriteSpace dedicated to discussion of the readings assigned during the previous week from our *The Internet: Opposing Viewpoints* textbook. *You must post at least once to all the discussion periods established to complete the course, and if you make a post to a discussion forum later than the last day established for that period you will lose one-third of a letter grade in the class participation portion of your final grade* (see “Evaluation of Student Performance” below).

The purpose of this part of the course is to give you practice in writing about issues and ideas that come up from our readings as a preliminary to writing your multi-draft essays, and it will give you an opportunity to interact with and receive feedback from me and other students in the class as a substitute for in-class discussions that would normally take place if the class were to meet more frequently each week (see “Objectives and Outcomes” above). See the page <http://mccorduck.net/101/forums> for specific guidelines for the content of your posts to these forums.

5. *Composition Library Instruction Program (CLIP)*: One meeting of this course will take place in the Interactive Reference Area of the College's Memorial Library, where students will receive instruction on using the library for research purposes. You must attend this session to complete CPN 101, and after the session a written assignment on the material presented during the session will be given. You must also take and get a passing score on this assignment to complete this course (for more information, click on the "CLIP" link on the course's home page).

6. *Submission of printed and signed "CPN Grading Policy Signature Form"* (<http://mccorduck.cc/gf>)

7. *Completion and submission of CPN 101-302 Student Information Form*: You will do this at the first class meeting or you may submit it at another time by going to <http://mccorduck.net/101-302/info>.

Near the end of the semester, I will provide each of you with a personalized copy of the CPN 101-302 Requirements Checklist (attached to the end of this syllabus) that lists the requirements for passing the course. As noted on the Checklist, you must have completed each requirement on the list before the end of May 20; if you have not done so, I will have to issue you a grade of INC for "incomplete" for the course. Understand that the INC is only a *temporary* grade and it is *not* the same as a failing grade, which is an E; that is, you will still be able to make up the work for the course and receive a passing grade. But please be aware that if the INC still stands as your grade for the course at the end of the last day of classes of the following semester, *the INC grade will be automatically converted into a permanent E* (see <http://mccorduck.cc/ap>, <http://mccorduck.cc/ap2> and <http://mccorduck.cc/gs>).

As explained in the subsection "Grades in Composition Courses" of the section "Frequently Asked Questions" on p. 12 of the aforementioned *Composition Handbook*, students in CPN 101 receive final semester grades of A+ through E and *you must receive a grade of C- or above in order to fulfill the College's GE 10 requirement* (see "Objectives and Outcomes" above) *and the College's composition requirement*. Below is a breakdown of the relative importance of each of the major assignments and other requirements of this course toward the determination of the final grade:

3 final drafts of multi-draft essays.....	75% (i.e., each is 25%)
1 in-class essay.....	15%
class participation (includes attendance, respect for the class, timely completion of work and Office Live Workspace peer review participation; see the relevant sections above*).....	10%

*Reference has been made in the preceding sections to reductions of this portion of the final grade by "one third of a letter grade." This refers to the plus, neutral and minus division of each letter grade in the College grading system (<http://tinyurl.com/cortla>); a reduction of one third of a grade of A+ is an A, a reduction of one third of grade of A is an A-, a reduction of one third of a grade of A- is a B+, and so on.

Course Schedule and Activities

Specific reading and other assignments and due dates for drafts of essays and will be listed on the Calendar section of the WriteSpace Component of the course. Note that, unless otherwise specified, if a reading or other assignment is listed for the date of a certain class meeting on the Calendar, it is expected that you will have completed that reading or assignment before the class meets on that day.

Related Readings

- American Psychological Association. (2005). *Concise rules of APA style*. Washington, DC: American Psychological Association.
- Branscomb, H. (2001). *Casting your net: A student's guide to research on the Internet* (2nd ed.). Needham Heights, MA: Allyn & Bacon.
- Perrin, R. (2007). *Pocket guide to APA style* (2nd ed.). Boston, MA: Houghton Mifflin Company.
- Rodrigues, D. (2002). *Reading and writing in an online world*. Upper Saddle River, NJ: Prentice Hall.
- Sammons, M. (2004). *The Internet writer's handbook* (2nd ed.). New York, NY: Pearson.

If you are a student with a disability and wish to request accommodations, please contact the Office of Student Disability Services located in B-1 Van Hoesen Hall or call (607) 753-2066 for an appointment. Information regarding your disability will be treated in a confidential manner. Because many accommodations require early planning, requests for accommodations should be made as early as possible.

