

**Syllabus**

**Course Name:** Composition I
**Course Number:** 1301
**Semester & Year:**

**Instructor Information:**

 *Name:* Michele Rigdon

            *Room*:
 *Telephone:*

*E-mail:* michele.rigdon@texarkanacollege.edu
 *Planning-*

*Remote Conference-*

*Remind Code*-

* **Textbook Information:**
* *Easy Writer with Sentence Guides for Academic Writers*. Andrea A. Lunsford, 6th edition. MacMillan Learning. ISBN-10: 1319128025
* ENGL 1301 Classroom Learning Packet (available in TC Bookstore)

* **Materials needed:**
* Pencil and pen
* Highlighters
* Notebook paper
* 2 paper folder with pockets (used for in class work and to turn in essays)
* Hand sanitizer
* Masks

* **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 is on writing the academic essay as a vehicle for learning, communicating, and critical analysis. **Prerequisite:** cumulative3.0 OR completion of high school English I and II with a grade of B or higher in both courses. If they do not meet this requirement, they may take the TSI test and must score satisfactorily.

* **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, summary and/or evaluation.  At least two essays will be written in class under supervision.  Essays will be evaluated using Texarkana College Grading Rubrics. Students will take the English 1301 Departmental Pre-test and Post-test. Students will also complete grammar/mechanics lessons in a computer lab. Instructors will give information in class for accessing the lab assignments.

**NOTE:** **Students who do not turn in an essay  by the assigned due date may be dropped from the course for non-compliance**.

* Major essays be typed and double spaced to be accepted for grading.
* If major essays don’t include an edited rough draft and peer edit, the student’s test grade and daily grade will be affected.

* **Student Assessment:**

|  |  |
| --- | --- |
| **Assignments and Assessments** | **Percentage of overall grade** |
| * Narrative Essay
* Writing Process Test
* Article Summary Response Essay
* Persuasive/Argumentative Essay (Optional: Group Argumentative)
* Research Paper/ Presentation
* In-Class Definition Essay
* In-Class  Comparison/ Contrast Essay
 | 50% |
| * Daily Work
* Grammar Lab in Moodle
 | 50% |
| * The Final Exam is seventh of your overall grade.
 |  |

* **Grading Scale:**

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

* **Attendance Policy:**

For the attendance policy, refer to Texas High’s student handbook.

The Last Day for students to drop the class is November 15, 2020. If a student drops the class, they will be switched into a regular English IV course.

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**

If a student is absent, the responsibility for the work missed is placed on the student.

Instructors are required to allow students to make up work missed if the absences that are excused.

* **Make-up Policy:**

If the student is absent, it is the student’s responsibility to make arrangements with the instructor to complete the assignments that align with Texas High’s make-up policy found in the student handbook.  **Daily grades cannot be made up unless arrangements are made with the instructor prior to the student’s return to class.**

If the student is allowed to give the presentation late, ten points will be deducted.  If a student is absent on a test day, they 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.** **Papers must be turned in through Google Classroom and through Turnitin.com.** Ten points will be deducted for every day the essay is late up to three days late.  **The Research Paper cannot be handed 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>.

* **Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase, Director of Retention and Disabilities Services, or go by the 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 **November 15, 2020** which is the last date for the student to drop this course.

* **Viewing Grades:**

Grades are available for viewing throughout the semester under Texas High’s Grades and Attendance under the student tab.

* **Email and Google Classroom Account:**

Students should check these accounts 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 Gmail account.

* **Help Desk – TC Login Problems**

903-823-3030 8 a.m. – 5 p.m. Mon-Thursday; 8 a.m.-4 p.m. Friday

* **Assignment Details**

The following information should be placed in the upper left or upper right corner of each homework or classwork assignment to be turned in:

Student’s Name

Instructor’s Name

English 1301

Date

* **Essays**

* **In-Class Essays:**

Two or more in-class essays will be assigned during the semester.  First, instructions about the format and requirements of the essay will be covered in class.  Then, the student will be asked to complete prewriting/planning in order to write the essay in class on the assigned day.   Each essay has specific content and organization requirements; however, grammar and mechanics requirements are the same for all writing.  **Any assigned in-class or out-of-class essays must be completed within three days of the original due date.**

* **Major Essays**

Several major essays will be assigned throughout the semester. Each essay has specific content and organization requirements, which will be discussed in class. Major essays will each have a separate grade for grammar and mechanics which will be averaged together, except for in-class essays that will be graded holistically for organization and content.

