

**Syllabus**

**Course Name:** Composition I
**Course Number:** 1301
**Semester & Year:** Spring 2019

**Instructor Information:**

 Name: Valerie Shirley

 Office: HUM 209
 Telephone: 903-832-3456 Ext. 3279

E-mail: valerie.shirley@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 2:00-3:30; F 9:00-12:00

(Please call or email for an appointment.)

**Note: ALL e-mail to me MUST be from the student’s Texarkana College e-mail address. When e-mailing, please list your name and course title in the “Subject” line.**

**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:**

*black or blue pen; pencil, highlighters*

*notebook paper*

*paper or plastic folder with pockets and brads* ***(used to turn in research paper)***

**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 (words usage to convey meaning), 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 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 class and in a computer lab. Information for accessing the lab assignments will be given.

**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**.

* Major essays be typed, double-spaced, and MLA formatted to be accepted for grading.
* Major essays MUST include an edited rough draft that has been signed peers or by an English tutor in the Student Success Center in order to be accepted for grading.

**Student Assessment:**

|  |  |
| --- | --- |
| **Assignments and Assessments** | **Percentage of overall grade** |
| * Comparison/ Contrast Essay
* Article Summary Response Essays (2)
* Persuasive/Argument Essay
* Group Argument Essay & Presentation
* Research Paper/ Presentation
 | 50% |
| * 1301 FINAL

**AND at least two of the following:*** In-Class Descriptive Essay
* In-Class Process Analysis Essay
* In-Class Definition Essay
* In-Class Narrative Essay
 | 30% |
| * Daily Work
* Grammar Lab
 | 20% |

**Grading Scale:**

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

**Class Schedule: The following is a general schedule. Additions and modifications to this schedule may occur throughout the semester. The dates and amendments announced in class will override this schedule.**

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| --- | --- |
| **Week** | **Assignments** |
| **Week 1**Jan 22-25 | Class InformationCourse Pre-Assessment |
| **Week 2**Jan 28-Feb 1 | Steps in the Writing Process**Descriptive Writing:** IntroducedWorking with Descriptive WritingMoodle Assignment 1 |
| **Week 3**Feb 4-8 | Thesis/ Essay Structure/Development**In-Class Essay 1: Descriptive** Moodle Assignment 2 |
| **Week 4**Feb 11-15 | **Article Summary and Response Writing**: Introduced and AssignedMLA Formatting IntroducedWorks Cited Page Introduced**Comparison and Contrast Writing:** Introduced and AssignedParagraph: Topic Sentences and Paragraph DevelopmentMoodle Assignment 3 |
| **Week 5**Feb 18-22 | **Article Summary and Response Essay #1 Due**Revising and Editing Discussion**Comparison and Contrast Essay Rough Draft DUE; In-class Editing**TC Database/Library OrientationMoodle Assignment 4 |
| **Week 6**Feb 25-Mar 1 | **Comparison and Contrast Essay Due** **Article Summary Response and Response #2 Assigned** **Argumentative/Persuasive Writing** Introduced/DiscussionMoodle Assignment 5 |
| **Week 7**Mar 4-8 | **Argumentative/Persuasive Writing,** Independent Essay Workshopping **Article Summary and Response Essay #2 Due** Moodle Assignment 6 |
| **Spring Break**Mar 11-15 | **Spring.jpg** |
| **Week 8**Mar 18-22 | **Argumentative/Persuasive Essay Due****Argumentative/Persuasive Writing:** Small Group Assignment DiscussedGroup WorkshoppingMoodle Assignment 7 |
| **Week 9**Mar 25-29 | **Group Argument Essays and Presentations DUE****Research Paper:** Assignment DiscussedMLA Formatting Exercises Research Sources Collection**Working Thesis Due**Moodle Assignment 8 |
| **Week 10**Apr 1-5 | **Research Paper Source Printouts Due****Research Paper Rough Outline Due**Moodle Assignment 9 |
| **Week 11**Apr 8-12 | Research Paper Workshopping**Works Cited Page Due**Moodle Assignment 10 |
| **Week 12**Apr 15-18 | Research Paper Presentation DiscussedResearch Paper Workshopping**Rough Draft Due** |
| **Week 13**Apr 22-25 | **Research Paper Presentation****Research Paper Due** |
| **Week 14**Apr 29-May 3 | **Process Analysis or Definition Writing:** Introduced and Assigned**In Class Essay 2: Process Analysis or Definition**  |
| **Week 15**May 6-10 | **Narrative Writing:** Introduced and Assigned**Narrative Essay Due** **Course FINAL EXAM:**  |

**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. **Students who come to class 15 minutes or more past the class start time will be marked ABSENT**.

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.

If a student is excused for a Texarkana College extracurricular 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.

**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.**

**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.

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| --- |
| **A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER** |
| Class or Lab Meets:Once a week (Night classes or Friday classes)Twice a week (MW or TR classes)Three times a week (MWF or TRF classes)Four times a week (MTWR classes) | An instructor may withdraw a student from a course if absences exceed:2468Three 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. **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 test day, the test will be placed in the Testing Center, and the student 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. **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**.

**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 **Friday, April 19,** 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 to check for general information sent from campus or instructors.

**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** M-Th 8 a.m. – 5 p.m. F 8 a.m.-4 p.m.

**Assignment Details**

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

Student’s Name

Instructor’s Name

English 1301.XX

Date (Day Month Year) ex: 20 Aug. 2018

**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.

**Essays: In-Class and Major Essay Assignments:**

**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. 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. **Any assigned in-class essay must be completed within a week 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, except for the Article Summary Response.

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

* MLA formatted, typed and double-spaced using 12-point Times or Times New Roman font
* Turn in final draft with a heading and title on the first page, an edited rough draft, and plan sheets/outlines as discussed in class.
* 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 corner with the following information:
	+ - Student’s Name
		- Instructor’s Name
		- English 1301
		- Date (Day Month Year) ex: 20 Aug. 2018
* **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**.

**Evaluation of Essays**

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:**

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 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**
* **Printout of ALL sources cited in the paper**
* **Information used in paper MUST be highlighted on source printouts**
* **Paper must be a minimum of three 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. The research paper is evaluated in three parts: content and organization, research and documentation, and grammar and mechanics.

**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.

**Rough Drafts:**

**Students must bring a typed rough draft to class on the day that it is due. Failure to do so may 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:**

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:**

* **Cell phone use that interrupts instruction is discouraged**. If an emergency situation exists, please let me know about it before class.
* **Students will be warned if a cell phone is a distraction to learning, and then asked to leave the classroom with an absence.**
* There is a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes disruptive phone or electronics usage, any vulgar language or rude behavior toward the instructor or other students in the class, etc.
* Much of this class calls for student discussion. Please be accepting of and open to views that may differ from your own. A variety of viewpoints and lively discussion often leads to deeper understanding of the content.
* Students are not allowed to bring children to class.
* Only plastic bottled drinks or cups with lids will be allowed in the classroom.
* Snacks are allowed in the classroom if they do not interrupt the learning setting. You are responsible to leave the table/desktop and surrounding area clean.
* A student with persistent behavior problems that disrupt the learning environment will be reported to the Dean of Students, Mr. Robert Jones.
* 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: 903-798-3330.**

**All emergency calls should go to TC Campus Police, then 911 if needed.**

***Final note~***

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 Human Resources Director is designated to handle inquiries regarding the nondiscrimination policies: 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017,* human.resources@texarkanacollege.edu35656