

# TEXARKANA COLLEGE

## Syllabus

**Course Name: Composition I**

**Course Number:** ENGL 1301 Hybrid

**Semester & Year:** Spring 2015

### **Instructor Information:**

*Name:* Associate Professor Pamela Hesser-Owney

*Office:* Humanities 215

*Telephone:* 903-823-3365 (direct line)

*E-mail:* pamela.hesser@texarkanacollege.edu

*Office Hours:* Monday - 8:45-9:30 a.m. and 1:30-3:30 p.m.

Tuesday - 8:45-9:30 a.m.

Wednesday - 8:45-9:30 a.m. and 12:20-2:20 p.m.

Thursday - 8:45-9:30 a.m. and 12:20-2:20 p.m.

Friday - 10-11 a.m.

*Please call for an appointment at other times.*

**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. For online classes, it is best to use the messaging function in your Moodle classroom.**

### ➤ **Textbook Information:**

- *COMP*, ISBN 13:978-1-133-30775-4, Vandermey, Meyer, Van Rys, Sebranek
- *The Little Brown Compact Handbook*, 8<sup>th</sup> ed. ISBN 13:978-0-205-65170-2, Jane E. Aaron

### ➤ **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 on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

**Prerequisite:** Completion of English 0032 with a C or better, a satisfactory score on ACT, SAT, or Writing Section of the Accuplacer, THEA, or Compass. **Note:** ENGL 1301 is now a prerequisite for all 2000-level literature courses. This change was a result of recommendations by the English faculty group for 2011 Learning Objectives project.

### ➤ **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.

**Basic Intellectual Competencies :** (The following reflect the state-mandated perspectives taught in this course) Reading and Writing, Listening and Speaking, Critical Thinking and Problem Solving, and Computer Literacy Reference: [ccrs@theeb.state.tx.us](mailto:ccrs@theeb.state.tx.us)

### ➤ **Student Requirements for Completion of the Course:**

Four major essays will be assigned including a research essay that is 5-7 pages in length, uses the Modern Language Association (MLA) documentation and format, and requires a

minimum of five sources. These essays will utilize time in and out of class. Each of these essays will be valued up to 200 points with the exception of the research paper, which will be valued at 300 points, for a total of 50% of the overall grade. The Texarkana College Grading Rubric for English 1301 Composition I and English 1302 Composition II will be used to evaluate these essays. Students will write at least two in-class essays and an article summary, which are worth a total of 30% of the overall grade. Students may also be required to take a grammar post-test, which will be scored as a daily grade. In-class essays will be scored using a holistic rubric. The other 20% of the overall course grade will come from MyCompLab assignments, daily work, prewriting, drafting and editing of essays, collaborative project, and any other classwork as assigned. **Failure to turn in any one of the essays will result in a failing grade for the course.**

**Essays 50%**

Comparison-Contrast Essay-Content	100
Comparison-Contrast Essay – Grammar	100
Persuasive Essay-Content	100
Persuasive – Grammar	100
Research Essay – Content	100
Research Essay – Grammar	100
Research Essay – MLA Citations & Sources	100
Narrative Essay – Content	100
Narrative Essay – Grammar	100

**Short Essays/Post-Test 30%**

Descriptive Essay	100
Process Analysis Essay	100
Article Summary	100
Grammar Post-Test	100

**Daily Assignments 20%**

**May include some or all of the following:**

MyCompLab	100
Forum posts	100
Journal Entries	100

➤ **Student Assessment:**

Assignments and Assessments	Percentage of overall grade	# of Activities	Total Percentage of Final Grade
Essays	50%	4 Essays	50%
Short Essays/Post-Test	30%	2 In-Class Essays Article Summary	30%
Daily Assignments (May include some or all of listed assignments)	20%	MyCompLab Forum Posts Journal Entries	20%
<b>Total Points/Percentage Possible</b>			<b>100%</b>

➤ **Grading Scale :**

Grade	
<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>D</b>	60-69

F	59-below
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➤ **Class Schedule:**

**Follow the posted Class Assignment Calendar. Assignments and due dates will be posted weekly in your Moodle classroom. Class Meeting Dates are included on your Class Assignment Calendar. It is important that students attend all scheduled class meetings. Most of the student's work will be submitted via the Moodle system, but some essays must be handed in during scheduled class meetings.**

➤ **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.** Check the syllabus for each class to see how much time you are allowed to be late before the tardy is counted as an absence. **In this class, students arriving more than 15 minutes after the scheduled class start time will be considered absent.**

In some 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 certain workforce/vocational areas, such as nursing and cosmetology, 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.

