

Angelina College
School of Arts and Education
Dept. of Language Arts and Education
ENGL 0301

A. BASIC COURSE INFORMATION:

- A. ENGL 0301—Composition fundamentals. Three hours credit. The purpose of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. This course is designed to prepare students for college level reading and writing intensive courses, including English 1301. Students will learn to write effective, logical essays, utilizing textual support to develop reading comprehension strategies, and to analyze, synthesize, and make value judgments using critical thinking. The course fulfills TSI requirements for writing. Students will take this course in the same semester they take their English 1301 course. This course cannot be used toward credit for an associate degree and is not intended for transfer to a senior college.

Pre-requisite: satisfactory performance as defined by a C or better in INRW 0310, Integrated Reading and Writing I, or a score of 330-339 & Essay level 4 or 5.

- B. Intended Audience: The intended audience includes students who have not satisfied the TSI writing requirements .

- C. Instructor: **Jeff Parish**

Office Location: LA 109D

Office Hours: Tuesday 3:00-4:00

Thursday 1:00-3:00

Friday 9:00-12:00

Phone: 936-633-5283

E-mail Address: jparish@angelina.edu [Preferred method of contact.]

NOTE: Please do not contact me via Blackboard. It may be days before I see it.

II. INTENDED STUDENT OUTCOMES:

Through the Texas core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

A. Core Objectives Required for this Course

1. **Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication:** to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
4. **Personal Responsibility:** to include the ability to connect choices, actions and consequences to ethical decision-making

B. Course Learning Outcomes for all Sections

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.

6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of standard English in reading and writing.

C. Course Objectives for all sections

1. The goal of English 0301 is to prepare students for college-level courses such as freshman composition, history, government, psychology, and other freshman college courses.
2. This co-requisite course to your English 1301 course is meant to be a supplement to the writing you are asked to do in the English 1301 course. While this is a separate course, and you will receive a separate letter grade for this course, you will receive more instruction in this environment regarding the processes involved in processes of research and writing.

III. ASSESSMENT MEASURES

A. Assessments for the Core Objectives -- This course takes a process approach to academic writing; therefore, your grades and feedback come primarily from the production of various elements or parts of your essay or research components.

B. Assessments for Learning Outcomes for all sections—

1. Competency in locating explicit textual information, drawing complex inferences, and describing, analyzing, and evaluating the information within and across multiple texts of varying lengths will be assessed through in-class discussions which will ease students into inquiry regarding a text's content and focus. Such inquiry will begin in the form of direct questions asked of students regarding a given text that will be formerly assigned for reading prior to such discussions. In-class quizzes in response to reading will also be utilized to address this need.
2. Competency in comprehending and using vocabulary effectively in oral communication, reading, and writing will be assessed through required marginalia and required active reading strategies which will be directly applied to texts and demonstrated by each student for any/all assigned readings. Students will be required to markup any/all assigned readings and to share such markups, including any obscure definitions on text, questions, or critical insights.
3. Competency in identifying and analyzing the audience, purpose, and message across a variety of texts will be assessed through the students' participation in direct written responses to any quizzes and or informative sessions and or discussions.
4. Competency in describing and applying insights gained from reading and writing a variety of texts will be assessed through the student's required participation in argumentative and analytical writing.
5. Competency in composing a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose will be assessed through assigned essays requiring explicit thesis and focused support.
6. Competency in determining and using effective approaches and rhetorical strategies for given reading and writing situations will be assessed through roundtable sessions and conferences with students as the semester progresses.
7. Competency in generating ideas and gathering information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies will be assessed through the successful completion of written content illustrating the direct integration as well as critical insights of outside sources within the writer's work.
8. Competency in evaluating relevance and quality of ideas and information in recognizing, formulating, and developing a claim will be assessed through essays which will require specific assignment direction.

9. Competency in developing and using effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments will be assessed through the requirement of outlines, handwritten drafts, and a minimum of one typed rough draft prior to submission of final essay.
10. Competency in recognizing and applying the conventions of standard English in reading and writing will be assessed through major essays which will be graded with a rubric outlining such conventions

IV. INSTRUCTIONAL PROCEDURES:

Methodologies primary consist of a combination of class lecture, class discussion, class workshops, and plenty of writing conferences.

