

TEXARKANA COLLEGE

COURSE SYLLABUS

Course Information

Course Title: Composition I
Course Prefix & Number: ENGL 1301 Hybrid
Semester & Year: Fall 2016

Instructor Information

Instructor's Name: Associate Professor Pamela Owney
Office Location and #: Humanities 215
Office Phone: 903-823-3365
Email: 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.

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.
For this class, it is probably easiest for students to use the messaging function in the Moodle classroom.

Help Desk – TC Login Problems
903-823-3030 8 a.m. – 5 p.m.

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.

Textbook & Course Materials

Required Text:

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

- **Microsoft Office:** Texarkana College offers Office 365 to all students. Instructions on how to download this free software can be located at <https://www.texarkanacollege.edu/helpdesk/install-office-2013>.

Computer Requirements

Access: This is an online course. You will need to have access to a computer. If you do not have access to a computer off campus, there are computers located in the Palmer Memorial Library that may be used by students. It is best if you have high speed internet access. If you have Dial-up, it may be difficult to download videos and other materials.

Operating System:

Windows Operating System		Mac OS X Operating System	
Minimum System Requirements		Minimum System Requirements	
Operating System:	Windows XP	Operating System:	OS X 10.6 (Snow Leopard)
Processor:	1.7 GHz	Processor:	1.83 GHz
RAM:	1 GB	Memory:	1 GB
Browser:	Firefox 4.0 Internet Explorer 8	Browser:	Firefox 4.0 Safari 4.0

Computer Hardware Requirements:

- Internet Access: High speed internet connection such as cable modem or DSL
- Processor: 2GHz processor
- Memory: 1GB RAM; 4 GB free hard drive space
- Some courses and/or assignments may require the use of a webcam.
- The learning management system is optimized for desktop displays; tablet and smartphone users should use the Mobile Apps. **Always** use a wired desktop or laptop to take you quizzes and exams on.

Browser: Texarkana College’s Learning Management System (Jenzabar’s eLearning) suggests that students use the most current version of the Internet Explorer browser.

Student Learning Outcomes

Upon successful completion of this course, students will:

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.

Communication between Instructor and Student

All communication in the course will be conducted through email or telephone. I will respond to emails within 24-48 hours. If you have not received a reply within that time limit, please resend. All email communications must be through your TC email account.

Feel free to give me a telephone call during office hours. Email is the preferred method of communication.

Grading

Online Issues: This is not a self-paced class. An online course covers the same material as traditional “live” sections. You have some flexibility in determining WHEN you work on the class material, but there are regular and specific deadlines for assignments and “windows” for discussions. Be sure to keep up with the timing. In this online course you may not have to be physically present at a particular place and time as in a traditional class, but it does not demand less time or effort. **In fact, online classes tend to take MORE time and discipline than fact-to-face classes.** I expect you to check your TC email once every 48 hours at a minimum, including weekends. This means that you will need to make sure that you have some way to be able to use the internet regularly. Have a backup plan in case your home computer/internet connection goes down. **Texarkana College is not responsible for issues related to your computer or internet service. Problems with your computer or internet service is not an excuse for completing your assignments by their deadline.**

Grading Scale:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = Below 60

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 Response • Grammar test 	30%
<ul style="list-style-type: none"> • Lab Assignments • Chapter Quizzes • Journals/Forums 	20%

Activities/Assignments

Essays 50%

Comparison-Contrast Essay-Content	100
Comparison-Contrast Essay – Grammar	100
Persuasive Essay-Content	100
Persuasive – Grammar	100
Research Essay – Content	100
Research Essay – Grammar	100
Research Essay – MLA Citations & Sources	50
Narrative Essay	100

Short Essays/Test

Descriptive Essay	100
Article Summary Response	100
Grammar Test	100

Daily Assignments 20%

May include some or all of the following:

Chapter Quizzes	100
Grammar/Mechanics Quizzes	100
Forum Discussion Posts	100
Journal Assignments	100

Papers will be graded using rubrics I have created based on the Texarkana College Grading Rubric for English 1301 Composition I and English 1302 Composition II.

Failure to turn in either one of the first two writing assignments within two weeks of the due date will result in an automatic failing grade for the course and/or being dropped from the course. Handing in a paper that is deemed not acceptable for grading (i.e. handing in a paper with no in-text citations) is the same as not handing in a paper at all. Late papers will be assessed a 20-point per day late penalty.

What Should Students Do First?

Upon entering the course, students should first complete the Introductions Forum, which is the enrollment verification activity, and they should also complete the Syllabus Acknowledgement. These two assignments should be completed before doing anything else.

Proctored Exams

If you live outside a 50- mile radius of Texarkana College, and do not desire to drive to the college to take exams that must be taken at the Texarkana College Testing Center, you may choose to have your exam proctored at another location. For information on having an exam proctored, go to <https://www.texarkanacollege.edu/online/proctored-exams/>. It is the responsibility of the student to arrange for proctoring. **I MUST RECEIVE THIS PROCTOR REQUEST INFORMATION AT LEAST ONE WEEK BEFORE THE EXAM'S DUE DATE.**

Note: At this time, I do not require exams to be proctored.

