



**Mrs. Maggio's ENGL1301 Comp I Syllabus**

**Fall 2023**

**Course Meeting Time/ Place:** ENGL1301-1H2-HYB/ HP2-HYB: Tuesdays/Thursdays 9:30-10:50, HUM222  
ENGL1301-1H4-HYB: Mondays/ Wednesdays 11:00-12:20, HUM222

**Professor Information:**

**Name:** Amanda Ritter-Maggio

**Office:** Stilwell Humanities 212 and virtually (via Microsoft Teams by appointment only)

**Office Telephone:** 903-823-3227--this is a landline phone, and I can't access it if I'm not on campus. If you call and I don't answer, leave a voicemail or send an email.

**E-mail:** [amanda.rittermaggio@texarkanacollege.edu](mailto:amanda.rittermaggio@texarkanacollege.edu)

Email is the best and fastest way to contact me. PLEASE do not message me through Moodle, MyTC Gradebook, or Teams, because I do not check those platforms frequently and will not see your message. When sending email, please include your first and last name as well as your class name. Please note that I do not answer emails between the hours of 7:30 pm and 7:30 am, but I typically respond to all emails within 24 hours.

**Office Hours:** MW 9:30-11:00 and 2:00-3:00; TR 8:00-9:30, 12:30-2:00; Fridays and other times by appointment

**Please be aware that this course is presented in a hybrid, 8-week compressed format. A hybrid course, as defined by the Texas Higher Education Coordinating Board, is a "course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place." You can expect to spend at least 6-8 hours per week interacting with course material on Moodle (this may include but is not limited to watching lecture videos or other informational videos related to course content and completing online assignments).**

**Because of the fast-paced nature of a hybrid course and the compressed course format, face-to-face attendance is required and is extremely important. If you cannot regularly attend class, you should enroll in a fully online course.**

***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 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***

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.

***What to Expect for This Class***

This class is designed to give you the foundation you need to be a successful academic writer. Since the name of the class is "Composition," it should not be a surprise that we will be doing a lot of writing. We will learn how to write several different kinds of essays. The majority of your grade will come from the essays you will write (see more information below). In addition, we will learn how to evaluate sources for credibility and cite sources in order to avoid plagiarism.

This course is worth three credit hours. This means that if this class were face-to-face and presented in a sixteen-week semester, we would spend three clock hours each week in class together, and that for each hour that we would spend in

class, you would expect to spend two to three hours completing homework and preparing for the next class meeting (a total time commitment of at least nine to twelve clock hours per week, per class). This is why twelve credit hours is referred to as a “full-time class load”--you would spend twelve hours in class each week, plus twenty-four to thirty-six hours working on homework each week (the equivalent to a full-time job).

In order to be successful in this class, you will need to schedule several hours per week to work on assignments. Read everything that is assigned. Watch all assigned videos. “Due dates” are NOT “do dates.” Work ahead. Check your TC email at least two to three times per week. Use your assignment calendar to keep up with all assignments (do not rely on Moodle to prompt you when an assignment is due).

Time spent in class is devoted to instruction, hands-on practice, class discussions, and group work. Do not use class time as a time to work on assignments for this or any other class. If the only time you spend working on assignments or thinking about class is during class time, you will not pass.

This class will be challenging, but you are not alone! I am here to help you be successful. Please talk with me if you are struggling or need assistance. TC also has a wealth of resources available to students, from tutoring to computer labs to counseling. Asking for help is not a sign of weakness. Please take advantage of these resources.

**Textbook:** No textbooks are required for this class. Instead, we use free academic resources that are available online.

#### **Materials needed:**

- **Notebook paper, folder or binder, and pens or pencils.** Bring these materials to class every day. You will need to take notes and have something to keep your notes and handouts in.
- **Computer and internet access** to complete coursework in Moodle (laptop or desktop computer required – not all course components are compatible with smartphones. Do not attempt to take an online class using only a smartphone).
- **Word processing software** to type, edit, and save essays (Microsoft Word, Google Docs, Pages, etc. will work). All students have access to the web-based Microsoft Office suite, including Word, for free through their TC OneDrive.
- **Basic computer skills** are required (you should be able to access web sites, be comfortable navigating in Moodle and in your chosen word processing software, be able to open and save files, conduct online research, and so on).
- **Backup/ alternative means of computer and internet access** (in case of outage or computer failure). Have a plan for where you would go to get online or use a computer if your computer or network fails. Computer or internet failure is NOT an excuse for missing coursework.
- **Respondus LockDown Browser exam-monitoring software** (one-time download available in Moodle; compatible with most but not all computer systems. Try the practice test in Moodle to ensure your system is compatible. If it is not, you will need to complete your exams in the TC Testing Center). [Watch this video to get a basic understanding of LockDown Browser.](#)
- **Webcam** for Respondus LockDown Browser. This can be a USB webcam or built into your monitor or laptop.

