

**Syllabus****Course Name:** Composition I**Course Number:** 1301**Semester & Year:** FALL 2020**Instructor Information:****Name:** Dr. Mary Ellen Young**Associate Professor Alonza Mitchell***Office:* 215/Humanities Bldg.*Telephone:* 903.823.3366*E-mail:* **MaryEllen.Young@texarkanacollege.edu**  
**alonza.mitchell@texarkanacollege.edu***Office Hours:* **Posted in classroom.****Note:** ALL e-mail to me **MUST** be from the student's Texarkana College e-mail address. The subject line **MUST** have class name and meeting time. Other e-mail will not be opened.**➤ Textbook Information:***Easy Writer with Sentence Guides for Academic Writers.* Andrea A. Lunsford, 7<sup>th</sup> edition. MacMillan Learning.

ENGL 1301 Packet (Available in at the TC bookstore)

**➤ Materials needed:**

- 1 (1) subject spiral notebook
- Pencil and pen
- Highlighters
- Binder/Notebook paper
- 1 paper folder with brads and pockets (used to turn in research paper)

**➤ 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 is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

**Prerequisite:** Completion of English 0032 or 0042 with a C or better, a satisfactory score on ACT, SAT, or Writing Section of the TSI.**➤ 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 to eight essays over the course of the semester that will include a research essay of 4-6 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. At least two essays will be written in class under supervision. Essays will be evaluated using Texarkana College Grading Rubrics. Students will take the English 1301 Departmental Pre-test and Post-test.

**NOTE:** Students must hand in ALL assigned essays in order to receive a passing grade for the course. **Students who do not hand in essays within two weeks of the assigned due date may be dropped from the course for non-compliance.**

- Major essays be typed and double spaced to be accepted for grading.
- Major essays **MUST** include an edited rough draft that has been signed and dated by an English tutor in the Student Success Center in order to be accepted for grading.
- **Student Assessment:**

Assignments and Assessments	Percentage of overall grade
<ul style="list-style-type: none"> <li>• Compare and Contrast Essay</li> <li>• Article Summary Response</li> <li>• Persuasive/Argumentative (Optional: Group Argumentative)</li> <li>• Research Paper/ Presentation</li> </ul>	50%
<b>At least two of the following:</b> <ul style="list-style-type: none"> <li>• In-Class Descriptive Essay</li> <li>• In-Class Process Analysis Essay</li> <li>• In-Class Definition Essay</li> <li>• In-Class Narrative Essay</li> </ul>	30%
<ul style="list-style-type: none"> <li>• Daily Work</li> <li>• Grammar Lab</li> </ul>	20%

- **Grading Scale:**

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

- **Class Schedule:** (Note – the following is a general schedule. Your instructor may hand out a detailed Class Assignment Calendar. The assignment calendar is considered a part of the course syllabus.)

**SEE SEPARATE DETAILED COURSE SCHEDULE**

- **Attendance 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. **Students who come to class 15 minutes or more past the class start time will be marked ABSENT.**

**In an ONLINE TEAMS/FLEX Class, failure to log into and participate in the class for 3 consecutive assignments (3 class periods) requires an AUTOMATIC DROP from the class. Attendance will be taken via responses to weekly TEAMS meetings, class Moodle Forums, and through completion of course assignments.**

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 make-up 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.**

➤ **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.

➤ **THANKSGIVING BREAK MOVE TO ONLINE TEAMS INSTRUCTION**

**Following Thanksgiving break, all classes at the college will be taught through virtual and/or online course delivery (including final exams) for the remainder of the fall semester, November 30-December 14. No face to face classes will be held on campus during this time.**

**Academic Classes**

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
<p>Class or Lab Meets:</p> <p><b>Once a week (Night classes or Friday classes)</b></p>	<p>An instructor may withdraw a student from a course if absences exceed:</p> <p style="text-align: center;"><b>2</b></p> <p><i>Three tardies count as one absence</i></p>

➤ **Make-up Policy:**

If the student is absent, it is the student’s responsibility to make arrangements to complete the assignments within one week of the absence; however, if a student misses on a presentation day, the student will not be allowed to do the presentation unless arrangements are made with the instructor. **Daily grades cannot be made up unless arrangements are made with the instructor via email prior to the student’s return to class.**

If the student is allowed to give the presentation late, ten points will be deducted. If a student misses on test day, the test will be placed in the Testing Center, and the student will have one week to complete the test. **If a student misses on a day that an essay is due, the student is still responsible for turning the essay in on time.** Ten points will be deducted for every day the essay is late. If a student is excused for a Texarkana College extracurricular activity, religious holiday, or military service, the student must receive prior approval from the Dean of Students and the instructor. Assignments must be completed prior to the excused absence.

