



Syllabus

Course Name: Composition I

Course Number: 1301

Semester & Year: Spring 2016

Instructor Information:

Name: Melisa (Lisa) Jones

Office: Library Second Floor

Telephone: 903 823 3223

E-mail: 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-F 8-11

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

Textbook Information:

COMP, 3rd ed.

Materials needed:

1 package of scantrons – form 882-E (purchase at the TC bookstore)

Pencil and pen

Red grading pen and highlighters

Notebook paper

2 paper folders with brads and pockets (used to turn in research papers)

Flash/jump drive

Course Description:

1301

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:

1301

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:

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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:

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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.

Students must successfully complete English 0042 to receive credit for English 1301.

Student Assessment:

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Assignments and Assessments	Percentage of overall grade
<ul style="list-style-type: none"> • Compare and Contrast Essay • Group Argumentative Essay and Presentation • Research Paper 	50%
<ul style="list-style-type: none"> • In-Class Reflective Essay • Midterm • In-Class Article Summary • Final Exam 	30%
<ul style="list-style-type: none"> • Daily Work • Lab/Grammar Work/Tests 	20%

Grading Scale:

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

Class Schedule English 1301:

Week/Dates	1301 Classroom	Out of Class
Week 1 Jan. 19-22	Class Information Course Pre-Test The Writing Process - Chapters 1-8	Review Chapters 1-8 Journal 1
Week 2 Jan. 25-29	The Writing Process Chapters 1-8 Chapter 28 Punctuation	Review Chapters 1-8; Chapter 28
Week 3 Feb. 1-5	Chapter 9 – Narrative, Descriptive, and Reflective Writing	Test Chapter 28 Work on Essay Journal 2

Week 4 Feb. 8-12	Chapter 9 – Narrative, Descriptive, and Reflective Writing Reflective Essay due	Work on Essay
Week 5 Feb. 15-19	Chapter 13 – Comparison and Contrast Chapter 29 – Mechanics	Review Chapter 13; Chapter 29 Work on Essay Journal 3
Week 6 Feb. 22-26	Chapter 13 – Comparison and Contrast Compare and Contrast due	Work on Essay
Week 7 Feb. 29-March 4	Chapters 20-24 Research Writing Library Orientation	Test Chapter 29 Journal 4 Review Chapters 20-24
March 7-11	Spring Break	
Week 8 March 14-18 <i>Midterm</i>	Midterm Exam – The Writing Process Chapters 14-19 Persuasive Writing	Study for Midterm Review Chapters 14-19 Work on Essay
Week 9 March 21-25	Chapters 14-19 Persuasive Writing	Work on Essay Journal 5
Week 10 March 28-April 1	Persuasive Writing/Presentations Chapter 27 – Sentence Errors	Work on Essay/Presentations Review Chapter 27
Week 11 April 4-8	Research Paper Assignment	Work on Research Paper Journal 6
Week 12 April 11-15 <i>April 15 Drop Date</i>	Research Paper	Work on Research Paper Test Chapter 27
Week 13 April 18-22	Research Paper Due Chapter 26 - Sentences	Work on Research Paper Review Chapter 26 Journal 7
Week 14 April 25-29	Article Summary Report	Work on Summary
Week 15 May 2-6	Course Post-Test Article Summary due	Work on Summary Test Chapter 26 Journal 8 Study for Final
Week 16 May 9-11	FINAL EXAM - MLA	

The MyLab Schedule and instructions will be provided by the instructor in another document.

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.*

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 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 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.

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 15**, which is the last date for the student or instructor to drop this course with a W.

Viewing Grades:

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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 (weekly) 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, Computer Access, Tutoring:

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. Sunday 2-9 p.m.

Testing Center (Library first floor)

M-Th 8:30 a.m. – 6 p.m.

F 8:30 a.m. – 3:30 p.m.

Sunday 2-6 p.m.

Help Desk – TC Login-in Problems

903 823 3030

8 a.m. – 5 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!

Planning (Outline): For each essay, a student will be asked to turn in a thesis statement and a topic outline or another form of planning. 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.

