

Syllabus

Course Name: Composition I

Course Number: 1301

Semester & Year: Fall 2018

Instructor Information:

Name: Gail Dorgan

Office: Library at Linden-Kildare High School

Telephone: 903 756-5314 ext 4125

E-mail: gdorgan@lkcisd.net

(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-F (8:00 – 9:35; 11:15 – 1:50)

(Please call or email for an appointment at another time.)

Textbook Information:

Easy Writer with Sentence Guides for Academic Writers by MacMillan Learning –
ISBN#10:1319128025

ENGL 1301 Packet

Materials needed:

Pencil and pen

Red grading pen and highlighters

Notebook paper

2 paper folders with brads and pockets (1 to be used to turn in essays and 1 for the research paper)

Course Description: English 1301 is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis will be on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus will be 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, TSI Reading and Writing Requirements

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, and/or evaluation. At least two essays will be written in class under supervision. 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.

Student Assessment:

Assignments and Assessments	Percentage of overall grade
<ul style="list-style-type: none">• Essays, homework	50%
<ul style="list-style-type: none">• Tests*	50%

*All major tests will be counted as two (2) test grades.

There will be **NO retest on weekly quizzes or quizzes over assigned homework.

***Essay grades will **NOT** be dropped and will count as two daily grades.

Grading Scale:

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

Class Schedule:

***There will be a SAT vocabulary Test every Friday and anytime a reading assignment is given there is a DISTINCT possibility that there WILL BE a reading check quiz over the assignment.**

Week/Dates	1301 Classroom	Homework
Week 1 Aug. 20 - 24	Class Information Course Pre-Test The Writing Process Notes on Symbolism “Beware of the Dog”	Study SAT vocabulary Read “Beware of the Dog” Symbolism analysis of “Beware of the Dog” Rough Draft essay on the use of symbolism in “Beware of the Dog” Vocabulary
Week 2 Aug 27 - 31	The Writing Process Thesis/ Essay Structure/Development Punctuation Revising and editing	Lab Assignments Symbolism in “Beware of the Dog” rough draft essay Vocabulary
Week 3 Sept. 4 – 7	Compare and Contrast Writing using the symbolism in “Beware of the Dog” and “The Door in the Wall”	Lab Assignments Peer edit of “Beware of the Dog” Revise and Publish “Beware of the

	Thesis/ Essay Structure/Development	Dog” Vocabulary Rough draft of compare/contrast essay
Week 4 Sept. 10 - 14	Compare and Contrast Writing Compare/Contrast Essay due Article Summary of “Why Change Is so Hard”	Lab Assignments Take notes and mark “Why Change Is So Hard: Self Control Is Exhaustible” Identify the thesis of the text, summarize the text and answer the title question using textual evidence. Article summary response writing over a research article Begin research for term paper Using research conducted on the previous day write a thesis statement for the research topic and write three questions their research paper will answer. Grammar practice over punctuation Vocabulary
Week 5 Sept. 17 - 21	Research Writing and MLA 8 Grammar MLA 8 practice	Lab Assignments MLA 8 activities Research requirements Vocabulary
Week 6 Sept. 24 – 28	Research Grammar Library Orientation Article Summary of one article	Lab Assignments Work on Essay Grammar MLA 8 activities

	concerning research paper due	Vocabulary
	Working thesis due	
Week 7 Oct. 1 - 5	Research Grammar Research working outline due Optional Extra – Credit Due Oct 5	Lab Assignments Study for Midterm Vocabulary
Week 8 Oct. 8 - 12 <i>Midterm</i>	Midterm Exam Required Reading Essay Due Oct. 12 Research Grammar	Lab Assignments Work on Essay Vocabulary
Week 9 Oct. 15 - 18	Research Grammar Research working introductory paragraph due	Lab Assignments Grammar Vocabulary
Week 10 Oct. 23 - 26	Research Paper Assignment Grammar Research working works cited Due	Lab Assignments Work on Research Paper Grammar Vocabulary
Week 11 Oct. 30 – Nov 2	Persuasive Writing Research rough draft due	Lab Assignments Grammar Vocabulary
Week 12 Nov 5 – 9	Persuasive Writing	Lab Assignments
Week 13 Nov. 12 - 16	Research Paper Due Grammar Process Analysis or Definition writing	Lab Assignments Work on persuasive essay

Week 14	Thanksgiving	Holiday!
Week 15 Nov. 26 – 30	Narrative Writing Process Analysis or Definition Essay due	Lab Assignments Work on process analysis or definition essay
Week 16 Dec. 3 – 7	Narrative writing essay due Required Reading Essay due Dec. 7	Lab Assignments Grammar Vocabulary Work on Narrative Writing Study for Final
Week 17	Course Post-Test Narrative essay due Grammar	Grammar Lab assignments Vocabulary Work on narrative essay
Week 18	FINAL EXAM - MLA	Final Exams

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.