**NOTE:** Students must hand in ALL assigned essays in order to receive a passing grade for the course. **Students who do not hand in essays within two weeks of the assigned due date may be dropped from the course for non-compliance.**

- Major essays be typed and double spaced to be accepted for grading.
- Major essays **MUST** include an edited rough draft that has been signed and dated by an English tutor in the Student Success Center in order to be accepted for grading.
- **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, Director of Retention and Disabilities Services, or go by the office located in the Palmer Memorial 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 \_\_\_\_\_, which is the last date for the student to drop this course with a W.

➤ **Viewing Grades:**

Grades are available for viewing throughout the semester under the student’s MyTC portal.

➤ **TC Email:**

Students should check their TC Email account on a regular basis (weekly) to check for general information sent from campus or instructors. Also, when emailing the instructor, the students should use the TC Email account.

➤ **Student Support, Computer Access, Tutoring:**

• **Library Hours**

M-Th 7:30 a.m. – 9 p.m.      F 7:30 a.m. – 4 p.m.      Sunday 2-9 p.m.

• **Student Support Services (Tutoring) in library second floor**

M-Th 8 a.m.-7 p.m.      F 8 a.m. -4 p.m.      Sunday 2-9 p.m.

• **Testing Center (Library first floor)**

M-Th 8:30 a.m. – 6 p.m.      F 8:30 a.m. – 3:30 p.m.      Sunday 2-6 p.m.

• **Help Desk – TC Login Problems**

**Student Food Pantry:**

*Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blase, Director of Student Retention, at 903.823.3349 for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.*

**➤ Assignment Details**

The following information should be placed in the upper left corner of each homework or classwork assignment to be turned in:

Student's Name  
Instructor's Name  
English 1301  
Day Month Year

**➤ Essays****• In-Class Essays:**

Two or more in-class essays will be assigned during the semester. First, instructions about the format and requirements of the essay will be covered in class. Then, the student will be asked to complete prewriting/planning in order to write the essay in class on the assigned day. Each essay has specific content and organization requirements; however, grammar and mechanics requirements are the same for all writing. If a student misses a class period when the essay is to be written, the student must set up an appointment with the professor to discuss a time to write the essay. **Any assigned in-class essay must be completed within a week of the original due date.**

**• Major Essays**

Several major essays will be assigned throughout the semester. Each essay has specific content and organization requirements, which will be discussed in class. Major essays will each have a separate grade for grammar and mechanics, except for the Article Summary Response.

Submission requires for major essays are as follows:

- Typed and double-spaced using 12-point Times or Times New Roman font printed on the front only. (Be sure to save a copy of all work.)
- Turn in final draft with a heading and title on the first page, an edited rough draft, and plan sheets/outlines as discussed in class.
- Each page after the first page should have a header in the upper-right hand corner with the student's last name and the page number.
- The first page should include a title centered above the first line of the essay and a heading in the upper left-hand or upper right-hand corner with the MLA heading.
- Attach the edited rough draft and planning outlines/plan sheets as directed in class.

- **NOTE:** Students must hand in ALL assigned essays in order to receive a passing grade for the course. **Students who do not hand in essays within two weeks of the assigned due date may be dropped from the course for non-compliance.**
- Major essays be typed and double spaced to be accepted for grading.
- Major essays MUST include an edited rough draft that has been signed and dated by an English tutor in the Student Success Center in order to be accepted for grading.

## RESEARCH PAPER

**Research Papers that do not include the following components will not be accepted for grading, and students will receive a 0 for all components of the Research Paper:**

Paper MUST include:

- Works Cited page with ALL cited sources included. All sources listed on the Works Cited page must also be cited in the research paper.
- Printout of ALL sources cited in the paper
- Information used in paper MUST be highlighted on source printouts
- Paper must be a minimum of three pages (automatic deduction of 20 points per page for each page short of five pages)
- In-text citations for each sources listed on the Works Cited page.
- ***YOU MUST BRING YOUR PAPER TO CLASS DURING THE FIRST HOUR OF YOUR SCHEDULED CLASS TIME.***

**LATE RESEARCH PAPERS WILL NOT BE ACCEPTED. NO EXCEPTIONS!!**

### ➤ **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. Essays will be evaluated and returned to the student within **three weeks** of when the essay is turned in. Reviewing the marked essay is essential for student success in the course. Writing can improve only 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 turned in and accepted for grading to receive credit for this course! No late research papers will be accepted! Papers without in-text citations and/or a Works Cited page with approved sources WILL NOT be accepted for grading.**

The Research Paper is assigned after the midterm 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. **Grades will be given for components of the Research Paper as assigned and cannot be completed for a late grade.** The final paper will be turned in using the same method as the essays, but will be placed in a pocket folder with brads. The research paper is evaluated in three parts: content and organization, research and documentation, and grammar and mechanics. ***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 bottom of the page.
3. Click on Electronic Resources and Databases on the left side of the page.
4. Click on one of the Databases. (general or specific subject databases are available)
5. Type in your Username and Password.
6. Once in the database, be sure to search for a full text article and be sure to gather documentation information for the article.

