**District Course Requirements**

**Books**

**Student Accessibility Resources**

Any student with a documented disability needing academic accommodations is required to contact the Student Accessibility Resources (SAR) Office located on each campus to schedule an appointment with the Coordinator of SAR. All discussions are confidential. Because SAR accommodations may require early planning and are not provided retroactively, students are encouraged to contact SAR as early in the semester as possible. SAR is responsible for approving and coordinating all disability-related services. TCC professors will honor requests for accommodation when they are issued by SAR.

**Campus Carry**

Effective August 1, 2017, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public community college campuses, except in locations the College establishes as prohibited. Prohibited areas include but are not limited to Theater and Performance Halls, Health Services, Testing Services, Counseling Services, Physical Education, Early College High School Programs, Child Care Facilities, and the TCC Police Department. Under the new law, openly carrying handguns is not allowed on college campuses. For more specific TCC regulations, [http://www.tccd.edu/services/police-department/open-carry/campus-carry-regulations/](http://www.tccd.edu/services/police-department/open-carry/campus-carry-regulations/). For emergency information, please go to the following link: [https://www.tccd.edu/about/emergency-information/](https://www.tccd.edu/about/emergency-information/).

**Course Evaluation**

Student participation in the evaluation process is critical to the college's commitment to quality teaching and academic excellence. Students are strongly encouraged to participate in the process with constructive feedback that is relevant to teaching and course content. The average time to complete the course evaluation is approximately 5-8 minutes. Please take time to share your comments, suggestions, and concerns.

This course may be evaluated between 06/07/19 and 07/03/19. [Course Evaluation](#).

- Paperback: Bookstore:
  - Used $44.10
  - New $58.80
  - July 2016
  - ISBN: 9780393637984


- Publisher: W. W. Norton & Company; 4 edition (January 15, 2016)

**Special Materials:**

- This is a fully online class. Students must have regular access to a computer with a stable internet connection.
- Students must also have access to a back-up, in case of technical issues. Students are permitted to use computers at any TCC campus, or at other sites like public libraries.
- Students should make use of their Google drives, especially to save and back up major writing assignments.

**Focus:**

This is an introductory level writing course that seeks to empower students in becoming stronger, more flexible writers who have the skills, strategies, and awareness to write adeptly across many fields and genres, including academic writing. Students will learn to critically investigate their own use of language and writing, as well as the language and writing of other groups, communities, and professions. In doing so, students will come to understand how rhetorical and discourse strategies are employed to effectively inform and persuade audiences. This course seeks to bestow writing knowledge and skill that will make students insightful writers, preparing them for the work they will do in their academic career.

**Requirements:**

**Attendance Policy**

As part of our initiative to improve student success and academic integrity, all online students are required to verify their student identity. Federal regulations require that all institutions must verify that the student who registers in an online learning course is the same student who participates in and completes the course.

A student in an online course missing a cumulative of 15 percent of the class (not keeping up with the course assignments) will be dropped at the discretion of the instructor. Being dropped from a class can lead to problems with financial aid, student loans, and veteran benefits.

You will receive one alert after the 3rd absence, another after the 4th absence and the one after the 5th absence. Following this, I will notify through an email about being dropped in a week, if you are failing.

**Technical Requirements:** A basic level of technical competence and equipment are necessary for participating in the online components of this class. You should already be able to perform the following tasks:

- Attach document files to e-mail.
- Complete assignments using word processing software.
- Locate, save, and retrieve files on the computer.
- Send/receive email.
- Submit comments to a discussion board.
DROP POLICY:

It is your responsibility to drop the course. Therefore, if you decide to drop, you must notify TCC by the drop date. The last day to drop this course is June 27, 2019.

Email messages will be responded to within 24 hours. Office hours (available for fast email reply, or by office phone): Daily 10 am-12 pm

Students are expected to communicate professionally, using only their TCC email addresses. I cannot (legally) respond to emails from any other email address.

Students should be familiar with and check their my.tccd.edu email accounts at least once per day.

Students should log in to Blackboard at least once per day. Work is due according to the schedule in Blackboard.

Essays:

You will have two essays and a research paper.

Each essay will require three parts: pre-writing, a rough draft and a final product. I will offer feedback on every paper excluding your final research paper.

This class is about the writing process. I want you to be successful and leave feeling prepared for future courses and higher levels of writing so take advantage of the revision option. Remember, the first paper is always the hardest because you are exploring a higher level of writing. That’s okay. Writing is a process.

I will be unable to accept Research Papers late for any reason.

In class participation through discussion boards is integral to the success of this course. If you have a question or comment, feel free to share it. Chances are someone else has the same question and/or could benefit from your comments. That being said, there will be times that everyone will not agree. As college students, I expect you to act as adults and refrain from derogatory or negative comments. Understand that we all have different backgrounds and therefore must respect one another’s opinion and point of view, even if it is vastly different from our own.

