



TRINITY VALLEY COMMUNITY COLLEGE
COURSE SYLLABUS

☐ FALL ☒ SPRING ☐ SUM ☐ MINI ☐ OTHER YEAR 2021

☒ ONLINE COURSE* ☐ FACE TO FACE COURSE ☐ HYBRID COURSE*

This Course ☐ DOES ☒ DOES NOT Require Cengage Unlimited
This Course ☒ DOES ☐ DOES NOT Use Open Education Resources (OERs)
This Course ☐ DOES ☒ DOES NOT Utilize Inclusive Access (IA)
This Course ☐ DOES ☒ DOES NOT Require Exams to be Proctored**
This Course ☐ DOES ☒ DOES NOT Require a Lab (Approx. _____ hours per week)
This Course ☐ DOES ☒ DOES NOT Require a Purchase of Textbook(s)
This Course ☐ DOES ☒ DOES NOT Require a Purchase of Other/Lab Materials(s)

Course Rubric & Title	ENGL 1301 Composition I
Instructor Name	Dr. Debra White Smith
Office Hours	Monday & Wednesday, 9:00-9:25 AM & 10:40 AM-3:15 PM
Campus	Palestine
Office Location	T104
Instructor E-mail Address	debra.smith@tvcc.edu (Once our class starts, message me only in the Canvas Inbox.)
Instructor Office Phone	903.723.7037. All voice mails go to my cell phone
Other/Misc.	Click or tap here to enter text.

Course Description: Course Description: This is a 3-hour lower level, undergraduate course that is the first half of freshman English. Goals of the course are to help you acquire and/or improve your skills in producing effective writing which observes the conventions of Edited American English—i.e., writing which is acceptable in the academic and professional worlds. The student will be guided through the composition process, encouraged to find and improve his/her own writing style, and guided in the analysis and evaluation of his/her own and others' writings.

Course Co- or Pre-Requisites: None

Textbook(s) & ISBN: This class uses Open Education Resources and does not require the purchase of a textbook.



TRINITY VALLEY COMMUNITY COLLEGE
COURSE SYLLABUS

Learning Outcomes: Upon completion of this course, the student should demonstrate a mastery of the following learning outcomes:

- Use reasoning skills;
- Deal critically with ideas;
- Select and restrict a topic for essays;
- Develop a thesis statement or make the purpose of the essay clear.
- Develop and use an outline and establish a pattern or organization;
- Develop ideas thoroughly by making extensive use of supportive examples, facts, and details;
- Use appropriate tone and language suited to the audience;
- Use the generally accepted standards of Edited American English for mechanics, grammar, punctuation and spelling;
- Revise essays to produce a final product, using a simple word processing program;
- Work cooperatively with other writers toward common goals and effectively use the various research materials in the Learning Resource Center (LRC).

Course Requirements:

- Attendance
- Classroom discussions
- Reading assigned texts
- Daily assignments that may include collaborative projects and hands-on discussion assignments
- Essays
- Quizzes
- No major exams. This is a writing class.

Expected Time Requirement for this Course: Approximately five or six hours per week of time spent reading, reviewing, and completing assignments is recommended to complete this course.

Expected Instructor Response Time Mon-Fri: Students should expect responses to student inquiries from the instructor within 24 hours Monday-Friday.

Expected Instructor Response Time Sat-Sun and holidays: Students should expect responses to student inquiries within 72 hours if submitted over the weekend or student holiday.

☒ HYBRID AND ONLINE*: Non-Attendance and Financial Aid: If you are receiving financial aid, federal regulations require you to begin attending the courses for which you are enrolled prior to receiving a distribution of financial aid. Attendance in an online course is verified by substantial participation in the course on or before the first Friday of the first week of class. TVCC defines



TRINITY VALLEY COMMUNITY COLLEGE COURSE SYLLABUS

substantial participation in online courses as logging in to the online course **AND** completing the syllabus/start here quiz. **NOTE: Logging in to your online course does not warrant “attending”.** For this course, you may also be required to complete nothing else required on or before the first Friday of the first week of the semester in order to be marked as “attending” for purposes of financial aid. Students documented as “not attending” a course upon the first Friday of the first week are assumed (for financial aid purposes) to have NOT begun attendance for that course, negatively affecting their financial aid disbursements.

☐ **FACE TO FACE: Non-Attendance and Financial Aid:** If you are receiving financial aid, federal regulations require you to begin attending the courses for which you are enrolled on or before the census date (e.g., 12th day of each fall and spring semester and 6th day of class each abbreviated semester). Students documented as “not attending” a course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, negatively affecting their financial aid disbursement.

*****PROCTORED TESTING INFORMATION** ☐ **DOES** ☒ **DOES NOT APPLY TO THIS COURSE**

☐ **Proctored Testing Information:** If exams must be proctored, describe the options your students have. These may include taking the exam at a testing center or using a web cam in conjunction with the Respondus lockdown browser, utilizing the service offered by Kryterion, etc.)

