



## **Syllabus**

**Course Name:** Composition I

**Course Number:** 1301.W1 (Online)

**Semester & Year:** Fall and Spring 2019

### **Instructor Information:**

Name: Melisa (Lisa) Jones

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(When sending an email, please be sure to include your first and last name, as well as your class and section number in the heading.)

Office Hours: M-R 8-5, F 8-4 (Please email for an appointment.)

### **Textbook Information:**

*Easy Writer*, 7<sup>th</sup> edition by Andrea Lunsford

English 1301 Classroom Learning Packet

### **Computer Skills**

File Management

Internet Navigation

E-mail Operation (sending attachments)

Keyboarding

Complete understanding of Microsoft Word (or a word processor) and PowerPoint

**Course Description:** An intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis will be on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus will be on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

**Prerequisite:** Completion of English 0042 with a C or better, a satisfactory score on ACT, SAT, or Reading and Writing Section of the TSIA

### **Student Learning Outcomes for the Course:**

1. Demonstrate knowledge of individual and collaborative writing processes
2. Develop ideas with appropriate support and attribution
3. Write in a style appropriate to audience and purpose
4. Read, reflect, and respond critically to a variety of texts
5. Use Edited American English in academic essays

### **Student Requirements for Completion of the Course:**

Students will write five essays over the course of the semester that will include a research essay of 4-7 pages in length, use Modern Language Association (MLA) documentation and format, and require a minimum of five sources. Essay topics will be based on the following strategies/modes: exposition (process analysis, comparison/contrast, definition, classification, cause and effect), argumentation/persuasive, description, narration, and/or evaluation. Instructors will use the Texarkana College Grading Rubric for English 1301 Composition I and English 1302 Composition II. Students will take the English 1301 Departmental Pre-test and Post-test.

**Student Assessment:**

<b>Assignments and Assessments</b>	<b>Percentage of overall grade</b>
Compare and Contrast Essay Argumentative Essay Cause and Effect	50%
Definition Essay Midterm Article Summary Final Exam	30%
Writing Process Assignments Article Responses Lab Assignments	20%

**Grading Scale:**

<b>Grade</b>	
<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	59-below

**Class Schedule:**

<b>Date</b>	<b>TC Online Assignments</b>
Week 1	Class Information Course Pre-Test Introduction Forum
Week 2	Review The Writing Process Syllabus Quiz Article Response 1 Review Requirements and Directions for the Compare and Contrast Essay Work on Compare and Contrast Essay - Planning and Thesis due Lab Assignment: Commas and Semicolons
Week 3	Article Response 2 Edit and Revise Compare and Contrast Essay <b>Compare and Contrast Essay due</b> Lab Assignment: Apostrophes
Week 4	Article Response 3 Definition Essay – Review Requirements and Directions Work on Definition Essay – Planning and Thesis due Lab Assignment: Quotation Marks
Week 5	Article Response 4 Edit and Revise Definition Essay <b>Definition Essay due</b> Lab Assignment: Subject and Verb Agreement
Week 6	Article Response 5 Complete Library Orientation Review Research and MLA Documentation Lab Assignment: Sentence Fragments
Week 7	Review Article Summary Directions and Requirements Work on Article Summary <b>Take Midterm Exam – The Writing Process</b> <b>Article Summary due</b>
Week 8	Article Response 6 Review Argumentative Writing Directions and Requirements Work on Argumentative Thesis, Planning, and Works Cited Lab Assignment: Commas Splices and Run-on Sentences
Week 9	Article Response 7 Argumentative Thesis, Planning, and Works Cited due Lab Assignment: Pronoun Antecedent Agreement and Reference

Week 10	Article Response 8 Edit and Revise Argumentative Essay <b>Argumentative Essay due</b> Lab Assignment: Parallelism
Week 11	Article Response 9 Review Cause and Effect Essay Directions and Requirements Work on Cause and Effect Essay Works cited - due Lab Assignment: MLA
Week 12	Article Response 10 Work on Cause and Effect Essay Thesis and outline - due
Week 13	Edit and Revise Cause and Effect Essay
Week 14	<b>Cause and Effect Essay due</b>
Week 15	<b>Cause and Effect Presentation due</b> <b>Complete Course Post-Test</b>
Week 16	<b>Complete Final Exam - MLA</b>

### **Absentee Policy:**

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas. Faculty members **are not** obligated to provide opportunities for students to makeup missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

### **EXCUSED ABSENCES**

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.

