



## **Syllabus**

**Course Name:** Composition I (dual credit)

**Course Number:** 1301.JB

**Semester & Year:** Fall 2015

### **Instructor Information:**

Name: Melisa (Lisa) Jones

Office: Texarkana College Library Second Floor

Telephone: 903 823 3223 (can leave a message)

E-mail: [lisa.jones@texarkanacollege.edu](mailto:lisa.jones@texarkanacollege.edu)

(When sending an email, please be sure to include your first and last name, as well as your class and section number in the heading.)

Office Hours: M-W 8-11, F 12-2

(Please call or email for an appointment at another time.)

**Classroom Proctor:** Lorisa Kegly      [lkegly@simmsisd.net](mailto:lkegly@simmsisd.net)

**Classroom Meeting Times:** 7:55-8:45, 12:01-12:51

### **Textbook Information:**

*COMP, 2nd ed.*

**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 will be on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus will be 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. At least two essays will be written in class under supervision. Instructors will use 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:**

<b>Assignments and Assessments</b>	<b>Percentage of overall grade</b>
<ul style="list-style-type: none"> <li>• Compare and Contrast Essay</li> <li>• Persuasive Essay</li> <li>• Research Paper</li> </ul>	50%
<ul style="list-style-type: none"> <li>• In-Class Reflective/Descriptive Essay</li> <li>• Midterm (Writing Process)</li> <li>• In-Class Article Summary</li> <li>• Final Exam (MLA)</li> </ul>	30%
<ul style="list-style-type: none"> <li>• Writing Process Assignments</li> <li>• Journal</li> <li>• Grammar Assignments/Tests(4)</li> </ul>	20%

**Grading Scale:**

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

**Class Schedule:**

<b>Week/Dates</b>	<b>1301 Classroom</b>
Week 1 Aug. 24-28	Class Information Course Pre-Test

Week 2 Aug. 31-Sept. 4	
Week 3 Sept. 8-11	
Week 4 Sept. 14-18	The Writing Process Chapters 3-5 Chapter 9 – Narrative, Descriptive, and Reflective Writing Reflective Essay Thesis and Planning Chapter 33 Punctuation
Week 5 Sept. 21-25	The Writing Process Chapters 6-8 Reflective Essay Rough Draft <b>Reflective Essay due</b> Journal 1
Week 6 Sept. 28-Oct. 2	Chapter 13 – Comparison and Contrast Comparison and Contrast Thesis and Outline <b>Punctuation Test due</b> Journal 2
Week 7 Oct. 5-9	Comparison and Contrast Rough Draft <b>Compare and Contrast due</b> Chapter 34 – Mechanics
Week 8 Oct. 12-16 <i>Midterm</i>	Chapters 25-29 Research Writing Library Orientation <b>Midterm Exam – The Writing Process</b> Journal 3
Week 9 Oct. 19-23	Chapters 15-18 Persuasive Writing Persuasive Essay Thesis and Outline <b>Mechanics Test due</b>
Week 10 Oct. 26-30	Persuasive Essay Rough Draft – Works Cited and Parenthetical Citations <b>Persuasive Essay due</b> Chapter 32 – Sentence Errors Journal 4
Week 11 Nov. 2-6	Research Paper Assignment Research Paper Assignments One due
Week 12 Nov. 9-13 <i>Nov. 13 Drop Date</i>	Research Paper Assignment Two and Three due <b>Sentence Errors Test due</b> Journal 5
Week 13 Nov. 16-20	Research Paper Rough Draft due Chapter 31 – Sentences
Week 14 Nov. 23-27	<b>Thanksgiving</b>
Week 15 Nov. 30-Dec. 4	<b>Research Paper Due</b> Article Summary Report Article Summary Thesis and Outline
Week 16 Dec. 7-11	Article Summary Rough Draft <b>Article Summary due</b> <b>Sentences Test due</b>
Dec. 14-16	Course Post-Test <b>FINAL EXAM - MLA</b>

### **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.*

### **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, 12<sup>th</sup> 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); otherwise 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; otherwise 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

**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 test day, the test will be placed in the testing center, and the students 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 misses on a day when an in-class writing assignment is completed, the student must make arrangements with the instructor to complete the assignment at another time. The essay must be completed within a week of the due date. If a student is excused for a Texarkana College extra-curricular 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 Director of Disabilities 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, Nov. 13**, 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 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:****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)**

**Sept. 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.

### **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!***

***All essays are submitted in the TC Online class (not sent via email). Any essay not submitted within one week of the original due date will receive a zero.***

#### ***In-Class Essays:***

Two in-class essays will be assigned during the semester (descriptive and summary). 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.

