



Course Syllabus

COMP 099 Preparation for Composition I

3 Credit hours

I. COURSE DESCRIPTION

This course provides fundamental prescriptive grammar instruction with a communicative approach in a self-directed format. Students sharpen their skills in the following areas: punctuation, mechanics, spelling, sentence formation, and language usage. Students learn from their own mistakes, while improving their writing skills. Through the use of an online program that provides feedback, the student is provided with numerous opportunities to apply newly learned writing skills to various writing activities. The course also provides writing practice, with feedback from the instructor. (This course increases the number of hours in a degree program by three credit hours.)

NOTE: Students must receive a "C" or higher to continue to COMP 101. Students can take COMP 099 up to 3 times if needed. This course is NOT designed to prepare students for the TOEFL exam.

Prerequisites: READ 099 or Minimum TOEFL score of 500

II. ACADEMIC MISSION

Oral Roberts University's academic mission is to transform students by the power of the Holy Spirit into whole, competent servant-leaders through liberal arts and professional education that is fully Christian. Within a Spirit-filled healing community, administration, faculty, and staff love and serve students by helping them grow in knowledge, skills, wisdom, character, and spirit.

Student transformation is measured through the evaluation of student expression of University learning outcomes as demonstrated through accompanying proficiencies and capacities.

Spiritually alive Biblical Literacy; Spiritual Formation.

Intellectually alert Critical thinking, Creativity, and Aesthetic Appreciation; Global and Historical Perspectives; Information Literacy; Knowledge of the Physical and Natural World

Physically disciplined Healthy Lifestyle; Physically Disciplined Lifestyle

Socially adept Ethical Reasoning and Behavior; Intercultural Knowledge and Engagement; Written and Oral Communication; Leadership Capacity.

Professionally competent Discipline-specific proficiencies listed under Program Outcomes.

The last page of this syllabus, "COURSE INVENTORY for ORU's Course Objectives," indicates how this course supports ORU's academic mission and ORU's whole-person approach to learning outcomes.

III. COURSE GOALS

The purpose of this course is to develop grammar and beginning writing skills to strengthen student proficiency in written communication. These basic skills provide a good foundation for the skills needed in other course work and in the professional world. Upon receiving a minimum "C" grade, the student should be prepared for Comp 101.

IV. COURSE OBJECTIVES

After successfully completing this course, you should be able to:

1. Demonstrate understanding of English grammar rules
2. Demonstrate an understanding of the writing process
3. Apply basic grammar skills to paragraph and essay writing
4. Apply critical thinking while engaging in meaningful discussions.

V. TEXTBOOK AND OTHER LEARNING RESOURCES

Before you purchase your required textbook(s), click on the ORU Bookstore link to verify whether digital texts are provided as part of your Follett ACCESS course fee. <http://www.bkstr.com/oralrobertsstore/home>

Required Materials

Textbook:

Kemper, Dave, et al. *Fusion: Integrated Reading and Writing*, Book 2, 3rd ed. Cengage. e-book w/MindTap ISBN: 9781337611329

VI. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. **Plagiarism:** The ORU Catalog explicitly addresses the issue of plagiarism. Make sure you know [ORU's policy on plagiarism](#) and [what is considered plagiarism](#).
2. **Privacy:** By law, students are entitled to privacy regarding their records. The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended and available in the [ORU University Catalog](#), sets forth requirements designed to protect the privacy of student education records. The law governs access to records maintained by educational institutions and the release of information from those records.
3. **Whole Person Assessment Requirements:**
 - a. None for this course.

B. School and/or Department Policies and Procedures

1. **Participation:** Participation in each online class through discussion forums, assignments, and all other course activities count as your attendance in the course. Lack of participation can reduce a student's grade or deny credit for the course.
2. **Class Assignments**
 - a. Students need to have 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.

3. Late Work

- a. The student is responsible for obtaining class assignments and materials, and all work is expected to be completed as scheduled. The professor may not accept late work, or it may result in a lower grade. Computer or Internet malfunctions do not constitute an excuse for late work; students should have their work prepared in time to ensure that they can get it completed, edited, and proofread prior to the instructor's due date. These responsibilities assist the student in professional development.
- b. Generally, assignments missed from a serious 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. Instructors use their own judgment in accepting late work.

4. Incompletes

On rare occasions, the grade of "I" may be given for work that is incomplete at the time grades are given. It is given only after the instructor and the department chair or college dean approve a petition submitted by the student that his or her work is incomplete for good cause. Good cause typically consists of a catastrophic event in which the student is prevented from completing the course requirements. It is the responsibility of the student to initiate the petition through <http://petitions.oru.edu>, make up any incomplete work, and ask the instructor to submit a grade change to the registrar. If the work is not completed by the end of the subsequent session, the incomplete will automatically convert to an "F." For graduating seniors, the degree will be awarded in the term that the student completes his or her course work, not the final term of enrollment.

5. Citations

Textbook(s) and materials for the course are listed using standard [citation style](#) (APA, MLA, Chicago, Turabian, etc.). Since other styles may be used in disciplines other than the one used in this course or school, the [ORU Citing and Documenting Sources](#) pages offer a collection of styles students may choose from.

Citation Style: All Composition courses will use MLA formatting style regardless of the major area of each enrolled student.

