Texas Southmost College

 ENGL 1301– Composition I Syllabus

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| **ENGL 1301.: Composition I** |
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| **Professor:** | Christina Chase | **Phone:** | (956) 698-0110 |
| **Email:** | cchase@bisd.us | **Office Hours:**  | After school (by appointment) |
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| **Location: Rivera High School**  |  | **Location: F215** |  |
| **Semester:****FALL 2016/Spring 2017** |  | **CLASS: M-F****Designated Class period** |  |

# Course Description

English 1301 stresses the intensive study of and practice in the writing process, from invention and researching to drafting, revising, and editing, both individually and collaboratively, with 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.

# Course Prerequisites

In order to enroll in ENGL 1301, you must have passed the reading/writing sections of TSI Test. Students who fail to meet these requirements will be dropped from the course as soon as the discrepancy is discovered and may not be eligible for a tuition refund. If you have any questions about the prerequisites for this course, please see the dual enrollment transitional counselor immediately.

# Course Outcome

Upon completion of this course, students will be able to:

* Demonstrate knowledge of individual and collaborative 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.
* Compose a MLA formatted research paper

# THECB Core Curriculum Area Objectives

• Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information;

• Communication Skills: to include effective development, interpretation and expression of ideas through written, oral and visual communication;

• Teamwork: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal;

• Personal Responsibility: to include the ability to connect choices, actions, and consequences to ethical decision making.

# Course Materials

* Troyka, L. Q., & Hesse, D. (2013). *Simon & Schuster Handbook for Writers (10th Ed.).* Upper Saddle River, NJ: Pearson Education, Inc.

# Course Components

* Essays
* Readings
* Quizzes
* Final Exam
* Class Discussion

# Course Grading

Grading Breakdown

**TSC Education Table**

**Institute of Higher Education Table (Effective Fall 2013)**

**Grading System for TSC/BISD conversion**

The following grades are used to determine achievement in coursework at TSC. Their corresponding grade values are indicated below.

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| Grades | Explanation | Grade Pts Per Semester Hour |
| A | 90 - 100 | 4.00 |
| B | 80 - 89.9 | 3.00 |
| C | 70 - 79.9 | 2.00 |
| D | 60 - 69.9 | 1.00 |
| F | Below 60 (failure) | 0.00 |
| W | Withdrawn | Not used in computing GPA |

# Need a "70" or better to pass this course.

# Student Help

# Professor Expectations

All written assignments must be free of grammatical and mechanical errors such as fragments, run-ons, comma splices, subject/verb agreement, verb tense, verb forms, unparallel structures, unidiomatic expressions, passive sentences, etc. Since all essays are to be submitted typewritten, you must ensure that what you turn in does not have typographical errors. Typographical errors are considered spelling errors.

1. You will write multi-paragraph essays (including final exam), ranging between 400-600 words depending on the assignment. All essays must be typed and formatted in MLA Style. Some essays will require research. All essays must be complete essays when submitted. Incomplete essay will not be graded.
2. You are expected to keep up to schedule with the reading assigned in the syllabus—this means you must read the selection(s) assigned BEFORE arriving in class. **To monitor your comprehension, there may be graded Quizzes as well as graded in class assignments.**
3. Class discussion is a vital part of class. Please be prepared to talk about what you’ve read. If you do not understand the readings, this is your chance to ask. If no one talks, it will be a boring semester. **DISCUSS! If you are not prepared for class, you may be asked to leave.**

**Note:** As this is a college level course, late assignments are **rarely** accepted and will result in a 15 point penalty. Also, as you are enrolled in a college course offered on a high school campus, we must meet the expectations of both; what this means is that I am also contractually obligated to meet the BISD TEKS but the rigor and pace of the course will be more closely aligned to what you will find in college.

# Professor Communication Expectations

You must take responsibility of your academic careers. Therefore, if you need my assistance or if you are absent, it is your responsibility to contact me via e-mail or set up an appointment to see me. If you do not communicate with me, I cannot help you.

