

**Syllabus**

**Course Name:** Composition I
**Course Number:** 1301
**Semester & Year:** FALL 2024

**Instructor Information:**

Professor: *Mrs. Strebeck*

 *Office:* Room 507
 *Telephone: 903-832-8005 ext. 4506*

*E-mail:* sstrebeck@pgisd.net

**Office Hours: 3:02 - 3:47**

**Note: ALL e-mails to me MUST be from the student’s Pleasant Grove e-mail address. The subject line MUST have a class period. Other e-mails will not be opened.**

* **Textbook Information:**
* ENGL 1301 Classroom Learning Packet (available in TC Bookstore and a copy will be provided online)
* **Materials needed:**
* School Issued Chromebook (students cannot use personal computers)
* Computer and WIFI access are required for this class.
* Pencil and pen
* Highlighters
* Post-it Notes
* **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. The 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 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**.

At least two essays will be written in class under supervision. 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 labs**. Instructors will give information in class to help students access the lab assignments.

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

* **Student Assessment:**

| **Assignments and Assessments** | **Percentage of overall grade** |
| --- | --- |
| * Comparison/ Contrast Essay
* Article Summary Response Essay
* Persuasive/Argumentative Essay (Optional: Group Argumentative)
* Research Paper/ Presentation
 | 50% |
| * Grammar/MLA Post-test

**At least two of the following:*** In-Class Descriptive Essay
* In-Class Process Analysis Essay
* In-Class Definition Essay
* In-Class Narrative Essay
 | 30% |
| * Daily Work
* Grammar Lab in Moodle
 | 20% |

* **Grading Scale:**

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

**Class Schedule: (Note – the following is a general schedule. Your instructor may hand out a detailed Class Assignment Calendar. The assignment calendar is considered a part of the course syllabus.)**

| **Week** | **Assignments** |
| --- | --- |
| **Week 1** | Class InformationCourse Pre-Test |
| **Week 2** | Steps in the Writing Process, Thesis, and Paragraphs with Topic Sentences**Descriptive Writing Essay**Grammar Lab |
| **Week 3** | TC Database Library Orientation; Discuss Summarizing and ParaphrasingArticle Summary Response WritingGrammar Lab |
| **Week 4** | Citing Sources, Paraphrasing, and Direct Quotes**Article Summary Response Essay Due** Grammar Lab |
| **Week 5** | Persuasive/Argument Writing Introduced; Point of View Reference; MLA FormattingArgumentative/Persuasive EssayGrammar Lab |
| **Week 6** | Rough DraftArgumentative/Persuasive Essay Rough DraftGrammar Lab |
| **Week 7** | Final essay **Argumentative/Persuasive Essay DUE**Grammar Lab |
| **Week 8** | Research Paper Assignment Introduced; RP Introductions**Research Paper Thesis**Grammar Lab |
| **Week 9** | Research Paper**Research Paper Works Cited DUE**Grammar Lab |
| **Week 10** | Research Paper**Research Paper Outline Due**Grammar Lab |
| **Week 11** | Research Paper Writing continued; RP Presentation Assigned **Research Paper Rough Draft Due**Grammar Lab |
| **Week 12** | Research Paper Presentations**Final Research Paper Due** |
| **Week 13** | Compare and Contrast Essay Writing **Compare and Contrast Essay DUE** |
| **Week 14** | Narrative Essay Writing Introduced |
| **Week 15** | Narrative Writing continued**Narrative Essay Due** |
| **Week 16** | Course Post-Test/FINAL EXAM |

* **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, they **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. **Students who come to class 15 minutes or more past the class start time will be marked ABSENT**.

**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**.

**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 institution's 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. These are the only excused absences that are considered by Texarkana College and/or Pleasant Grove.

**Responsibility for work missed for any absence is placed on the student. Assignments must be completed prior to the excused absence.** Instructors are required to allow students to make up work missed if the absence is excused as noted in the PG handbook. Students must follow the correct notification procedures. **Make-up policies are listed in each individual instructor’s syllabus.**

* **Maximum Allowable Absences**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:Five times a week (M-F class) Dual Credit | An instructor may withdraw a student from a course if absences exceed:10Three tardies count as one absence |

* **Make-up Policy:**

If the student is absent, it is the student’s responsibility to make arrangements to complete select assignments within one week noted in the handbook; however, if a student misses 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 a day that an essay is due, the student is still responsible for turning the essay in on time.** **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 essays by 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 **TBA** which is the last date for the student to drop this course with a W.

