

# TEXARKANA COLLEGE

## Syllabus

**Course Name:** Composition I

**Course Number:** 1301 ONLINE

**Semester & Year:** MASTER

### Instructor Information:

Alonza Mitchell

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Telephone: 903-823-3366

E-mail: [alonza.mitchell@texarkanacollege.edu](mailto:alonza.mitchell@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.)**

(Please call, come by, or email if needed)

### Office Hours:

Office Hours: MON, WED, THUR (11-2 ON TEAMS)

**Note: ALL e-mail to me MUST be from the student's Texarkana College e-mail address. The subject line MUST have class name and meeting time. Other e-mail will not be opened.**

### ○ Textbook Information:

- ENGL 1301 Classroom Learning Packet (available in TC Bookstore)

### ○ Materials needed:

- **Computer and internet access** to complete coursework in Moodle (laptop or desktop computer required – not all course components are compatible with smartphones. Do not attempt to take an online class using only a smartphone).
- **Word processing software** to type, edit, and save essays (Microsoft Word, Google Docs, Pages, etc. will work). All students have access to the web-based Microsoft Office suite, including Word, for free through their TC OneDrive.
- **Backup/ alternative means of computer and internet access** (in case of outage or computer failure). Have a plan for where you would go to get online or use a computer if your computer or network fails. Computer or internet failure is NOT an excuse for missing coursework.
- **Basic computer skills** are required (you should be able to access web sites, be comfortable navigating in Moodle and in your chosen word processing software, be able to open and save files, conduct online research, and so on).
- **Respondus LockDown Browser exam-monitoring software** (one-time download available in Moodle; compatible with most but not all computer systems. Try the practice test in Moodle to ensure your system is compatible. If it is not, you will need to complete your exams in the TC Testing Center).
- **Webcam** for Respondus LockDown Browser. This can be a USB webcam or built into your monitor or laptop.

### ○ **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:** 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 the 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 essays over the course of the semester that will include a research essay of 5-7 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 must submit ALL assigned essays in order to receive a passing grade for the course. **Please be aware that essays cannot be submitted late.**

**NOTE:** Students must fail to submit a research rough draft will be dropped from this course without question.

○ **Student Assessment:**

<b>Assignments and Assessments</b>	<b>Percentage of overall grade</b>
<ul style="list-style-type: none"> <li>• Comparison/ Contrast Essay</li> <li>• Article Summary Response Essay</li> <li>• Persuasive/Argumentative Essay (Optional: Group Argumentative)</li> <li>• Research Paper/ Presentation</li> <li>• Post-test</li> </ul>	50%
<p><b>At least two of the following:</b></p> <ul style="list-style-type: none"> <li>• In-Class Descriptive Essay</li> <li>• In-Class Process Analysis Essay</li> <li>• In-Class Definition Essay</li> <li>• In-Class Narrative Essay</li> </ul>	30%
<ul style="list-style-type: none"> <li>• Daily Work</li> <li>• Grammar Lab in Moodle</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>	59below

**Class Schedule: (SEE DETAILED SCHEDULE IN MOODLE)**

<b>Week</b>	<b>Assignments</b>
<b>Week 1</b>	Class Information Course Pre-Test Grammar Lab Steps in the Writing Process, Thesis, and Paragraphs with Topic Sentences <b>Descriptive Writing (Completed IN CLASS)</b>
<b>Week 2</b>	TC Database Library Orientation MLA Format/Works Cited Page Article Summary Response Writing Grammar Labs
<b>Week 3</b>	Citing Sources: Paraphrasing <b>Article Summary Response Essay Due</b> Grammar Labs
<b>Week 4</b>	Citing Sources: In-text Citations <b>Argumentative/Persuasive Essay Rough Draft Due</b>

	Grammar Labs
<b>Week 5</b>	<b>Revising and Editing</b> <b>Argumentative/Persuasive Essay Final Draft Due</b> Grammar Labs
<b>Week 6</b>	Research Paper Assignment; Researching Sources <b>Working Thesis Due</b> <b>Works Cited Page Due</b> <b>Research Paper Outline Due</b> Grammar Lab
<b>Week 7</b>	<b>Research Rough Draft Due</b> <b>Research Paper Presentation Due</b> <b>Final Research Paper Due</b>
<b>Week 8</b>	Comparison and Contrast Writing <b>Compare Contrast Essay Due</b> Course Post-Test/FINAL EXAM

### **Attendance Policy:**

- 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 college 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 more 50% of the activities for that week, they will be counted absent.** Texarkana College’s attendance policy allows instructors to withdraw a student from a course due to excessive absences and or failure to complete assignments. See the Absentee Policy in the student handbook for more details.