V. COURSE REQUIREMENTS AND POLICIES:

A. Required Textbooks and Recommended Readings, Materials and Equipment

We will use the same textbook used in your English 1301 course. No additional textbooks will be required.

Other supplemental materials will be made available to you via Blackboard.

-Notebook or binder for keeping class notes and other class handouts organized

-A USB drive is vital to a college writing course

Personal ear phones or plugs for use in the lab

B. Course Policies – This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.

Educational Accommodations – If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you may fill out the Educational Accommodations application within your AC Portal, under the "Student Services" tab. A Student Success team member will contact you once the application is received. At a post-secondary institution, you must self-identify as a person with a disability in order to receive services; for questions regarding the application process you can visit the Office of Student Success and Inclusion in the Student Center (205A); text 936.463.8078; or email access@angelina.edu. To report any complaints of discrimination related to a disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Room 101 of the Student Center. You may also contact Dean Hudman by calling (936) 633-5292 or by emailing shudman@angelina.edu.

1. **Attendance** – Students enrolled in a developmental course must not only attend, but must also participate and otherwise meet all of the requirements as outlined in the syllabus distributed by the instructor. Attendance is mandatory and the student may not "withdraw" from the corequisite course unless he or she also withdraws from the English 1301 course paired with this course.
 - a. **Excused absences:** Students will not be dropped and will be allowed to make up work for absences because of (1) College District (including early college high school) authorized and sponsored activities, and (2) religious holy days. It is the student's responsibility to arrange for make-up work with the instructor and to complete it within a reasonable time.
 - b. **Excessive absences** are defined as three or more consecutive absences or four or more cumulative absences from regularly scheduled class periods. Virtual classes must document equivalent participation. The summer terms call for two or more consecutive, or three or more cumulative absences. A three-hour night class counts as two class periods.
 - c. Students will not be dropped and will be allowed to make up work for absences because of (1) College District (including early college high school) authorized and sponsored activities, and (2) religious holy days. It is the student's responsibility to arrange for make-up work with the instructor and to complete it within a reasonable time.

- d. In accordance with the Texas Education Code, each student is allowed to be absent from a class for the observance of a religious holy day. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The student must notify the instructor of each class of the anticipated absence not later than the 15th calendar day after the first day of the semester. A student who is excused under this section must complete all assignments or missed examinations at the direction of the instructor.

2. Additional Policies Established by the Instructor: Attendance is mandatory and expected. Please refrain from missing class since this will result in a definite reduction of your overall grade. If you incur up to FOUR absences before the last day to drop or withdraw, you *may* be dropped from the class. Drop the course yourself before you get an F on your transcript. If I drop you, and you want to be readmitted, you will have to complete all missed coursework BEFORE you are readmitted. Failure to do so will forfeit your reentry into the class. Try to be on time; if you are more than 15 minutes late, you are absent.

- a. It is YOUR responsibility to remind me to change attendance if you suspect that you have already been marked absent. Please do this AFTER class.
- b. REMEMBER: It is absolutely YOUR CHOICE whether you wish to be in class or not. Simply informing me of the absence does not exempt you from the classwork, and you are still responsible for the material missed during your absence. You will get a zero on work that you miss due any absence not designated as excused in college policy. You will NOT be offered the opportunity to make up any missed coursework unless you inform me of the absence in a timely manner, and we have made **prior** arrangements concerning your absence.
- c. Again, please keep in mind that you are still responsible for the material covered, so please do not call (or email) me and ask me what we did in class. I recommend that you find someone (for this, it would be helpful to get at least one classmate's phone number) and ask him or her first; then you can call me for SPECIFICS or for clarification on particular concepts.
- d. If you choose to e-mail me, please **use your Angelina College e-mail account** and **be sure to include the day and time your class meets**. I may not respond to e-mail from a private e-mail account. I will be more than happy to help you out, but please understand that I cannot concede to a private lecture at your convenience if you failed to come to class.

