ENGL 2113-X30 Composition Skills
Summer 2012: May 29 – Aug. 2

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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 and contact will take place in MyLab / Mastering (CourseCompass), a course management system that is 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 = henschel12953
   - 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 for each quiz 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 at 5:00 am (ET) and remain open until the following Monday at 11:30 pm (ET). On weeks with two quizzes, the second quiz opens on Wednesday at 5:00 am and closes on Thursday 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 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. If you do not have access to Word, please contact me before submitting any work.
   - Name the file YourLastName assignment abbreviation (e.g., Smith W1).
   - On the MyLab / Mastering menu, click Dropbox, and click Send File 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:
     - an introduction
     - information on your exam site (where you plan to take the final exam)
     - a posting and peer response associated with the W3 assignment (P3)
     - a posting and peer response associated with the W4 assignment (P4)
   - 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 to the Discussion Board.)

Summary of assignments and due dates

Week One: Tuesday, May 29
1. Access MyLab / Mastering (CourseCompass) course site
2. **Post to Discussion Board**: Introduce yourself (not graded)
3. Review:
   - Format Guidelines for all essays written for this course (attached to Assignment folder).
   - Grading Guidelines for essays (attached to Assignment folder).
4. 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,” chpts. 1-3

Week Two: Sunday, June 3
1. **Quiz 1**: Sentence subject quiz. (See Quizzes folder under Assignments for readings associated with this quiz): Open Sunday 5:00 am to Monday 11:30 pm (ET)
2. **Upload to Dropbox W1**—Writing assignment 1 (thesis and topic sentences for the first essay) Tuesday, June 5, by midnight your time zone.
3. Read (not graded):
   - TSIS Part 2, “I Say,” chpts. 4-7
   - TSIS Part 3, “Tying it All Together”
   - LBH Chpt. 4, “Writing and Revising Paragraphs”
4. Review
   - LBH Chpt. 43, “Working with Sources”
   - LBH Chpt. 44, “Avoiding Plagiarism and Documenting Sources”

Week Three: Sunday, June 10
1. **Quiz 2**: Phrases and clauses quiz. (See Quizzes folder under Assignments for readings associated with this quiz.) Open Sunday 5:00 am to Monday 11:30 pm (ET)
2. **Quiz 3**: Classifying Sentences Types. (See Quizzes folder under Assignments for readings associated with this quiz.) Open Wednesday 5:00 am to Thursday 11:30 pm (ET)
3. **Upload to Dropbox W2**—Writing assignment 2 due Tuesday June 12, by midnight your time zone.
4. Review:
   - TSIS Index of Templates pg 221+
   - LBH Chpt. 46 “MLA Documentation and Format” and the MLA Guidelines attached to Assignment folder or Chpt. 51, APA source citation. (You can choose to use either MLA or APA format for your essays.)
Week Four: Sunday, June 17
1. **Quiz 4**: Fragments, Comma Splices, and Fused Sentences. (See Quizzes folder under Assignments for readings associated with this quiz.) Open Sunday 5:00 am to Monday 11:30 pm (ET)
2. **Quiz 5**: Shifts in Voice (active vs. passive). (See Quizzes folder under Assignments for readings associated with this quiz.) Open Wednesday 5:00 am to Thursday 11:30 pm (ET)
3. **Post to discussion board P3**—Thesis and topic sentences for the W3 assignment due Tuesday June 19, by midnight your time zone.
4. **Respond to discussion board P3**—peer responses due Thursday, June 21, by midnight your time zone

Week Five: Sunday, June 24
1. **Quiz 6**: Subject/Verb agreement quiz. (See Quizzes folder under Assignments for readings associated with this quiz.) Open Sunday 5:00 am to Monday 11:30 pm (ET)
2. **Quiz 7**: Pronoun case, agreement, and reference quiz. (See Quizzes folder under Assignments for readings associated with this quiz.) Open Wednesday 5:00 am to Thursday 11:30 pm (ET)
3. **Upload to Dropbox W3**—Writing assignment 3 due, Tuesday, June 26, by midnight your time zone

Week Six: Sunday, July 1
1. **Quiz 8**: Commas quiz. (See Quizzes folder under Assignments for readings associated with this quiz.) Open Sunday 5:00 am to Monday 11:30 pm (ET)
2. **Quiz 9**: Apostrophe: Plurals and Possessives quiz. (See Quizzes folder under Assignments for readings associated with this quiz.) Open Wednesday 5:00 am to Friday 11:30 pm (ET)
3. **Post to discussion board**: P not graded—final exam testing site information. Find a testing site in your area and post the contact information to the discussion board. I will send them the exam information the Monday prior to your exam.

Week Seven: Sunday, July 8
1. **Quiz 10**: Modifiers quiz. (See Quizzes folder under Assignments for readings associated with this quiz.) Open Sunday 5:00 am to Monday 11:30 pm (ET)
2. **Quiz 11**: Parallelism quiz. (See Quizzes folder under Assignments for readings associated with this quiz.) Open Wednesday 5:00 am to Thursday 11:30 pm (ET)
3. **Post to discussion board P4**—Thesis and topic sentences for W4 due Tuesday July 10, by midnight your time zone.
4. **Respond to discussion board P4**—Respond to other students’ posts by Thursday July 12, by midnight your time zone.

Week Eight: Sunday, July 15
1. **Quiz 12**: Semicolon and colon quiz. (See Quizzes folder under Assignments for readings associated with this quiz.) Open Sunday 5:00 am to Monday 11:30 pm (ET)
2. **Upload to Dropbox W4**—Writing assignment 4 due Tuesday, July 17, by midnight your time zone

Week Nine: Sunday, July 22
1. **Proctored exam**: Find a testing site in your area and schedule to take your final exam during the final time period: **Wed. July 25 – Saturday, July 28**. (Check early to see if testing center will be open on the day you want to take the exam.)
2. **Upload to the Dropbox completed course gradesheet**. On the CourseCompass menu, click Course Documents, and open and complete the attached Excel Gradesheet. Upload to dropbox.