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. 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.**

**Assignments must be completed prior to the excused absence.** 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. **Make-up policies are listed in each individual instructor's syllabus.**

### ○ Maximum Allowable Absences

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. In a summer course, students may have only up to 3 absences. If students have more than **3 absences**, they can be dropped from this course.

### ○ 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. **Daily grades cannot be made up unless arrangements are made with the instructor via email 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 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. There are late drop boxes that will open in Moodle after the regular due date closes. Per TC policy, **the Research Paper cannot be handed in late – no exceptions!!**

***NOTE: Students must hand in ALL assigned essays in order to receive a passing grade for the course. Students who do not hand in essays within two weeks of the assigned due date may be dropped from the course for non-compliance.***

### ○ 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 \_\_\_\_\_ which is the last date for the student 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 (twice 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 Problems**

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

○ **Assignment Details**

**Essays**

First, instructions about the format and requirements of the essay will be covered in class lecture. Then, the student will be asked to complete prewriting/planning in order to write the essays. Each essay has specific content and organization requirements; however, grammar and mechanics requirements are the same for all writing. **Any assigned essay must be completed within the week assigned.**

○ **Submission requirements for major essays are as follows:**

- All essays must be MLA formatted, typed and double-spaced using 12-point Times New Roman or Arial font.
- The running header appears 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 corner with the following information:

□ Student's Name

□ Instructor's Name

□ Course Name (English 1301. ##)

□ Date (Day Month Year) ex: 20 Aug. 2024 (Note: no commas)

- **REMINDER: Students who do not hand in essays and/or fails to complete more than 50% of a week's assignments will receive an email warning. In addition, if a student falls behind two essays, they will be dropped from this course.**

○ **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 **two weeks** of when the essay is turned in. Reviewing the marked essay is essential for student success in the course. Grading comments can be viewed in Moodle. Writing can improve only if a student identifies and works on weak areas in his or her writing.

○ **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>.

○ **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.

➤ **Academic Integrity and AI Usage:**

Students are expected to produce original work that reflects their own writing skills, understanding, and analysis. The use of AI tools, such as automated essay generators or text-completion software, chat-GPT etc., in the creation of essays or other written assignments is strictly prohibited. Submissions must be the result of your own intellectual effort and should adhere to the principles of academic integrity. Any detected use of AI inappropriately will be considered a violation of our academic conduct policies and may result in penalties including, but not limited to, a failing grade for the assignment or course. If you have any questions about what constitutes appropriate use of technology, please consult with the instructor before seeking external assistance.

○ **Research Paper:**

**ATTENTION: The Research Paper rough draft and final copy 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.**
- **Paper must be a minimum of four (automatic deduction of 20 points per page for each page short of five pages)**

When the Research Paper is assigned, 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 other essays.

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. Links are provided and embedded in Moodle for your convenience.***

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

1. Go to the Texarkana College Website.
2. Click on the Library link at the bottom 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 pretest and final exam 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 submit rough drafts for some essays on the day that they are due. Failure to do so may result in points deducted on the final essay grade and loss of the grade for the assignment. Rough Drafts not submitted on time will result in students being required to fulfill the additional requirement of meeting with an English tutor to have their paper proofread before their final copy will be accepted.** 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. This also gives a student time to work with an English



tutor or a tutor in the Student Success Center located in the TC Library. **If the research rough draft is not submitted, the student will be dropped from their English 1301 class.**

○ **Grammar/Mechanics Lab**

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.

○ **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. Essays will be marked for all errors 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.

○ **Class Policies:**

- There is a zero-tolerance policy for any behavior that is disruptive of the online classroom learning. This includes any rude behavior or language towards the instructor or other students in the class. Please be accepting of views that may differ from your own and be respectful when conveying an opposing viewpoint. A variety of viewpoints and lively discussion often leads to deeper understanding of literature.
- If a problem occurs, students may receive a warning or may be asked to leave the classroom and will receive an absence. Students can be dropped from the course for inappropriate classroom behavior.

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 reported 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.

**Please add the number for Campus Police to your cell phone. The number is 903-823-3330. All emergency calls should go to TC Campus Security.**

**Concerns:**

Please know that you are welcome and encouraged to come to my office or call me 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!!

**Disability Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact **Tonja Blasé at 903.823.3349**, or go by the office of Disability Services located in the Academic Commons (library) for personal assistance.

If a student qualifies for accommodations from the TC Director of Disability Services indicating that he or she has a disability that requires academic accommodations, the director will send an email to the instructor so accommodation 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.

**Needs Statement:** Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in this course or ability to remain in school, is urged to contact **Tonja Blasé, Director of Student Retention, at 903.823.3349**, for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

**Please proceed to Week 1 in Moodle to sign the electronic syllabus acknowledgement. Your signature will be your first grade in this course.**

*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).*