#### ***Class Policies***

You have enrolled in a hybrid class, so I assume that means you prefer to attend in-person and learn in a classroom with face-to-face interaction with other humans. If that is not true, you should enroll in a fully online section of this course. Please observe the following guidelines for class behavior:

- **Early is on-time; on-time is LATE!** We will begin each class period promptly, and I will take attendance at the beginning of class. If you cannot regularly attend class or stay for the duration of each class meeting, it is best that you enroll in an online section of this course.
- **Leaving class:** Students should not leave the room during class time except in the case of a medical emergency. Stepping out to answer a phone call or go to the vending machine is not a medical emergency. Being more than fifteen minutes late or leaving the room for more than fifteen minutes is considered an absence.
- **Cell phones, tablets, and laptops in class:** Don’t use electronic devices during class time unless you are given

special permission or have documented accommodations for a disability. Tell your friends and family your class schedule and let them know you can't respond to calls and texts during class. Silence your phone or put it in Do Not Disturb mode before class begins. Let's all enjoy the company and interaction of other live human beings.

- **Music, earbuds, and headphones:** Remove earbuds and headphones before class. Do not play music or videos during class time. It's distracting to me and to other students.
- **Photography and recordings:** Please do not take pictures, record videos, or make audio recordings during class time unless you have accommodations for a disability or I have granted you permission.
- **Class visitors:** People who are not enrolled in the course (including children) are not permitted in the classroom at any time.
- **Snacks and drinks** are permitted in class only if they do not cause disruption. Do not come ten minutes late to class with fast food bags or drinks in hand. You are responsible for any spills and for leaving your area clean at the end of class.
- **Participation and interaction:** This is not a lecture course. All students are expected to positively contribute and participate in class discussions with helpful, tactful comments and constructive feedback. 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. In order to have successful discussions, we have to set some ground rules: (1) Please listen carefully to whomever has the floor and do not speak when the instructor or another student is speaking. (2) During class, please give whatever we are working on your full, undivided attention (that means spending zero minutes on non-class-related activities like sleeping, texting, watching videos, gaming, homework for another class, etc.) (3) Be mentally present during class time please do not disrupt the learning process of other students.
- **Attempt to find your own answer:** If you're confused or stuck on an assignment, your first instinct may be to immediately ask your instructor a question. Before you ask, take the time to try to figure it out on your own. For questions related to class structure, such as due dates or policies, refer to your syllabus, calendar, or assignment guidelines. Reach out to a classmate. If you are absent, get notes and assignments from a buddy. Attempt to find the answers to any other questions on your own using a search engine. If your questions remain unanswered after a bit of effort, feel free to contact me.
- I reserve the right to remove disruptive or disrespectful students from the class for the day and/or record them as absent. If there is someone who is interfering with your ability to learn in this course, please let me know ASAP. A student with persistent behavior that disrupts the classroom environment will be reported to Robert Jones, Dean of Students. Students can be dropped from the course for persistent inappropriate classroom behavior.

### *Grades*

The number one reason people fail this class is that they do not turn in their assignments. All assignments are worth points and are important. You will see your grade drop **DRAMATICALLY** if you miss a writing assignment. Use your course calendar to keep up with all due dates. Do not procrastinate, especially on writing assignments.

Start working NOW toward the grade that you want. Don't wait until the end of the semester and then ask how you can get an A, B, or whatever grade—by then, it will be too late.

### **Your average is determined in the following way:**

<b>Formal Writing</b> <ul style="list-style-type: none"> <li>• Narrative Essay (100 points)</li> <li>• Article Summary-Response Essay (200 points)</li> <li>• Research Report (200 points)</li> <li>• Annotated Bibliography (50 points)</li> <li>• Argumentative Research Paper (250 points) (not late-pass eligible)</li> <li>• Final Exam/ Post-Assessment (70 points) (not late-pass eligible)</li> </ul>	<b>80%</b>
All essays must be submitted in Moodle; I cannot grade any printed assignments or assignments sent via	

