



**Syllabus:** Composition I

**Course Number:** ENGL 1301

**Semester & Year:** Fall 2019

**Instructor Information**

Name: Martha Rice

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Office Hours: M-F: 7:30-8:55, 3:40-4:40, and online; afternoon tutorials available.

**TC Email:** All email to me **MUST** be from the student's Texarkana College email address. The subject line **MUST** have class name and meeting period. Other email will not be opened.

Students will additionally be asked to correspond through Google Classroom and / or other online management systems. Students should check their TC Email account on a regular basis to check for general information sent from campus or instructors. They should also consult the website periodically.

**Textbook Information:**

- *Easy Writer with Sentence Guides for Academic Writers*. Andrea A. Lunsford, 6th edition. MacMillan Learning. ISBN-10: 1319128025
- Classroom Learning Packet (provided on paper and by PDF online)

**Course Materials:**

- Chromebook (Google Classroom 2lyfrh)

**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 on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

**Prerequisite:** Completion of English 0032 with a C or better, a satisfactory score on ACT, SAT, or Writing Section of the Accuplacer, THEA, Compass, or 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

**Basic Intellectual Competencies: (The following reflect the state-mandated perspectives taught in this course)** Reading and Writing, Listening and Speaking, Critical Thinking and Problem Solving, and Computer Literacy. Reference: [ccrs@theccb.state.tx.us](mailto:ccrs@theccb.state.tx.us)

**Student Requirements for Completion of the Course:** Students will write essays over the course of the semester that will be based on the following strategies/modes: narration, exposition, persuasion, and/or evaluation. Students will write a research essay using five quality sources and will use Modern Language Association (MLA) documentation and format. Essays will be graded using the Texarkana College Grading Rubric for English 1301 Composition I and English 1302 Composition II. Students will take the English 1301 Departmental Pre-test and Post-test. Students will complete various daily quizzes, discussions, and practices of vocabulary and grammar.

**Students Assessment:**

Essays (formal assignments)	60%
In-class writing and reading activities	20%
Vocabulary, grammar, quizzes	20%

**Grading Scale:**

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

**Fall 2019 Class Schedule** (subject to change...ALWAYS CONSULT GOOGLE CLASSROOM.):

Aug. 16-17	Syllabus, Class Rules, Technology
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Aug. 12-16	Description
Aug. 19-23	Narrative
Aug. 26-30	Research and MLA basics
Sept. 3-6	Definition
Sept. 9-13	Definition
Sept. 16-20	Classification
Sept. 23-27	Classification
Sept. 30-Oct. 4	Contrast
Oct. 7-11	Contrast
Oct. 15-18	Cause and Effect
Oct. 21-25	Cause and Effect
Oct. 28-Nov. 1	Process Analysis
Nov. 4-22	Research / Argument / Rhetoric
Nov. 25-29	Thanksgiving Break
Nov. 26-30	Individual Writing Conferences / Editing & Revising
Dec. 9-13	Personal Essay / Final Essay Portfolio due
Dec. 16-20	Semester Tests



**Absentee Policy:** The attendance policy for this course will be strictly enforced. Students need to attend class and participate in important class discussions, instructions, and information. **If a student misses more than four days for MW/TTH classes or two days for night or summer classes, he/she will be dropped from the class.** Please note that students will not receive credit for some late assignments, even if they have not reached their maximum absences. (Also note that for most written assignments, students will need to have read online or from the textbooks prior to completing the graded assignment.) Students entering class five minutes after the class has begun will be counted tardy. Three tardies will count as one absence. Students entering the class 15 minutes late or more will be counted absent. If a student is late, it is his/her responsibility to speak with the instructor after class to ensure he/she was marked correctly on the roll (tardy instead of absent) and to see if any important information was missed. If a student leaves class early, he/she will be counted tardy or absent (if attended 3/4ths of the class or less) unless he/she received prior approval. The student is responsible for keeping track of his/her absences. If a student is dropped from class, the last date of attendance will be recorded and sent to the Admissions Office, and he/she may be responsible for paying back money received from grants or scholarships. **Even if the student is absent, the student is still responsible for all assignments/essays due that day and all assignments/essays given. (See Texarkana College's complete policy at the end of this document.)**

**Drop Date:** The official drop date for the course is in November, which is the last date for the student to drop this course with a W. The professor may drop the student with an F or a W after the drop date for exceeding absences, not completing work, or behavioral issues.

**Make-up Policy:** All assignments have a due date and must be completed by the deadline given. **It is the student's responsibility to be aware of required work and to make arrangements to complete the assignments.** Lab assignments and some collaborative assignments may not be completed late. In addition, students who are repeatedly absent will lose participation points. **Students will be allowed to turn in only one late essay, project, or journal compilation. There will still be ten points per class day, twenty points for a full-term night class, deducted for the late essay/project, which must be turned in no later than a week after the due date to receive credit.** As long as the student attends class on the due date of a major assignment and the student turns in the essay/project to the professor's office before the end of the due date, the assignment will not be considered late. If the student does not attend class on the due date, the essay/project will be considered late if not turned in either before or at the beginning of class. Any extra credit assignments must be turned in on time at the beginning of class to receive any points. **Problems with a student's computer or Internet service will not be valid excuses for not submitting work on time.** If a student is excused for a Texarkana College extra-curricular 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. If a student does not complete a major assignment, his/her chances for success in the course will be severely and negatively impacted. **The student WILL be dropped from the course if he/she fails to complete two major assignments within one week of their due dates.**

**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. (See 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 Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building 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.

**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.

**Additional Class Policies:** There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes ANY use of offensive language or rude behavior toward the instructor or any other student in the class, inside or outside of the classroom.

- Cell phones must be turned off and not visible in the class unless an emergency situation exists. This situation must be discussed with the instructor prior to class. If a student’s cell phone rings or he/she is caught text-messaging in class, the student will receive a verbal warning and may be dropped from class after the second offense. **If a student’s phone is used or is visible during a test/quiz, the student will receive a zero, even for a first offense. Basically, no cell phones and no earbuds.**
- Students are not allowed to use headphones or laptops during class without permission from the instructor. Students should make arrangements with the instructor in advance if they need to leave class before dismissal.
- **Students will lose points in their base groups for using cell phones, excessive/unfocused talking, sleeping, not paying attention, and not taking notes** (sleeping counts as an absence).

Students should expect to face some sort of problem during the semester and should plan accordingly. For instance, the assignment may take longer to complete than planned, equipment may not work properly, there may either be a problem with the TC site or scheduled maintenance, students may have an unexpected situation arise, or students may be confused about the assignment, etc. Because of potential problems, be sure to plan ahead. Become familiar with TC Online and with computers in general, have ready access to a reliable computer with all necessary applications, and of course do the work in a timely manner.

## ABSENTEE 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, he/she **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.

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 from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, 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 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.

## 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. 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 military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

*\*Students interested in Health Occupations should check with the division chair prior to entering the program.*

## **ONLINE/HYBRID COURSE ABSENCES**

Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12<sup>th</sup> Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor); otherwise the professor **may** drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class; otherwise the student **may** be dropped for not having attended.

## **MAXIMUM ALLOWABLE ABSENCES**

After official registration, 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.

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.

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***Texarkana College 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 non-discrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75501, (903) 823-3355, [phyllis.deese@texarkanacollege.edu](mailto:phyllis.deese@texarkanacollege.edu)***

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 Blase, 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.