



TEXARKANA COLLEGE

Syllabus

Course Name: Composition I

Course Number: ENGL 1301 HYBRID

Semester & Year: Fall 2015

Instructor Information:

Name: Associate Professor Pamela Hesser Owney

Office: Humanities 215

Telephone: 903-823-3365 (direct line)

E-mail: pamela.hesser@texarkanacollege.edu

Office Hours: Monday – 7:30-8:00 a.m. and 1:30-3:30 p.m.

Tuesday - 9-9:30 a.m.

Wednesday – 7:30-8:00 a.m. and 12:20-2:20 p.m.

Thursday – 9-9:30 a.m. and 12:20-2:20 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. For online classes, it is best to use the messaging function in your Moodle classroom.

➤ **Textbook Information:**

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

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 with a C or better, a satisfactory score on ACT, SAT, or Writing Section of the Accuplacer, THEA, or Compass. **Note:** ENGL 1301 is now a prerequisite for all 2000-level literature courses. This change was a result of recommendations by the English faculty group for 2011 Learning Objectives project.

➤ **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.

Basic Intellectual Competencies : (The following reflect the state-mandated perspectives taught in this course) Reading and Writing, Listening and Speaking, Critical Thinking and Problem Solving, and Computer Literacy Reference: ccrs@thechb.state.tx.us

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

Four major essays will be assigned including a research essay that is 5-7 pages in length, uses the Modern Language Association (MLA) documentation and format, and requires a minimum of five sources. Each of these essays will be valued up to 200 points with the exception of the research paper, which will be valued at 250 points, for a total of 50% of the grade. Grading rubrics based on the Texarkana College Grading Rubric for English 1301 Composition I and English II Composition II will be used to evaluate these essays. Students will write one or two short essays in addition to an article summary, which are worth 30% of the overall grade. The other 20% of the overall course grade will come from chapter quizzes, grammar and mechanics quizzes, forum discussion posts, journal activities, and any other work assigned. **Failure to submit any one of the major essays will result in a failing grade for the course.**

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

Descriptive Essay	100
Process Analysis Essay	100
Article Summary	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

➤ **Student Assessment:**

Assignments and Assessments	Percentage of overall grade	# of Activities	Total Percentage of Final Grade
Essays	50%	4 Essays	50%
Short Essays	30%	2 Short Essays Article Summary	30%
Daily Assignments (May include some or all of listed assignments)	20%	Chapter Quizzes; Grammar/Mechanics Quizzes; Forum Posts Journal Entries	20%
Total Points/Percentage		Possible	100%

➤ **Grading Scale:**

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

➤ **Class Schedule:**

Follow the posted Class Assignment Calendar. Assignments and due dates will be posted weekly in your Moodle classroom.

➤ **Class Participation and Assignment Due Dates:**

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 toward the final course grade. **Students are responsible for monitoring due dates.** Students should print and read the class assignment calendar as well as this syllabus. Also, the online calendar in the course will alert students of assignment due dates. Most assignments will be due by 11:55 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 WHO ATTEMPT TO SUBMIT WORK VIA EMAIL MAY BE DROPPED FROM THE COURSE!**

Also, students are expected to log-in at least weekly to monitor due dates, view lessons, and submit assignments. **A student who fails to log-in or submit assignments over a one-week period without contacting the instructor may 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!

➤ **Student and Instructor Communication:**

Messaging through the Moodle system is the most efficient way of contacting me. Keep in mind that I teach other courses and will be in a classroom during most of the day. Office hours listed above are the best times to call 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 I am able to respond, but a student may not receive a response until Monday.**

Students are welcome to set up a meeting with me on campus outside of posted office hours if needed. Call or email for an appointment.

Writing assignments will be graded and grades posted within **three weeks** of submission. Feedback comments for improvement will be made individually to each student through Moodle. Other assignments will be graded on a weekly basis. Grades can be viewed by logging in to your myTC portal.

On Sept. 1, 2015, the college will purchase access to turnitin.com. Designated essays will be submitted through turnitin.com. Specific instructions for accessing and using turnitin.com will be posted in the Moodle classroom.

➤ **ABSENTEE POLICY**

(The entire absentee policy is required for this syllabus. Pay attention only to the policies for Online/Hybrid Courses, which appear below.)

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. Check the syllabus for each class to see how much time you are allowed to be late before the tardy is counted as an absence.

In some 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 certain workforce/vocational areas, such as nursing and cosmetology, 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.

Do not stop attending a class without formally withdrawing from the course by the institution's published Last Day to Drop. If a student does not attend class and does not withdraw from the class, the student will receive a grade of F in the class. The published Last Day to Drop applies to students; an instructor may withdraw a student for excessive absences at any time during the semester.

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 types of absences that are considered excused 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.

➤ **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, 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 (activity depends upon the professor) or 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. **A student who fails to log-in or submit assignments over a one-week period without contacting the instructor may be dropped from the course with a W.**

➤ 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 or 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
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
A COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Twice a week (MW or TR classes)	4
	Three tardies count as one absence.
A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track)	

Class or Lab Meets: Four times a week (MTWR classes)	An instructor may withdraw a student from a course if absences exceed: 4 Three tardies count as one absence.
A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions)	
Class or Lab Meets: 3 times a week (MTW) (evening classes) 4 times a week (MTWR) (day classes)	An instructor may withdraw a student from a course if absences exceed: 2 2 Three tardies count as one absence.

➤ **Workforce Classes**

Day Classes	Evening Classes
Class meets: 5 days a week (MTWRF) Instructor may withdraw a student from a course if absences exceed: 5 Three tardies count as one absence. You are considered tardy through 8:15 a.m. You will be counted absent after that.	Class Meets: 4 evenings a week (MTWR) Instructor may withdraw a student from a course if absences exceed: 5 Three tardies count as one absence. You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.

➤ **Drop Date:**

The last date for a student to drop this course with a W is **Friday, November 13**. If the instructor drops a student, the last date of attendance will be recorded and sent to the Admissions Office. Students who are dropped may be responsible for paying back money received from grants or scholarships.

➤ **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.

➤ **Make-up Policy:**

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 CITATIONS 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: 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 the Recruitment, Advisement, and Retention Department located in the Administration building 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.

➤ **Viewing Grades:**

Grades can be viewed through the student's myTC portal. The Moodle gradebook is not utilized.

➤ **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. 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.

Testing Center (Library first floor)

Aug. 15-Sept. 4

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

Aug. 7-Dec. 16

M-Th 10 a.m. – 8 p.m., F 8:30 a.m. – 3:30 p.m., Sunday 2-6 p.m.

Class Policies:

(Required information for syllabus but most of these are not relevant for an online classroom.)

- 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.
- 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.
- Only plastic bottled drinks or cups with lids will be allowed in the classroom.
- Eating is not allowed during class time.
- 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.

➤ **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.

- **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 posted in Moodle.*