ENGL 2113-X20 Composition Skills  
Spring 2012  
Dr. Sally Henschel  
Office: Bea Wood 228  
Phone: 940.397.4731  
Email: sally.henschel@mwsu.edu  
Skype: sally.henschel

Course Content and Assignment Due Dates

Textbooks (See syllabus for complete information.)  
1. LBH = The Little, Brown Handbook, 12th edition  
2. TSIS = They Say, I Say: The Moves That Matter in Academic Writing

Course web site  
All course work will be housed on MyLab / Mastering, a course management system similar to Blackboard.

1. To Access Course Web Materials:  
   - Locate your credit card or PayPal account information.  
   - Access the MyLab homepage: http://pearsonmylabandmastering.com/  
   - Under Register, click Student.  
   - Enter your Course ID and click Continue: Course ID = henschel23918  
   - Review the course information and select Buy Now. (aprox. $15 USD)

2. To read assignments within the course site:  
   - On the menu, click Assignments.  
   - Assignment are posted in chronological order.  
   - Reading assignments in the LBH and TSIS are not graded; however, you need to read the assigned chapters or documents to prepare for the quizzes and writing assignments.

3. To take quizzes:  
   - On the Assignment’s page, there is a folder for Quizzes. Click the Quizzes link to access the study materials and to enter the quizzes.  
   - CourseCompass is on Eastern Time zone (US and Canada). If you are on Central Time, take note of the hour difference. Quizzes open Sunday 5:00 a.m. and remain open until the following Monday at 11:30 pm (ET).  
   - When you submit your quizzes, you will receive a grade, but you will not see your answers. You will need to contact the me, the instructor, to review the questions you have missed. (Why? Because if I release the answers to the quizzes, they could be shared with students who have not yet taken the quiz.)

4. To upload/submit writing assignments (W1, W2, W3, and W4) to the Dropbox:  
   - Save your document as Word 97-2003 or RTF.  
     o If you are using Word 2007/2010(docx), you can save the document in these formats. Please don’t sent docx files.  
     o If you do not have access to Word, please contact me before submitting any work.
• On the MyLab / Mastering menu, click Dropbox, and click Send to upload the document for grading. (Warning, if you click Add File, I won’t get the assignment: it remains in your online folder.)

5. To post to the Discussion Board:
   • You have four discussion board assignments, two of which are graded:
     o an introduction
     o information on your exam site (where you plan to take the final exam)
     o a posting and peer response associated with the W3 assignment
     o a posting and peer response associated with the W4 assignment
   • On the MyLab / Mastering menu, click Discussion Board, click on the assignment forum link, click Add New Thread, and enter your text into the Message box. (Please don’t attach documents.)

Summary of assignments and due dates

Week One: Sunday Jan. 15
1. Access MyLab / Mastering (CourseCompass) course site
2. Read:
   • Format Guidelines for all essays written for this course (attached to Assignment folder).
   • Grading Guidelines for essays (attached to Assignment folder).
3. Post to Discussion Board: Introduce yourself (not graded)

Week Two: Sunday Jan. 22
1. Quiz 1, Sentence Subject: Open Sunday 5:00 am to Monday 11:30 pm (ET)
2. Read (not graded):
   • LBH Chpt. 12 “Understanding Sentence Grammar”
   • LBH Chpt. 9, “Writing an Argument”
   • LBH Chpt. 7 “Writing in Academic Situations” 170-179
   • TSIS Part 1 “They Say,” Chapters 1-3

Week Three: Sunday Jan. 29
1. Quiz 2, Phrases and Clauses: Open Sunday 5:00 am to Monday 11:30 pm (ET)
2. Read (not graded):
   • TSIS Part 2 “I Say,” 4-7
   • TSIS Part 3 “Tying it All Together”
   • LBH Chpt. 4, “Writing and Revising Paragraphs”
3. Review (not graded)
   • LBH Chapter 43, “Working with Sources”
   • LBH Chapter 44, “Avoiding Plagiarism and Documenting Sources”

Week Four: Sunday Feb. 5
1. Quiz 3, Sentence Types: Open Sunday 5:00 am to Monday 11:30 pm (ET)
2. W1. Writing assignment 1: Upload to drop box, Wed. 2/8, by midnight your time zone.
3. Review:
   • TSIS Index of Templates pg 221+
   • LBH Chapter 46 “MLA Documentation and Format” or Chapter 51, APA source citation
   • MLA Guidelines (attached to Assignment folder)
Week Five: Sunday Feb. 12
1. Quiz 4. Fragments, Comma Splices, and Fused Sentences: Open Sunday 5:00 am to Monday 11:30 pm (ET)

Week Six: Sunday Feb. 19
1. Quiz 5, Verb: Shifts in Voice. Open Sunday 5:00 am to Monday 11:30 pm (ET)
2. W2. Writing assignment 2. Upload to dropbox Wed. 2/22, by midnight your time zone.

Week Seven: Sunday Feb. 26
1. Quiz 6. Verbs: Agreement. Open Sunday 5:00 am to Monday 11:30 pm (ET)

Week Eight: Sunday Mar. 4
1. Quiz 7. Pronouns: Case, Agreement, Reference. Open Sunday 5:00 am to Monday 11:30 pm (ET)
2. Post to discussion board: thesis and topic sentences for the W3 assignment by Wed. 3/7 by midnight your time zone.

Week Nine: Sunday Mar. 11 (Mon. 19th = Last day for “W”)
1. Quiz 8. Commas: Open Sunday 5:00 am to Monday 11:30 pm (ET)
2. Respond to discussion board: Respond to other students’ discussion posts on W3 by Wed. 3/14, midnight your time zone.

Week Ten: Sun. Mar. 18
1. Quiz 9, Apostrophes, Plurals vs. Possessives: Open Sunday 5:00 am to Monday 11:30 pm (ET)

Week Eleven: Sun. Mar. 25
1. Quiz 10, Modifiers and Mixed Sentences: Open Sunday 5:00 am to Monday 11:30 pm (ET)
2. Post to discussion board: Thesis and topic sentences for W4 due Wed. 3/28 by midnight your time zone.

Week Twelve: Sun. April 1
1. Quiz 11, Parallelism: Open Sunday 5:00 am to Monday 11:30 pm (ET)
2. Respond to discussion board: Respond to other students’ discussion posts on W3 by Wed. 4/4, midnight your time zone.
3. Post to discussion board: final exam testing site information by Thur. 4/5.

Week Thirteen: Sun. April 8 (Easter, no quiz)
1. W4 Writing assignment 4. Upload to drop box W4 Wed. 4/11 by midnight your time zone.

Week Fourteen: Sun. April 15
1. Quiz 12, Colon and Semicolon: Open Sunday 5:00 am to Monday 11:30 pm (ET)

Week Fifteen: Sun. April 22
1. Take Final exam:
   - On-site at MSU: Sat. April 28, beginning at 12:30 pm (until 3:30 pm)
   - Proctored exams: Students need to contact a testing center and schedule the exam between Thursday, April 26 Saturday, April 28 (You have three hours to take the two-part exam.)

Week 16: Sun. April 29
1. Upload to the Dropbox completed course gradesheet. (attached to Course Documents)