Submission requires for major essays are as follows:

* Typed and double-spaced using 12-point Times or Times New Roman font printed on the front only. (Be sure to save a copy of all work.)
* Turn in the final draft, peer edit, plan sheet/outlines as well as any other pre-writing activities.
* Each page after the first page should have a header in the upper-right hand corner with the student’s last name and the page number.
* The first page should include a title centered above the first line of the essay and a heading in the upper left-hand  or upper right-hand corner with the following information:

* Student’s Name
* Instructor’s Name
* English 1301
* Date

* **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.  Essays will be evaluated and returned to the student within **three weeks** of when the essay is turned in.  Reviewing the marked essay is essential for student success in the course.  Writing can improve only if a student identifies and works on weak areas in his or her writing.

* **Plagiarism/Cheating:**

One of the goals of this course is to teach students how to document sources appropriately.  Any violation of plagiarism or cheating can result in an automatic failure of the course.  The student will receive a zero on the paper or assignment.

* **Research Paper:**

**ATTENTION:  The Research Paper must be turned in and accepted for grading to receive credit for this course!**

**NO LATE PAPERS ACCEPTED!! NO EXCEPTIONS!!**

**Papers that do not include the following components will not be accepted for grading, and students will receive a 0 for all components of the Research Paper.**

**Paper MUST include:**

* **Works Cited page with ALL cited sources included**
* **A copy of ALL sources cited in the paper**
* **Information used in paper MUST be noted**
* **Paper must be a minimum of five pages (automatic deduction of 20 points per page for each page short of five pages)**

The Research Paper is assigned after the midterm 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.  **Grades will be given for components of the Research Paper as assigned and cannot be completed for a late 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.***

**Directions for Accessing the Texarkana College Databases:**

1. Go to the Texarkana College website.
2. Click on the Library under the Students tab at the top of the page.
3. Click on Electronic Resources and Databases on the left side of the page.
4. Click on one of the Databases. (general or specific subject databases are available)
5. Type in your Username and Password.
6. Once in the database, be sure to search for a full text article and be sure to gather documentation information for the article.

* **Tests/Quizzes**

A pre- and post-test will be given in class. 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.  Other quizzes may be given throughout the semester. Some of the quizzes may be unannounced.

* **Rough Drafts**

**Students must bring (or submit) a typed rough draft/peer edit to class on the day that it is due for peer edit. Failure to do so will result in points deducted on the final essay grade and loss of the daily grade for that day.** Students who do not bring a rough draft of the research paper to class on the day that it is due will not be allowed to hand in the final paper. In order to be successful, students should approach the rough draft as if they are writing a final draft. This gives the student ample time to reflect on and improve content and to find and correct grammatical and mechanical errors.

* **Grammar/Mechanics Lab/LMS Moodle**

Throughout the semester, students are assigned activities covering grammar and mechanics in an online lab set up for this class. Students will be given instructions for accessing the lab from the instructor.

* **Class Policies:**

* **Phones:** The school phone policy will be strictly enforced within the classroom. During tests, quizzes, and certain projects, phones will be collected by the teacher for the duration of the class and returned at the close.

* **Google Classroom:** Our classes utilize Google Classroom throughout the year for various reasons. The students will be expected to act responsibly (check due dates, submit assignments, etc) within the site.

* **Turnitin.com:** Our class utilizes Turnitin to submit writing assignments to check for plagiarism. The students will be told beforehand which assignments will be submitted. If the assignment comes back plagiarized whether it be from another student’s paper (this year or previous) or the internet, the student will receive a failing grade.

* **Remind:** Our class utilizes Remind as a resource to help our students remember assignment, due dates, and upcoming events. However, the students should not rely solely on this resource as the teacher does the best she can to remember to send the Remind out. Students are not allowed to use a laptop during class without permission.
* Students are not allowed to listen to music via headphones during class.
* There is 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.  Also, students should not talk while the instructor is teaching.  Much of this class calls for student discussion. Please be accepting of views that may differ from your own. A variety of viewpoints and lively discussion often leads to deeper understanding of literature.
* Follow district policy regarding mask usage in the classroom. Students are required to wear a mask in the classroom when it is not possible to social distance 6 feet apart.

***Concerns:***

Please know that you are welcome and encouraged to come to me or send me an email 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 instructor at any point during the semester.  Students will be notified if any changes occur.*

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017,* human.resources@texarkanacollege.edu