



## **Syllabus**

**Course Name:** Composition I

**Course Number:** 1301.H1 M-F 8 a.m. – 12:50 p.m. SS Room 3

**Semester & Year:** May 2017

### **Instructor Information:**

Name: Melisa (Lisa) Jones

Office: Library Second Floor

Telephone: 903 823 3223

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-R 1-2

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

### **Textbook Information:**

*COMP*, 3<sup>rd</sup> ed. (optional)

I will provide Power Points and handouts for instruction.

### **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:**

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>• Definition Essay</li> <li>• Argumentative Essay and Presentation</li> <li>• Research Paper</li> </ul>	50%
<ul style="list-style-type: none"> <li>• Compare and Contrast Essay</li> <li>• Midterm – Writing Process</li> <li>• Article Summary</li> <li>• Final Exam – MLA 8<sup>th</sup> ed.</li> <li>• Post-Test</li> </ul>	30%
<ul style="list-style-type: none"> <li>• Journals</li> <li>• Labs Quizzes</li> <li>• Writing Process</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 English:**

<b>Day</b>	<b>Class Assignments</b>	<b>Homework/Online Assignments</b>
May 15	Class Information Journal 1 Chapters 3-5 The Writing Process Commas, Semicolons, Colons Chapter 13 – Compare and Contrast Work on Essay Planning	Course Pre-test Online Work on Essay Rough Draft Online Lab Work
May 16	Journal 2 Apostrophes, Quotation Marks, Underlining Edit Compare and Contrast Essay Rough Draft	<b>Submit Compare and Contrast Essay</b> Online Lab Work
May 17	Journal 3 Subject and Verb Agreement, Pronoun Antecedent Agreement Chapter 10 – Definition Work on Essay Planning and Rough Draft	Online Lab Work Work on Essay Rough Draft

May 18	Journal 4 Edit Definition Essay Rough Draft Chapters 20-24 Research Writing, MLA Article Summary Assignment	Online Lab Work <b>Submit Definition Essay</b> Study for Midterm – Writing Process
May 19 <b>Drop Date</b>	<b><i>Class Will Not Meet – Complete Assignments Online</i></b>	<b>Complete Midterm Exam – The Writing Process</b> <b>Submit Library Orientation</b> Find Article in Database for Summary Work on Rough Draft of Article Summary
May 22	Journal 5 Fragments, Run-ons, Commas Splices Edit Article Summary Chapters 16-17 Argumentative Essay Planning and Research	<b>Submit Article Summary</b> Work on Argumentative Thesis, Outline, Works Cited Online Lab Work
May 23	Journal 6 Parallelism Work on Argumentative Essay	Online Lab Work Work on Argumentative Rough Draft
May 24	Journal 7 Chapter 14-Cause and Effect Work on Planning, Sources, Works Cited	Online Lab Work Work on Cause and Effect Essay
May 25	Journal 8 Edit Cause and Effect Rough Draft Review for MLA Final	Work on Cause and Effect Essay Study for Final Exam – MLA <b>All Online Labs Due</b>
May 26	<b><i>Class Will Not Meet – Complete Assignments Online</i></b>	<b>Submit Cause and Effect Essay</b> <b>Complete Final Exam – MLA</b> <b>Complete Post-Test</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.*

### **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.

A course that meets for 2 weeks of the semester (May or January Sessions)

<b>Class or lab meets</b>	<b>Instructor may withdraw student from course if absences exceed</b>
Five times a week MTWRF	2 absences

### **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, May 19**, 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 (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.  
(Times may change, so check the website.)

### **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 (Thesis/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. (*Tutors in Student Support Services can assist with the editing process.*)

#### **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 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.

#### **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**

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

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

#### **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](http://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.

#### **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.

#### **LAB ASSIGNMENTS**

English 1301 students complete ten lab assignments. These lab assignments are located the TC Online – Moodle LMS portal. Students must use their MyTC log-in and password to access the assignments. Students will view videos, complete practice activities, and take a quiz over each concept. Each quiz may be taken twice, and the best grade will be recorded. An average of these ten assignments will be recorded in the gradebook at the end of the semester.

#### **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 05/12/2017

## Student Information

Name \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Personal E-mail address \_\_\_\_\_

Work      *yes* \_\_\_\_\_ *no* \_\_\_\_\_      Number of hours weekly \_\_\_\_\_

Access to personal computer   *yes* \_\_\_\_\_ *no* \_\_\_\_\_

Internet access    *yes* \_\_\_\_\_ *no* \_\_\_\_\_

Total hours taking this semester \_\_\_\_\_

**Tell me about the following:**

**Major/Certificate – Educational and Career Goals**

**Family/Friends**

**Hobbies/Entertainment**

**Acknowledgement of Syllabus Information**

I, \_\_\_\_\_, have read and understand the policies and procedures outlined in the course syllabus for Composition I -1301.H1 for May 2017

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