



Syllabus

Course Name: Composition I

Course Number: 1301

Semester & Year: 2021

Instructor Information:

Name: Lisa Jones

Office: Physical Sciences Building – Adult Education and Literacy

Telephone: 903 823 3460

E-mail: lisa.jones@texarkanacollege.edu

Emailing the Instructor: Email the instructor from **your TC email address** with any questions or concerns. Please list your name and course in the “Subject” line. Response to emails typically occurs within 24 hours.

Textbook Information:

- *Easy Writer with Sentence Guides for Academic Writers*. Andrea A. Lunsford, 7th edition. MacMillan Learning. ISBN-10: 1319152414
- ENGL 1301 Classroom Learning Packet (available in TC Bookstore and available in online course)
- Texarkana College Library Databases (access information provided)

Materials needed:

- *Computer and wifi; access to Internet is required for online classes*
- *Black or blue pen; pencil, highlighters; notebook paper* (for personal planning and organization of materials)

Course Description:

An **intensive study of and practice in writing processes**, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices (words usage to convey meaning), including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Prerequisite: Completion of English 0032 or 0042 with a C or better, a satisfactory score on ACT, SAT, or Writing Section of the TSI.

Student Learning Outcomes for the Course:

1. Demonstrate knowledge of individual and collaborative writing processes
2. Develop ideas with appropriate support and attribution
3. Write in a style appropriate to audience and purpose
4. Read, reflect, and respond critically to a variety of texts
5. Use Edited American English in academic essays

Student Requirements for Completion of the Course:

Students will write five to eight essays over the course of the semester that will include a research essay of 4-6 pages in length, use Modern Language Association (MLA) documentation and formatting, and require a minimum of five sources. **Essays will be evaluated using Texarkana College Grading Rubrics.**

Essay topics will be based on the following strategies/modes: **exposition** (process analysis, comparison/contrast, definition, classification, cause and effect), **argumentation/persuasive, description, narration, summary and/or evaluation.**

Students will take the **English 1301 Departmental Pre-test and Post-test.** Students will also complete grammar/mechanics lessons in class and in a computer lab. Information for accessing the lab assignments will be given.

NOTE: Students must submit 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, double-spaced, and MLA formatted to be accepted for grading.
- Major essays **MUST** include a rough draft for all essays; the **FINAL ESSAY** must show growth, edits, and improvements from the rough draft.

Student Assessment:

Assignments and Assessments	Percentage of overall grade
<ul style="list-style-type: none"> • Comparison/ Contrast Essay • Argument Essay • Research Paper (Cause and Effect) • Research Paper Presentation 	50%
<ul style="list-style-type: none"> • 1301 FINAL • Definition Essay • Article Summary Response Essay 	30%
<ul style="list-style-type: none"> • Assignments, forums, etc. • Grammar Lab 	20%

Grading Scale:

Grade	
A	90-100

B	80-89
C	70-79
D	60-69
F	59-below

Attendance Policy:

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. Attendance is determined based on the online student’s participation in the weekly assignments and writings. Failure to log-in and access weekly material and/or meet due dates and deadlines constitutes ABSENCES.

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(s).

Experience demonstrates that regular participation in coursework enhances academic success. As such, students are expected to meet the requirements of their registered courses.

A student should not stop performing in an online class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops performing in the 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 activity for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

Excused Absences:

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College.

If a student is excused for a Texarkana College extracurricular activity, religious holiday, or military service, the student must receive prior approval from the Dean of Students and the instructor. Assignments must be completed prior to the excused absence.

Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to an excused absence when students follow the correct notification procedures. **Instructors are not required to allow students to make up work for absences due to other reasons.**

Maximum Allowable Absences:

After official registration, **4 unexcused absences or failure to log-in and access online material for two weeks 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.

Make-up Policy:

If the student misses assigned work, it is the student's responsibility to make arrangements to complete the assignments within one week. **However, forums and activity grades cannot be made up unless arrangements are made with the instructor via email.**

The student is responsible for turning essays in on time. Ten points will be deducted for every day the essay is late.

NOTE: Students must submit 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.**

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>.

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**, . This is the last date for the student to drop this course with a **W**.

Viewing Grades:

Grades are available for viewing throughout the semester under the student's MyTC portal.

TC Email:

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

Student Support, Computer Access, Tutoring:

- **Library Hours**

M-Th 7:30 a.m. – 9 p.m. F 7:30 a.m. – 4 p.m. Sunday 2-9 p.m.

- **Student Support Services (Tutoring) in library second floor**

M-Th 8 a.m.-7 p.m. F 8 a.m. -4 p.m. Sunday 2-9 p.m.

- **Testing Center (Library first floor)**

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

- **Help Desk – TC Login Problems**

903-823-3030 M-Th 8 a.m. – 5 p.m. F 8 a.m.-4 p.m.

Hours may vary or appointments may be required due to COVID-19 restrictions.

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.

Essays:

First, instructions about the format and requirements of the essay will be covered. Then, the student will be asked to complete prewriting/planning in order to write the essay. Each essay has specific content and organization requirements; however, grammar and mechanics requirements are the same for all writing.

Major Essays:

Several major essays will be assigned throughout the semester. Each essay has specific content and organization requirements. These essays will also require planning and prewriting. Support and examples will be provided throughout the course.

Submission requirements for major essays are as follows:

- All essays must be MLA formatted, typed and double-spaced using 12-point Times or Times New Roman font
- Turn in final draft with a front page header, and running header, and a title on the first page
- The running header appears 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

REMINDER: Students who do not submit essays within two weeks of the assigned due date may be dropped from the course for non-compliance.

Evaluation of Essays:

Essays will be evaluated and graded within **three weeks** of when the essay is turned in. Feedback will be provided to help the student grow as a writer.

Plagiarism:

One of the goals of this course is to teach students how to document sources appropriately. Any violation of plagiarism can result in an automatic failure of the course. In most cases a student will receive a zero on the paper and will not be allowed to revise the paper.

Research Paper:

ATTENTION: The Research Paper must be submitted and accepted for grading to receive credit for this course.

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**
- **A MINIMUM of 5 sources must be used in the paper**
- **The FINAL PAPER is a minimum of 4-6 pages (automatic deduction of 20 points per page for each page short of five pages)**

The Research Paper is assigned with step-by-step instructions and components (parts). **Grades will be given for components of the Research Paper as assigned and cannot be completed for a late grade.**

The final Research Paper will be submitted using the same method as all essays. **The research paper is evaluated in three parts: content and organization, research and documentation, and grammar and mechanics.**

Directions for Accessing the Texarkana College Databases:

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

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 within the online course.

Class Policies:

- Go online frequently and read the week's posts and assignments for the course.
- If you have ANY TECHNOLOGY issues, contact Texarkana College HELP DESK as soon as possible. The instructor cannot help you with any issues related to your ability to access wifi, your email, or this course.
- Submit assignments before the submission portal closes.
- Post in all FORUMS as they are used to check your attendance and participation.
- Follow online etiquette guidelines.
- Check your TC email at least twice weekly for instructions and clarifications.
- Communicate! If you have any questions, concerns, problems, etc., email me through my TC email: lisa.jones@texarkanacollege.edu. I cannot help you if I do not know about your issues.
- Students in this course are held accountable to all policies and procedures outlined in the Texarkana College Student Catalog/Handbook.

Please add the number for Campus Police to your cell phone: 903-823-3330.

When on campus, all emergency calls should go to TC Campus Police, then 911 if needed.

Final note~

Everything we do in this course is designed to help you have a successful college career. If something is going on in your personal 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.*

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) 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.

COVID-19 Online/Virtual Environment Instructional Commitment

The ongoing Covid-19 situation will require that some course materials and instruction are provided through an online and/or virtual format. Even if all or a portion of a class was originally scheduled to meet face to face, social distancing guidelines associated with Covid-19 will limit the number of students who are able to attend face to face classes in person simultaneously. Further, circumstances associated with Covid-19 could cause the college to be forced to shift completely to an online and/or virtual delivery at any time during the semester. While TC faculty members are committed to providing students the option of face to face instruction if possible, students should be prepared to continue their classes in an online and/or virtual environment if necessary. Texarkana College is committed to maintaining engaging, high quality instruction regardless of the delivery format.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. **Please contact Tonja Blasé, Director of Retention and Disabilities Services, at 903.823.3349**, or go by the office located in the Palmer Memorial Library on the first floor for personal assistance.

If a student has an accommodation letter from the Recruitment, Advisement, and Retention Department indicating that he or she has a disability that requires academic accommodations, the student should present the letter to the instructor so accommodations can be made. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

Needs Statement: 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 their performance in this course or ability to remain in school, is urged to contact **Tonja Blasé, 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 Human Resources Director is designated to handle inquiries regarding the nondiscrimination policies: 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, human.resources@texarkanacollege.edu

Class Schedule:

Week	Assignments
Week 1	Review Course Information Introductions, Syllabus, Packet, Textbook Information (section 1) Syllabus Acknowledgement Form Introduction Forum Online Etiquette Written Response Misc. Links, Handouts, PowerPoints (section 17)
Week 2	Course Pre-Assessment Writing – Your Writing Experience Steps in the Writing Process Lab Assignment 1 - Commas
Week 3	Five Paragraph Essay Information Definition Essay Assignment Forum Lab Assignment 2 – Semicolons and Colons
Week 4	Definition Essay due Writing Process, Thesis Statement Lab Assignment 3 - Apostrophe
Week 5	Forum Paragraph Development, Topic Sentence, MLA Paper Format Compare and Contrast Essay Assignment Lab Assignment 4 – Quotation Marks
Week 6	Revising and Editing Databases and Research Compare and Contrast Essay due Lab Assignment 5- Subject and Verb Agreement
Week 7	Forum Research and Databases Article Summary Essay Assignment Find Article for Article Summary Lab Assignment 6 - Fragments
Week 8	Article Summary due Lab Assignment 7 – Comma Splices
Week 9	Forum Argumentative Essay Assignment MLA 8, Works Cited page Lab Assignment 8 - Pronouns
Week 10	Argumentative Essay due Lab Assignment 9 - Parallelism
Week 11	Forum Research Paper Assignment Lab Assignment 10- MLA
Week 12	Find Five Sources (3 must be from database) Work Cited Citations Research Paper Works Cited page due
Week 13	Forum Research Paper Thesis and Outline due
Week 14	Work on Research Paper

April 26-May 2	
Week 15	Forum Submit Final Research Paper
Week 16	Research Paper Presentation due Take Final Exam

This is a general schedule. Additions and modifications to this schedule may occur throughout the semester. Any dates changes and amendments announced will override this schedule.