

Angelina College – School of Arts and Education - Language Arts & Education Department
English 1301 – Composition I
General Syllabus

I. BASIC COURSE INFORMATION:

A. Course Description: Three hours credit. 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, communication, and critical analysis.

B. Intended Audience: Students who have successfully completed TSI requirements.

C. Instructor: Ms. L. Wijntjes

Office Location: L102B

Office Hours: Mondays 9:20 -10:20 & 12:45-1:15

Tuesdays 9:20-10:20

Wednesdays 9:20-10:20 &12:45-1:15

Thursdays 9:20 -10:20

Phone: (936) 633-4526

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II. INTENDED STUDENT OUTCOMES:

A. 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.

Core Objectives:

1. **Critical Thinking Skills** – to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information
2. **Communication Skills** – to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
3. **Empirical and Quantitative Skills** – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** – to include the ability to connect choices, actions, and consequences to ethical decision-making
6. **Social Responsibility** – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

III. LEARNING OUTCOMES:

B. Course Learning Outcomes for all Sections

1. Demonstrate knowledge of individual and collaborative research processes
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays
3. Analyze, interpret, and evaluate a variety of texts for ethical and logical uses of evidence
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

IV. ASSESSMENT MEASURES (Tentative)

A. Assessments for the Core Objectives:

1. **Critical Thinking:** Students will read expository prose critically to distinguish between perception and inference, surface and implied meanings, fact and opinion. Students will formulate and develop arguments and critical theories about issues, argumentative prose, and literary interpretations. A rubric will be used to assess critical thinking skills as demonstrated through embedded questions on standardized exams.
2. **Communication:** Students will write researched essays and other written compositions. Students will prepare visual aids to use in oral presentations over literary works being studied. A rubric will be used to assess the effective development, interpretation, and expression of written, oral, and visual communication as demonstrated through embedded questions on standardized exams.
3. **Teamwork:** Students will engage in teamwork exercises to demonstrate each member's ability to consider different

viewpoints and work towards a common goal. These exercises may include a mixture of peer editing in groups, group research projects, and group oral presentations of findings. A rubric will be used to assess teamwork as demonstrated through embedded questions on standardized exams.

4. **Personal Responsibility:** Students will be required to make choices in the composition of written assignments that demonstrate their ability to connect choices and actions, engage in ethical decision-making, and understand its consequences. A rubric will be used to assess personal responsibility as demonstrated through embedded questions on standardized exams.

B. Assessments for Course Learning Outcomes

1. Students will demonstrate knowledge of individual and collaborative writing processes by composing a variety of essays.
2. Students will show the development of ideas with proper support and attribution by preparing essays using appropriate MLA documentation.
3. Students will demonstrate the ability to write in a style appropriate to audience and purpose by composing essays with a variety of purposes directed to different types of audiences.
4. Students will demonstrate the ability to read, reflect, and respond critically to a variety of texts by composing essays that directly address the ideas discussed and issues raised in texts read in class.
5. Students will show the ability to use Edited American English in academic essays by composing a variety of essays employing EAE.

V. INSTRUCTIONAL PROCEDURES:

A. Methodologies common to all sections:

Methodologies that may be utilized in presenting course content include in-class or online lecture notes, paper and pencil or online grammar exercises or research exercises which give immediate feedback, in person or email workshops for student writings in progress, audio-visual presentations for view in class or outside of class, online discussions (synchronous or asynchronous), student presentations to groups or to professor only, and guest participants.

VI. COURSE REQUIREMENTS AND POLICIES:

A. Required Textbooks and Recommended Readings, Materials and Equipment

1. Required Texts & Materials for Each Class Meeting

- All hardcopy texts.
 1. *The Bedford Handbook*, tenth edition. Edited by Hacker and Sommers. (ISBN: 978-1-4576-8303-9)
 2. *Blackboard* – Access is provided by the school and may be used from home or campus.
 - i. To access *Blackboard*, go to www.angelina.edu and then click on *Blackboard* (the icon is on the right side of the screen). Follow the instructions to log-in.
- All drafts and revisions of the current writing assignment.
- All handouts, texts, and notes for the entire semester.
- A black or dark blue pen for all assignments, drafts, and other work. Unless instructed otherwise, work that is written with a pencil or colored ink will not be accepted or will receive a grade of either D or F (69-0%).
- Some type of media for saving work that is typed during class and at home. This is also very important because you should always have a backup of your work.
- College-ruled notebook paper for in-class work and notetaking.
- Software and computer access that allows you to save documents in .doc, .docx, or .pdf format. Computers and software are provided on campus if you do not own them. The software is also available from Microsoft free for students with a student email address.

