



TEXARKANA COLLEGE

Syllabus

Course Name: Composition I

Course Number: ENGL 1301

Semester & Year: Spring 2014

Instructor Information:

Name: Asst. Professor Pamela Hesser

Office: Humanities 215

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Office Hours: Monday-Thursday 8:30-9:30 a.m. and 1:45-3 p.m.
Friday 8:30 -9:30 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*, ISBN 13:978-1-133-30775-4, Vandermeij, Meyer, Van Rys, Sebranek
Recommended: *The Little Brown Handbook*, ISBN 13:978-0-205-65170-2, Jane E. Aaron

➤ **Materials needed:**

Blue or black pens, pencils, white, lined notebook paper, small three-ring notebook, highlighters, scantrons. Use of a spiral notebook is not recommended for this class.

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 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@theeb.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. These essays will utilize time in and out of class. Each of these

essays will be valued up to 200 points with the exception of the research paper which will be valued at 300 points for a total of 50% of the overall grade. The Texarkana College Grading Rubric for English 1301 Composition I and English 1302 Composition II will be used to evaluate these essays. Students will write at least two in-class essays and an article summary and will take a grammar exam, all of which are worth a total of 30% of the overall grade. In-class essays will be scored using a holistic rubric. The other 20% of the overall course grade will come from daily work, prewriting, drafting and editing of essays, collaborative project, and any other classwork as assigned. **Failure to turn in any one of the 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
Collaborative Project/Presentation	100
Research Essay – Content	100
Research Essay – Grammar	100
Research Essay – MLA Citations & Sources	100
Narrative Essay – Content	100
Narrative Essay – Grammar	100

In-Class Essays 30%

Descriptive Essay	100
Process Analysis Essay	100
Article Summary	100
Grammar Post-Test	100

Daily Assignments 20%

May include some or all of the following:

Grammar Assignments	100
Punctuation Quiz	100
Reading responses	100
Prewriting, drafting editing	100

Student Assessment:

Assignments and Assessments	Percentage of overall grade	# of Activities	Total Percentage of Final Grade
Essays	50%	4 Essays	50 %
In-Class Essays/Post-test	30%	2 In-Class Essays Article Summary Post-test	30 %
Daily Assignments (May include some or all of listed assignments)	20%	Grammar assignments, punctuation quiz, reading responses, prewriting, drafting editing,	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 Class Assignment Calendar that is handed out the first 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.

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: 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.

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, April 18**, 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:**

If a student misses on a day that an essay is due, the student is still responsible for turning the essay in on time. Major essays are due by the end of the day on the date designated in the mailbox outside of my office. Ten points will be deducted for every day the essay is late. ***THE RESEARCH PAPER CANNOT BE TURNED IN LATE – NO EXCEPTIONS!! THE RESEARCH PAPER WILL BE DUE ON THE DESIGNATED DATE AT THE BEGINNING OF CLASS, NOT AT THE END OF THE DAY.*** With my permission, major tests and in-class essays can be made up in the Testing Center. The Testing Center is located in the Business and Computer Technology Building. A student will have **one week** to make up the missed test or in-class essay. **After one week, the student will receive a zero for the test or in-class essay.** The student must speak to me outside of class about making up the test or in-class essay and provide a legitimate excuse (at my discretion) for missing that day. **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 and the professor. **Assignments must be completed prior to the excused absence.**

- **Note:** I do not accept assignments by e-mail, and I do not e-mail missed assignments to students. If you miss a class, check your Class Assignment Calendar or with a classmate to see what you missed.

➤ **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: Vandermeij, 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.

➤ **Major Essays:**

All major essays must have a TYPED and double-spaced rough draft unless otherwise specified in class. Rough drafts must be completed the class day before the final paper is due. On this day, each student will edit and revise essays. Each student must bring a copy of his/her rough draft in order to receive daily work points for that day. **Students must turn in all major papers in order to receive a passing grade in the class. Failure to turn in any one of the four major essays will result in a failing grade for the course.**

Other than the Research Paper, additional requirements for these papers include:

- ✓ All papers **must** be typed and double-spaced using 12-point Times or Times New Roman in black ink. **Papers that are not double-spaced will not be**

accepted for grading. Computers are available in the library. Be sure to save all work!

- ✓ Plan ahead! Computer emergencies can and do happen, but they will not be an excuse for a late paper.
- ✓ Rough drafts and final papers must be turned in together the day they are due. **No folders, please.** Remember to always retain copies of the essays.
- ✓ Each essay must have a cover page with the following information centered:

Title of Paper
Student's Name
English 1301
Class meeting time and date
Asst. Professor P. Hesser
Date

- ✓ Each paper must have a TYPED formal outline (see class handout and p. 47 in *COMP*).
- ✓ Students should staple paper in top left corner and hand in as follows:
 - Cover Page (on top)
 - Typed Formal Outline
 - Final Draft with **THESIS STATEMENT HIGHLIGHTED**
 - MAKE SURE YOUR NAME IS IN THE UPPER RIGHT-HAND CORNER OF EACH PAGE
 - **EDITED** Rough Draft
 - Planning/Prewriting Pages as instructed in class
- ✓ Please do not hand in papers during class time. If your paper is ready, you may place it on my desk BEFORE class begins or hand it to me after class on the designated due date. Otherwise, use the mailbox outside my office door to hand in your papers. Remember, it is not due until the end of the day on the date the assignment is due. The end of the day means that when I arrive at my office the following day, the paper must be in my mailbox or it is considered late. 10 points will be deducted for each day the paper is late.

➤ **Assignment Headings:**

For assignments other than essays, please write your name and class name with section number in the top right corner. Each assignment should have a title centered on the top line.

➤ **Daily Assignments:**

Daily assignments will include reading quizzes, in-class essay questions, chapter questions, workbook assignments, collaborative work, essay planning, drafting, and editing, and any other work assigned during class.

➤ **Viewing Grades:**

Grades are available via an online grade book- **Engrade** (www.engage.com/students) - Student grades are posted throughout the semester.

➤ **TC Email:**

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

➤ **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.

- 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.

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.*