Do not stop attending a class without formally withdrawing from the course by the institution's published Last Day to Drop. If a student does not attend class and does not withdraw from the class, the student will receive a grade of F in the class. The published Last Day to Drop applies to students; an instructor may withdraw a student for excessive absences at any time during the semester.

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 types of absences that are considered excused 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.

**ONLINE/HYBRID COURSE ABSENCES**

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, 12<sup>th</sup> Day 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) or 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 an activity will be counted as an absence. Completion of lessons in MyWritingLab DO NOT count toward this. Attendance will be taken from an activity that is posted in Moodle each week.

If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class or the student may be dropped for not having attended.

**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
<b>Three tardies count as one absence</b>	
<b>A COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER</b>	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Twice a week (MW or TR classes)	4
<b>Three tardies count as one absence.</b>	
<b>A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track)</b>	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Four times a week (MTWR classes)	4
<b>Three tardies count as one absence.</b>	
<b>A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions)</b>	

Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
3 times a week (MTW) (evening classes)	2
4 times a week (MTWR) (day classes)	2
	Three tardies count as one absence.

➤ **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 **Thursday, April 23**, which is the last date for the student to drop this course with a W. The instructor may drop the student at any time during the semester.

➤ **Make-up Policy:**

Assignments are due as posted. For major essays, twenty points will be deducted for every day the essay is late. The Moodle classroom will not accept submissions after the designated due date and time. **Late papers will not be accepted one week past the due date, and the student will receive a zero for the paper. Students may be dropped for failing to turn in a major essay.**

***THE RESEARCH PAPER CANNOT BE TURNED IN LATE  
- NO EXCEPTIONS!!***

**THE RESEARCH PAPER WILL BE DUE ON THE DESIGNATED DATE AND TIME. THE RESEARCH PAPER MUST BE ACCEPTED FOR GRADING AND MUST INCLUDE SOURCES AND CITATIONS. RESEARCH PAPERS SUBMITTED WITHOUT IN-TEXT CTATIONS AND/OR A WORKS CITED PAGE WILL NOT BE ACCEPTED FOR GRADING. THIS MAY RESULT IN THE STUDENT BEING DROPPED FROM THE CLASS.**

Other than the Research Paper, students will have **one week** to make up a major essay **WITH MY PERMISSION After one week, the student will receive a zero.** The student must provide a legitimate excuse (at my discretion) for failure to submit a major essay on time. **Daily work cannot be made up**; however, the lowest daily grade will be dropped. 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 professor. **Assignments must be completed prior to the excused absence.**

➤ **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>.

➤ **What is Plagiarism?**

Plagiarism is using someone else’s words, ideas, or images (what’s called intellectual property) so that they appear to be your own. When you plagiarize, you use source material – whether published in print or online – without acknowledging the source. Plagiarism is more than idea theft and “word theft.” The rules also apply to images, tables, graphs, charts, maps, music, videos, and so on.

Plagiarism is stealing. It discounts the work of other thinkers, disrespects writers and readers, insults instructors, and damages the reputations of colleges. Also consider what plagiarism does to you. It prevents you from learning the skills you need to have as a scholar. It also demonstrates to others around you that you are not a serious thinker and that you aren’t to be trusted, relied upon, or listened to. In short, it damages your reputation, a key component to your success academically and professionally.

**Source: Vandermey, Meyer, Van Rys, Sebranek in COMP**

➤ **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 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building 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.

➤ **Major Essays:**

**Students must turn in all assigned major essays in order to receive a passing grade in the class. Failure to turn in any one of the assigned major essays will result in a failing grade for the course.**

**Follow the guidelines posted for each essay posted in Moodle, but in general, each essay must have a cover page with the following information:**

Student’s Name  
English 1301 Web  
Associate Professor P. Hesser  
Date

- ✓ Each paper must have a TYPED formal topic outline (see class handout and p. 47 in *COMP*).