<p>email. Consider using OneDrive to access and save all your documents, as you never know when something may be useful later.</p> <p>We will use TurnItIn for all formal writing assignments submitted in Moodle. TurnItIn is a plagiarism-detection software that also checks for AI usage and common spelling and grammar mistakes. Please note that I use TurnItIn as a grading tool (not as the sole source of your essay grades).</p> <p>All formal writing assignments must be written using MLA 9<sup>th</sup> edition guidelines. There are numerous free MLA resources available in Moodle.</p>	
<p><b>Classwork and Homework</b></p> <ul style="list-style-type: none"> <li>• Pre-Assessment (20-point completion grade)</li> <li>• Unit quizzes (point values vary; may be taken only once)</li> <li>• Grammar Lab quizzes (point values vary; each Grammar Lab quiz may be taken twice)</li> <li>• Three essay peer reviews (30 points each) (not late-pass eligible)</li> <li>• Three essay topic/ outline submissions (20 points each)</li> <li>• Essay Remix and Presentation (100 points) (not late-pass eligible)</li> </ul> <p>I will drop everyone's lowest classwork assignment grade at the end of the semester.</p>	<b>20%</b>

**Late work:** If you get behind in your work, it is extremely difficult to get caught up. Make things easier on yourself: work ahead as much as possible and do not get into the habit of completing work at the last minute.

Because life often gets in the way and emergencies do happen, everyone is granted **three** no-questions-asked late work passes. These can be used for any assignment EXCEPT those noted above and will grant you an extension of three calendar days to submit the assignment. To use a late pass, you must notify me via email **before** the assignment is due (include "Late Pass" in the subject line of the email). Do not say why you are asking for the late pass. It does not matter. Your request will be approved as long as you have late passes remaining; therefore, you do not need to wait for a reply, as all requests will be approved. Submit the assignment in Moodle within three calendar days of the due date. Only one late pass may be used per assignment. **Save your late passes and use them wisely, because I cannot accept late assignments after you have used all of your late passes or if you have neglected to request one.**

I update grades in MyTC several times per week, so please monitor your grades and let me know if you see anything that looks incorrect. Please be aware that any assignment not submitted for a grade (or not submitted after using a late pass) will count as a zero in the gradebook.

**Extra credit:** I do not offer extra credit or bonus assignments. Students who are concerned about their course average should meet with me during office hours so that we can discuss their class performance and ways to improve their grades.

**Grading scale:** A = 89.5-100%; B = 79.5-89%; C = 69.5-79%; D = 59.5-69%; F = 0-59.4%

**Return of graded work:** I know that it is important for you to know your grades and how you are doing in the class. I promise to provide feedback and return all work in a timely fashion. You can find full explanations of all assignments and when you can expect to receive your graded work by clicking the "Assignment Guidelines" links in Moodle. In general, you can expect all quizzes and classwork assignments to be graded within two working days of the due dates. I generally grade and return essays within one week of the due dates. Please note that while you are welcome to submit assignments early, I do not grade work until after the assignment's due date.

### *Attendance*

Attendance is absolutely required and vital to your success, and TC has a strict attendance policy. Attendance in a hybrid class means that you are attending class in-person AND completing assignments in Moodle each week. I take attendance at the beginning of class, and Moodle keeps a detailed log of all your activity in the course. **Anyone who misses more than four class meetings OR has not submitted any work in Moodle for more than two weeks will be dropped from the course. Being dropped from a course may negatively impact your financial aid.**

Please note that the only “excused absences” that TC recognizes are active military duty and religious holy days. If something is happening in your life that is causing you to miss assignments or keeping you from logging in to class, please reach out to me as soon as possible so that we can come up with a game plan. If you know ahead of time that you will need to miss a class, please notify me (phone or email) so I will know not to expect you. Check with a classmate to get notes and missed work.

I am required to enter all attendance information in MyTC. Please note that if you miss class, you will receive attendance alert emails from Mrs. Melva Flowers in the Office of Student Retention. These are automatically generated in MyTC and do not mean you have been dropped from the class; however, these messages serve as a warning for the number of times you have missed class.

### *Other Important Policies and Information*

**Academic Dishonesty Policy/Academic Integrity Statement:** One of the goals of this course is to teach students how to document sources appropriately. We will use the MLA Ninth Edition guidelines to format papers and cite all sources for this course. If you borrow words or ideas from others, cite them appropriately (with both in-text and works cited citations). I must be able to see a true representation of your writing abilities in order to give you useful feedback on what you are doing well and what you can improve. Copying other students’ work, incorporating sources without citing them, paying someone else to do your work, reusing work from other classes, and/or relying on AI will stifle your growth as a writer. Any evidence of plagiarism (including but not limited to copy-pasting from the web without correct citations, reusing papers submitted for another class, or having another person or AI complete work for you) will result in a grade of zero for the assignment (with no option to re-submit) and referral to the Dean of Students. Please see the student handbook for more information. To identify plagiarism, cheating, and academic dishonesty, I will use TurnItIn, online plagiarism and AI detectors, and comparisons of your finished work with earlier drafts and to your other writing.