C. Class Participation

1. I realize you probably have cell phones or similar devices with you. Unless otherwise arranged, you are expected to refrain from being on any such device during class.
2. Student participation in class discussions is expected. All students will partake of the peer editing for careful scrutiny of grammar deficiencies. Each student is expected to complete assignments as instructed.
3. Respect your fellow class members and the instructor at all times. Behavior that interferes with a learning environment will NOT be tolerated. If you would rather read a newspaper, do homework or reading for another class, pass notes, or TALK TO YOUR NEIGHBOR(S), particularly while I am talking to the class, take an absence. If I have to stop a lecture because you are talking or ask you to stop talking more than once, you will be exited from the classroom immediately. If you disrupt class a second time, you will be dropped, and you will not be readmitted. I highly encourage participation in class discussions, but constant irrelevant comments or interruptions to a lecture are a distraction to your classmates. I will not allow that.
4. Most assignments are completed online, but in the case that a writing assignment or an exam is done in class, you MAY NOT LEAVE once the assignment has been handed out. ***NO CELL PHONES ALLOWED ON A TEST DAY

5. Take lecture notes or participate in discussion until the instructor dismisses class. **DO NOT prepare to leave the classroom until class is dismissed.**
6. Conferences outside of class are available by appointment. Please check my office hours carefully, and plan to see me if you experience any trouble throughout the semester.
7. Absolutely no eating, drinking, dipping, or smoking in class.
8. This is a delicate subject, but please make sure your personal hygiene is appropriate for close quarters in a learning environment, and do not engage in personal hygiene-related activities that should be accomplished in private.
9. Please DO NOT bring your child to class. If you bring your child to class, I will ask you to leave immediately. Please note that the presence of a child in the class is not conducive to learning.
10. If you cannot bring a rough draft on the due date, don't bother to bring it in later. It will be too late, and please do NOT ask me to look over it if it's late. Stick to deadlines as noted on your class calendar. I DO NOT READ entire essays unless you come visit me during office hours.
11. Student information concerning this class will be released solely and strictly to the individual student.

D. Cheating

1. You may not work collaboratively (together) with another student or any other person to complete any work. I am giving you the grade, so I expect the work to be your own.
2. You may not allow any outside person to edit your essays. You are supposed to be learning how to do this yourself. If you allow someone else to edit your paper, this is cheating. Any paper that is edited by another person will receive a zero.
3. **Plagiarism**--if you borrow anything from another source--even an idea, you must cite where it comes from. If you borrow something without citing it, this is cheating. To discourage this practice I will run your paper through a database that compares it to information from over a million websites and every student paper submitted to me within the last 3 years. If you plagiarize, I will catch you. A paper which uses plagiarized material will receive a zero.
4. You may not submit papers that you have written for other classes in the past.
5. More than one instance of cheating will result in your receiving a grade of "F" for the semester.
6. ***It is your responsibility to read the AC Code of Student Conduct and become familiar with what you can and cannot do in a class at AC.***

E. COMPLAINTS/QUESTIONS:

If you have any complaints or questions, please see me first; I can usually help resolve the problem. In the event that I cannot, I will direct you to the appropriate person who will be able to help you out.

VI. GENERAL CLASSROOM PRACTICES

- A. The instructor may modify the provisions of the syllabus to meet individual class needs. Therefore, class attendance is very important.
- B. **Course Requirements:** Demonstrate a civil regard for all present in class each day by acknowledging respectfully their opinions and values: listen attentively when others are speaking; avoid undue distraction such as tardy arrivals, early departures, use of cell phones, earbuds, headphones, Bluetooth devices. (these devices should be turned off and packed away during class), and private conversations.
- C. **Delivery Method of Feedback and/or Graded Material:** Feedback is through comments on papers and/or student conferences.