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 or Linden – Kildare High School.

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

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
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
Three 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. 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 students 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 misses on a day when an in-class writing assignment is completed, the student must make arrangements with the instructor to complete the assignment at another time. The essay must be completed within a week of the due date. 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.

For students at Linden-Kildare High School, students have one day from the date of the absence to complete the missed work. This does not apply to an assignment due on the missed date; that assignment is due the day the student returns to school

Linden-Kildare High School students ONLY – absolutely NO late work will be accepted per school policy.

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>. Linden-Kildare High School students who are found to be in violation of the academic dishonesty policy will be referred to the campus administrator will receive a zero on the assignment (can not be made up and the grade will not be dropped). Proven violations have to potential to negatively impact the student's potential entrance into some school organizations.

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 his office located in the Palmer Memorial Library on the first floor for personal assistance or call the Linden-Kildare High School Special Education Department if a student at Linden – Kildare.

If a student has an accommodation letter from the Director of Disabilities 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, Nov. 16, 2018**, which is the last date for the student or instructor to drop this course with a W.

Viewing Grades:

Grades are available for viewing throughout the semester under the student's MyTC portal. Linden-Kildare students may view their grades under the student portal of the Linden-Kildare High School home page.

TC Email:

Students should check their TC Email account on a regular basis 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:

TC 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.

TC Testing Center (Library first floor)

M-Th 10 a.m. – 8 p.m., F 8:30 a.m. – 3:30 p.m., Sunday 2-6 p.m.

Assignment Details

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

Name (first and last)

1301 (Class day/time)

Date

ESSAYS

ATTENTION:

ALL ESSAYS MUST BE TURNED IN OR A STUDENT WILL BE DROPPED FROM THE COURSE!

In-Class Essays:

Two in-class essays will be assigned during the semester. First, the chapter covering the format and requirements of the essays will be covered in class. Then, the student will be asked to complete a prewriting/planning and write the essay in-class on assigned days. 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. The in-class essay must be complete within a week of the original due date.

Submitting Final Out-of-Class Essays:

1. Typed and double-spaced using 14 point easy to read font. (Be sure to save a copy of all work.)
2. Turn in a cover sheet, a formal outline, a final draft, and a works cited page (when required). Be sure to place your first and last name on each sheet as a header in the right corner.
3. Unless otherwise instructed, the cover (title) page should include the following information, double spaced and centered in the middle of the page:

Title of Paper

Student's Name

English 1301

Ms. Dorgan

Date

4. Attach the Rough Draft and Peer Editing Sheet to the back of the final essay.
5. Essays must be submitted to Turnitin.com. The instructor will provide instructions about how to access this site and submit papers during the semester.

Evaluation of Essays:

All assignments are graded using a rubric with points assigned for specific areas. Essays are graded for content, analysis, documentation, grammar, and mechanics. The Texarkana College point deduction scale is used for grammar and mechanics. (SEE BELOW) The content and development and grammar and mechanics grades are averaged for the final writing grade.

Essays will be marked for all errors and returned to the student within two weeks of when the essay is turned in. Reviewing the marked essay is essential for student success in the course. Writing can only improve if a student identifies and works on weak areas in his or her writing.

Texarkana College

Recommended Point Deductions for English 1301

Content and Development 100 points possible

Grammar and Mechanics 100 points possible

Two point deductions:

Use of contractions

Errors in capitalization

Abbreviations

Writing numbers

Quotation marks

Use of adjectives and adverbs

Word Choice

Sentence Structure

Five point deductions:

Misspelled word

Omission of apostrophe in possessive noun

Misuse of an apostrophe

Comma errors other than a comma splice

Errors in parallel structure

Dangling or misplaced modifiers

Errors in italics

Usage

Errors in pronoun case

Confusing shifts in subject, verb tense, voice

Fragments

Fused or run-on sentences

Comma splice

Misuse of semi-colon

Error in agreement of subject and verb

Error in pronoun and antecedent

Incoherent or awkward sentence

Errors in verb tense or principle parts of a verb

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 the student will not be allowed to revise the paper.

RESEARCH PAPERS

ATTENTION: The Research Papers must be turned in to receive credit for this course! No late research papers are accepted!

