

**Syllabus**

**Course Name:** Composition I
**Course Number:** 1301-1H2-HYB and HP2-HYB
**Semester & Year:** ENGL 1301 Spring 2025

**Instructor Information:**

# *Name: Kelley Coleman*

*Office: 215*

*Telephone: 903-823-3365*

# *E-mail: kelley.coleman@texarkanacollege.edu*

*Office Hours*: *Vary each semester*

**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 Packet (Available in at the TC bookstore)
* **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 audience and purpose.
		4. Read, reflect, and respond critically to a variety of texts.
		5. Use Edited American English in academic essays.
* **Computer Requirement Policy:**

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student’s responsibility to ensure the system meets all requirements.

Computer systems requirements:

* Webcam, microphone, and speakers or headphones
* Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
* Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
* Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
* Able to run Microsoft Office which will be provided free to TC students
* Adobe Reader or another PDF viewer
* Antivirus software such as Windows Defender or another 3rd party anti-virus solution
* The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

A list of Internet service providers can be found on the TC website at: https://www.texarkanacollege.edu/coronavirus/.

* **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. Essays will be evaluated using Texarkana College Grading Rubrics. Students will take the English 1301 Departmental Pre-test and Post-test.

**NOTE:** Students must hand in ALL assigned essays in order to receive a passing grade for the course. **Students who do not submit essays within two weeks of 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.
* Major essays MUST include an edited rough draft that has been signed and dated by an English tutor in the Student Success Center in order to be accepted for grading as directed by the instructor.
* **Student Assessment:**

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| --- | --- |
| **Assignments and Assessments** | **Percentage of overall grade** |
| * Comparison/Contrast Essay
* Article Summary Response
* Persuasive/Argumentative (Optional: Group Argumentative)
* Research Paper/ Presentation
 | 50% |
| **Final Exam (Post-test)****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 in Moodle
 | 20% |

* **Grading Scale:**

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

* **Class Schedule: (Note – the following is a tentative schedule. Deadlines may change and will be announced in class/posted in Moodle. Students are responsible for being aware of changes.)**
* **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.

**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.

**Academic Classes**

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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 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 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. 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.

**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 and double spaced to be accepted for grading.
* Major essays MUST include an edited rough draft that has been signed and dated by an English tutor in the Student Success Center in order to be accepted for grading.
* **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 at 903-823-3349 or go by her office located in the Palmer Memorial Library.

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,** **February 28, 2025**, 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 (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:**

**(See additional information about access to tutoring in the Moodle Classroom.)**

* **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.

* **Assignment Details**

***Short Essays:***

Two or more short 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 requires for major essays are as follows:

* Typed and double-spaced using 12-point Times or Times New Roman font.
* 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
		- Prof. Kelley Coleman
		- English 1301
		- Date
* **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 and double spaced to be accepted for grading.

***Research Paper:***

**The Research Paper must be turned in and accepted for grading to receive credit for this course! No late research papers will be accepted! Papers without in-text citations and/or a Works Cited page with approved sources WILL NOT be accepted for grading.**

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 research paper is evaluated in three parts: content and organization, grammar and mechanics, and MLA (research and documentation). ***NOTE: To conduct reliable research, students must use the TC Databases.***

**Research 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. All sources listed on the Works Cited page must also be cited in the research paper.**
* **Paper must be a minimum of three pages (automatic deduction of up to 20 points per page for each page short of five pages)**
* **In-text citations for each source listed on the Works Cited page.**

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

* 1. Go to the Texarkana College Website.
	2. Click on the Library link.
	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.

***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 as soon as possible. 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.

***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.

***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:**

“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 ideas below are intended to help with electronic class discussion.

When communicating in an online course, you are addressing a group of people. The following guidelines will help you to communicate effectively.

* 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 or the posts of your classmates, don’t be afraid to ask for clarification.
* The online classroom is a community of learners. Participate actively in the community and reach out to your classmates with a helping hand.
* 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.
* The TC Campus Police telephone number is 903-798-3330.
* 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.

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.

***IMPORTANT NOTICES:***

***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 his or performance in this course or ability to remain in school, is urged to contact Tonja Blase, 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.***

*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*

**NOTE: Students who are in a paired section of 1301-0042 will automatically be dropped from 0042 if they are dropped from 1301.**

* **Alternate Operations during Campus Closure**

 In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include but are not limited to online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule.  It is the responsibility of the student to monitor Texarkana College's website ([www.texarkanacollege.edu](http://www.texarkanacollege.edu)) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

**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.

In addition, if any sections of your assignments are flagged by AI, you will have the opportunity to redo that section, or you will lose credit for that specific section. Furthermore, I will contact you by email, so please check your email daily. My suggestion is to leave AI alone. I am available to help you, and TC provides tutors, so there is no excuse to use AI to write your essays for you. When your essay is flagged by AI, a zero will be put in the gradebook until the essay or sections of the essay are rewritten.