

# TEXARKANA COLLEGE

## **Syllabus**

**Course Name:** Composition I

**Course Number:** ENGL 1301

**Semester & Year:** Fall 2014

## **Instructor Information**

Name: PATRICIA MEYER, PH.D.

Office: AIKIN 169

E-mail: [patricia.meyer@texarkanacollege.edu](mailto:patricia.meyer@texarkanacollege.edu)

Office Hours:

Monday: 11-12:30

Tuesday: 11-12:30, 5:50-6 and 8:45-9:45 in Atlanta

Wednesday: 11-12:30

Thursday: 11-12:30, 5:30-6, 8:45-9:45

Friday: 11-12:30

By Appointment or Videochat

## **Textbook Information:**

COMP, ISBN 13:978-1-133-30775-4, Vandermey, Meyer, Van Rys, Sebranek

The Little Brown Handbook, ISBN 13:978-0-205-65170-2, Jane E. Aaron

## **Materials needed:**

Black pens; white, lined notebook paper; notebook/folder; writing journal; a USB drive; packet of highlighters; 2 Blue Examination Books; and 2 Scantrons

**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 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 pre-requisite 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 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@thecb.state.tx.us](http://ccrs@thecb.state.tx.us)

**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 one essay will be written in class under supervision.

**Failure to turn in any one of the essays will result in a failing grade for the course.**

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.

MYCOMPLAB assignments are due weekly. The instructor **will not** reset due dates on lab assignments. Therefore, it is the student’s responsibility to do each assignment before they are due. Assignments are indicated on the class schedule.

**Student Assessment:**

<b>Assignments and Assessments</b>	<b>Percentage of overall grade</b>
Essays	50%
Online work - Moodle and MyComp Lab	25%
Tests - MLA, Pretest, Posttest	25%
Total Points/Percentage Possible	

**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>	59-below

I will use Engrade to manage your grades this semester. Once the semester begins, sometime in the first three weeks, I will give you your engrade code and information on how to access your grades. [www.engage.com](http://www.engage.com)

Assignment	Date Due	Points possible	your grade	
MLA Assignment		100		
Narrative Essay		200		
Compare/Contrast Essay		200		
Definition Essay		200		
Persuasive Essay		200		
Research Paper		200		
Research paper annotated bibliography		100		
Final Exam Essay		200		
MyCompLab		300		
Pretest		50		
Posttest		50		
Journal Writing		100 (50x2)		
TBA		200		

**Texarkana College Grading Rubric**  
**English 1301 Composition I and 1302 Composition II**

**I. Content Development and Organization: 100 points**

Cover Sheet: 5 points

Title: 5 points

Outline: 10 points

Clear Thesis (last sentence in introductory paragraph): 10 points

Introductory paragraph : 10 points

Topic sentences: 10 points

Well developed body paragraphs: 30 points

Conclusion (restate thesis statement): 10 points

Organization and Coherence: 10 points

**II. Grammar and Mechanics: 100 points**

**Two Points:** use of contraction, error in capitalization, abbreviation, in writing numbers, quotation marks, and errors in the use of adjectives and adverbs

**Five Points:** misspelled word, omission of apostrophe in possessive noun, misuse of an apostrophe, comma errors other than a comma splice, dangling or misplaced modifiers, errors in italics (underlining)

**Ten Points:** usage (wrong word or nonstandard word), errors in pronoun case, confusing shifts in subject, verb tense, voice, fragment, fused or run-on sentence, comma splice, misuse of semicolon, error in agreement of subject and verb or pronoun and antecedent, incoherent or awkward sentence, errors in verb tense or principle parts of a verb