- D. **Standards for Instructor Response and Availability:** Essays are graded within 10-15 days.
- E. **Late Assignment/Make-Up Policy:** All readings should be completed PRIOR to the class for which they have been assigned. The student is expected to finish all of the class assignments on time and comply within the guidelines of each project. Assignment hours outside of class time may be used as an extension of class time, not as a replacement. Assignments that are late receive a 20% initial point deduction with additional points reoccurring in 20% increments every 24 hours that the assignment is not submitted. Assignments will not be accepted late after 48 hours. Exams cannot be made up after the fact. Please make sure to be available for scheduled exams. If you must miss, know that I generally do not provide make-up exams. (Initial late penalty = (-20%); 24 hours later = (-40%). Papers received later will receive a zero.
- F. **Failure to Meet Minimum Requirements:** Any assignment, paper or project that does not meet the minimum assignment requirements will lose 20% from the maximum possible grade (so an assignment worth 100 points will lose 20; an assignment worth 50 points would lose 10). This occurs when assignments do not meet basic requirements specifically indicated by instructional materials or lecture.

Examples of where minimum requirement penalty is applied:

- Failure to use MLA 8th Edition rules on your essay.
 - Failure to meet minimum page number expectations (2.8 is not 3.0)
 - Failure to meet the minimum source requirements (3 sources is not 4)
 - Failure to submit the required assignment approach (a report is not an analysis, or a report is not an argument or vice versa)
- G. **Extra Credit:** During the semester, I may announce extra credit assignments in class. Any extra credit will be available to the entire class; I will not give individual extra credit assignments, so do not ask. Occasionally, I may provide bonus points opportunities in class; these points may not be made up due to tardiness or absence, even if it is an excused absence.
- H. **Intellectual Property:** Classroom materials, PowerPoint presentations and lecture are all part of teacher/class property. Students will not be directly provided PowerPoints or other notes. Photography or recordings in class are against policy.
- I. **Absences:** Aside from those laid out in college policy, there are no excused absences. It is your responsibility to obtain missed information through another student and to make sure that you get what you need to remain successful.
- J. **Late Arrivals:** Class will begin with the time indicated on the schedule (time is set according to the college's network). If you arrive after the classroom door is closed, do not knock. I may not admit students who have arrived after the closing of the door unless they have communicated with me prior. You will be marked absent and subjected to Angelina College's absent student policy for each course. It is your responsibility to obtain any information that you have missed (from a classmate).
- K. **Technology:** Basic computer literacy is a necessary part of this course. Saving, transferring and formatting files for submission to Blackboard are required skills in this course. If you find that you are lacking some of these skills, please go to the tutoring center on the second floor of the Angelina College Library. While some of these issues might be resolved during class-time, this is not a computer literacy course.
- NOTE: Technical problems, such as computer malfunction or lost data, will not be considered an acceptable excuse for late or missed work. You should plan ahead sufficiently so that any legitimate technical problems you encounter do not result in a late or missed assignment. Should you fail to plan appropriately, it is your responsibility to deal with the associated consequences.
- L. Microsoft Office, Word and other Office products are required. The use of any other software may result in grade deductions because of formatting issues; exceptions will not be made for students who choose to use

other software resulting in a deviation from course expectations. Google Docs and Open Office are examples of software where problems may occur.

M. Cell phone and personal electronics use is not allowed during class lecture. If you have a device that is out or interrupts the lecture or other class content, you will be asked to leave. If you do have to take a call or a text in an emergency situation, please quietly leave the classroom and take care of your business.

VII. EVALUATION AND GRADING:

Method of Evaluation. Final grades for the semester are based on the following point system:

One MLA Formatted Manuscript	80 points
Four Rough Drafts (200 points each, for each essay)	800 points
Three Essay Outlines (40 points each, for three essays)	120 points

Grading Scale (1,000 points possible):

A = 900 – 1,000 points / Exceptional

B = 800 – 899 points / Above Average

C = 700 – 799 points / Average

D = 600 - 699 points / Below Average

F = Below 600 / Failure

IMPORTANT DATES:

- Class Begins: January 14
- Official Census Date: January 30
- **Mid-Semester:** March 8
- Spring Break: March 11-15
- Last Day to Withdraw with a "W": April 1
- Final Exams: May 3-9