

Syllabus for
COMP 101 Composition I
3 Credit Hours
Fall 2025

I. COURSE DESCRIPTION

Focuses on writing in response to readings and on organization of essay writing, such as narration, description, and illustration and argumentation. Includes review of grammar and mechanics. (Must receive a "C" or higher to continue in COMP 102.)

Prerequisite: SAT Verbal score 490 or lower or ACT English score of 21 or lower.

II. STUDENT LEARNING OUTCOMES FOR THIS COURSE

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

- A. Read, analyze, and respond to academic assignments with appropriate reasoning and writing strategies;
- B. Recognize and use various modes of development, such as description, comparison/contrast, cause/effect, and illustration;
- C. Write papers that are focused, clearly organized, and phrased concretely and correctly;
- D. Write with fewer errors, as reinforced by the completion of three skills programs during their weekly writing sessions in the Writing Center.

III. ASSOCIATED PROGRAMS

This course does not meet degree completion requirements for any program.

IV. UNIVERSITY OUTCOMES

The course aligns with the following University Outcomes as indicated on the last page:

- A. Spiritual Integrity
- B. Personal Resilience
- C. Intellectual Pursuit
- D. Bold Vision

V. TEXTBOOKS AND OTHER LEARNING RESOURCES

Required Textbook

Bullock, Richard and Deborah Bertsch. *The Norton Field Guide to Writing with handbook*, 7th ed. W.W. Norton and Company, 2026. Ebook, The Little Seagull Handbook Ebook, InQuizitive for Writers, Videos, Plagiarism Tutorial. 9781324087397.

VI. POLICIES AND PROCEDURES

- A. 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**—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). Exceeding this number of absences may reduce a student's semester grade or even be cause for not receiving credit for the course if the student's grade is an F. 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**—In addition to the information above under section V, part A ("University Policies and Procedures"), the student must adhere to the following:
 - 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. When writing an essay in another language, use of translation applications or software programs to translate more than a phrase, is considered a form of plagiarism—submitting work as if it were one's own—and
 - c. Students may be asked to submit their assignments to the D2L dropbox for plagiarism detection.
- 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 School of Liberal Arts Department. Very few incompletes are granted.
- 7. **Key Program Assessment**—If this course requires a KPA assignment/artifact, this assignment is listed in the next section ("Course Policies and Procedures").

B. Course Policies and Procedures

1. **Grades**

The final grade is based on the following requirements:

- a. Assignments, quizzes, exams, attendance and participation in class and other assigned activities.
- b. A minimum grade of "C" is required in this course before the next level (COMP 102) can be taken.
- c. Students should not expect extra credit to help raise a grade.

2. **Grading Scale**

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

3. **Evaluation Procedures**

- a. The semester grade is determined from the following:
 - (1) Essays and paragraphs (total of at least six)
 - (2) Tests and assignments
 - (3) Grammar
 - (4) Writing Center: 10 sessions of tutoring in the Writing Center with an assigned tutor is required. Writing Center attendance counts for 10% of the semester grade. Failure to attend the Writing Center may result in a failing grade for the course.
 - (5) Final Exam
- b. Individual papers are evaluated for the following:
 - (1) Planning (outline, title, rough draft, and evidence of thought process).
 - (2) Focus (consistent main idea, introduction, and thesis sentence).
 - (3) Paragraphing (orderly progression of facts and ideas, unity, coherence, and transitions).
 - (4) Sentences and diction (accurate use of language and sentence variety).
 - (5) Correctness (grammar, punctuation, and spelling).

4. **Key Program Assessment**—There is no KPA assignment for this course.

IIII. COURSE CALENDAR*

You may find a complete course calendar in your D2L course.

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This course contributes to the University and program 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.

OUTCOMES	Significant Contribution	Moderate Contribution	Minimal Contribution
Spiritual Integrity			
Student integrates his or her faith into learning experience and demonstrates concepts that constitute a Christian Worldview.			X
Personal Resilience			
Student integrates time management skills and perseverance of revising projects in their learning experience.		X	
Intellectual Pursuit			
Student can write correct and effective academic papers, evaluating information and using it ethically and appropriately with correct grammar, mechanics, and presentation.	X		
Global Engagement			
Bold Vision			
Student will gain communication skills that will enable them to share their bold vision in a variety of contexts.			X

(Revised 8/23/22)