*\*Students interested in Health Occupations should check with the division chair prior to entering the program.*

### **ONLINE/HYBRID COURSE ABSENCES**

Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12<sup>th</sup> Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor); otherwise the professor **may** drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence. If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class; otherwise the student **may** be dropped for not having attended.

### **MAXIMUM ALLOWABLE ABSENCES**

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

## Academic Classes

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Once a week (Night classes or Friday classes)	2 4
Twice a week (MW or TR classes)	6
Three times a week (MWF or TRF classes)	8
Four times a week (MTWR classes)	Three tardies count as one absence

An online course is not self-paced. Assignments are given weekly and are due weekly. Assignments should not be considered optional because all assignments count towards the final course grade. Students are responsible for monitoring due dates (in the TC Online System). Students should print and read the syllabus. Also, the online calendar in the course will alert students of assignment due dates. Most assignments will be due by 11 p.m. on the date indicated. Assignments will be submitted in the TC Online system, not via email. Don't wait until the last minute to submit an assignment! (Your clock may not agree with the program's clock, and a minute will make a difference.)

Students are expected to log-in daily to monitor due dates, view lessons, and submit assignments. A student who fails to log-in or submit assignments over a week period will be dropped from the course with a W. As with any course, student participation is necessary for success in the course. Being out of town and/or having computer problems are not excuses for not logging in or completing work. Plan ahead!

**In accordance with attendance requirements for online classes published in the Online Course Handbook for Students on the Texarkana College website, online students may be dropped for failing to complete weekly activities as assigned by the instructor.**

If a student is dropped from class, the last date of attendance will be recorded and sent to the Admissions Office. The last date of attendance in an online course is the last day a student completes and submits work. If a student is dropped, he/she may be responsible for paying back money received from grants or scholarships.

### **Make-up Policy:**

Students are not allowed to make-up work in the online class. Students must be responsible and meet all weekly deadlines in the course. One late essay will be accepted and must be submitted to the professor via email. Ten points per day will be deducted from the essay. The research paper may not be late.

**Academic Dishonesty Policy/Academic Integrity Statement:**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at 903.823.3345, or go by her office in the Library on the first floor for personal assistance.

If a student has an accommodation letter from the Recruitment, Advisement, and Retention Department indicating that he or she has a disability that requires academic accommodations, the student should present the letter to the instructor so accommodations can be made. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

**Drop Date:**

The official drop date for the course is **Friday, April 19**, which is the last date for the student to drop this course with a W. An instructor may drop a student up until the last day of the semester.

**Viewing Grades:**

Grades are available in the online grade book in MyTC.

**TC Email:**

Students should check their TC Email account on a regular basis to check for general information sent from campus or instructors. In an online class, this is the main line of communication. When sending an email, students must place their first and last name and course in the subject area of the email. Keep in mind the instructor teaches other courses and will be in a classroom during most of the day. Office hours listed above are the best times to call the instructor or email to receive a speedy response. Emails sent early in the day will receive a response by the afternoon, but emails sent at night, may not receive a response until the next morning. Emails sent over the weekend will be answered as soon as the instructor is able to respond, but a student may not receive a response until Monday.

Students are welcome to set up a meeting with the instructor on campus if needed. Call or email for an appointment.

Writing assignments will be graded and returned with corrections within a week of submission. Other assignments will be graded on a weekly basis. Grades can be viewed in the online system grade book.

Each assignment will have a specific due date that week. **Remember all assignments will be submitted in the online system, not via email!**

## **Student Services**

### **Library Hours**

M-R 7:30-9, F 7:30-4, Sunday 2-9

### **Student Support Services Hours (Tutors)**

M-R 8-7, F 8-4, Sunday 2-9

## **Assignment Details**

The following information should be placed in the left corner (header) of each submitted assignment:

Name (first and last)  
1301  
Date

## **ESSAYS**

***ALL ESSAYS MUST BE SUBMITTED OR A STUDENT WILL BE DROPPED FROM THE COURSE!***

A total of five essays will be assigned during the semester. First, the chapter covering the format and requirements of the essays will be assigned. Then, the student will be asked to submit planning (outline).