2. Other Required and/or Suggested Materials

- Usually, two to four narrow Scantron answer sheets and/or two blue books are usually required each semester and can be purchased in the campus bookstore. You will be notified in advance when needed.
- A folder to hold your materials. There will be many things you will need for every class period, and you must always have them with you, things like drafts, assignments, and handouts.

- Assignments may require other supplies and tools; refer to the assignment sheet or in-class instructions.
- Change for the copy machines and printing services in the library.
- Student ID that is current for using various campus resources.

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

- 1. 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 (Room 200) or email access@angelina.edu. To report any complaints related to accommodations, you should contact Annie Allen, Director of Student Success & Inclusion, in Room 200 of the Student Center. You may also contact Ms. Allen by calling (936) 633-4509 or by emailing aallen@anglina.edu. To report discrimination of any type, contact Steve Hudman, Dean of Student Affairs, at (936) 633-5292 or shudman@angelina.edu.
- 2. Attendance** – 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. 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. 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.

3. Additional Instructor Policies

“College District instructional standards allow the instructor to set the educational objectives and requirements for each course. The student who does not meet these requirements because of excessive absences and/or non-participation will be dropped by the instructor.” – *Angelina College Policy and Procedures Manual* » *FBD (Regulation) – Admissions and Attendance: Attendance*

A. Acceptance by Enrollment

All policies are formally accepted by you and your legal representatives upon enrollment because enrollment by you and your representatives is voluntary and represents approval of this agreement upon disclosure. Your signature is not required, nor is the signature of your representative, parent, or guardian if you are a minor, for this agreement to be binding. It is hereby the responsibility of the student and his or her representatives to know the course and College policies.

B. Make-Up/Late Work for Daily and Major Assignments Policy

1. Military Service – Make-Up

In accordance with section 51.9111 of the Texas Education Code, a student is excused from attending classes or completing course activities and assignments if called to active military service within the semester. According to the Texas Higher Education Coordinating Board, this absence can affect “no more than 25 percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.” The student will be allowed to complete assignments and take exams within a reasonable amount of time. Arrangements for make-ups must be made with the instructor upon return to class (or during the first office hours available after returning to class).

2. Religious Holy Days – Make-Up

In accordance with the Texas Education Code section 51.911, 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 will be allowed to complete assignments and take exams within a reasonable amount of time. Arrangements for make-ups must be made with the instructor upon return to class (or during the first office hours available after returning to class).

3. College District – Make-Up

Students will be allowed to make up work for absences when attending events on behalf of the College District. It is the student’s responsibility to arrange for make-up work with the professor on or before the day the student returns to class and to complete it within the required time.

C. Daily Grades Make-Up (Late Work Policy)

SUMMARY: Unexcused (non-military, non-District, non-religious) late daily grades are not accepted.

DETAILS:

- Zeros on daily grades count as non-participation.
- For scheduled absences, some daily grades are accepted early, even in the case of unexcused absences.
- Homework and in-class assignments missed on the day of an absence will receive a grade of 0% except for work missed as a result of College District events, military service, or a scheduled religious holy day.
- Examples of daily assignments include, but are not limited to, assignments like drafts, revisions, in-class writing, peer response, in-class activities, quizzes.
- You may not email assignments in lieu of submitting in class or on Blackboard. You may never shove assignments under the professor’s door. You must follow submission guidelines and requirements.
- Technical problems are not excuses for late or missed assignments. Plan ahead. Do not gamble.

D. Major Out-of-Class Assignments Make-Up (Late Work Policy continued)

SUMMARY: You can submit late major grades up to three calendar days late.

DETAILS:

- Late major assignments are accepted late. If work has not been returned to anyone, major out-of-class writing assignments are accepted up to three calendar days past the due date, counting weekend days.
- You may not turn in major grades if any version of the assignment has been graded and returned to any student in the course, including other sections of the same course.
- There is a letter grade penalty for each calendar day the assignment is late. However, late work will not earn above F if another student’s work has been returned prior to the three-day cut-off.
- A major assignment is considered late if it is received fifteen minutes past the beginning of class on the day the assignment is due.
- You may not email or otherwise electronically submit assignments that require a hard copy or vice versa. You may not email assignments in lieu of submitting in class or on Blackboard. You may never shove assignments under any door. You must follow submission guidelines and requirements.

