



**TRINITY VALLEY COMMUNITY COLLEGE
COURSE SYLLABUS**

Course Rubric, Title: ENGL 1301

Instructor Name: Debra White Smith

Class Location:

Monday-Wednesday Class--ENGL 1301.0958--Classroom A129, Anderson Building

Tuesday-Thursday Class--ENGL 1301.4098--C102, Calhoun Building

On-Campus Office Hours:

Monday & Wednesday: 9:00 AM – 9:20 AM; 10:40 AM – 1:20 AM

Tuesday: 9:00 AM – 9:20 AM; 10:40 AM – 2:00 PM

Thursday: 9:00 AM – 9:20 AM

Virtual Office Hours:

I am available via Canvas Inbox and/or phone any time/day except Sunday.

Off Sunday

Office Location: C105

Phone: Office, 903.723.7037 (All voicemails will forward to my cell phone.)

TVCC E-mail Address: debra.smith@tvcc.edu

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.

Electronic communication:

TVCC students are REQUIRED to use either their TVCC Canvas Inbox or their TVCC email account for all electronic communication. In order to ensure the identity of the student communicating electronically, TVCC faculty will not reply to student communication that is sent through an email account other than their TVCC issued email account or Canvas Inbox. All messages posted in the Canvas Inbox will forward to my cell phone.

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: Please visit the [TVCC bookstore online](#)

Required/Recommended Reading(s): Please visit the [TVCC bookstore online](#)

Required Materials: Please visit the [TVCC bookstore online](#)

- Working email account
- Access to a computer with Microsoft Word 2003 or newer
- Flash drive to store all writing assignments

Technology

I will incorporate as much technology as possible in my class's learning experience. Therefore, please feel free to bring all electronic devices to class. These devices may include: cell phones, smart phones, ipods, ipads, Kindles, Nooks, and laptops. Be prepared to get creative with any or all of these devices as well as such online tools as YouTube and Facebook. While I will be sharing ideas with the class about how we will use technology, please brainstorm yourselves and let me know if you come up with any creative applications that I might miss.

Learning Outcomes

Upon completion of this course, the student should demonstrate a master of the following learning outcomes:

At the end of this course, class participants will be able to:

- 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 use effectively 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
- Two Essays
- Grammar Quizzes
- No major exams. This is a writing class.

Outline of Course Schedule

- **Module One:** Comparing Search Strategies
- **Module Two:** Evaluating Online Sources

Grading Policy

- Essays: 55%
- Discussions: 15%
- Grammar & Mechanics: 15%
- Weekly Work: 15%
- 90%-100%=A
- 80%-89%=B
- 70%-79%=C
- 60%-69%=D
- 0%-59%=F
- All major assignments will be graded in two weeks. All other assignments will be graded in one week.

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:

- Showing up to class on time;
- Having read and/or completed assigned material by class time;
- Reading only class-related material during class'
- Engaging in civil classroom discussion, well informed by readings and previous lessons and/or lectures;
- Staying awake;

- Not using electronics for personal reasons without professor approval.

Attendance/Drop Policy: Students are expected to physically attend class as well as log into the Canvas classroom during the week. An absence is defined as the following: not physically attending class; sleeping in class; using electronics in class for personal reasons without professor approval; reading non-class related material in class. If you are asleep or your brain is engaged in personal electronic activity or alternative reading, you might as well not even be physically present. Attendance involves the presence of both your body and your mind. When a student accumulates a total of THREE (3) weeks' consecutive absences, Prof. Smith will drop the student from the class via the TVCC registrar.

Non-Attendance and Financial Aid: If you are receiving financial aid, federal regulations require you to have begun attending the courses for which you are enrolled on or before the census date (e.g., 12th day of each fall and spring semester). Attendance in an online course is verified by substantial participation in the course on or before the census date. TVCC defines substantial participation as logging in to the online course AND completing/participating in at least one requirement of the course. 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, and this may negatively affect financial aid disbursements.

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. Contact the TVCC Business Office if you want to drop the course.

Limitations to the Number of Withdrawals from Courses

A new THECB Rule has been established to address a new law enacted by the legislature regarding the number of withdrawals (“W’s”) that a student may have during their academic career (THECB Rules: Chapter 4, Subchapter A, 4.10). The law states that any student whose first semester in college is Fall 2007 or later may not have more than six *unexcused withdrawals* (W’s) during their academic career. This applies to a student’s academic record from all higher education institutions attended. If a student has six *unexcused withdrawals*, they will no longer be allowed to withdraw from a course without receiving a grade in the course (which will be an “F”). To determine if a withdrawal is excused, a student must initiate a withdrawal request through the guidance services office or, in special circumstances, through the faculty member. **It is the student’s responsibility to officially withdraw from a course and to verify that the withdrawal has been posted to their transcript.**

Late Work Policy

Assignments & Quizzes: 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. The last week of class, the number of days allowed for late assignments will decrease, and I do not allow the submission of any late assignments after the last day of class, which is the date of the last module assignment.

Cheating/Plagiarism

We encourage our students to view themselves as ethical pursuers of and contributors to knowledge. To that end, we encourage academic honesty and forthrightness in all our work. Academic 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 test administrator
- Collaborating with or seeking aid from another student during a test without permission from the test administrator
- 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 unadministered test
- Substituting for another student, or permitting another student to substitute for oneself, to take a test, and
- Bringing another person to obtain an unadministered test or information about an unadministered test.

“**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. Plagiarism includes copying and pasting information from the internet without documenting it.

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

If a student commits cheating, plagiarism or collusion, he/she 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.

Attendance in Developmental Courses/Developmental Drop Policy:

Students will NOT be allowed to drop any developmental course in which they are enrolled. Furthermore, instructors will not drop students enrolled in their developmental courses.

If a student does not receive the minimum required scores on an approved TSI test, the student will be required to enroll and attend prescribed developmental courses and remain in those

courses until passing test scores are submitted or the developmental sequence is successfully completed. **Students WILL NOT be allowed to drop a developmental course for any reason. They will only be eligible to receive a grade of an A, B, C, or F.**

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).

Additional Information:

You should develop a backup plan should your system or your Internet provider fail you. This is not a valid excuse for missing a deadline. The college provides many opportunities for using equipment as does many public libraries.

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.

Additional student responsibilities include the following:

- To submit written work properly formatted according to MLA guidelines
- To notify the instructor of any concerns
- To do all assignments. (A grade of 0 will be averaged in for any assignment not turned in. See note about late work above.)
- To do one's own work
- To collaborate and cooperate in group work when specified by the instructor
- To participate (courteously) in class discussions and activities

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 through the student Cardinal Connection portal. Notification of evaluation availability will be made 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.

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 522lk V.A.C.S.; and Executive Orders 11246 and 11758.

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
Office Phone: 903-675-6215

AMERICANS 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 Guidance 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 Guidance Service Office on your campus or contact Melinda Berry at 903-675-6224 or email mlberry@tvcc.edu. For additional information, please visit: <http://www.tvcc.edu/guidance/studentswithdisabilities.aspx>.