



**TRINITY VALLEY COMMUNITY COLLEGE  
COURSE SYLLABUS**

**THIS COURSE DOES NOT REQUIRE EXAMS TO BE TAKEN AT A PROCTORED LOCATION.**

**Course Rubric, Title: ENGL 1301**

**Instructor Name: Debra White Smith**

**Class Location: Online**

**Office Hours:**

**Monday – Saturday: Virtual Office Hours 10:00 AM – 6:00 PM**

**Off Sunday**

**Campus: Palestine**

**Office Location: C105**

**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

**Phone: Office, 903.723.7037 (All voice mails go to my cell phone.)**

**TVCC E-mail Address: [debra.smith@tvcc.edu](mailto:debra.smith@tvcc.edu)**

**Electronic Communication:** TVCC students are REQUIRED to use either their TVCC Canvas Inbox or their TVCC email account for all electronical 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.

**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

### **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 an essay,
- 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, and
- Use the generally accepted standards of Edited American English for mechanics, grammar, punctuation and spelling,
- Revise several drafts of an essay 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
- Discussion Board
- Reading assigned texts
- Two 750 Word Essays
- Weekly Work
- Grammar & Mechanics Assignments

**Expected Time Requirement for this Course:** Expect to spend at least as much time in this course as you would in the traditional, face-to-face class.

**Proctored Testing Information:**

Though this is an ONLINE course, you WILL NOT be required to take proctored exams.

**Outline of Course Schedule:**

- **Module 1:** Comparing Search Strategies
- **Module 2:** Evaluating Online Sources

**Grade Breakdown:**

**55% - Essays:** Two 750 word essays

**15% - Discussions:** This class will be a forum for students to share their thoughts and raise questions. Students prepared to raise questions and discuss points related to the topic help make the learning environment stimulating.

**15% - Weekly Work**

**15% - Grammar & Mechanics**

**Note:** Detailed assignment timeline is available in the Start Here Module / Course Schedule tab.

Grades are based on the following percentages:

A=90% - 100%

B=80% - 89%

C=70% -79%

D=60% -69%

F=59% and below

**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 dates
- 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, Prof. Smith will drop

the student from the class via the TVCC registrar. An online absence is defined as a lack of participation in class through submission of assignments.

**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 into the online course AND completing/participating in at least one requirement of the course beyond just the Get Acquainted Discussion. 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.

### **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 verify that the withdrawal has been posted to their transcript.**

### **Late Work Policy**

**Assignments:** Assignments are due in Canvas on the date/time posted. Each student is allowed to turn in one assignment 24 hours late with no penalty. I also believe in some wiggle room. I will not count assignments late that come in by 4:00 AM after a midnight submission deadline, due to the fact that I will not be up anyway. All other late assignments that do not fall into these boundaries will be awarded a zero. Exceptions will be made for life tragedies and serious illnesses when a doctor’s note or designated documentation is presented with the assignment.

**Tests:** NO make-up tests 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 exams 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

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

### **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:** 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:** the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

All instances of cheating, plagiarism or collusion, will result in the student receiving 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.

### **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](mailto:lrc@tvcc.edu).

### **Logging on to E-Courses:**

For detailed instructions on how to access and log on to the E-Course system, visit  
<http://www.tvcc.edu/Distance-Ed/article.aspx?deptid=151&zoneid=141&articleid=229>

### **Online orientation to E-Courses:**

Visit the TVCC E-Course online orientation for detailed instructions on how to use the various aspects of the Blackboard system. It is located at  
<http://www.tvcc.edu/Distance-Ed/article.aspx?deptid=151&zoneid=141&articleid=272>

### **Technology Resources/Access:**

Each student, employee, or guest with an information technology (IT) account are 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.

### **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 Jennifer Robertson, 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*

*[jrobertson@tvcc.edu](mailto:jrobertson@tvcc.edu)*

### **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](mailto:mlberry@tvcc.edu). For additional information, please visit: <http://www.tvcc.edu/guidance/studentswithdisabilities.aspx>.