E. Tests and In-Class Writing Make-Up (Late Work Policy Continued)

SUMMARY: You must schedule make-ups by/on the day you return from a military, District, or religious absence. If you are in good standing, you may be able to make up tests for unexcused absences.

DETAILS:

- In the cases of scheduled College District, military, or religious holy day absences, in-person assessments must be arranged before or on the day you return to class and be completed within a reasonable time as determined by the professor.
- Only students in good standing (no missed work, attending, participating) will be allowed to make up tests and in-class writing and only under special conditions with the professor’s approval.
- On the first class day you return, you must arrange for your make-up which must be completed within a reasonable amount of time determined by the professor.

- Tests or other in-class writing can only be made up by students who provide a doctor's note for a sudden incapacitating illness or chronic and formally diagnosed debilitating condition currently monitored by a physician. If it is an exceptional situation and not habitual, accommodations can be made for students in good standing without a doctor's note. This includes caring for a loved one.
- Other legally recognized evidence that attendance was not possible may be acceptable (an accident report, court document, jury summons, incarceration/arrest record, etc.).
- Make-up assignments may be different to protect the integrity of assessments.
- In-class exams and writing must be made up during special testing hours designated by the professor and must be completed in the presence of the professor or in the testing center.
- Students must adapt their work and childcare schedules to the testing time.

F. Academic Dishonesty, Plagiarism, and Cheating Policy

SUMMARY: You must write your own essays and create your own sentences and structures using your own ideas. If you are referencing someone else's ideas or work, you must indicate it using correct MLA format.

DETAILS:

- Putting other people's ideas in your own words is plagiarism if you do not give the author credit.
- Plagiarism is stealing, borrowing, quoting, even rephrasing, other people's ideas or sentence structures without giving your reader information about where you obtained the information.
- Plagiarism and academic dishonesty can happen even if you do not intend to be dishonest.
- If either accidental or intentional academic dishonesty is evidenced in your writing, at the professor's discretion, you will be given an F on the assignment and/or, at the professor's discretion, for the entire course.
- All work must be new work. Using papers that you have previously submitted for other classes or at any other institution, including high school, will also be considered an act of academic dishonesty.
- All outside sources must be cited in correct MLA format, whether paraphrased or quoted.
- All writing is subject to submission to an online plagiarism detection service.
- If outside sources are not allowed for a particular assignment, using an outside source of any kind will be unacceptable. (This is sometimes a requirement to evaluate the writer's ownership and critical thinking.)
- If online submission (for plagiarism detection) is requested in addition to a paper copy, papers not submitted online by the student will receive a grade of F or 0%.

G. Participation (Non-Participation) Policy (Includes Tardies, Assignments, Leaving Class)

SUMMARY: You must come to class on time, stay in class and on-task, complete work by due dates, and participate in all activities within and outside class or you may be dropped or not pass.

DETAILS:

- Non-participation is missing activities and/or due dates.
 - In hybrid courses, not successfully participating online between class meetings will count as non-participation.
 - In online courses, not signing in, reading assignments, completing assignments, or otherwise not participating at intervals relative to course activities will count as non-participation. The minimum for successful participation is measured by completing activities by their due dates, not just logging in. Workflow in online courses usually follows a pattern of weekly required log-ins at the beginning and near the end of the week. Four consecutive and/or seven total non-participation events will result in a drop.
- Non-compliance is not following instructions and/or policies.
 - Non-participation is non-compliance and includes all course activities, even tasks and activities that do not produce hardcopy or traditional grades.
 - Non-participation includes absent-presence like sleeping in class, leaving class, and anything that is non-participation and non-compliance in course-related activities within or outside of class.
 - All zeros, missed activities, missed course content, non-compliance with course policy, and tardies count as non-participation. Each missed course activity and/or course meeting counts as a non-participation incident.
- When excessive absences and/or non-participation does not result in a drop, students who have not met educational objectives or requirements to pass the course will not earn above F.
- Non-participation totaling more than six missed content elements/events or instructional requirements in an online class or for a class that meets twice per week, three times in a class that meets once per week, or three times in a summer course -- will result in a final course grade of F, or you may be dropped from the class.
- In on-campus courses, keep track of your absences.