C. Online Programs Policies and Procedures

1. **Communicating with your Instructor:** All email communication between students and faculty will be through their ORU.edu emails.
2. **Learning Community:** Online learning community is established through active participation in the threaded weekly discussions. The mutual exchange of ideas, information, and experiences is an essential part of the learning process, and students are encouraged to use the discussion forum as virtual classroom platform.
3. **ADA and Students with Disabilities:**
 - Click here (<http://www.brightspace.com/about/accessibility/>) to view Desire2Learn's "Accessibility Resources for Students with Disabilities."
 - Students requiring Disability Services from ORU, <https://goo.gl/dLHnnM>
 - Desire2Learn (D2L) Accessibility Guidelines and Checklist: <https://goo.gl/Ck4RwY>
 - D2L Accessibility Policy: <https://www.d2l.com/accessibility/>
4. **Useful Links for Online Students:**
 - [Student Learning Glossary](#)
 - Library: <http://library.oru.edu>.
 - D2L Helpdesk: d2lhelp@oru.edu
 - I.T. Student Helpdesk: studenthelpdesk@oru.edu
 - [Netiquette and Online Discussions](#): <https://goo.gl/f744AY>

- Contact the University: please [fill out this online form](#). Please first contact your instructor for assistance with any matter specific to the course.

D. Course Policies and Procedures

- 1. Evaluation Procedures:** The final grade will be based on forum discussions, projects, and a final exam. The weight of each item is included in the Course Calendar. Extra credit items are not offered in this course.

Grade Weight	Category
20%	Forum Discussions
65%	Projects
15%	Quizzes
<hr/> 100%	

- 2. Grading Scale:**

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

- 3. Other Policies and/or Procedures**

None

VII. COURSE CALENDAR

The Course Calendar shows the specific learning activities and assessments for this course, along with their respective grade weights. The far-right column lists the Course Objectives (CO) that support the corresponding Assessment in column 2. *****This Advantage course is structured in 7 Units. Each Unit lasts 2 weeks, or 14 days. Unless otherwise noted, the Projects and Quizzes are due on Day 14, at the end of each Unit, while the Forums are due at the end of Day 7 or the end of week 1.***** Further descriptions for activities and assessments are in their respective weeks in D2L. † indicates this is a faith integration item tracked by the program.

Unit 1	Reading and Writing	Hours	Weight	CO
	Read/View/Listen	6	--	--
	Forum 1: The Writing Process	3	3%	2,4
	Quiz 1a: Chapter 1: Quiz Yourself on the Reading-Writing Connection	1	1%	2
	Quiz 1b: Chapter 2: Quiz Yourself on Approaches to Reading and Writing	1	1%	2
	Project 1: Stop Asking Me My Major	4	9%	2,3
Unit 2	Ideas and Organization	Hours	Weight	CO
	Read/View/Listen	6	--	--
	Forum 2: Incredible Transformation	3	3%	4
	Quiz 2a: Chapter 4: Quiz Yourself on Ideas	1	1%	2
	Quiz 2b: Chapter 5: Quiz Yourself on Organization	1	1%	2
	Project 2: Personal Response	5	9%	3
Unit 3	Coherence	Hours	Weight	CO
	Read/View/Listen	6	--	--
	Forum 3: Voice & Purpose	3	3%	4
	Quiz 3a: Chapter 6: Practice Coherence	1	1%	1,2
	Quiz 3b: Chapter 7: Practice Voice	1	1%	1,2
	Quiz 3c: Chapter 15: Practice Agreement	1	1%	1
	Project 3: Call Me Crazy, But I Have to Be Myself	4	9%	3
Unit 4	Narrative Texts	Hours	Weight	CO
	Read/View/Listen	6		
	Forum 3: The Power of Storytelling †	3	3%	4
	Quiz 4a: Practice Simple, Compound, and Complex	1	1%	1
	Quiz 4b: Practice Adjectives and Adverbs	1	1%	1
	Quiz 4c: Practice Conjunctions and Prepositions	1	1%	1
	Project 4: Personal Reflection	4	9%	3
Unit 5	Expository Texts			
	Read/View/Listen	6	--	--
	Forum 5: Natural Disasters	3	3%	4
	Quiz 5a: Quiz Yourself on Nouns	1	1%	1
	Quiz 5b: Practice Avoid Sentence Problems	1	1%	1
	Quiz 5c: Practice Commas	1	1%	1
	Project 5: Expository Essay	4	9%	2,3
Unit 6	Argumentative Texts			
	Read/View/Listen	7	--	--
	Forum 6: Debating	4	3%	3

	Quiz 6a: Quiz Yourself on Pronouns	1	1%	1
	Quiz 6b: Quiz Yourself on Verbs	1	1%	1
	Project 6: Practice Reading and Writing Arguments	4	9%	2
Unit 7	Research Reports			
	Read/View/Listen	7	--	--
	Forum 7: Think About Research	4	3%	4
	Quiz 7a: Quiz Yourself on Understanding Research	1	1%	1
	Quiz 7b: Practice Other Punctuation	1	1%	2
	Project 7: Create a Works Cited Page	4	9%	2,3
Course Total	Total estimated hours based upon an average of 16 hours per week for 7 weeks	113	100%	

VIII. COURSE INVENTORY

For ORU's University Outcomes

COMP 099

This course contributes to ORU's university 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.

ORU defines each outcome and proficiencies/capacities listed below in this [Gen Ed Outcomes paper](#).

OUTCOMES & Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	Outcome #1 – Spiritually Alive Proficiencies/Capacities				
1A	Biblical literacy			X	
1B	Spiritual Formation				X
2	Outcome #2 – Intellectually Alert Proficiencies/Capacities				
2A	Critical thinking, creativity, and aesthetics		X		
2B	Global & historical perspectives			X	
2C	Information literacy			X	
2D	Knowledge of the physical and natural world				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	Ethical reasoning and behavior			X	
4B	Intercultural knowledge and engagement		X		
4C	Written and Oral Communication		X		
4D	Leadership capacity				X

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This syllabus is subject to change without notice up until the first day of the semester.

Oral Roberts University | 7777 S. Lewis Avenue, Tulsa, OK 74171

E-mail: online@oru.edu | Web site: <http://www.oru.edu>