- **Athens** – The Testing Center, located in the Administration Building, is open during regular business hours. In the event that the testing center is closed (visit <http://www.tvcc.edu/testing/> for scheduled closings), you can test at the LRC. Please visit the [Athens testing site](#) to determine the LRC hours of operation and closures due to class instruction.
- **Palestine** – Students are allowed to test at the LRC of the respective satellite campuses. Please visit the [Palestine testing site](#) to determine their hours of operation. *NOTE: You MUST arrive at the testing center(s) at least 1 hour prior to closing so that you COMPLETE your testing before they close.*
- **Terrell** – Students are allowed to test at the A101 computer lab during designated hours. Please visit the [Terrell testing site](#) to determine their hours of operation. *NOTE: You MUST arrive at the testing center(s) at least 1 hour prior to closing so that you COMPLETE your testing before they close.*

Outline of Course Schedule:

- **Module One: Grammar & Writing**
- **Module Two: Research Strategies**

Grading Policy

- Essays: 55%
- Grammar & Mechanics: 30%



TRINITY VALLEY COMMUNITY COLLEGE COURSE SYLLABUS

- Daily Work & Quizzes: 15%
- 90%-100%=A
- 80%-89%=B
- 70%-79%=C
- 60%-69%=D
- 0%-59%=F

Classroom Policies:

Attendance and participation: Attendance is required for this course. Students cannot possibly get all they can out of this course without attending and participating. They will entail the following:

- Regularly Logging into the classroom and participating in assignments.
- Having read and/or completed assigned material by the due date
- Engaging in civil classroom discussion, well informed by readings and previous lessons and/or lectures

Attendance Policy: Students are expected to log into the classroom several times a week. When a student accumulates a total of THREE (3) weeks' consecutive absences, I may drop the student from the class via the TVCC registrar. An online absence is defined as a lack of quality participation in class through submission of completed assignments that reflect logical answers and a student's best effort. Assignments that are repeatedly submitted that are half-done or contain illogical answers do not count toward attendance and participation.

Late Work Policy

Assignments: All assignments are due on their designated due date at 11:59 PM. However, there is no late penalty for submissions that are turned in by 4:00 AM the day after the 11:59 PM due date. I provide this middle-of-the-night grace for all of those who are night owls like me. I allow students to turn in assignments late up to 5 days after the due date. However, there is a 10% late penalty for each day the assignment is late. On midnight of the fifth day after the assignment due date, the assignment will close, and there will be no option of submitting the assignment without a documented life tragedy or illness. Furthermore, I do not allow the submission of any late assignments after the last day of class, which is the date of the last module exam.

Quizzes: The five-day late policy, as detailed above, also applies to quizzes. After the fifth day a quiz is due, NO make-up quiz will be given, unless a student is sick or has experienced a tragedy and documentation is provided (a doctor's note or proof of tragedy). Make-up quizzes must be arranged for by the student with the instructor BEFORE the time of the regularly scheduled exam, or a missed exam will result in a zero. If you are involved in sports or extra-curricular activities that will prevent you from being present the day of the exam, it is your responsibility to



TRINITY VALLEY COMMUNITY COLLEGE COURSE SYLLABUS

arrange to take the test before you are gone. Do not wait until the last minute to arrange to take a test!

Cheating/Plagiarism: Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. “Cheating on a test” shall include:

- Copying from another student’s test paper
- Using test materials not authorized by the person administering the test
- Collaborating with or seeking aid from another student during a test without permission from the test administrator – **NOTE: an instructor using non-proctored exams is NOT providing permission to collaborate with or seek aid from another student.**
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test
- The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test
- Substituting for another student, or permitting another student to substitute for oneself, to take a test, and
- Bringing another person to obtain an un-administered test or information about an un-administered test.
- Accessing web content or online resources to provide support in answering questions on exams, proctored **or not** |

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

The punishment for cheating, plagiarism, or collusion in this class is | the student will receive a zero on the assignment in question. A student who persists in cheating, plagiarism, or collusion will most likely not pass the class. There is no makeup work for assignments that contain cheating, plagiarism, or collusion. |

Drop Policy: | A student may withdraw (drop) from a course and receive a grade of “W” at any time during a given semester subject to the last day to receive a “W” deadline specified in the TVCC schedule or catalog.

STUDENTS are ENCOURAGED TO CONTACT THEIR INSTRUCTOR BEFORE WITHDRAWING from the course. |



TRINITY VALLEY COMMUNITY COLLEGE COURSE SYLLABUS

Additional Information: Students should develop a backup plan should their computer system or Internet provider fail. Computer or internet connectivity issues are not valid excuses for missing a deadline. The college provides many opportunities for using computer equipment and internet access, as do many public libraries.

Advocacy Information: Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is encouraged to contact the advising office for guidance on how to identify possible resources. Please notify the instructor of your circumstance if you are comfortable doing so.

Affirmative Action: TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973 (Section 503,504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; and Executive Orders 11246 and 11758.

