

Syllabus

Course Name: Composition I

Course Number: ENGL 1301

Semester & Year: Fall 2016

Instructor Information:

Name: Associate Professor Pamela Hesser Owney

Office: Humanities 215

Telephone: 903-823-3365 (direct line)

E-mail: pamela.owney@texarkanacollege.edu

Office Hours: **Monday: 9-9:30 a.m. and 2-3:30 p.m.**

Tuesday: 8:30-9:30 a.m. and 2-3 p.m.

Wednesday: 8:30-9:30 a.m. and 1:30-2:30 p.m.

Thursday: 8:30-9:30 a.m. and 12:30-1:30 p.m.

Friday: 9-11 a.m.

Please call for an appointment at other times.

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:**

COMP, 3rd edition. ISBN 9781305512803, Vandermeij, Meyer, Van Rys, Sebranek

➤ **Materials needed:**

- 1 package of highlighters
- 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. Up to two essays will be written in class under supervision. Essays will be evaluated using rubrics based on 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:**

Assignments and Assessments	Percentage of overall grade
<ul style="list-style-type: none"> • Compare/Contrast Essay • Persuasive Writing • Research Paper • Narrative Essay 	50%
<ul style="list-style-type: none"> • Descriptive Essay • Article Summary • Grammar Post-test 	30%
<ul style="list-style-type: none"> • Lab Assignments • Chapter Quizzes • Daily Work 	20%

➤ **Grading Scale:**

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

➤ **Class Schedule:**

Week/Dates	
Week 1 Aug. 22-26	Class Information Course Pretest
Week 2 Aug. 29-Sept. 2	The Writing Process/Pre-writing Techniques – Ch. 3 Descriptive Writing
Week 3 Sept. 5-9	<i>In-Class Essay: Descriptive</i>
Week 4 Sept. 12-16	Essay Structure/Thesis Statement/Outlining – Ch. 4-5 Chapter 13 – Comparison and Contrast Essay
Week 5 Sept. 19-23	Writing Body Paragraphs Editing and Revising – Ch. 6-7
Week 6 Sept. 26-30	Library Orientation: TC Database Article Summary Response Essay <i>Comparison and Contrast Essay due</i>
Week 7 Oct. 3-7	Chapters 16-19: Persuasive Writing <i>Summary Response Essay Due</i>
Week 8 Oct. 10-14 <i>Midterm</i>	Persuasive Writing Persuasive Essay Due <i>Midterm Quiz: The Writing Process</i>

Week 9 Oct. 17-21	Research Paper Assignment
Week 10 Oct. 24-28	Research Paper
Week 11 Oct. 31-Nov. 4	Research Paper
Week 12 Nov. 7-11	Research Paper
<i>April 18 Drop Date</i>	
Week 13 Nov. 14-18	<i>Research Paper Presentations</i> <i>Research Paper Rough Draft Due</i>
Week 14 Nov. 28-Dec. 2	Research Paper Due
Week 15 Dec. 5-9	Course Post-Test <i>Narrative Essay Due</i>
Week 16 Dec. 12-14	CLASS DOES NOT MEET

➤ **Class Schedule:**

Follow the Class Assignment Calendar that is handed out the second week of the semester. The Class Assignment Calendar is considered an official component of this syllabus. Note that any revisions to the assignment calendar will be announced in class. It is the responsibility of the student to be aware of these changes.

➤ **Assignment Details**

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

Name (first and last)
1301 (Class day/time)
Date

➤ **Essays**

ATTENTION:

ALL ESSAYS MUST BE TURNED IN OR A STUDENT WILL BE DROPPED FROM THE COURSE!

• **In-Class Essays:**

Up to in-class essays will be assigned during the semester. First, the chapter covering the format and requirements of the essays will be covered in class. Then, the student will be asked to complete a prewriting/planning and write the essay in-class on assigned days. 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.**

• **Submitting Final Out-of-Class Essays:**

- Typed and double-spaced using 12-point Times or Times New Roman font. (Be sure to save a copy of all work.)

- Turn in a cover sheet, a formal outline, a final draft, and a works cited page (when required). Be sure to place your first and last name on each sheet as a header in the right corner.
- Unless otherwise instructed, the cover (title) page should include the following information, single spaced and centered in the middle of the page:

Title of Paper
Student's Name
English 1301
Fall 2016
Date

- Attach the Rough Draft and Peer Editing Sheet to the back of the final essay.

➤ **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 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 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. 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. Each Research Paper Check is part of the overall Research Paper Final 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. Chapter quizzes may be given throughout the semester. Some of the chapter quizzes may be unannounced.

➤ **Writing Assignments**

Planning (Outline): For each essay, a student will be asked to turn in a thesis statement and a topic outline. **A topic outline example can be found in the textbook on page 44.** 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.

➤ **Peer Editing**

For each essay, a student may be asked to conduct peer editing on a classmate's rough draft of the essay. Students will be assigned to peer-editing groups during the course. Students will bring the typed rough draft to class for peer editing. Each student must edit another student's rough draft for content, organization, grammar, and mechanic errors. A peer editing sheet will be provided and must be completed by the editor. This sheet is turned in with the final essay. On peer editing day, students may also ask the instructor for help on the paper. Peer editing will assist students in preparing the final draft, but should not be the only editing and revising that occurs on the rough draft.

➤ **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.

➤ **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.

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.

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

➤ **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
Twice a week (MW or TR classes)	4
Three times a week (MWF or TRF classes)	6
Four times a week (MTWR classes)	8
	Three tardies count as one absence

➤ **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. If the student is allowed to give the presentation late, ten points will be deducted. If a student misses on a 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.

➤ **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 Larry Andrews at 903.823.3283, or go by his 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 **Friday, November 18**, which is the last date for the student or instructor 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**

903 823 3030 8 a.m. – 5 p.m.

➤ **Class Policies:**

- **Cell phones must be turned off and 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 will be 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. Much of this class calls for student discussion. Please be accepting of views that may differ from your own. A variety of viewpoints and lively discussion often leads to deeper understanding of literature.
- Students are not allowed to bring children to class.
- Only plastic bottled drinks or cups with lids will be allowed in the classroom.
- Eating in the classroom is not allowed.
- 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.

✓ **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.*

Notes or Questions: