

**Syllabus**

**Course Name:** Composition I

**Course Number:** 1301

**Semester & Year:** Summer 2020

**Instructor Information:**

**Name:** Dr. Mary Ellen Young (MaryEllen.Young@texarkanacollege.edu)

*Telephone:* 903.823.3369

**Name:** Professor Alonza Mitchell (alonza.mitchell@texarkanacollege.edu)

**Telephone:** 903-823-3366 (or you may call via TEAMS)

**Office Hours:** Mrs. Mitchell is available via TEAMS for messages, calls, or video chat upon request

**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.

**Note:** When emailing, please use your Texarkana College e-mail address. Also, please list your name and course title in the "Subject" line.

**Textbook Information:**

- *Easy Writer*. Andrea A. Lunsford, 7<sup>th</sup> edition. MacMillan Learning. ISBN-10: 1319149502
- ENGL 1301 Classroom Learning Packet (**available in the online classroom**)

**Materials needed:**

You **MUST** have access to a reliable computer and the ability to access the Internet. Other studying materials (writing utensils, paper, etc.) are obviously based on individual preference.

**Course Description:**

An **intensive study of and practice in writing processes**, from invention and researching to drafting, revising, and editing. Emphasis is on effective rhetorical choices (word usage to express 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:**

- Demonstrate knowledge of writing processes
- Develop ideas with appropriate support and attribution
- Write in a style appropriate to audience and purpose
- Read, reflect, and respond critically to a variety of texts
- 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**, **summary and/or evaluation**.

Essays will be evaluated using Texarkana College Grading Rubrics. Students will take the English 1301 Departmental Pre-test and Post-test. Students will also complete grammar/mechanics lessons.

**NOTE:** Students must submit ALL assigned essays in order to receive a passing grade for the course. **Students who do not submit essays on 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.

➤ **Student Assessment Breakdown and Grading Scale**

Assignments and Assessments	Percentage of overall grade
<ul style="list-style-type: none"> <li>• Compare and Contrast Essay</li> <li>• Article Summary Response</li> <li>• Argumentative Research Paper</li> </ul>	50%
<b>At least two of the following:</b> <ul style="list-style-type: none"> <li>• In- Descriptive Essay</li> <li>• Forums</li> <li>• Research Presentation</li> </ul>	30%
<ul style="list-style-type: none"> <li>• Grammar Labs</li> <li>• Final Exam</li> </ul>	20%

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.

**In an ONLINE/WEB Class, failure to log into and participate in the class for 3 consecutive assignments (3 class periods) requires an AUTOMATIC DROP from the class. Attendance will be taking via responses to weekly TEAMS meetings, class Moodle Forums, and through completion of course assignments.**

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.

However, 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.

**Make-up Policy:**

If the student has an excusable reason for absence of an online presence, it is the student’s responsibility to make arrangements to communicate with the instructor and complete the assignments in a timely manner.

If a student misses a QUIZ or MAJOR ASSIGNMENT for an excusable reason, it is the student’s responsibility to communicate with the instructor to makeup the missed item(s).

**The Research Paper cannot be handed in late – no exceptions!!**

**NOTE:** Students must hand in ALL assigned essays in order to receive a passing grade for the course. **Students who do not hand in all assigned essays may be dropped from the course for non-compliance.**

## STUDENT COURSE SCHEDULE

DATE:	ASSIGNMENTS:
<b>Week 1</b> June 1-6	Class Information and <b>Syllabus Acknowledgement FORUM 1:</b> <b>FORUM 1: Self Introductions (Due Wednesday)</b> <b>PowerPoint:</b> Steps in the Writing Process Descriptive Writing: Introduced <b>Grammar Labs 1-2</b> <b>PowerPoint:</b> Thesis/ Essay Structure/Development <u><b>Essay 1: Descriptive Essay DUE Sunday, June 7<sup>th</sup></b></u> <u><b>DUE ON OR BEFORE Fri June 5th, Course Pre-Assessment</b></u>
<b>Week 2</b> June 7-13	<b>FORUM 2: Something you are interested in (Due Wednesday)</b> <b>PowerPoint:</b> TC Database/Library Orientation <b>PowerPoint:</b> MLA Formatting Introduced <b>PowerPoint:</b> Works Cited Page Introduced <b>Grammar Lab 3-4</b> <b>PowerPoint:</b> “The Paragraph” Topic Sentences and Paragraph Development, Article Summary <b>Comparison and Contrast Writing:</b> Introduced <u><b>Essay 2: Article Summary and Response Essay: DUE Sunday, June 14<sup>th</sup></b></u>
<b>Week 3</b> June 14-20	<b>FORUM 3: Versus: Walmart vs. Target, Burger King vs. McDonalds, etc. (Due Wednesday)</b> <b>Grammar Lab 5-7</b> <b>PowerPoint:</b> Compare Contrast <b>PowerPoint:</b> Revising and Editing <u><b>Comparison and Contrast Rough Draft DUE Thursday, June 18<sup>th</sup></b></u> <u><b>Essay 3: Comparison and Contrast Essay DUE Sunday, June 21<sup>st</sup></b></u>
<b>Week 4</b> June 21-27	<b>FORUM 4: Argumentative Topics and Thesis Statements(Due Wednesday)</b> <b>PowerPoint:</b> Research Paper Thesis and Outline Lesson <b>Grammar Labs 8-10</b> <b>PowerPoint:</b> Research Paper Thesis and Outline Lesson <b>PowerPoint:</b> Research Paper Body Paragraphs Lesson <u><b>Essay 4: Rough Draft Paper DUE Sunday, June 28<sup>th</sup></b></u> <u><b>Essay 4: FINAL Argumentative Research Paper DUE Monday, 30th</b></u> <u><b>(NO LATE PAPERS WILL BE ACCEPTED)</b></u>
<b>Week 5</b> June 28- July 2	<b>FINAL EXAM</b> <b>FORUM 5: Reflection(Due Tuesday)</b>

**Class Schedule: Dates and amendments announced online will override this schedule.  
You did it!!**

**Academic Dishonesty Policy/Academic Integrity Statement:**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact **Tonja Blase**, Director of Retention and Disabilities Services, 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, the student should present the letter to the instructor so accommodations can be made.

**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, Friday, Aug 2**, which is the last date for the student to drop this course with a **W**. The professor can drop the student at any time during the semester.

**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 (at least twice weekly) to check for general information sent from campus or instructors.** Also, when emailing the instructor, the students should use the TC Email account.

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

- **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**

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

**Online Class Policies:**

- There is a zero tolerance policy for any behavior that is disruptive of online learning. This includes any vulgar language or rude behavior toward the instructor or other students in the class, etc.
- Please be accepting of and open to views that may differ from your own. A variety of viewpoints and lively discussion often leads to deeper understanding of the content.
- A student with persistent behavior problems that disrupt the learning environment will be reported to the Dean of Students, Mr. Robert Jones.
- 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: 903-798-3330. All emergency calls should go to TC Campus Police, then 911 if needed.**

**Final note~**

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:** 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](mailto:human.resources@texarkanacollege.edu)35656

**PLEASE BE AWARE:** *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 05/2020