The Research Papers are assigned after the midterm point. Prior to that 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. Each Research Paper Check is part of the overall Research Paper Final Grade. The final paper will be turned in using the same method as the essays, but will be placed in a pocket folder with brads. The research paper is evaluated in three parts: content and organization, research and documentation, and grammar and mechanics.

NOTE: To conduct reliable research, students must use the TC Databases.

Directions for Accessing the Texarkana College Databases:

1. Go to the Texarkana College Website.
2. Click on the Library link at the bottom of the page.
3. Click on Electronic Resources and Databases on the left side of the page.
4. Click on one of the Databases. (general or specific subject databases are available)
5. Type in your Username and Password.
6. Once in the database, be sure to search for a full text article and be sure to gather documentation information for the article.

Tests/Quizzes

A 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.

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. This also gives a student time to work with an English tutor in the Student Success Center located in the TC Library.

Grammar/Mechanics Lab

Throughout the semester, students are assigned activities covering grammar and mechanics in an online lab set up for this class. Students will be given instructions for accessing the lab from the instructor.

Evaluation of Essays:

All assignments are graded using a rubric with points assigned for specific areas. Essays are graded for content, analysis, documentation, grammar, and mechanics. The Texarkana College point deduction scale is used for grammar and mechanics. Essays will be marked for all errors and returned to the student within three weeks of when the essay is turned in. Reviewing the marked essay is essential for student success in the course. Writing can improve only if a student identifies and works on weak areas in his or her writing.

JOURNALS

Ten journal topics will be assigned during the semester. Journal topics are related to assigned readings in the textbook and/or writing prompts. Journals are completed on notebook paper. Each journal must be one page to receive complete credit for the entry. Journals are meant to allow a student to express ideas, analyze, and critically think about the reading. Journals are graded for content, not grammar and mechanics. Journals will be graded weekly.

WRITING ASSIGNMENTS

Planning (Outline): For each essay, a student will be asked to turn in a thesis statement and a topic outline. Topic outline examples can be found in the textbook page 47 and in the handbook page 21. These steps in the writing process enable the student to gather ideas and organize ideas for writing. The instructor can then provide appropriate feedback for the student before the student begins writing a rough draft of the essay.

Peer Editing: For each essay, a student will be asked to conduct peer editing on a classmate's rough draft of the essay. Students will be assigned to peer-editing groups during the course. Students will bring the typed rough draft to class for peer editing. Each student must edit another student's rough draft for content, organization, grammar, and mechanic errors. A peer editing sheet will be provided and must be completed by the editor. This sheet is turned in with the final essay. On peer editing day, students may also ask the instructor for help on the paper. Peer editing will assist students in preparing the final draft, but should not be the only editing and revising that occurs on the rough draft.

Research Paper Assignments: The Research Paper will be assigned during week four of the course. Over the four weeks after the assignment, students will turn assignments as part of the research paper process. Specific Research Paper information will be provided at that time, but the assignments include: Assignment One – A topic proposal; Assignment Two- A Works Cited page; Assignment Three –Planning; Assignment Four- Rough Draft. Working through the steps in this order will help students succeed in writing a research paper that is well-researched, detailed, organized, and documented. If a student fails to complete these assignments by the due date, he or she loses points on the final research paper.

Class Policies:

- 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.
- Cell phones must be turned off and out of sight in the classroom. Cell phones may NEVER be out during testing. If an emergency situation exists please see the instructor. The TC Campus Police telephone number is 903 798 3330. 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 listen to music via headphones during class.
- Students are not allowed to use a laptop during class without permission from the instructor.

- Students are not allowed to bring children to class.
- 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.
- Much of this class calls for student discussion Please be accepting of views that may differ from your own. A variety of viewpoints and lively discussion often leads to deeper understanding of literature.
- Students should not leave the classroom without permission.
- Only drinks with lids will be allowed in the classroom. Students may have a snack, not a meal, if eating it does not cause a classroom disruption.

If a problem occurs, students may receive a warning or may be asked to leave the classroom and will receive an absence. Students can be dropped from the course for inappropriate classroom behavior.

If any of the above problems occur, a student may receive a warning or may be asked to leave the classroom and will receive an absence. The student will also be reported to the Dean of Students, Mr. Robert Jones. LK students will be reported to the campus administrator. 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 and the Linden-Kildare CISD Handbook.

Please add the number for Campus Police to your cell phone. The number is 903-798-3330. All emergency calls should go to TC Campus Security.

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 instructor at any point during the semester. Students will be notified if any changes occur.*

Revised 08/20/2018

I, _____, have read and understand the policies and procedures outlined in the course syllabus for Composition I -1301 for Fall 2018.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____