



# TEXARKANA COLLEGE

## COURSE SYLLABUS

### Course Information

**Course Title:** Composition I  
**Course Prefix & Number:** 1301  
**Semester & Year:** Fall 2017

### Instructor Information

**Instructors Name:** Gail Dorgan  
**Office Location and #:** Library at Linden-Kildare High School  
**Office Phone:** 903 756-5314 ext 4125  
**Email:** [gail.dorgan@texarkanacollege.edu](mailto:gail.dorgan@texarkanacollege.edu) or [gdorgan@lkcisd.net](mailto:gdorgan@lkcisd.net)

(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.)

### 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.

**Pre/Co-requisite:**

Completion of English 0032 or 0042 with a C or better, a satisfactory score on ACT, SAT, or Writing Section of the TSI.

### Textbook & Course Materials

**Required Text:**

*COMP, 3<sup>rd</sup> ed.* By Van Rys, Meyer, Vandermey, and Sebranek. ISBN #978-1-305-11281-0 available at the Texarkana College Bookstore.

### **Other Course Materials:**

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 pockets (used to turn in group paper and research paper)

**Microsoft Office:** Texarkana College offers Office 365 to all students. Instructions on how to download this free software can be located at

<https://www.texarkanacollege.edu/helpdesk/install-office-2013>.

## **Computer Requirements**

**Access:** If you do not have access to a computer off campus, there are computers located in the Palmer Memorial Library and the TC on Main Campus in Atlanta, Texas, that may be used by students. The learning management system is optimized for desktop displays; tablet and smartphone users should use the Mobile Apps. **Always** use a wired desktop or laptop to take you quizzes and exams on.

**Browser:** Texarkana College's Learning Management System (Jenzabar's eLearning) suggests that students use the most current version of the Internet Explorer browser. You can download Internet Explorer by going to:

<https://www.microsoft.com/en-us/download/internet-explorer.aspx>

## **Student Learning Outcomes**

### **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

## Communication between Instructor and Student

All communication in the course will be conducted through email, telephone, or in class. I will respond to emails within 24-48 hours. If you have not received a reply within that time limit, please resend. All email communications must be through your TC email account.

Feel free to give me a telephone call during office hours. Email is the preferred method of communication.

## Grading

**Texarkana College is not responsible for issues related to your computer or internet service. Problems with your computer or internet service is not an excuse for not completing your assignments by their deadline.**

### Grading Scale:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = Below 60

### Student Assessment

Your final grade for this course will be determined by the following method:

Assignments and Assessments	Percentage of overall grade
<ul style="list-style-type: none"><li>• Compare and Contrast Essay</li><li>• Argumentative Essay</li><li>• Reflective Essay</li><li>• Research Paper</li><li>• Persuasive Essay</li></ul>	50%
<ul style="list-style-type: none"><li>• Midterm</li><li>• Final Exam</li></ul>	30%

<ul style="list-style-type: none"> <li>• Writing Process Assignments</li> <li>• Journal</li> <li>• In-Class Article Summary</li> <li>• Lab Assignments in TC Online</li> </ul>	20%
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## Activities/Assignments

### How the Course is Organized

**Journal Entries:** You will have a total of 16 journal entries that will be turned in at the end of the semester. Each entry must be at least one full page in length excluding the prompt.

**Research Project:** Your class project will involve researching a particular topic and creating a report using MLA documentation.

**Weekly Quizzes:** You will have weekly quizzes that cover chapters assigned for that particular week. Each quiz consists of 20 multiple choice questions. Weekly quizzes have a time limit of 20 minutes. These will be taken in class. You should not use your book or notes to answer these questions.

**Unit Tests:** You will have a total of 5 Unit Tests. These tests will consist of 40-50 multiple choice questions over the chapter(s) covered in the unit.

**Final Exam:** Your final exam will be comprehensive. It will cover the learning objectives listed for the class. This will be a 100 question multiple choice test. You must take the final exam in the Texarkana College on Main Campus on the scheduled date.

### What Should Students Do First?

Begin the class by reading the first 4 chapters in the Composition Book.

## Exams

All exams will be taken on the TC on Main Campus unless prior arrangement has been made with the instructor. Please notify the instructor in the event you miss an exam to schedule a make-up exam date. Students have until the next class meeting date to make up any missed test. A grade of zero (0) will be given to any test not taken by the next scheduled class date unless a time extension has been given by the instructor PRIOR to the cut-off date for making up the missed exam.

## Class Expectations

Students are expected to attend class and to take notes. You are expected to write a journal entry each class meeting and complete the required number of essays assigned. Should a student choose not to submit the five (5) required essays for this class they will be dropped from the course.

## Class Schedule

<b>Week/Dates</b>	<b>1301 Classroom</b>	<b>Homework</b>
Week 1	Class Information Course Pre-Test The Writing Process Chapters 1-8	
Week 2	The Writing Process Chapters 1-8 Chapter 28 Punctuation	Lab Assignments
Week 3 <i>Sept. 7 Holiday</i>	Chapter 9 – Narrative, Descriptive, and Reflective Writing	Lab Assignments
Week 4	Chapter 9 – Narrative, Descriptive, and Reflective Writing <b>Reflective Essay due</b>	Lab Assignments
Week 5	Chapter 13 – Comparison and Contrast Chapter 29 – Mechanics	Lab Assignments Work on Essay
Week 6	Chapter 13 – Comparison and Contrast <b>Compare and Contrast due</b>	Lab Assignments Work on Essay
Week 7	Chapters 20-24 Research Writing Library Orientation	Lab Assignments Study for Midterm
Week 8 <i>Midterm</i>	<b>Midterm Exam – The Writing Process</b> Chapters 14-19 Persuasive Writing	Lab Assignments Work on Essay
Week 9	Chapters 14-19 Persuasive Writing	Lab Assignments Work on Essay
Week 10	Research Paper Assignment Chapter 27 – Sentence Errors	Lab Assignments Work on Research Paper
Week 11	Research Paper	Lab Assignments Work on Research Paper
Week 12	Research Paper	Lab Assignments Work on Research Paper
Week 13	<b>Research Paper Due</b> Chapter 26 – Sentences	Lab Assignments Work on Research Paper