CPN 101 Section 302 Requirements Checklist

Student:

Issued:

In order to complete this course and thus the College's Writing Studies requirement, you must have finished *each* of the requirements listed below no later than May 20. If you haven't completed *all* the following requirements by the end of that day, I will have to issue you a *temporary* grade of INC for "incomplete"; *please refer to p. 6 of the course syllabus for important information regarding the ramifications of this INC grade.*

(✓ = requirement completed)

submission of the CPN 101-302 Student Information Form (<http://mccorduck.net/101-302/info>)

submission of printed and signed "CPN Grading Policy Signature Form" (<http://mccorduck.cc/gf>)

taking *and* passing the in-class essay

submission to SafeAssign of the first multi-draft essay

submission to SafeAssign of the second multi-draft essay

submission to SafeAssign of the third multi-draft essay

receiving a grade on the first draft of the first multi-draft essay after our conference on it

receiving a grade on the *second* draft of the second multi-draft essay after e-mailing it to me

receiving a grade on the first draft of the third multi-draft essay after our conference on it

completion of *and* passing the CLIP quiz (see the "CLIP" link on <http://mccorduck.net/101-302>)

taking the **Quiz on Chapter 4 of *The Internet: Opposing Viewpoints***

taking the **Quiz on the Sample Analysis/Evaluation Essays**

taking the **Quiz on the First Sample Synthesis of Multiple Reading Sources Essays**

taking the **Quiz on Chapter 1 of *The Internet: Opposing Viewpoints***

taking the **Quiz on the Remaining Sample Synthesis of Multiple Reading Sources Essays**

taking the **Quiz on Viewpoints 3 and 4 of Chapter 2 of *The Internet: Opposing Viewpoints***

taking the **Quiz on Viewpoints 1, 2, 5 and 6 of Chapter 2 of *The Internet: Opposing Viewpoints***

taking the **Quiz on the Sample Argumentative Synthesis Essays**

taking the **Quiz on Viewpoints 1 and 2 of Chapter 3 of *The Internet: Opposing Viewpoints***

taking the **Quiz on Viewpoints 3, 4, 5 and 6 of Chapter 3 of *The Internet: Opposing Viewpoints***

taking the **Quiz on the First Sample Argumentative Research Essays**

taking the **Quiz on the Remaining Sample Argumentative Research Essays**

passing (minimum passing score: 80) at least *eight* of the above readings quizzes (number passed:)

(*more on the next page*)

WriteSpace Discussion Forum postings (at least one significant posting to each of the following forums):

- 4. discussion about the viewpoints in chapter 4, "What Will Be the Future of the Internet?"**
- 1. discussion about the viewpoints in chapter 1, "How Does the Internet Affect Society?"**
- 2-a. discussion about viewpoints 3 and 4 of chapter 2, "How Serious Is the Problem of Illegal Activity on the Internet?"**
- 2-b. discussion about viewpoints 1, 2, 5 and 6 of chapter 2, "How Serious Is the Problem of Illegal Activity on the Internet?"**
- 3-a. discussion about viewpoints 1 and 2 of chapter 3, "How Should the Internet Be Regulated?"**
- 3-b. discussion about viewpoints 3, 4, 5 and 6 of chapter 3, "How Should the Internet Be Regulated?"**

WriteSpace exercises, *each of which must have been completed with a score of at least 70* (each section is located under Lessons > Course Materials > Writing Sentences and Practicing Grammar):

under the section **Grammar Exercises:**

- | | |
|---------------------------------|--|
| Adjectives A | Numbers A |
| Adjectives B | Numbers B |
| Adjectives C | Pronouns A |
| Adjectives and Adverbs A | Pronouns B |
| Adjectives and Adverbs B | Pronouns C |
| Adverbs A | Pronouns D |
| Adverbs B | Pronouns E |
| Adverbs C | Proper Nouns and Common Nouns A |
| Adverbs D | Proper Nouns and Common Nouns B |

under the section **Punctuation and Mechanics Exercises:**

- | | |
|----------------------------|-----------------------------------|
| Abbreviations A | Hyphens C |
| Abbreviations B | Italics or Underlining A |
| Apostrophes A | Italics or Underlining B |
| Apostrophes B | Parentheses and Brackets A |
| Colons and Dashes A | Semicolons A |
| Commas A | Semicolons B |
| Commas B | Spelling A |
| Ellipsis Points A | Spelling B |
| Hyphens A | Spelling C |
| Hyphens B | |

under the section **Sentence Issue Exercises:**

- | | |
|--|----------------|
| Pronoun Agreement and Reference A | Usage A |
| Pronoun Agreement and Reference B | Usage B |
| Subject and Verb Agreement A | Usage C |
| Subject and Verb Agreement B | Usage D |