* **Viewing Grades:**

Grades are available for viewing throughout the semester in Skyward. Students should check their grades 2-3 times a week. They are responsible for knowing their current grades.

* **PG Email:**

Students should check their PG Email account daily (especially when absent) to check for general information sent from campus or instructors. CHECK EMAIL DAILY FOR CLAIM TIME

* **Student Support, Computer Access, Tutoring**
* **PG Hawk HelpTesting Center (PG Library)**

Tuesday and Thursday 4 p.m. - 6 p.m.

* **Claim Time (teacher classroom)**

Daily 9:38 - 10:08 a.m.

* **Texarkana College Libray**

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

* **TC Student Support Services (Tutoring) on library's second floor**

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

* **Help Desk - TC Lgin Problems**

903-823-3030 8 a.m. – 5 p.m. Mon-Thursday; 8 a.m.-4 p.m. Friday

* **Assignment Details**

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

Student’s Name

Instructor’s Name

English 1301- period

Date

* **Essays**
* **In-Class Essays:**

Two or more in-class essays will be assigned during the semester. First, instructions about the format and requirements of the essay will be covered in class. Then, the student will be asked to complete prewriting/planning in order to write the essay in class on the assigned day. 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 attend Hawk help in the library to complete the assignment. **Any assigned in-class essay must be completed by the original due date.**

* **Submission requirements for major essays are as follows:**
* All essays must be MLA formatted, typed, and double-spaced using 12-point Times New Roman font
* Turn in the final draft with a front-page heading and running header, a title on the first page, an edited rough draft, and plan sheets/outlines as discussed in class
* 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 and a heading in the upper left-hand corner with the following information:
	+ - Student’s Name
		- Instructor’s Name
		- Course Name (English 1301 Period)
		- Date (Day Month Year) ex: 20 Aug. 2022 (Note: no commas)
* **REMINDER:** **Students who do not hand in essays within the assigned due date may be dropped from the course for non-compliance**.
* **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. Essays will be evaluated 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.

* **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. This also includes using AI to write a paper.

* **Research Paper:**

**ATTENTION: The Research Paper must be turned in and accepted for grading to receive credit for this course!**

**NO LATE PAPERS ACCEPTED!! NO EXCEPTIONS!!**

**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**
* **Paper must be a minimum of three pages (automatic deduction of 20 points per page for each page short of five pages)**

When the Research Paper is assigned, 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. **Grades will be given for components of the Research Paper as assigned and cannot be completed for a late grade.** The final paper will be turned in using the same method as the essays.

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 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 the 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 submit a typed rough draft on the day that it is due. Failure to do so may result in points deducted from the final essay grade and loss of the grade for the assignment.** 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 the content and to find and correct grammatical and mechanical errors. This also gives a student time to work with an English teacher during Plus Time or Hawk Help

* **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. Failure to complete these by the due date will result in the student being locked out of the grammar lab and receiving a grade of zero.

* **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.

* **Class Policies:**
	+ **Cell phones and smart watches must be turned in and AirPods must be out of the ears**. If an emergency situation exists, please let me know about it before class. Once devices are turned in, they cannot be touched until 3 min of class is left. **Students will be warned if a cell phone is out and then taken to the office to be picked up later.** Students can be assigned consequences if the problem persists.
	+ Students are not allowed to listen to music via headphones during class.
	+ There is a zero-tolerance policy for any behavior that is disruptive to classroom learning. This includes any vulgar language or rude behavior toward the instructor or other students in the class. Also, students should not talk while the instructor is teaching. 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 discussions often lead to a deeper understanding of literature.
	+ Only plastic bottled drinks or cups with lids will be allowed in the classroom.
	+ Eating in the classroom is not allowed.
	+ 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 for a discussion. The student will also be reported to the grade-level principal if the behavior persists. A Student can be written up for inappropriate classroom behavior.

Students in this course are held accountable to all policies and procedures outlined in the Pleasant Grove and Texarkana College Student Catalog/Handbook.

* ***Concerns:***

Please know that you are welcome and encouraged to come to my office or email 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.*

*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