ACADEMIC INTEGRITY-

Academic dishonesty may include cheating, plagiarizing material, or submitting work written for a previous or concurrent class without consent. These are serious offenses and will not be tolerated. Plagiarism is the act of presenting another author’s words or ideas as ones own. This includes inadequate paraphrasing as explained in the MLA handbook.
Grading Criteria:
The grading scale is as follows:

1. 89.5% and above is an A,
2. 79.5 to 89.4 is a B,
3. 69.5 to 79.4 is a C,
4. 59.5 to 69.4 is a D, and
5. anything below 59.5 is an F.

Keep in mind that successful completion of a course usually indicates a grade of C or higher.

Grades less than C will usually not be accepted at transfer institutions.

Additionally, each assignment you submit falls into a category, which represents a percentage of your final grade:

To know your current grade in the class, look in the Final Grade column in the Blackboard grade book.

Essay 1: 10% - Literacy Narrative, located in Lesson 4
Essay 2: 15% - Narrative and Memoir, located in Lesson 6
Essay 3: 20% - Annotated Bibliography, located in lesson 9
Essay 4: 25% - Argumentative Essay, located in lesson 13
Discussion Boards, Journal Entries, other Assignments: 30% - This includes all work other than final drafts.

Class Dates:

Institutional Calendar is available at this link: https://waj.tccd.edu/TCC/WebAdvisor3/pickCal.jsp?wMenu=M
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<th>Course Calendar:</th>
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<td>- Lesson 1 - Orientation -</td>
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<td>- Lesson 2 - Reading &amp; Writing Rhetoric -</td>
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<td>- Lesson 3 - College Writing and Pre-Diagnostic-</td>
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<td>- Lesson 4 - Literacy Narrative  ESSAY 1</td>
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<td>- Lesson 5 - Using Sources, Taking Notes, Avoiding Plagiarism</td>
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<td>- Lesson 7 - Research</td>
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<td>- Lesson 10 - Love, Marriage and Family</td>
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<td>- Lesson 11 - Crime, Punishment and Justice</td>
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<td>- Lesson 15 - Revision</td>
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<td>Week 5</td>
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<td>-Lesson 16 - Final Exam</td>
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Additional Class Information:

All work must be submitted on time: short assignments, discussion boards, responses, and other tasks. Technology issues are not cause for accepting late work. Students who find themselves experiencing major life emergencies should contact me by email prior to a deadline to discuss options regarding assignments. Major essays will be accepted late. The late essay policy: -10 points per day, maximum of two days. After two days, the essay will not be accepted.

All work will be submitted through Blackboard. Emailed assignments will not be accepted. Consult the syllabus, course calendar, and resources folders. Students should check their email and read announcements daily.

Students with disabilities will be fully accommodated, as documented with a letter from a TCC SAR office. Accommodations are not retroactive and begin on the date the student shares the letter with the instructor. More information can be found at their website (http://www.tccd.edu/student_services/disability_support/).

If you are having trouble or difficulty with the pace, material, expectations, personal matters, or anything else relevant, please communicate with me as soon as the trouble starts. I will work with you to create a plan for success.

Plagiarism or Academic Dishonesty in any form will not be tolerated. The inclusion of uncited material, whether quoted or paraphrased, will result in the grade of a zero. Cited quotations without quotation marks are considered plagiarism. Copying, cheating, or collusion will result in the grade of a zero. Please consult the Student Handbook, which provides additional information on these topics. If ever in doubt: CITE.

We are a community of learners who will listen to one another, acknowledge each other, and respect one another. We will not all agree; we will all get along. Students may not disrupt our open community of learning with disrespect, rude or assaultive language, personal attacks or profanity. Our class will be a safe space for all learners, no matter what.

If you are having trouble logging in to your email or Blackboard, please contact the Help Desk at 817-515-6411.

I strongly encourage you to develop true conversations in the Discussion Board. By this, I mean do not post only enough to meet the minimum word-count. This is your opportunity to debate and discuss with your classmates; it is also an opportunity to ask each other questions. I will be monitoring and participating in discussions and expect more participation than simply trying to meet your word-count obligation.

Students are required to participate in class through reading each other’s posts and responding to each other. Students are expected to agree or disagree respectfully, and to base their claims on text-supportable ideas, rather than personal opinions. No personal attacks will be tolerated in our community.

All email or IM correspondence should be professional. Begin emails with salutations, ask questions and provide information, and be polite. As with all writing, consider your audience before you begin writing.

I will usually reply to student emails in 24-hours (during the week, excluding holidays). My office hours are listed above, and during these times I will respond to messages within 15-20 minutes.

All of your written work that includes quotes, paraphrases, summary or source information should include internal citations and a Works Cited list. You are expected to use MLA format for all citations.

All essays and longer assignments should be formatted according to MLA guidelines. For information and help with MLA, please consult the “MLA Help” folder in the “Resources” area in our course. If you have questions after checking there, just let me know!