Week 14	<b>Thanksgiving</b>	<b>Holidays!</b>
Week 15	Article Summary Report	Lab Assignments
Week 16	Course Post-Test <b>Article Summary due</b>	Lab Assignments Study for Final
Week 17	<b>FINAL EXAM - MLA</b>	

## 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. 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**

<b>A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER</b>	
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 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”.

### **Make-up Policy / Late Work**

. \*TC Students Only - If the student is absent, it is the **student’s responsibility** to make arrangements to complete the assignments within one week of the absence. If a student misses on test day, the test will be placed in the testing center, and the students will have until the next class meeting 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.

\*\*LK Students Only - - If the student is absent, it is the student’s responsibility to make arrangements to complete the assignments within one day of the absence. If a student misses on test day, the students will have until the next class meeting 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. Students have ONE day after an EXCUSED absence to complete all missed work. No late work will be accepted after this date per the LKCISD handbook. If a student misses on a day when an in-class writing assignment before the next class meeting date. The essay must be completed within one day of the due date.

If a student is excused for a Texarkana College or LKCISD 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**

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 TC Catalog/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 903.823.3349, or go by his office located in the Palmer Memorial Library.

If you have an accommodation letter from his office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *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 the decision to drop a course.

The TC Drop Date is Friday, November 17, 2017. It is the student's responsibility to fill out the required paperwork should they choose to drop a course.

## Complaint Process

The complaint process can be found at <https://www.texarkanacollege.edu/wp-content/uploads/2014/11/online-classes-complaint-procedure.pdf>.

*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](mailto:human.resources@texarkanacollege.edu)*

## Netiquette

“Netiquette” is the term used to describe rules of courtesy in using electronic communication. These rules are intended to help use the medium effectively and considerately. The following guidelines will help you to communicate effectively while online.

- Don't say things that you wouldn't say in a face-to-face environment, or in any public place.
- Don't share confidential information.
- Use the subject line to identify the content of the message.
- Stay up-to-date on forum postings by reading them regularly.
- Always comply with copyright by citing your references when posting online content.
- Use individual e-mail for messages to individuals rather than tying up the group list.
- Do not forward emails or discussion forum postings without asking permission to from the original author.
- Electronic communication does not provide visual cues, such as smiles or frowns that face-to-face communication allows. Therefore, humor and/or sarcasm in written text might be misunderstood and interpreted as rude or inflammatory in the online environment. Choose your words carefully to avoid hurting, or angering anyone. Should emotions become inflamed, do not promote the anger. Take a cooling down period, perhaps overnight, before you engage in the online activity again.
- Avoid using all capital letters in your text. This is considered 'shouting' in the online classroom.
- Aim for clarity and readability in your text.
- Use proper English and remember to spell check.
- If you do not understand the assignment's directions don't be afraid to ask for clarification.

## Technical Assistance

Texarkana College offers students several ways to access technical assistance for IT issues as well as their Online classrooms.

### General IT issues

Help Desk Link from TC's main webpage: <https://www.texarkanacollege.edu/helpdesk>

Phone: 903-823-3030

Email: [helpdesk@texarkanacollege.edu](mailto:helpdesk@texarkanacollege.edu)

### Moodle Issues

TC Online Web Page: <https://www.texarkanacollege.edu/online>

Vernon Wilder:

Email: [vernon.wilder@texarkanacollege.edu](mailto:vernon.wilder@texarkanacollege.edu)

Phone: 903-823-3252

Rusty Hatchett:

Email: [harold.hatchett@texarkanacollege.edu](mailto:harold.hatchett@texarkanacollege.edu)

Phone: 903-823-3053

### **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.

## 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!***

### **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 complete 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. Turn in a cover sheet, a formal outline, a final draft, and a works cited page (when required). Be sure to place your first and last name on each sheet as a header in the right corner.
3. Unless otherwise instructed, the cover (title) page should include the following information, double spaced and centered in the middle of the page:

Title of Paper

Student's Name

English 1301

Ms.

Date

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) 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**

**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
- Misuse of an apostrophe
- Errors in parallel structure
- 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
- Omission of apostrophe in possessive noun
- Comma errors other than a comma splice
- Dangling or misplaced modifiers

**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 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 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**

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 pos-test will be given at the end of the semester. The tests are in multiple choice format 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 class schedule.

### **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 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. Journals will be graded weekly.

### **WRITING 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 and in the handbook page 21. 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. Peer editing will assist students in preparing the final draft, but should not be the only editing and revising that occurs on the rough draft.

**Research Paper Assignments:** The Research Paper will be assigned during week four 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.

## **LAB ASSIGNMENTS**

Students will complete grammar and mechanics assignments online located on the English 1301 page.

(The instructor will provided detailed instructions and assignment details.

### **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. Also, students should not leave the classroom without permission.
- 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. 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.

***Additional Information:*** *To increase campus security and student safety, automatic door locks have been placed on all TC buildings. Students will only be allowed to enter through specific doors in each building. These doors will be labeled. Also, doors will automatically open and close at specific times. Students attending night classes should be aware that doors will lock at 7:30 p.m.*

***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 08/09/2017