- If you miss more than fifteen minutes of class at the beginning or end of class, you will be counted absent.
- If you are tardy and do not see your professor after class, the tardy will be recorded as an absence and will not be changed.
- **Three tardies will equal an absence**, and each tardy is a non-compliance event recorded in consideration of the final course grade.
- **You may not leave class without it counting as either an absence or a tardy.** It is absenteeism and/or non-participation. Leaving class is also a disruption.

H. Student Conduct Policy

SUMMARY: You must come to class prepared for coursework, having all materials. You are expected to stay in class and on task. You must avoid off-task behaviors and prevent distractions for you, the professor, and your classmates. All interactions must avoid abuse of others and the ridicule of their cultures, creeds, and identities.

DETAILS:

Your classroom conduct changes the classroom experience for others for better or worse. Disruptions should be minimized. A disruption is any activity that the professor evaluates as detracting from the **learning or teaching** experience for you, another student, or the professor. Professors are authorized to remove you from a learning environment and/or lower your grade for disrupting the learning or teaching process, and it is a violation of College policy to fail to comply with the instructions of your professor. Here are some class meeting expectations:

- Complete your coursework and participate in all coursework in a respectful and non-disruptive way.
- Have your materials ready at the beginning of class, and stay on task through the duration of the class period.
- Disruptions include anything that the professor determines to be detrimental (distracting) to anyone and includes behavior that affects you, other students, or the professor in any course-related situation. To avoid disruptions, follow these guidelines:
 - Take care of all personal hygiene and dietary issues before class.
 - Arrive on time.
 - Silence and put cell phones and electronic devices out-of-sight. No electronic devices may be in use once the professor begins class unless part of a special course activity. (The professor will monitor RAVE.)
 - Have all your course materials at-hand: textbook, paper, pen, handouts, folder.
 - Stay upright and attentive. (No reclining, laying down your head, etc.)
 - Stay in your seat until you are dismissed; do not get up to throw away trash, etc..
 - Leaving class is serious and should only be done in the case of an emergency. Even if you leave your belongings, you may be required to wait outside the classroom until your return will not disrupt the learning or teaching process. Habitually leaving class (more than once or twice a semester) is considered non-participation.
 - Work only on the task at-hand, even if it is listening. (No working ahead, studying, organizing your bag, etc.)
 - No clothing or headwear should bridge or cover the ears or neck with the exception of traditional religious attire.
 - The College does not allow food in classrooms or labs. Beverages must have a screw cap or sealing lid (one that cannot spill when tipped over—no straws or open holes in the lid).
 - Visitors are not allowed.
 - Do not bring distracting items into the learning environment or bring anything that is not allowed by this policy or bring items that are not permitted by the College as noted in the student handbook or by law.

Consequences

Each disruption is a non-participation event. If your behavior is deemed unsatisfactory overall, this may also result in an F in the course, being dropped from the course, or a grade reduction due to unsatisfactory participation in the course. First offenses will be subject to this Student Conduct Policy. These guidelines represent the lawful directives of your professor in the scope of duty.

Though dealing with your behavior in private is your professor's first choice, by violating this policy in public, you are allowing for the public correction of your behavior which is sometimes required. You will not be treated with hostility or aggression; you can expect your professor to deal with the disruption with professional assertiveness, which is not disrespect but may be a series of strong verbal and non-verbal authoritative cues

regarding your behavior (eye contact; clearly, loudly, and sternly spoken instructions, etc.). You may also be instructed to leave. If so, you must comply with the lawful instructions of faculty. If you are instructed to leave the area, you are expected to leave without argument or dialogue and then to meet with your professor during scheduled office hours. If the professor feels your behavior is threatening, implicitly or explicitly, or you are unmanageable (uncooperative), campus authorities will be called to remove you from the classroom and/or building.

If you are instructed to leave the area, you may or may not be readmitted to class. Before the meeting, and if you are readmitted and any additional requirements are met to the satisfaction of the professor, you will be counted absent, and all work, even major grades, will be given a grade of 0% without the possibility for make-up. Your grade will be lowered, and you may still be dropped or fail the course, especially if the issue occurs after the drop date.

I. Electronic Communication Policy

SUMMARY: You must check your AC student email regularly, follow formal protocols, and be civil in all communication.