## FALL 2014 ENG 1301

Date	Monday	Wednesday	MyCompLab
Week 1 Aug 25-27	Introductions, syllabus, groups, MLA introduction	Self-introductions, continued. Chapters 1-5. PRETEST!	Register for MyCompLab
Week 2 Sep 1-3	LABOR DAY! NO CLASS	MLA Assignment Due Chapters 6-7 Discuss Narrative Essay, Chapter 9	MLA online test
<b>WEEK 3 BONUS POINTS</b>	<b>Find my office, during office hours and tell me something about yourself.</b>	<b>Then, we'll discuss how many points it was worth!</b>  <b>This is only during week 3.</b>	
Week 3 Sep 8-10	Narrative Essay: Rough Draft Exchange	Narrative Essays Due – Final draft.	Subject/Verb
Week 4 Sep 15-17	Meet at Library! Don't be late!	Discuss Compare/contrast essay Read Chapter 13 before class.	Fragments, Runons, Comma splices
Week 5 Sep 22-24	Compare/Contrast Essay Exchange	Compare/Contrast Essay Due	Pronouns
Week 6 Sep 29-Oct 1	Discuss Definition Essay. Revisit chapter 9.	Discuss your strategy for writing a definition essay with group. Expect to present it to the class!	Other punctuation
Week 7 Oct 6-8	Definition Essay IN CLASS	Read Chapters 15, 16, 17. Outline chapter 15, 16, 17 and email them to the instructor.	Commas & Semicolons
Week 8 Oct 13-15	Discuss Persuasive Essay	Persuasive Essay Discussion continued... leave class with an outline and a plan!	Colons
Week 9 Oct 20-22	Persuasive essay continued	Persuasive essay continued	Italics & Quotation Marks
Week 10 Oct 27-29	Persuasive Essay Exchange	Persuasive Essay due	Apostrophes
Week 11 Nov 3-5	Discuss Research Paper	Research paper conversation with a partner.	Punctuation test
Week 12 Nov 10-12	NO CLASS MEETING: Set up appointment to see instructor in office to discuss paper.		Sentence Structure
Week 13 Nov 17-19	Research paper conversation with teacher	Research paper conversation with teacher	Word Choice

Week 14 Nov 24-28	THANKSGIVING BREAK	THANKSGIVING BREAK	
Week 15 Dec 1-3	Research Paper Exchange	Research Paper due	Sentence Structure Test
Week 16 Dec 8-10	Read Chapter 21 before class.	Present with group: Something about chapter 21	Post test
Week 17 Dec 15-19		Final Exam: Final Essay due and paper posttest (scantron)	

### ATTENDANCE POLICY

Texarkana College's attendance 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.

### Drop Date:

The official drop date for the course is **NOVEMBER 21, 2014**, which is the last date for the student to drop this course with a W. The professor may drop the student at any time during the semester.

### 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.

**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); 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 an activity will be counted as an absence. 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; otherwise 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**

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
Class or Lab Meets:	An instructor <b>may</b> 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 COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER	

Class or Lab Meets:  Twice a week (MW or TR classes)	An instructor <b>may</b> withdraw a student from a course if absences exceed:  4  Three tardies count as one absence.
<b>A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track)</b>	
Class or Lab Meets:  Four times a week (MTWR classes)	An instructor <b>may</b> withdraw a student from a course if absences exceed:  4  Three tardies count as one absence.
<b>A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions)</b>	
Class or Lab Meets:  3 times a week (MTW) (evening classes) 4 times a week (MTWR) (day classes)	An instructor <b>may</b> withdraw a student from a course if absences exceed:  2 2  Three tardies count as one absence.

**Workforce Classes (This does not include Health Occupations. See Health Occupations Handbook regarding absences for that program.)**

Day Classes	Evening Classes
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<p>Class meets:</p> <p>5 days a week (MTWRF)</p> <p>The instructor <b>may</b> withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester.</p> <p>Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>	<p>Class Meets:</p> <p>4 evenings a week (MTWR)</p> <p>The instructor <b>may</b> withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester.</p> <p>Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>
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**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 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 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: 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 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.

**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.

**Major Essays:** All major essays must have a rough draft. Rough drafts must be completed the class day before the final paper is due. On this day each student will edit and revise essays. Each student must bring a copy of his/her rough draft in order to receive daily work points for that day.

**Additional requirements for these papers:**

1. All papers must be typed and double-spaced using 14 point Times New Roman in black ink. The second floor of the Humanities Building has a Writing Lab available. **Be sure to save all work!**
2. Plan ahead! Computer emergencies can and do happen, but they will not be an excuse for a late paper.
3. Rough drafts and final papers must be turned in together the day they are due. No folders, please. Remember to always retain copies of the essays.
4. Unless otherwise instructed, students will type the following information on the right hand corner of the first page of each essay and type in a Header with their full name and page number on remaining pages:

Title of Paper  
Student's Name  
English 1301. Section Number  
Dr. Patricia Meyer  
Date

**5. Any paper turned in after class on the day the paper is due will be considered late, and 10 points will be deducted for every day it is late.**

**Daily Work:** Daily work may include quizzes, in-class essay questions, reading response journal, collaborative work, and peer editing.