# General Course Requirements

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| 1. **Be punctual.** The professor must provide a learning environment conducive to learning for all students. Tardiness is distracting and disruptive to fellow students and professor. Students who miss quizzes or class assignments due to tardiness may not be able to make up the missed grade. The student may visit with fellow classmates to acquire notes of information missed or may make an appointment with the professor for further direction.
2. **Avoid absences.** After **one** absence you may fail the course, or you may be advised to drop the course. Your best chance to do well in this class is to attend every class meeting. Students are expected to be diligent in their studies. The college attendance policy states that regular and punctual class attendance is essential and that no assigned work is excused because of absence, no matter what the cause. Records of class attendance are kept by faculty. A professor should not assume that **one** absence from class indicates an official withdrawal until notified by the Registrar (TSC Faculty Handbook).
3. **Plan ahead for quizzes.** There will be NO make-up quizzes given (a grade of a zero will be recorded for every quiz missed). Quizzes are to be taken in class when provided.
4. **Submit assignments on-time.** Late assignments will not be accepted. If you have any problems with assignments or due dates it is your responsibility to notify me so that we may try to work something out.
5. **Submitting essays**: Students are expected to submit all essays on the assigned dates. I will grant extensions only for special circumstances, like illness or death in the family, but I will need proof. Any essay turned in after the day it was due, will not be accepted. If you do not turn in your essay, you will receive a zero. Also, all essays must be complete essays when submitted. This means that all requirements established for each essay were met. Incomplete essays will receive an F.
6. **MidTerm and Final Exam Policy.** The MidTerm and Final Exams will be in class written essays.
7. **Gradebook Policy.** The Gradebook will be used to track your graded assignments; however, it is only a tool to track grades earned on particular assignments and to give you an idea of the grade you may receive in this course. The grade reflected in the Gradebook, may not be the grade earned at the end of the semester. You must meet all requirements such as passing your final, and you must follow all policies established for this course such as the attendance policy in order to receive the grade reflected in the Gradebook. The teacher reserves the right to change the Gradebook grade.
8. **Apply scholastic integrity in your work.** Note that the institution has a firm policy against scholastic dishonesty, which “includes but is not limited to cheating, plagiarism, collusion, the submission for credit for any work or materials that are attributable in whole or in part to another person, taking an examination of another person, any act designed to give unfair advantage to a student or the attempt to commit such acts” (Regents Rules and Regulations, Series 50101, Section 2.2). This policy will be strictly enforced.
9. **Adhere to copyright regulations.** “Unauthorized photocopying of copyrighted works, including musical works, may be unlawful and may infringe the copyright of the copyright owner. Students in possession of unauthorized duplications of copyrighted material are subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal law.”
10. **Silence your mobile devices.** Cell phones are required to be “turned off” or set on a silent/vibrate mode. Cell phones must be out of the teacher’s sight and may not be used in class for any reason.
11. **Demonstrate respect in the classroom.** Each student is expected to demonstrate respect to the professor, fellow classmates, and practicum personnel (if applicable).
12. **Demonstrate professionalism.** Each student is expected to act professionally, both in and out of the classroom. Any inappropriate verbal disgracing regarding this program will result in probation, suspension, and/or dismissal of the program. TSC reserves the right to exclude at any time persons whose conduct is undesirable.
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| **Satisfactory Academic Progress (SAP)** TSC monitors academic progress every fall and spring semester to identify those students who are experiencing difficulty with their courses.  Satisfactory Academic Progress (SAP) is based upon two components**:** GPA of 2.0 or higher and successful course completion of at least 67% of course work attempted.  Students remain in good standing with the College and Financial Aid when both criteria are met.  Students who do not maintain these required minimum standards will be placed on probation or suspension as appropriate.  The complete Satisfactory Academic Progress policy and the Undergraduate Satisfactory Academic Progress for Financial Aid policy can be found in the current Undergraduate Catalog. **Academic Integrity**Students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the College. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts. Since scholastic dishonesty harms the individual, all students, and the integrity of the College, policies on scholastic dishonesty will be strictly enforced. All scholastic dishonesty incidents will be reported to the Vice President of Student Services. Do not allow your peers to pressure you to cheat. Your grade, academic standing, and personal reputation are at stake.Some components of this course are designed to be highly interactive with students helping each other learn; however, all written assignments are designed to represent the efforts of each student individually and not to be shared. When students submit their efforts for grading they are attesting that they have abided by this rule.Plagiarism includes, but is not limited to, the use of, by paraphrase or direct quotation without correct citation in the text and on the reference list, the published or unpublished works of another person. Students may NOT submit papers and assignments that they have previously submitted for this or other courses. The use of materials generated by agencies engaged in "selling" term papers is also plagiarism. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism. Papers and other assignments may be submitted to an external agency for verification of originality and authenticity. By enrolling in this course, the student expressly grants TSC a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and for educational purposes.**Academic Responsibilities**Students are expected to be diligent in their studies and complete class requirements. Students are responsible for all class work and assignments. On recommendation of the professor and with the approval of the Dean, students may, at any time, be dropped from courses. This may result in a “W” or “F” on the student’s permanent record. The screen shot above is to show students what their screen should look like when accessing online course content and professor announcements.**Americans with Disabilities Act (ADA)**Students with disabilities, including learning disabilities, who wish to request accommodations in this class should notify the Disability Support Services early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the Disability Services counselor.  |

**NOTE 1:** It is my goal to adhere to the attached schedule as much as possible. For example, it may be that as a result of having to spend more time on certain readings or written assignments that we will not be able to cover all the authors and/or tasks listed on this schedule. Covering everything for the sake of covering is pointless. The main goal is that you master the writing process and develop an appreciation for the craft. We will work together to set a comfortable pace for this class.

**NOTE 2:** I need you to commit to this course. What this means is that your attendance is obviously crucial, but more importantly, that you take ownership of your education. Do not simply view this as a way to get some of your college credits out of the way. By signing up for the course, you have already taken the first step towards academic success, but realize that this will require much of you.

**NOTE 3:** During the last week we will start getting ready for the final exam. There will be no surprises on the final examination. **I will not ask you anything that we have not clearly discussed during the semester**.

**NOTE 4:** All assignments must be submitted in MS Word format only. I will not be able to open any file that is not created in **MS Word**. If I cannot open your file for any assignment, the grade for that assignment will automatically be a zero.

**NOTE 5**: As this is a college course, I expect that you treat it as such. It is your responsibility to come to me first, if and when you have a concern about subject matter, grades, etc.

Final Note: As a BISD course, you will also receive a tentative outline per six weeks so that you will be aware of writings, readings, deadlines, etc.

*I verify that I have read and understand all policies outlined in the course syllabus for Composition I.*

*Student printed name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Parent name and signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*