DETAILS:

- You must check your AC student email account regularly for emails from your professor.
- All electronic communications to the instructor must adhere to formal protocols and include a subject, greeting, body, and closing. (Replies in the same thread and regarding the same matter may omit these.) **Include your course number and class section. Day and time of your class** are helpful, too.
- Assignments may not be emailed in lieu of attendance or in lieu of online Blackboard submissions.
- All class-related communications like videos, discussion posts, and other emails are subject to the student conduct policy and must be respectful in tone; they must also be appropriately formal, and writing must be grammatically and mechanically correct.
- Every reasonable effort will be made to answer emails as soon as possible. “Reasonable” means you should not expect replies while your professor is with other students, in class instructing, in meetings, or not at work.
- TIP: The best time to seek help is during class when you are asked if you have any questions and during office hours listed on your syllabus.

J. Collaboration Policy

All work for this class becomes available for collaborative purposes for all members of the course, now and in the future. Your identity will remain private if your writing is used in other classes. Your grades and your non-public personal information will always be protected by federal law (FERPA).

K. Recording & Use of Class Content Policy

You may never photograph, record, or make images of ANY course content, other students, or the professor due to federal privacy considerations (FERPA laws) protecting students in the closed learning environment.

L. Technology Policy

- You will be required to use technology and software to complete assignments. If you do not own these, use on-campus resources like the Writing Lab in L106. (All students must adapt to course requirements for technology and software.)
- This is a technology-positive class; however, computers and electronic devices (cells phones, tablets, computers, etc.) may not be used in the classroom without permission and are not to be used or be audible or visible during lectures, exams, or class discussions unless explicitly included in the assignment or task. (The professor will monitor the College emergency alert system.)
- You may never make an image or video of course events, assignments, or materials. Doing so may be a violation of federal law.
- If an electronic device (not involved in the assessment format) is visible to anyone while working on a major grade assessment, this is considered serious and will be treated as a violation of the Academic Dishonesty, Plagiarism, and Cheating policy.

VII. COURSE OUTLINE: Description of the course activities.

Example Calendar of Course Events (Tentative)

- Deadlines and due dates usually correspond with the end of each unit. Assessments are usually given at the end of each major grade unit.
- Assignment specifics that vary between individual class sections will be given in class. Sometimes, a Major Grade is made up of several parts averaged together, like three short writing assignments instead of one long one.
- The calendar and unit plans may be adjusted to address individual class needs.

Dates	Units
Weeks 1 – 3	Course Intro. & Grammar Review
Weeks 2 – 6	Major Grade 1 – Grammar and Avoiding Plagiarism in College Writing
Weeks 7 – 10	Major Grade 2 – Reading and Analysis I - Expository
Weeks 11 – 12	Major Grade 3 – Information Literacy: Argument with Research
Weeks 13 – 15	Major Grade 4 – Reading and Analysis II – Comparing & Contrasting
Week 16	Finals - Official course grade posted by Friday, May 10 th , 10 a.m. on AC Portal.

VIII. DETERMINATION OF GRADE (continued on next page)

A. Assignment Summary & Weight

Please note the following grade policies:

- The official grade in the course is the letter grade posted on AC Portal after finals. Grades or averages posted on Blackboard may not be complete or correct and are for general ideas only, not for determining your final grade in the course.
- **In the case of academic dishonesty, a student may be dropped or receive a course grade of F.**
- **Non-participation in course activities totalling more than six will result in a drop or a course grade of F.**
- Submitting words on a page does not guarantee a grade above zero any more than writing numbers on a math test means someone deserves some points. Evaluations have specific as well as conventional criteria. Partial credit is not always earned.

Generally, **if you have met minimum requirements for participation** (attendance, completion of activities and assignments, acceptable conduct) your final grade for this course comes from your major grades and daily work. Each major grade and your daily average are averaged together equally. (I use a spreadsheet which performs the calculations for me.)

+ Each of your major grades

+ The average of your daily grades

Sum divided by the number of addends

= your grade for the course (rounded to nearest whole percent).

The breakdown may look like this; the final averages will be rounded; adjust the percentages based on the number of assignments. If an assessment is added or removed/combined, the percentages will be adjusted.

20% Major Grade One

20% Major Grade Two

20% Major Grade Three

20% Major Grade Four

20% Daily Average (participation, drafting, quizzes, revision, discussion, active listening, preparedness, etc.)

= Your grade for the course.

