



Mrs. Maggio's ENGL1301 Online Comp I Syllabus

Fall II 2023

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

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: Mondays/Wednesdays 9:30-12:30 and 2:00-3:00; Tuesdays/Thursdays 8:00-9:20; Fridays 9:00-11:00 and other times by appointment

****PLEASE NOTE: this course is presented in a fully online, asynchronous environment. This means that class will NOT meet in person or on Teams. Please STOP READING and IMMEDIATELY consult your advisor if you are not comfortable with taking the course in an online environment or do not have basic computer skills, reliable laptop or desktop computer access, or reliable high-speed internet access.**

Do NOT attempt to take this course if the only computer access you have is a smartphone. **

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

Upon successful completion of this course, students will:

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). **Because this course is compressed into 8 weeks, you will need to commit to spending 18-24 clock hours per week on completing 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). Get help from me and/or a tutor if you need it.

Please be aware that this course is presented in a compressed, fast-paced 8-week format. 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: There is not a textbook for this class. Instead, we will be using free academic resources that are available online.

Materials needed:

- **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 Atmosphere and Netiquette

Because our class meets online, nearly all of our communications will be electronic and in writing. Take extra care that your communications are clear and professional. Please observe the following netiquette guidelines.

- **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. 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.
- **Proofread, proofread, proofread.** This is true for your essays but also for any other written communication. Misspelled words and typos lead to confusion and are distracting to readers. Use proper punctuation and capitalization. Keep in mind that typing in ALL CAPS denotes shouting. Read everything from an objective point-of-view and make sure that your message will make sense to your readers.
- **Be kind and respectful.** This class is made up of a diverse group of students from all backgrounds and walks of life. Always err on the side of being professional, respectful, and kind. In virtual communications, be as polite as you would be if you were speaking face-to-face. Be aware that sarcasm and jokes do not often come across successfully in writing. It is possible to disagree with someone but still be polite and respectful.

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 **DRASTICALLY** if you miss a writing assignment. Use your course calendar to keep up with all due dates. Do not procrastinate, especially on large 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:

<p>Formal Writing</p> <ul style="list-style-type: none"> • Narrative Essay (100 points) • Article Summary-Response Essay (150 points) • Research Report (200 points) • Annotated Bibliography (50 points) • Argumentative Research Paper (250 points) (not late-pass eligible) • Final Exam/ Post-Assessment (70 points) (not late-pass eligible) <p>All essays must be submitted in Moodle; I cannot grade any printed assignments or assignments sent via 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 9th edition guidelines. There are numerous free MLA resources available in Moodle.</p>	80%
<p>Classwork and Homework</p> <ul style="list-style-type: none"> • Pre-Assessment (20-point completion grade) • Unit quizzes (point values vary; may be taken only once) • Grammar Lab quizzes (point values vary; each Grammar Lab quiz may be taken twice) • Three essay peer reviews (30 points each) (not late-pass eligible) • Three essay topic/ outline submissions (20 points each) • Essay Remix and Presentation (100 points) (not late-pass eligible) <p>I will drop everyone's lowest classwork assignment grade at the end of the semester.</p>	20%

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.

Bonus/ extra credit points: 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 discussions 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 an online class means that you are logging in and completing assignments each week. Moodle keeps a detailed log of all your activity in the course. **Anyone who has not logged into AND completed assignments for more than one week 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.

NOTE: *The above guidelines are subject to amendment by the instructor or by mutual agreement between instructor and class at any point during the semester. Students will be notified if any changes occur.*

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 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 three times weekly) to check for general information sent from campus or instructors.

Mrs. Maggio's Communication Policy: If you have concerns, please don't hesitate to 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 you are reading this, email me the magic word "unicorn," and I'll add five percentage points to your Week 1 quiz score. Offer expires Sunday, October 22 at 11:59 pm.

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.

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.

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
- **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
- **Campus Police:** add the Campus Police phone number as a contact in your phone (903-823-3330). Contact Campus Police if you are on campus and need help or see something suspicious.

Last day to drop: The last day for students to withdraw from class (earn a grade of W) is **December 1**.

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 log in to 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!