Peer Editing: For each essay, a student will be asked to conduct peer editing on a classmate's rough draft of the essay. Students will be assigned to peer-editing groups during the course. Students will bring the typed rough draft to class for peer editing. Each student must edit another student's rough draft for content, organization, grammar, and mechanic errors. A peer editing sheet will be provided and must be completed by the editor. This sheet is turned in with the final essay. On peer editing day, students may also ask the instructor for help on the paper.

In-Class Essays:

Two in-class essays will be assigned during the semester. 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. If a student misses a class period when the essay is to be written, the student must set up an appointment with the professor to discuss a time to write the essay. The in-class essay must be completed within a week of the original due date.

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. A final draft and a works cited page (when required).
3. Be sure to place a header in the left corner of the first page: Name, Class, and Date. Also, place the title on the first page at the top and center it.
4. Attach the Rough Draft and Peer Editing Sheet to the back of the final essay.

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)

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. Also, students will be asked to complete an error log for each essay to recognize grammatical mistakes and how to fix those mistakes.

Texarkana College

Recommended Point Deductions for English 1301

Content and Development 100 points possible

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 Paper must be turned in to receive credit for the course! No late research papers will be 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 final paper will be turned in using the same method as the essays, but will be placed in a pocket folder with brads. 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. A library orientation will be provided as part of the course.

Directions for Accessing the Texarkana College Databases:

1. Go to the Texarkana College Website. (www.texarkanacollege.edu)
2. Click on the Library link at the top of the page.
3. Click on Library Guides in the middle of the page.
4. Scroll through the list and click on English 1301.
5. Click on Suggested Databases at the top of the page.
6. Click on a Database.
7. Type in your Username and Password (same as your myTC log-in and password)
8. Once in the database, be sure to search for a full text article and be sure to gather documentation information for the article.

TESTS

A pre and post test will be given. The pre-test is given to provide the instructor with strengths and weaknesses of students regarding grammar, mechanics and sentence structure. The pos-test will be given at the end of the semester. The tests are in multiple choice formats and will be scored immediately. The Midterm Exam will cover the writing process. Students will need to bring a scantron, notebook paper, and pencil to take these tests. These tests will be graded within a week of completion. If a student is absent on test day, the student must make arrangements with the instructor to make up the test in the Testing Center at Texarkana College or other arrangements can be made. The final exam will cover MLA. The final must be taken on the day indicated on the final exam schedule. Grammar and mechanics test will be taken online in the TCOonline system.

JOURNALS

Journal topics will be assigned during the semester. Journal topics are related to assigned readings in the textbook and/or writing prompts. Journals will be completed on notebook paper. 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, not grammar and mechanics.

CLASS ASSIGNMENTS

Students may be assigned activities from the textbook. These assignments will reinforce skills taught in the course. Also, these assignments will prepare students for testing. Some assignments will be completed during class, and some assignments will be given for homework. Students will be informed of assignments that will be taken for a grade.

Class Policies:

- Always be prepared for class! Students should be prepared to turn in work, listen, and complete assignments. By having textbook and other supplies each class period, a student increases his or her ability to be successful in the course.
- Cell phones must be turned off and out of sight in the classroom. Cell phones may NEVER be out during testing. If an emergency situation exists please see the instructor.
- The TC Campus Police telephone number is 903 798 3330.
- Students are not allowed to listen to music via headphones during class.
- Students are not allowed to use a laptop during class without permission from the instructor.
- Students are not allowed to bring children to class.
- 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.
- Students should be respectful to the instructor and other students during class time. This includes not talking while the instructor is teaching and not walking around the classroom during class instruction.
- Students should not leave the classroom without permission. The instructor will dismiss the class.
- Only drinks with lids will be allowed in the classroom. Students may have a snack, not a meal, if eating it does not cause a classroom disruption.

If any of the above problems occur, a student may receive a warning or may be asked to leave the classroom and will receive an absence. The student will also be report to the Dean of Students, Mr. Robert Jones. Students can be dropped from the course for inappropriate classroom behavior.

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

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 01/07/2016

Student Information

Name _____

Cell Phone _____

Work yes _____ no _____ Number of hours weekly _____

Access to personal computer yes _____ no _____ internet yes _____ no _____

Other classes this semester

Major/Certificate

Family

Acknowledgement of Syllabus Information

I, _____, have read and understand the policies and procedures outlined in the course syllabus for Composition I -1301 for Spring 2016.

Signature _____

Date _____