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

1. Typed and double-spaced using 14 point easy to read font. (Be sure to save a copy of all work.)
2. Turn in a final draft and a works cited page (when required).
3. Unless otherwise instructed, the header should be placed in the left corner of the paper and should include the following information:  
Student's Name – First and Last  
English 1301.MA  
Date
4. Essays must be submitted to Turnitin.com. The instructor will provide instructions about how to access this site and submit papers during the semester.

#### ***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. The Texarkana College point deduction scale is used for grammar and mechanics. (SEE BELOW) The content and development and grammar and mechanics grades are averaged for the final writing grade.

Essays will be marked for all errors and returned to the student within two 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.

## **Texarkana College Recommended Point Deductions for English 1301**

### **Content and Development 100 points possible**

Rubrics vary by essay assignment, but grading focuses on the following areas:

Introduction, Body, Conclusion, Transition Words, Organization, Development of Ideas, Works Cited Page, Parenthetical Citations

### **Grammar and Mechanics 100 points possible**

#### **Two point deductions:**

Use of contractions	Errors in capitalization
Abbreviations	Writing numbers
Quotation marks	Use of adjectives and adverbs
Word Choice	Sentence Structure

#### **Five point deductions:**

Misspelled word	Omission of apostrophe in possessive noun
Misuse of an apostrophe	Comma errors other than a comma splice
Errors in parallel structure	Dangling or misplaced modifiers
Errors in italics	
Usage	
Errors in pronoun case	
Confusing shifts in subject, verb tense, voice	
Fragments	
Fused or run-on sentences	
Comma splice	
Misuse of semi-colon	
Error in agreement of subject and verb	
Error in pronoun and antecedent	
Incoherent or awkward sentence	
Errors in verb tense or principle parts of a verb	

### **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 PAPERS**

**ATTENTION: The Research Papers must be turned in to receive credit for this course! No late research papers are accepted!**



The Research Papers are 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 research paper and the documents used to write the research paper must be submitted in TC Online. 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 top of the page.
3. Click on Guides.
4. Click on English 1301.
5. Databases and other resources for 1301 are in this area.

### **TESTS**

All tests are in multiple choice formats and will be scored immediately. The course proctor will be provided a password to allow student access to the online tests. Students will take the test on the designated day/week assigned. Students are not allowed to use books or notes on the tests. A pre and post test will be given in TC Online. 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. The Midterm Exam will cover the writing process. The final exam will cover MLA.

### **JOURNALS**

Ten journal topics will be assigned during the semester. Journal topics are related to assigned readings in the textbook and/or writing prompts. Journals are completed in TC Online. Each journal must be one page to receive complete credit for the entry. Journals are meant to allow a student to express ideas, analyze, and critically think about the reading. Journals are graded for content, organization, and development, not grammar and mechanics.

### **WRITING PROCESS ASSIGNMENTS**

**Planning (Outline):** For each essay, a student will be asked to turn in a thesis statement and a topic outline. Topic outline examples can be found in the textbook page 47. 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.

**Rough Draft, Revising and Proofreading:** For each essay, a student will be asked to submit a rough draft of the essay. Students will be provided an editing sheet and PowerPoint to assist in the revising and proofreading process. Students are advised to conduct the process on their own papers and a classmate's papers before submitting the final draft.

**Research Paper Assignments:** The Research Paper will be assigned during week ten of the course. Over the four weeks after the assignment, students will turn assignments as part of the research paper process. Specific Research Paper information will be provided at that time, but the assignments include: Assignment One – A topic proposal; Assignment Two- A Works Cited page; Assignment Three –Planning; Assignment Four- Rough Draft. Working through the steps in this order will help students succeed in writing a research paper that is well-researched, detailed, organized, and documented. If a student fails to complete these assignments by the due date, he or she loses points on the final research paper.

**Class Policies:**

Students in this course are held accountable to all policies and procedures outlined in the Texarkana College Student Catalog/Handbook, as well as the policies and procedures of the ISD.

**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.*

Revised 09/11/2015

I, \_\_\_\_\_, have read and understand the policies and procedures outlined in the course syllabus for Composition I -1301.MA for Fall 2015.

Signature \_\_\_\_\_ Date \_\_\_\_\_