American with Disabilities Act (ADA): Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. The passage of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary, allowing the use of tape recorders, sign language interpreters, or other educational auxiliary aids, making special test arrangements, and other accommodations. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations.

Students with disabilities who wish to request accommodations should notify the Disability Services Office on their campus. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the Disability Services counselor. For more information, please visit the Disability Service Office on your campus or contact Melinda Berry at 903-675-6224 and email disability@tvcc.edu.

Campus Carry: The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations. This policy does not apply to commissioned peace officers in accordance with law. All persons, including license holders, are prohibited from openly carrying a handgun on all College District campuses and premises. License holders may carry a concealed handgun on or about their person while on College District campuses and premises. License



TRINITY VALLEY COMMUNITY COLLEGE COURSE SYLLABUS

holders are responsible for complying with applicable federal and state law and this policy and associated regulations.

Criminal History: TVCC awards some certificates and degrees in which a criminal history **MAY** disqualify candidates from becoming licensed upon degree/certificate completion. Students **with** a criminal background enrolling in courses leading to a degree/certificate in criminal justice, cosmetology, nail technician, Heating/Ventilation/Air Conditioning (HVAC), Emergency Medical Technology (EMT), Nurse Aide, Vocational Nursing (VN), Associate Degree Nursing (ADN), Surgical Technology, Patient Care Technology, or Pharmacy Technician program are **STRONGLY ENCOURAGED** to discuss the licensing regulations with the TVCC program director listed in the current catalog and learn about the current guidelines related to criminal history as well as the right of individuals to request a criminal history evaluation letter.

Electronic communication: TVCC students are **REQUIRED** to use either their TVCC Canvas account or their TVCC email account for all electronic communication. In order to ensure the identity of the student communicating via electronic methods, TVCC faculty will not reply to student communication that is sent through an email account other than their TVCC issued email account or Canvas account.

Logging on to E-Courses: To access your online courses, visit <https://ecourses.tvcc.edu>. Use your Cardinal ID and Cardinal Password to log in. If you are unsure of your Cardinal ID, visit <https://webapps.tvcc.edu/GetIDs1/>. TVCC Password guidelines are set as follows:

Lowercase first initial + last four digits of your Social Security number + uppercase last initial + 4 digit year of birth. If your name is **Jane Doe**, and you were born in the year **1998**, and your social security number ends in **1234**, your new password would be **j1234D1998**.

Research Resources: The student is encouraged to use the TVCC Libraries as research resources for this course. Students can search the TVCC Library Resource Center holdings through the on-line catalog. Electronic library resources provide access to full-text and abstract articles as well as links to a variety of remote research tools. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at TVCC. Students with research questions or questions about library services are encouraged to email their question to lrc@tvcc.edu.

Student's Responsibility: This syllabus contains information, policies, and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the rules, policies, regulations, and ethical standards of Trinity Valley Community College as contained in the current catalog and schedule of classes.



TRINITY VALLEY COMMUNITY COLLEGE COURSE SYLLABUS

Student Evaluation of Courses/Faculty: Evaluation is an important component in promoting continuous improvement, enhancing student learning, and achieving excellence in the educational process. Therefore, TVCC administers student course evaluations every semester. Students are encouraged to complete the course evaluations for all of their courses. Notification of evaluation availability and details on how to access and complete the course evaluation will be delivered to all students through the TVCC email accounts.

When completing the evaluation, students will rate the course by responding to the following prompts:

- The instructor relates the importance of the subject matter to real life.
- The instructor is very knowledgeable of the subject matter.
- The instructor encourages questions and discussions from students.
- The instructor makes class requirements clear.
- The instructor gives class assignments (tests, projects, presentations, etc.) that measure what was covered.
- The instructor's teaching methods are effective in helping me learn.
- The instructor expects students to take responsibility for their learning.
- The instructor establishes a climate of respect.
- The instructor is well organized and prepared for each class.
- The instructor is available to me on matters pertaining to the class.
- The instructor is reliable in meeting class (leave blank for online courses).
- The instructor normally starts class on time (leave blank for online courses).
- The instructor has challenged me to think.

Technology Resources/Access: Each student, employee, or guest with an information technology (IT) account shall be responsible for all use of the account. All accounts shall be for use by a single individual – the person for whom the account was approved or assigned. This includes e-Course accounts as well as TVCC issued email accounts. Sharing or loaning accounts is strictly prohibited and violates TVCC Board Policy CT (LOCAL).

Title IX of the Education Amendments: TVCC prohibits discrimination, including sexual harassment and retaliation, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or the Title IX Coordinator.

TVCC has designated the Director of Human Resources/Title IX Coordinator as the individual who is responsible for coordinating its efforts to comply with Title IX of the Education Amendments of 1972, as amended. Contact information is:

- Director of Human Resource/Title IX Coordinator;



TRINITY VALLEY COMMUNITY COLLEGE
COURSE SYLLABUS

- humanresources@tvcc.edu
- Office Phone: 903-675-6215