ENGL-1301-86077  Composition I

Instructor: Reed, Benita
Office: SE ESED 2434A
Phone: 817-515-3413
E-mail: benita.reed@my.tccd.edu
Term: Summer 2019
Last day to drop: 05/23/19
Official day of record: 05/14/19
100% Refund: 05-09-2019
70% Refund: 05-14-2019
25% Refund: 05-15-2019

<table>
<thead>
<tr>
<th>Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
</tr>
<tr>
<td>Mon</td>
</tr>
<tr>
<td>Tue</td>
</tr>
<tr>
<td>Wed</td>
</tr>
<tr>
<td>Thu</td>
</tr>
<tr>
<td>Fri</td>
</tr>
<tr>
<td>Sat</td>
</tr>
<tr>
<td>Sun</td>
</tr>
</tbody>
</table>

Comments:
If you need different conference times, please inform me to make an appointment. Thank you.

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/. For emergency information, please go to the following link: 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 05/15/19 and 05/31/19. Course Evaluation.

Text(s):


Special Materials:

Writing utensils: pens (blue and black) and pencils

Paper/Notebook

Highlighter (for annotating and other purposes)

USB drives

**Access to a computer and the Internet (even outside of class)

Appropriate and compatible computer software

Microsoft Word

Dictionary

Thesaurus

Focus:

With emphasis on writing as a process, English 1301 includes principles of composition, rhetorical skills, and critical thinking necessary for clear, logical writing and basic computer competency. This course focuses on clarity, development, coherence, critical thinking, appropriateness, and correctness in composing paragraphs and multi-paragraph essays. Writing a number of assignments, students will write more than 4,000 words. As well, understanding researching strategies and the development of the documented content, utilizing the Modern Language Association (MLA) format, is emphasized through activities.

Prerequisite: Passing score on the English portion of the ACCUPLACER Test, or an approved alternative test, or achieving a grade of C or higher in the last course of the developmental sequence.
<table>
<thead>
<tr>
<th>Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of Assignments: Assignments must be submitted by the designated due dates. <strong>No late work is accepted</strong> unless there are extenuating circumstances that are expressed to the professor, accompanying the essential documentation to validate the circumstances; additionally, the decision to accept the late work may be determined after approval from the department chair. <strong>It is advised to screenshot the Blackboard submission of major essays to validate their submissions.</strong></td>
</tr>
<tr>
<td>Modern Language Association (MLA) Format and Documentation: Scholars should provide MLA format for all written submissions. MLA in-text documentation, including signal phrases and Verbals, and MLA format for the Works Cited for all MLA activities are expected.</td>
</tr>
<tr>
<td>Quizzes/Exams: Scholars are to complete quizzes/exams as instructed.</td>
</tr>
<tr>
<td>Computer Competency: Students should demonstrate computer competency within class for assignments/activities as well as on submitted assignments/activities requiring computer usage.</td>
</tr>
<tr>
<td>Blackboard: Collegians should have access to a computer and the Internet so that they can communicate via email and other Blackboard features and functions; additionally, students should check their Blackboard for communications and supplemental materials/information placed on it (Message Board, Journal, etc.).</td>
</tr>
<tr>
<td>Classroom Etiquette: Academicians should respect the learning environment and fellow classmates. Using inappropriate language and gestures, behaving violently and irrationally, conducting yourselves unprofessionally (or contrary to academic performance), using the classroom materials--computer, textbooks, etc.--inappropriately, and using your cellular phone or any form of communication inappropriately during class time are not permitted.</td>
</tr>
<tr>
<td>Scholasty Intergrity: It is imperative that students read, understand, and adhere to the TCCD policy on scholastic dishonesty as stated in the online Student Handbook at the following address: <a href="http://www.tccd.edu/district/handbook/student/sthandbook_frame.html">http://www.tccd.edu/district/handbook/student/sthandbook_frame.html</a>.</td>
</tr>
<tr>
<td>Mandatory Attendance: It is important that scholars read, understand, and adhere to the TCCD policy on mandatory attendance as stated in the online Student Handbook at the following address: <a href="http://www.edu/district/handbook/student/sthandbook_frame.html">http://www.edu/district/handbook/student/sthandbook_frame.html</a>. For online classes, attendance is determined based on timely assignment submissions. <strong>According to the TCCD Mandatory Policy, students missing a cumulative of 15% of the class meetings and not keeping up with the course assignments, resulting in a failing grade, may be dropped at the instructor’s discretion.</strong></td>
</tr>
<tr>
<td>Service Animals: With appropriate authorization and documentation from SAR (once DSS), service animals are welcomed in the classroom and academic environments.</td>
</tr>
<tr>
<td>Health Concerns: Students should inform the professor of any health concerns that may affect their classroom and/work performance. Also, students should inform the professor if health concerns may cause any kind of episodic medical lapses in the classroom that require medical attention. (Medical documentation, along with documentation from SAR and/or the campus health facility, so that all parties are well informed and on alert about said health concerns/conditions.)</td>
</tr>
<tr>
<td><strong>Campus Carry:</strong> Effective August 1, 2017, the Campus Carry law (<a href="http://www.tccd.edu/services/police-department/open-carry/campus-carry-regulations/">Senate Bill 11</a>) 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. <strong>Under the new law, openly carrying handguns is not allowed on college campuses.</strong> For more specific TCC regulations, <a href="http://www.tccd.edu/services/police-department/open-carry/campus-carry-regulations/">http://www.tccd.edu/services/police-department/open-carry/campus-carry-regulations/</a>. For emergency information, please go to the following link: <a href="https://www.tccd.edu/about/emergency-information/">https://www.tccd.edu/about/emergency-information/</a>.</td>
</tr>
</tbody>
</table>
Grading Criteria:

NOTATION: Assignments may be altered to meet the needs of students.

Grading Legend

16 Lessons, including at least 1 assignment

4 Essays

Grading Legends

A = 100-90
B = 89-80
C = 79-70
D = 69-60
F = 59 and below

A = 50-40
B = 39-30
C = 29-20
D = 19-10
F = 9 and below

A = 30-25
B = 24-19
C = 18-13
D = 12-7
F = 6 and below

Class Dates:

Classes Begin - May 10, 2019
Census Date - May 14, 2019
Course Drop Deadline with a "W" - May 23, 2019
Final Examination - May 31, 2019
Session Ends - May 31, 2019

***It is the student's responsibility to inform the professor at the beginning of the semester of a spiritual holiday.
Daily Assignments:

**Daily Course Assignments**

- Lesson 1 - Orientation - Due 5/13/19 by 11:55 PM
- Lesson 2 - Reading & Writing Rhetoric - Due 5/13/19 by 11:55 PM
- Lesson 3 - College Writing - Due 5/15/19 by 11:55 PM
- Lesson 4 - Literacy Narrative - Due 5/15/19 by 11:55 PM
- Lesson 5 - Using Sources, Taking Notes, Avoiding Plagiarism - Due 5/17/19 by 11:55 PM
- Lesson 6 - Narrative and Memoir - Due 5/17/19 by 11:55 PM - ESSAY 1
- Lesson 7 - Research - Due 5/20/19 by 11:55 PM
- Lesson 8 - Evidence / Proof - Due 5/20/19 by 11:55 PM
- Lesson 9 - Annotated Bibliography - Due 5/22/19 by 11:55 PM
- Lesson 10 - Love, Marriage and Family - Due 5/22/19 by 11:55 PM - ESSAY 2
- Lesson 11 - Crime, Punishment and Justice - Due 5/24/19 by 11:55 PM
- Lesson 12 - Claim and Argument - Due 5/24/19 by 11:55 PM
- Lesson 13 - Argumentative Essay - Due 5/27/19 - ESSAY 3
- Lesson 14 - Visual Argument / Analyzing Images - Due 5/27/19 by 11:55 PM
- Lesson 15 - Revision - Due 5/29/19 by 11:55 PM
- Lesson 16 - Final Exam - Due 5/31/19 by 11:55 PM - ESSAY 4

**Additional Class Information:**

An interactive course is encouraged and expected, so attentiveness and participation are essential.

Assignments, or course work, may be incorporated (or altered) to aid and to ensure the understanding and mastery level of students.

Use of the Reading Writing Resource Center, the Library (including the Library Database), and Tutor 24/7--online tutoring, along with frequent conferences with me, is suggested and most beneficial in academic success.

If emergencies occur, please communicate with me as soon as possible.

[TCCD Academic Calendar](#) for important College Dates.  
[TCCD Student Handbook](#) for information on attendance and withdrawal policy, dishonesty and plagiarism, and student accessibility resources.  
[Access Course Evaluations](#) for instructions on evaluating courses.  
[Attendance](#) for attendance requirements.