Class Expectations

Students are expected to login within the first 3 days of class and begin working on their assignments immediately. You are expected to log in at least 2-3 times each week.

Class Schedule

Attached as separate document

Absentee Policy

Because you do not come on campus and sit in a classroom, attendance is determined by your active participation and communication in the course. Make sure that you log in frequently, participate in your course activities and discussions, and check your TC email regularly. Students who succeed in online classes keep a schedule just as they would if they were attending class on

campus, and they communicate with one another and their instructor frequently. Attendance is vital to your success. Check TC email and Moodle at least three times per week.

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, 12th 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; otherwise the professor may drop the student for not having attended.**

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.

Make-up Policy / Late Work

Assignments are due as posted. For major essays, twenty points will be deducted for every day the essay is late. **Late papers will not be accepted one week past the due date, and the student will receive a zero for the paper. Students may be dropped for failing to turn in a major essay.**

THE RESEARCH PAPER CANNOT BE TURNED IN LATE–NO EXCEPTIONS!!

THE RESEARCH PAPER WILL BE DUE ON THE DESIGNATED DATE AND TIME. THE RESEARCH PAPER MUST BE ACCEPTED FOR GRADING AND MUST INCLUDE SOURCES AND CITATIONS. RESEARCH PAPERS SUBMITTED WITHOUT IN-TEXT CTATIONS AND/OR A WORKS CITED PAGE WILL NOT BE ACCEPTED FOR GRADING. THIS MAY RESULT IN THE STUDENT RECEIVING A FAILING GRADE FOR THE COURSE OR BEING DROPPED FROM THE CLASS.

Other than the Research Paper, students will have **one week** to make up a major essay **WITH MY PERMISSION** After one week, the student will receive a zero. The student must provide a legitimate excuse (at my discretion) for failure to submit a major essay on time. **Daily work cannot be made up**; however, the lowest daily grade will be dropped. 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. **Assignments must be completed prior to the excused absence.**

Academic Dishonesty Policy

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>.

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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 903.823.3349, or go by his office located in the Palmer Memorial Library.

If you have an accommodation letter from his office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *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 the decision to drop a course. The last day to drop this course is Friday, Nov. 18.

Complaint Process

The complaint process can be found at <https://www.texarkanacollege.edu/wp-content/uploads/2014/11/online-classes-complaint-procedure.pdf>.

Netiquette

“Netiquette” is the term used to describe rules of courtesy in using electronic communication. These rules are intended to help use the medium effectively and considerately. The ideas below are intended to help with electronic class discussion.

When communicating in an online course you are addressing a group of people. The following guidelines will help you to communicate effectively.

- Don't say things that you wouldn't say in a face-to-face environment, or in any public place.
- Don't share confidential information.
- Use the subject line to identify the content of the message.
- Stay up-to-date on forum postings by reading them regularly.
- Always comply with copyright by citing your references when posting online content.
- Use individual e-mail for messages to individuals rather than tying up the group list.
- Do not forward emails or discussion forum postings without asking permission to from the original author.
- Electronic communication does not provide visual cues, such as smiles or frowns that face-to-face communication allows. Therefore, humor and/or sarcasm in written text might be misunderstood and interpreted as rude or inflammatory in the online environment. Choose your words carefully to avoid hurting, or angering anyone. Should emotions become inflamed, do not promote the anger. Take a cooling down period, perhaps overnight, before you engage in the online activity again.
- Avoid using all capital letters in your text. This is considered 'shouting' in the online classroom.
- Aim for clarity and readability in your text.
- Use proper English and remember to spell check.
- If you do not understand the assignment's directions or the posts of your classmates don't be afraid to ask for clarification.
- The online classroom is a community of learners. Participate actively in the community and reach out to your classmates with a helping hand.

Technical Assistance

Texarkana College offers students several ways to access technical assistance for IT issues as well as their Online classrooms.

General IT issues

Help Desk Link from TC's main webpage: <https://www.texarkanacollege.edu/helpdesk>

Phone: 903-823-3030

Email: helpdesk@texarkanacollege.edu

Moodle Issues

TC Online Web Page: <https://www.texarkanacollege.edu/online>

Vernon Wilder:

Email: vernon.wilder@texarkanacollege.edu

Phone: 903-823-3252

Rusty Hatchett:

Email: harold.hatchett@texarkanacollege.edu

Phone: 903-823-3053

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

Students may meet with class specific tutors in the Student Success Center located in the TC library.

Student Support:

Library Hours

M-Th 7:30 a.m. - 9 p.m. Friday 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. Friday 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. Friday 8:30 a.m. – 3:30 p.m. Sunday 2-6 p.m.

➤ **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.

- **NOTE:** *The above guidelines are subject to amendment at any point during the semester. Changes to this syllabus will be posted in Moodle. Students are responsible for any changes that are announced in Moodle.*