- MAKE SURE YOUR NAME IS IN THE UPPER RIGHT-HAND CORNER OF EACH PAGE
- ✓ **Papers will not be accepted one week after the due date. After that date, students will receive a 0 for the assignment. Students may be dropped from the class for failing to turn in a major essay.**

➤ **Daily Assignments:**

Daily assignments include Journal and Forum activities. MyCompLab assignments will be due each Sunday and count as daily assignment grades.

➤ **MyWritingLab:**

Throughout the semester students are assigned activities in the MyWritingLab Online Program. MyWritingLab must be purchased with a new handbook or separately with a used handbook. The activities will focus on writing, MLA, sentence structure, grammar, and mechanics concepts. Students should check the course schedule and MyWritingLab Program weekly for assignments and due dates. One grade, an average for all assignments, will be recorded for the lab grade.

### **Lab Registration Information:**

#### **To register for English 1301H Spring 2015:**

1. Go to [pearsonmylabandmastering.com](http://pearsonmylabandmastering.com).
2. Under Register, click **Student**.
3. Enter your instructor's course ID: **(To Be Posted)**, and click **Continue**.
4. Sign in with an existing Pearson account or create an account:
  - If you have used a Pearson website (for example, MyITLab, Mastering, MyMathLab, or MyPsychLab), enter your Pearson username and password. Click **Sign in**.
  - If you do not have a Pearson account, click **Create**. Write down your new Pearson username and password to help you remember them.
5. Select an option to access your instructor's online course:
  - Use the access code that came with your textbook or that you purchased separately from the bookstore.
  - Buy access using a credit card or PayPal.
  - If available, get 14 days of temporary access. (Look for a link near the bottom of the page.)
6. Click **Go To Your Course** on the Confirmation page. Under MyLab & Mastering New Design on the left, click **English 1301W Spring 2015** to start your work.

#### **Retaking or continuing a course?**

If you are retaking this course or enrolling in another course with the same book, be sure to use your existing Pearson username and password. You will not need to pay again.

#### **To sign in later:**

1. Go to [pearsonmylabandmastering.com](http://pearsonmylabandmastering.com).
2. Click **Sign in**.
3. Enter your Pearson account username and password. Click **Sign in**.

4. Under MyLab & Mastering New Design on the left, click **English 1301W Spring 2015** to start your work.

### **Additional Information**

See **Students > Get Started** on the website for detailed instructions on registering with an access code, credit card, PayPal, or temporary access.

➤ **Viewing Grades:**

Grades are available via an online grade book- **Engrade** ([www.engage.com/students](http://www.engage.com/students)) - Student grades are posted throughout the semester. You will receive an access code to register by the third week of the semester. **I DO NOT USE THE MOODLE GRADEBOOK. ALL OF YOUR GRADES WILL BE POSTED ON ENGRADE.**

➤ **TC Email:**

Students should check their TC Email account on a regular basis to check for general information sent from campus or professors.

➤ **Student Support, Computer Access, Tutoring:**

#### **Library**

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 first floor**

M-W 8 a.m.-6 p.m.              R 8 a.m. – 9 p.m.              F 8 a.m. -4 p.m.

#### **Testing Center (BCT Building)**

M-R 8:30- a.m. – 6 p.m.      F 8:30 a.m. – 3 p.m.

➤ **Class Policies:**

*(Required information for syllabus but most of these are not relevant for an online classroom.)*

- Cell phones must be turned off and out of sight in the classroom. If an emergency situation exists, please let me know about it before class. **Students will be warned if a cell phone is out and then asked to leave the classroom with an absence.** Students can be dropped from the course if the problem persists.
- Students are not allowed to use a laptop during class without permission.
- 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.
- Only plastic bottled drinks or cups with lids will be allowed in the classroom.
- Eating is not allowed during class time.



- 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.

✓ **Concerns:**

**Please know that you are welcome and encouraged to come to me in 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!!***

***NOTE: The above guidelines are subject to amendment by the professor at any point during the semester. Changes will be posted in the Moodle classroom, and students are responsible for knowing about these changes.***