### **Essays**

Five essays will be written and submitted in the online system. The student should edit a rough draft before submitting a final draft for grading. Resources will be provided to assist the student in editing the essay. Each essay has specific content and organization requirement; however, grammar and mechanics requirements are the same for all writing.

#### ***Submitting the Final Essay:***

1. Typed and double-spaced using 14 point easy to read font. (Be sure to save a copy of all work.)
2. A final draft and a works cited page (when required).
3. Be sure to place a title at the top center of the first page of the essay.
4. Use a header, not a cover page.



## **Evaluation of Essays:**

All assignments are graded using a rubric with points assigned for specific areas. Essays are graded for content, analysis, documentation, grammar, and mechanics. The Texarkana College point deduction scale is used for grammar and mechanics. Essays are worth 200 points - content, organization, and development = 100 and grammar and mechanics = 100.

Essays will be marked for all errors and returned to the student via email within two weeks of submission. Viewing the marked essay is essential for student success in the course. Writing can only improve if a student identifies and works on weak areas in his or her writing.

## **Plagiarism:**

One of the goals of this course is to teach students how to document sources appropriately. Any violation of plagiarism can result in an automatic failure of the course. In most cases a student will receive a zero on the paper and will not be allowed to revise the paper.

## **RESEARCH PAPER**

**ATTENTION: The Research Paper must be submitted to receive credit for this course!**

The Research Paper is assigned after the midterm point. Prior to that point students will receive instruction on MLA documentation, which is a requirement of the research paper. Weekly assignments on the paper will help assess student progress and ensure a student understands the components of the assignment. The final paper will be submitted using the same method as the essays. The research paper is evaluated in three parts: content and organization, research and documentation, and grammar and mechanics. These three parts are worth 250 points.

*NOTE: To conduct reliable research, students must use the TC Databases.*

### **Directions for Accessing the Texarkana College Databases:**

1. Go to the Texarkana College Website.
2. Click on the Library link at the top of the page.
3. Click on Guides.
4. Click on English 1301.
5. Databases and other resources for 1301 are in this area.

## **TESTS**

The pre and posttests, midterm, and final exam will be taken online. The tests are in multiple choice format and will be scored immediately. These tests will have time restrictions.

## **ARTICLE RESPONSES**

Article responses will be assigned during the semester. Read the article provided and respond to the article by summarizing the main points and then agreeing or disagreeing with the points made in the article. The article responses are submitted in the TC Online System. **A good article response is a Word Document one page (or longer) double spaced in 14 point font that is written in paragraph format.** Article responses are graded for content, not grammar and mechanics.

## **WRITING ASSIGNMENTS**

**Planning:** For each essay, a student will be asked to turn in a thesis statement and a topic outline. These steps in the writing process enable the student to gather ideas and organize ideas

for writing. The instructor can then provide appropriate feedback for the student before the student begins writing a rough draft of the essay.

**Editing:** For each essay, a student should edit his or her own paper. An editing PowerPoint and editing check sheet are provided to assist the student in editing the essay. (Note: Tutors are available at TC in the library on the second floor in Student Support Services to assist with this process.)

### **LAB ASSIGNMENTS**

Students are assigned activities in the Online Program. The activities will focus on writing, MLA, sentence structure, grammar, and mechanics concepts. Students should view the videos and review the examples before taking the quizzes. Each quiz can be taken three times, and the highest score will be recorded. Pay attention to weekly due dates.

**Students in this course are held accountable to all policies and procedures outlined in the Texarkana College Student Handbook.**

**Please take the online syllabus quiz to illustrate that you have been informed of the class guidelines and requirements.**

**NOTE:** *The above guidelines are subject to amendment by the instructor at any point during the semester. Students will be notified if any changes occur.*

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)*

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