

Syllabus for
COMP 102—Reading and Writing in the Liberal Arts
3 Credit Hours
Fall 2014

I. COURSE DESCRIPTION

Writing based on selected readings (essay, nonfiction, poetry, and short story), summary and paraphrase, and at least five formal essays including synthesis, analysis, and critique. Emphasizes analytical thinking, critical reading, and ethical incorporation of sources. Includes a five to eight page research paper. (This is the first of two reading and writing courses required in the general education curriculum.) (Honors sections are available for this course and are required for students in the Honors Program and for students with high ACT and SAT scores.)

Prerequisite: SAT Verbal score of 500-630 on traditional version; or ACT English score of 22-27; or TOEFL score of at least 550 on the written exam, or completion of COMP 101 with at least a "C"; or 70% on ORU placement exam (available only for students without scores or COMP 101 grades.)

Prerequisite for COMP 102 Honors: SAT verbal score of at least 640 on traditional version or ACT English score of at least 28.)

II. COURSE GOALS

In order for students to integrate their knowledge and be effective in the world—regardless of future careers—they need to be analytical readers and effective writers. The course is designed to increase the student's ability to read critically, think logically, write with precision and clear purpose, and appreciate the aesthetic dimensions of good literature and writing. The readings also include selections from Western culture, thus providing knowledge and understanding common to Western thought and to a Judeo-Christian heritage.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

A. Terminal Objectives

As a result of successfully completing this course, the student will be able to do the following:

1. Employ techniques of good writing.
2. Discuss and use readings from the texts.
3. Write a paraphrase, summary, synthesis, analysis, critique, and other assignments required by the instructor.
4. Demonstrate critical thinking skills.
5. Evaluate sources and effectively present a point of view.
6. Apply techniques regarding audience and purpose.
7. Complete a formal research project, using library sources.

B. Objectives for Students in Teacher Preparation Programs

The Teacher Preparation Program meets the competency-based requirements established by the Oklahoma Commission on Teacher Preparation. This course meets the following subject competencies:

- SC 2 Applies comprehension, analysis, interpretation, synthesis and evaluation of auditory, written, and visual messages;

- SC 3 Applies appropriate learning strategies for reading, writing, studying, and researching;
- SC 4 Communicates effectively in speaking and writing, using appropriate language conventions;
- SC 10 Understands and teaches strategies appropriate to a variety of forms (genres), text organizations, and structures, including functional print and informational print;
- SC 11 Understands the literary process (i.e., reading process and writing process), and provides effective instruction in literacy skills and strategies.

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

Required Textbooks

Epperson, William R., Linda C. Gray, and Mark R. Hall, eds. *Strategies for Reading and Writing*. Dubuque: Kendall Hunt, 1999. Print. ISBN-9780787277758

Fowler, H. Ramsey, and Jane E. Aaron. *The Little, Brown Handbook*. 12th ed. Boston: Pearson, 2012. Print. ISBN: 9780205213078.

Note: The *Strategies* book is a workbook with perforated pages; consequently, students must purchase new books so that all pages are intact, free from previous students' marks, and can be removed to turn in.

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
 - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
 - b. Failing to meet group assignment or project requirements while claiming to have done so;
 - c. Failing to cite sources used in a paper;
 - d. Creating results for experiments, observations, interviews, or projects that were not done;
 - e. Receiving or giving unauthorized help on assignments.

By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.

4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
5. Students are to be in compliance with university, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the Whole Person Assessment handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting an artifact is a zero for that assignment.
 - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Department Policies and Procedures

1. Class Assignments

- a. Students need to come to class with the appropriate textbooks, course materials, and other supplies as designated by the professor.
- b. Professors may refuse to accept an assignment if it has inappropriate content, does not meet the assignment's criteria (e.g., not typed, incorrectly documented), is incomplete, is suspected of plagiarism, or is turned in too late.

- 2. Tardies**—Tardies are an inconvenience to the other class members and the professor, and they prevent the late student from obtaining maximum value from the class. Therefore, excessive tardies may adversely affect the semester grade. It is to the student's advantage to make sure that the professor is informed immediately following the close of the class that the student was tardy and not absent. It is not the professor's responsibility to stop the class to mark the tardy; the student is the one responsible for conveying that information immediately following that class, not at a later time.

3. Late Work

- a. The student is responsible for obtaining class assignments and material covered during an absence, and all work is expected to be completed as scheduled. Late work may result in a lower grade. An absence is not an excuse for turning in late work or for being unprepared with assignments for the class following the absence. Computer or printer malfunction does not constitute an excuse for late work; students should have their work prepared in time to ensure that they can get it proofread, edited, and printed prior to the instructor's due date. These responsibilities assist the student in professional development.
- b. Any test taken late (except if the absence is administratively excused) incurs the ORU late exam fee (\$15), which must be paid before the late test can be taken.
- c. Assignments missed because of administratively excused absences are accepted with no penalty. Generally, assignments missed from an excused absence, such as sickness or family crises, can be made up and the instructor should be notified as soon as possible to reach an agreement on due dates and possible penalties. Each instructor has his or her own late-work policy that is given to students at the beginning of a course, so a teacher may decide that work missed because of an unexcused absence cannot be made up. Instructors use their own judgment in accepting late work resulting from all other absences. In cases where absences can be anticipated, such as for non-University

sponsored mission trips, the work should normally be submitted prior to the absence.