To ensure exam integrity, you are required to use Respondus LockDown Browser to take the final exam for this course. Evidence of cheating or academic dishonesty during an exam, included but not limited to having someone else take the exam, using notes, books, or unauthorized resources during the exam, will result in a grade of zero for the exam with no option to resubmit and referral to the Dean of Students.

**TC Email:** Students should check their TC Email account on a regular basis (at least two to three times weekly) to check for general information sent from campus or instructors.

**Mrs. Maggio’s Communication Policy:** If you have concerns, please contact me with an email, call, or visit my office. I try to reply to all emails and phone calls within 12 hours. If it has been more than 24 hours since you sent your message and I have not responded to you, chances are I haven’t received the message, so you may want to try again (it also does not hurt to double-check the email address for misspellings or typos). I usually check email and log on to Moodle once or twice a day on weekdays and weekends but usually do not check or log in on holidays. I also do not check email between the hours of 7:30 pm and 7:30 am, while I am in class, or the 15 minutes prior to class time.

**Policy on Computer Access/ Technology Failure:** It is the student’s responsibility to understand how to use Moodle and word processing software, maintain access to a working computer, and maintain access to a high-speed internet connection in order to keep up with online class assignments.

Because computer and network problems can and will occur, students should have a plan for alternative computer access. Botched submissions or faulty attachments do not count for credit, and computer problems cannot be used as an excuse for late work. Make sure you begin your assignments early and avoid submitting assignments during the final hour. Save your documents often and use OneDrive or Google Drive. Keep copies of all your work, because you never know when something might be useful.

If access to a computer or reliable Internet concerns you, please discuss with your instructor or advisor how you might take a proactive approach to your online success. **Please be aware that not all course components will work on mobile devices, tablets, or iPads. You cannot be successful in an online class if the only computer you have is a smartphone.**

**ADA/ Disability Statement:** TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blasé at 903.823.3349, or go by the office of Disability Services located in the Academic Commons (library) for personal assistance.

If a student qualifies for accommodations from the TC Director of Disability Services indicating that he or she has a disability that requires academic accommodations, the director will send an email 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.

**FERPA:** The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines.

In compliance with the Federal Family Education Rights and Privacy Act, Texarkana College is prohibited from providing certain information including grades, bills, financial aid, and other student record information to any third party unless the student gives us written permission. This restriction applies, but is not limited to your parents, guardians, spouse, and your employer. Each student has the right to grant Texarkana College permission to release information about your records to a third party by completing and submitting a FERPA Student Information Release Authorization Form. See the TC website or Office of Admissions for more information.

**Student resources:** There are many offices and dozens of people at TC who are standing by willing to help you with nearly any kind of issue that might arise during your time as a student. Visit <https://www.texarkanacollege.edu/current-students/> to view all student resources.

- **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. TC provides a care closet with food and personal hygiene items. Contact Phillip Parrish for more information: [phillip.parrish@texarkanacollege.edu](mailto:phillip.parrish@texarkanacollege.edu)
- **Counseling Services:** TC students may receive confidential counseling with no charge and no insurance required from Mrs. Luretha Loudermill, LPC. Visit the following website for more information: <https://www.texarkanacollege.edu/campus-life/counseling-services/>
- **Tutoring:** tutoring is available on the second floor of the Academic Commons and online through Teams.

You can make a tutoring appointment by visiting <https://texarkanacollege.libcal.com/>

- **Technology and log-in help:** Contact the TC Service Desk at 903-823-3030 or [support@texarkanacollege.edu](mailto:support@texarkanacollege.edu)

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**Last day to drop:** The last day for students to withdraw from class (earn a grade of W) is **September 29**.

**Bottom line and final notes:** I promise that no one on this campus wants you to be successful in this course more than I want you to be successful in this course! However, it's up to you to put in the hard work that will be required to make that happen. I will be happy to answer questions and help as much as I can, but you will need to attend class regularly, pay attention to all instructions, videos, and feedback, and work diligently. Some of the assignments will be challenging. You need to be willing to do what it takes and take constructive criticism to learn and grow as a writer. You will learn that as a college student, natural intelligence or academic talent do not matter as much as hard work and a good work ethic.

I am looking forward to a wonderful learning experience with each of you this semester!