#### ➤ **Tests/Quizzes**

A pre- and post-test will be given in class. The pre-test is given to provide the instructor with strengths and weaknesses of students regarding grammar, mechanics, and sentence structure. The post-test will be given at the end of the semester. Other quizzes may be given throughout the semester. Some of the quizzes may be unannounced.

#### ➤ **Rough Drafts**

**Students must bring a typed rough draft to class on the day that it is due. Failure to do so may result in points deducted on the final essay grade and loss of the daily grade for that day.** Students who do not bring a rough draft of the research paper to class on the day that it is due will not be allowed to hand in the final paper. In order to be successful, students should approach the rough draft as if they are writing a final draft. This gives the student ample time to reflect on and improve content and to find and correct grammatical and mechanical errors. This also gives a student time to work with an English tutor in the Student Success Center located in the TC Library.

#### ➤ **Grammar/Mechanics Lab**

Throughout the semester, students are assigned activities covering grammar and mechanics in an online lab set up for this class. Students will be given instructions for accessing the lab from the instructor.

#### ➤ **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 will be marked for all errors and returned to the student within three weeks of when the essay is turned in. Reviewing the marked essay is essential for student success in the course. Writing can improve only if a student identifies and works on weak areas in his or her writing.



➤ **Class Policies:**

- **Cell phones must be out of sight in the classroom.** If an emergency situation exists, please let me know about it before class. **Students will be warned if a cell phone is out and then asked to leave the classroom with an absence.** Students can be dropped from the course if the problem persists.
- Students are not allowed to use a laptop during class without permission.
- Students are not allowed to listen to music via headphones during class.
- There is a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes any vulgar language or rude behavior toward the instructor or other students in the class. Also, students should not talk while the instructor is teaching. Students are not allowed to bring children to class. (TC Policy)
- Only plastic bottled drinks or cups with lids will be allowed in the classroom.
- Bringing a small snack to class is acceptable with teacher permission.
- If a problem occurs, students may receive a warning or may be asked to leave the classroom and will receive an absence. Students can be dropped from the course for inappropriate classroom behavior.

*If any of the above problems occur, a student may receive a warning or may be asked to leave the classroom and will receive an absence. The student will also be reported to the Dean of Students, Mr. Robert Jones. Students can be dropped from the course for inappropriate classroom behavior.*

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

**Please add the number for Campus Security to your cell phone. The number is 903-798-3330. All emergency calls should go to TC Campus Security.**

#### **Alternate Operations during Campus Closure**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include but are not limited to: online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Texarkana College's website ([www.texarkanacollege.edu](http://www.texarkanacollege.edu)) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

#### **COVID-19 Online/Virtual Environment Instructional Commitment**

The ongoing Covid-19 situation will require that some course materials and instruction are provided through an online and/or virtual format. Even if all or a portion of a class was originally scheduled to meet face to face, social distancing guidelines associated with Covid-19 will limit the number of students who are able to attend face to face classes in person simultaneously. Further, circumstances associated with Covid-19 could cause the college to be forced to shift completely to an online and/or virtual delivery at any time during the semester. While TC faculty members are committed to providing students the option of face to face instruction if possible, students should be prepared to continue their classes in an online and/or virtual environment if necessary. Texarkana College is committed to maintaining engaging, high quality instruction regardless of the delivery format.

## Computer Requirement Policy:

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.



Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student's responsibility to ensure the system meets all requirements.

### Computer systems requirements:

- Webcam, microphone, and speakers or headphones
- Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
- Able to run Microsoft Office which will be provided free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

A list of internet service providers can be found on the TC website at: <https://www.texarkanacollege.edu/coronavirus/>.

### Concerns:

Please know that you are welcome and encouraged to come to me in my office or call me with any concerns or problems you have with this class.

I am here to help you succeed!

Everything we do in this class is designed to help you have a successful college career. If something is going on in your life that interferes with your success in this class, I cannot help you if you do not communicate with me.

I am looking forward to working with each one of you this semester!!

**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)

**NOTE: Students who are in a paired section of 1301-0042 will automatically be dropped from 0042 if they are dropped from 1301.**

Revised 8/2020/am