4. **Attendance**

- a. **Excused and Unexcused Absences**—As stated in the university policy section of this syllabus, class attendance is mandatory, but because unavoidable circumstances can prevent perfect attendance, each student is allowed to miss class the number of times per week a class meets. This allowance is intended for illness, personal business, and emergency. Work missed because of an excused absence (e.g., illness, family emergency) can be made up; however, it is up to the teacher's discretion whether or not to accept work missed due to an unexcused absence (e.g., oversleeping, skipping class). If a student exceeds this number of absences, the student may lose points due to late work or for excessive absences, which may affect the semester grade. Extended illnesses are handled on an individual basis and require verification from a doctor.
- b. **Administratively Excused Absences**—Only absences that are required by approved University activities are given administrative excuses. Students who must miss class for University-sponsored activities must follow these procedures:
 - (1) Inform the professor before the event and make arrangement for the work to be submitted prior to the absence or at a mutually agreed upon deadline.
 - (2) Present an administrative excuse form with appropriate signatures when he or she returns to class. Doctors' or nurses' notes, or letters from groups sponsoring mission trips or activities do not qualify a student for an administratively excused absence.
 - (3) Obtain information covered during an absence. All work must be completed as scheduled.
 - (4) Not commit to class presentation (oral reports, speeches, group presentations, etc.) on a date that the student will be gone. Makeup work is not permitted if the student voluntarily committed to a performance on the date of an administratively excused absence.

5. **Plagiarism**—Each student attending Oral Roberts University is required to do his or her own academic work and must not inappropriately collaborate with other students on assignments.

- a. Students must document all sources and ideas that are not their own original information by following correct MLA (Modern Language Association) documentation procedures. Failure to do this produces a plagiarized paper, which results in an F for the paper. Flagrant cheating results in an F for the course.
- b. Students may be asked to submit their assignments to Turnitin.com (an online anti-plagiarism program) or have their work submitted to D2L, which also submits work to Turnitin.com.

6. **Incompletes**—As stated in the University catalog, incompletes are granted only for "good cause," such as extended hospitalization, long-term illness, or a death in the family. Students must petition for an incomplete using the form available in the English and Modern Languages Department. Very few incompletes are granted.

7. **Whole Person Assessment**—The General Education Whole Person Assessment (WPA) handbook explains the English and Modern Languages Department's policies concerning required WPA (ePortfolio) artifacts. The general education handbook can be accessed from ORU's WPA webpages:
http://www.oru.edu/current_students/my_academics/resources/whole_person_assessment/handbooks.php

C. Course Policies and Procedures

1. **Grading**

The final grade is based on the following requirements:

- a. Assignments, quizzes, exams, attendance and participation in class and other assigned activities.
- b. Students should not expect extra credit to help raise a grade.
- c. One formal research project, adhering to MLA documentation and style requirements. Photocopies of sources must be turned in with the research paper.
- d. A minimum of four major essays (must include analysis, synthesis, and critique) selected and assigned by the instructor. Paraphrase and summary writings do not count as major essays..
- e. Parts I and II of the LIBBI Library Orientation courses. Failure to complete one part results in a 5% deduction to the semester grade. Failure to complete both parts results in a 10% deduction to the semester grade.
- f. Successful uploading of the required WPA artifact, worth 5% of the semester grade. The research paper serves as the artifact for the University's outcome 2B, Information Literacy. Failure to submit it correctly and on time results in a zero for that grade.

2. **Grading Scale**

A=90-100%, B=80-89%; C=70-79%; D=60-69%; F=59% and below

3. **Evaluation Process**

Individual papers are evaluated for the following:

- a. Reading comprehension (accurate assessment of material and its significance).
- b. Focus (consistent main idea, clear sense of purpose).
- c. Organization (orderly progression of facts and ideas).
- d. Sentences and diction (accurate use of language, sentence variety).
- e. Correctness (grammar, punctuation, spelling, format).
- f. MLA style, format, and documentation practices.

V. COURSE CALENDAR*

Week 1	Course introduction
Weeks 2-8	Audience and purpose; paraphrase and summarizing; analysis; critique; and/or reading and experience essays
Weeks 9-10	Synthesis or argumentation essay
Weeks 10-15	Research, methods of documentation; synthesizing information, drafting, revising, documenting research papers
Weeks 15-16	Preparation for final exam; final exam (essay)

*A specific professor's detailed calendar of activities and due dates is available at
<http://d2l.oru.edu>.

Course Inventory for ORU's Student Learning Outcomes

COMP 102—Reading and Writing in the Liberal Arts Fall 2014

This course contributes to the ORU student learning outcomes as indicated below:

Significant Contribution – Addresses the outcome directly and includes targeted assessment.

Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.

Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.

No Contribution – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

OUTCOMES & Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	Outcome #1 – Spiritually Alive Proficiencies/Capacities				
1A	Biblical knowledge			X	
1B	Sensitivity to the Holy Spirit			X	
1C	Evangelistic capability			X	
1D	Ethical behavior	X			
2	Outcome #2 – Intellectually Alert Proficiencies/Capacities				
2A	Critical thinking	X			
2B	Information literacy	X			
2C	Global & historical perspectives		X		
2D	Aesthetic appreciation	X			
2E	Intellectual creativity	X			
3	Outcome #3 – Physically Disciplined Proficiencies/Capacities				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle				X
4	Outcome #4 – Socially Adept Proficiencies/Capacities				
4A	Communication skills	X			
4B	Interpersonal skills	X			
4C	Appreciation of cultural & linguistic differences	X			
4D	Responsible citizenship	X			
4E	Leadership capacity			X	

(Revised 9/15/06)