



Syllabus

Course Name: Composition I

Course Number: ENGL 1301 Online

Semester & Year: Summer I 2014

Instructor Information:

Name: Assistant Professor Pamela Hesser

Office: Humanities 215

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Office hours: 10:30-11:30 a.m. Mon-Thu

Please call for an appointment at other times.

Note: ALL e-mail to me MUST be from the student's TC e-mail address.

➤ **Textbook Information:**

- *COMP*, ISBN 13:978-1-133-30775-4, Vandermeij, Meyer, Van Rys, Sebranek
- *The Little Brown Handbook*, ISBN 13:978-0-205-65170-2, Jane E. Aaron

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 on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Prerequisite: Completion of English 0032 or English 0042 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@theccb.state.tx.us

➤ **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 5-7 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/persuasion, description, narration, and/or evaluation/ summary-response. The Texarkana College Grading Rubric for English 1301 Composition I

and English 1302 Composition II will be used to evaluate these essays in addition to holistic grading rubrics. Major essays will count as 50% percent of the overall grade and short essays and MyCompLab assignments will count as 30% of the overall grade. The other 20% of the overall course grade will be taken from forum posts, reading responses, and journal assignments.

- **Failure to turn in any one of the essays will result in a failing grade for the course.**
- **Failure to turn in a research paper that is accepted for grading will result in a failing grade for the course.**
- **Failure to submit the first major paper within one week of the due date will result in a failing grade for the course and/or being dropped from the course.**
- **Late papers will be assessed a 20-point per day late penalty. All work must be submitted via the TC online system. Papers WILL NOT be accepted via email.**

Major Essays 50%

Comparison-Contrast Essay-Content	100
Comparison-Contrast Essay – Grammar	100
Argumentative/Persuasive Essay-Content	100
Persuasive – Grammar	100
Research Essay – Content	100
Research Essay – Grammar	100
Research Essay – MLA Citations & Sources	100
Narrative Essay (Final Essay)	100

Short Essays/MyCompLab 30%

Description Essay	100
Definition OR Process Analysis Essay	100
Summary-Response Essay	100
MyCompLab Assignments	100

Daily Assignments 20%

May include some or all of the following:

Reading Responses	100
Forum Posts	100
Journal Assignments	100

Student Assessment:

Assignments and Assessments	Percentage of overall grade	# of Activities	Total Percentage of Final Grade
Major Essays	50%	4 Essays	50%
Short Essays/Post-test Article Summary	30%	2 In-Class Essays; Article Summary; MyCompLab	30%
Daily Assignments	20%	Forum posts,	20%

(May include some or all of listed assignments)		reading responses, journal assignments	
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 Class Assignment Calendar that is posted and is considered part of the official syllabus. I have listed the due dates for your major essays and short essays along with your MyCompLab assignments. Pay attention to due dates for other assignments in the weekly assignment postings for this class.

CLASS PARTICIPATION POLICY/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 schedule as well as this syllabus. Also, the online calendar in the course will alert students of the assignment due dates. Most assignments will be due by 11:59 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.**

Students are expected to log-in 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 will be dropped from the course with a W. In a summer course, students should log in more frequently in order to keep up with assignments. 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

Email is the best means of communication with the instructors. Students must use their Texarkana College email for this course. Keep in mind that the professor teaches other courses and will be in a classroom during much of the day. Office hours listed at the top of this syllabus are the best times to call or email and receive

a speedy response. Emails sent early in the day will generally receive a response by the afternoon, but emails sent at night may not receive a response until the next day. **Emails sent over the weekend will be answered as soon as the professor is able to respond, but a student may not receive a response until Monday.**

Students are welcome to set up a meeting with the professor on campus as needed outside of office hours. Call or email for an appointment.

Writing assignments will be graded and grades posted within ONE WEEK of submission. Students may see fully graded papers at the professor's office during office hours or at other times by appointment. Some comments for improvements will be made individually to each student through Moodle. Other assignments will be graded on a weekly basis. Grades can be viewed using Engrade. (www.engage.com) Student will need to create a free account at the website. Students will be sent a course access code during the first week of class.

Please note that the Moodle system will not allow late submissions for assignments. If students have a legitimate reason for handing in a major writing assignment late, special arrangements must be made through the professor. **Students will be allowed only one late paper per semester, other than the research paper. UNDER NO CIRCUMSTANCES, WILL LATE RESEARCH PAPERS BE ACCEPTED.**

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.** 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 this class, students arriving more than 15 minutes after the class starts will be considered absent.**

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.

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

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 **TBA**, which is the last date for the student to drop this course with a W. The instructor may drop the student at any time during the semester.

➤ **Make-up Policy:**

Twenty points will be deducted for every day an essay is late. ***THE RESEARCH PAPER CANNOT BE TURNED IN LATE – NO EXCEPTIONS!!***

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>.

➤ **What is Plagiarism?**

Plagiarism is using someone else’s words, ideas, or images (what’s called intellectual property) so that they appear to be your own. When you plagiarize, you use source material – whether published in print or online – without acknowledging the source. Plagiarism is more than idea theft and “word theft.” The rules also apply to images, tables, graphs, charts, maps, music, videos, and so on.

Plagiarism is stealing. It discounts the work of other thinkers, disrespects writers and readers, insults instructors, and damages the reputations of colleges. Also consider what plagiarism does to you. It prevents you from learning the skills you need to have as a scholar. It also demonstrates to others around you that you are not a serious thinker, that you aren’t to be trusted, relied upon, or listened to. In short, it damages your reputation, a key component to your success academically and professionally.

Source: Vandermey, Meyer, Van Rys, Sebranek in *COMP*

➤ **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 are available via an online grade book- **Engrade** (www.engage.com/students) - Student grades are posted throughout the semester. I use this instead of the gradebook in the moodle system. I will send you a code to register for engage during the first week of class. You will be able to check your average there at any time.

➤ **TC Email:**

Students should check their TC e-mail account on a regular basis to check for general information sent from campus or professors.

✓ **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 professor at any point during the semester.*