ENGL 2113-X21 Composition Skills
Spring 2012

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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 = henschel14361
   • 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)

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)