**Class Policies:** Cell phones must be turned off and not visible in the class unless an emergency situation exists. This situation must be discussed with the instructor prior to class. If a student is caught text-messaging in class, the student will be dropped from the class. If a student's cell phone rings in class, the student will receive a warning and will be dropped from class after the second offense.

Students should make arrangements with the instructor in advance if they need to leave class before dismissal. There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes ANY use of vulgar language or rude behavior toward instructor or any other student in the class.

Only plastic bottled drinks will be allowed in the classroom. No other food or drinks are permitted.

**NOTE:** The above guidelines are subject to amendment by the instructor at any point during the semester.

SYLLABUS RECEIPT:

I, \_\_\_\_\_ (Print name), have received and read the syllabus for ENGL 1301.

I am responsible for its materials and policies.

Semester: \_\_\_\_\_

Our class meets on: \_\_\_\_\_

I acknowledge that there are certain requirements of this course, including:

\_\_\_\_\_ (initial) To pass the class, I must complete the lab work.

\_\_\_\_\_ (initial) To pass the class, I must not exceed the absences limit.

\_\_\_\_\_ (initial) I understand that my attendance will be marked for both in class and online. To be counted present, I must submit my work each week before the deadline.

\_\_\_\_\_ (initial) I will be expected to use MLA format for all referenced materials.

\_\_\_\_\_ (initial) I will be expected to do all of my own work.

\_\_\_\_\_ (initial) Wikipedia is not allowed as a source/reference for papers.

\_\_\_\_\_ (initial) I acknowledge that there are a few topics that will not be allowed in this class.

\_\_\_\_\_ (sign the next page)

Signature  
(sign and turn in the receipt)

Date \_\_\_\_\_

MyCompLab Course ID: **meyer73224**

**Lab Registration and Schedule:**

**MyLab / Mastering  
Student Registration Instructions**

**To register for** Course Name: Meyer Comp 1 Spring 2014

1. Go to [pearsonmylabandmastering.com](http://pearsonmylabandmastering.com).
2. Under Register, click **Student**.
3. Enter your instructor's course ID: **meyer73224**, 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 17 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 Meyer Comp 1 Spring 2014 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**.
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 **Fall 2014 Comp1** to start your work.

## Fall semester

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24 Aug 2014	25	26	27	28	29	30
31	1 Sep	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1 Oct	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1 Nov
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1 Dec	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-9:15							
9:30-10:45							
11-12:15							
12:30-1:45							
2-3:15							
3:15-5:50							
6-9							

## 2014-2015 ACADEMIC CALENDAR

### FALL 2014

Aug. 22 ..... College 101 Student Orientation  
 Aug. 25 ..... Fall classes begin  
 Sept. 1 ..... Labor Day holiday (college closed)  
 Sept. 8 ..... 14-week session begins  
 Oct. 17 ..... mid-semester  
 Nov. 21 ..... Last day to drop  
 Nov. 24-28 ..... Thanksgiving Holiday (campus closed)  
 Dec. 15-17 ..... Final Exams  
 Dec. 19 ..... Fall Commencement  
 Dec. 20 – Jan 4 ..... Closed for the Holidays

### WINTERMESTER

Jan. 5 ..... Wintermester classes begins  
 Jan. 9 ..... Last day to drop  
 Jan. 16 ..... Final Exams

### SPRING 2015

Jan. 19 ..... MLK holiday (campus closed)  
 Jan. 20 ..... Spring classes begin  
 Feb. 2 ..... 14-week session begins  
 Mar. 9-13 ..... Spring Break (campus closed)  
 Mar. 20 ..... mid-semester  
 Apr. 17 ..... Last day to drop  
 May 11-13 ..... Final Exams  
 May 19 ..... Spring Commencement

### MAYMESTER 2015

May 18 ..... Maymester classes begin  
 May 22 ..... Last day to drop  
 May 25 ..... Memorial Day holiday (campus closed)  
 May 29 ..... Final Exams

### SUMMER I 2015

June 8 ..... Summer I class begin  
 July 2 ..... Last day to drop  
 July 3 ..... Campus closed for July 4  
 July 9 ..... Final Exams

### SUMMER II 2015

July 13 ..... Summer II classes begin  
 Aug. 6 ..... Last day to drop  
 Aug. 13 ..... Final Exams

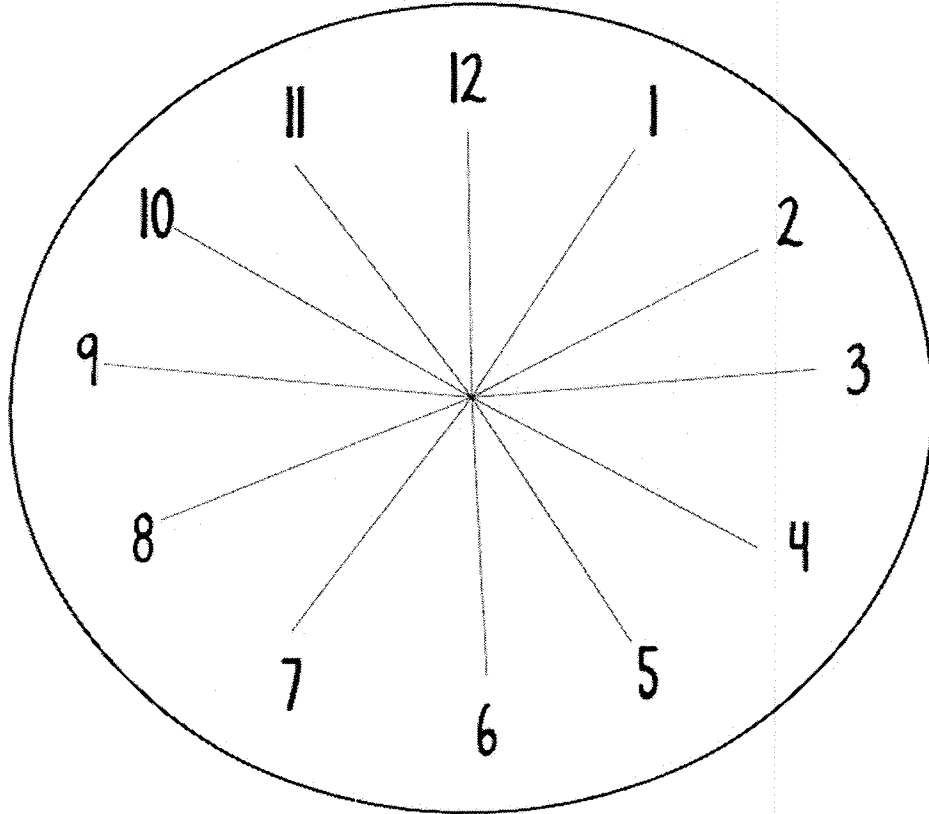
### SUMMER 2015 – WORKFORCE EDUCATION

May 26 ..... Summer classes begin  
 July 3 ..... Campus closed for July 4  
 July 24 ..... Last day to drop  
 Aug. 14 ..... Final Exams

### FALL 2015

Aug. 24 ..... Fall classes begin  
 Sept. 1 ..... Labor Day holiday (campus closed)  
 Sept. 7 ..... 14-week session begins  
 Oct. 16 ..... mid-semester  
 Nov. 20 ..... Last day to drop  
 Nov. 23-27 ..... Thanksgiving Holiday (campus closed)  
 Dec. 14-16 ..... Final Exams  
 Dec. 19 – Jan. 3 ..... Closed for the Holidays

# MY APPOINTMENTS





SYLLABUS RECEIPT:

I, \_\_\_\_\_ (Print name), have received and read the syllabus for ENGL 1301.

I am responsible for its materials and policies.

Semester: \_\_\_\_\_

Our class meets on: \_\_\_\_\_

I acknowledge that there are certain requirements of this course, including:

\_\_\_\_\_ (initial) To pass the class, I must complete the lab work.

\_\_\_\_\_ (initial) To pass the class, I must not exceed the absences limit.

\_\_\_\_\_ (initial) I understand that my attendance will be marked for both in class and online.  
To be counted present, I must submit my work each week before the deadline.

\_\_\_\_\_ (initial) I will be expected to use MLA format for all referenced materials.

\_\_\_\_\_ (initial) I will be expected to do all of my own work.

\_\_\_\_\_ (initial) Wikipedia is not allowed as a source/reference for papers.

\_\_\_\_\_ (initial) I acknowledge that there are a few topics that will not be allowed in this class.

\_\_\_\_\_  
Signature  
(sign and turn in the receipt)

\_\_\_\_\_  
Date