English 1301 (ENGL 1301.3G1)

INSTRUCTOR CONTACT INFORMATION

Instructor: Thomas Tanner

Email: tltanner@exxonmobil.com

Office Phone: None

Office Location: None

Office Hours: None

CREDIT
3 Semester Credit Hours (3 hours lecture, 0 hours lab)

MODE OF INSTRUCTION
Face to Face

PREREQUISITE/CO-REQUISITE:
TSI Complete in Reading and Writing.

COURSE DESCRIPTION
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

COURSE OBJECTIVES
Upon completion of this course, the student will be able to
1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

REQUIRED TEXTBOOK AND MATERIALS
Composing Ourselves and Our World Web Version | PDF
The instructor will provide information for supplemental required reading resources.

ATTENDANCE POLICY
Class attendance is 10% of your course grade. After 5 absences (excused or unexcused), each additional absence will result in a loss of 10 points from the student's attendance grade. **Students with only one absence or fewer during the semester will receive 2 bonus points, which will be added to the final grade.** Attendance grades will also be affected by tardiness, sleeping in class, a lack of participation, and cell phone usage in class (see below).

Students with more than <u>8 </u>absences will not be eligible for a passing grade, regardless of their performance on the assignments.

Tardiness: Students in college are being prepared to succeed in a professional environment. Habitually showing up late to class exhibits a lack of consideration for others because it is disruptive. If you are late to class on three occasions, you will receive one absence. This process will be repeated for every three late appearances to class. **If you are more than 20 minutes late, you will be counted absent for that day. You may still enter the class, no matter how late.**

Early Exits: Students who leave class for ANY REASON without notifying me prior to class will lose any daily assignment points for that day and will be marked absent. Please use the restroom prior to class.

DROP POLICY
If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT
For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16- week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

DATE:	TOPIC	ASSIGNMENTS (Due on this Date)
Jan 17&19	Course Introduction • Review Syllabus • Blackboard • Critical Thinking • The Writing Process • Introduce Writing Prompt #1	
Jan 24&26	MLA Formatting• Paragraphs/Topic Sentences • Thesis Statement	**Writing Prompt #1 Due 1-29**
Jan 31&Feb 2	Introduce Essay #1 Narrative Essay • Parts of Speech • Subject/Verb Agreement • Run-On Sentences/ Comma Splices • Complex/Compound-Complex Sentences	**Essay #1 Outline Due 2-5**
Feb 7&9	Grammar Class Exercises	**Essay #1 Draft Due 2-12**
Feb 14&16	Commas/Semicolons/Colons • Pronouns/ Antecedent Agreement • Drafting Workshops	**Peer Reviews Due 2-16** **Essay #1 Final Draft Due 2-19**
Feb 21&23	Introduce Writing Prompt #2 • Analysis/ Audience, Purpose and Tone • Rhetorical Appeals	**Library Tutorial 2-23 (DG)** **Writing Prompt #2 Due 2-26**
Feb 28&Mar 2	Introduce Essay #2 Rhetorical Analysis • Rhetorical Essay Outline Review • Using Transitions Effectively • Using Sources Effectively	**Essay #2 Outline Due 3-5**
Mar 7&9	MLA Citations (In-Text and Works Cited Page) • Proper Academic Sources	
Mar 14&16	***Spring Break***	**Essay #2 Draft Due 3-19** **Research Topic Due 3-19**
Mar 21&23	Drafting Workshops	**Peer Reviews Due 3-23** **Essay #2 Final Draft Due 3-26**
Mar 28&30	Introduce Writing Prompt #3 • Group Discussion on Building an Argument • Discuss Common Essay Mistakes	**Writing Prompt #3 Due 4-2**
Apr 4&6	Introduce Essay #3 Research Essay (Persuasive) • Research Essay Instruction	
Apr 11&13	Research Essay Instruction	**Annotated Bibliography Due 4-16** **Essay #3 Outline Due 4-16**
Apr 18&20	Research Essay Instruction	**Essay #3 Rough Draft Due 4-23**
Apr 25&27	Polishing your Final Draft • Rough Draft Workshop	**Peer Reviews Due 4-30**
May 2&4	Rough Draft Workshop	**Essay #3 Final Draft Due 5-5**
May 9	No Class!!!!	**Finals Essay Due** **5-10-22 11:59 a.m. NOON!!!**
May 12	Graduation	

COURSE EVALUATION
Final grades will be calculated according to the following criteria:

Essay #1 10%
Essay #2 15%
Persuasive Research Essay--Common Assignment 15%
Short Writing Assignments 15%
Daily Grades 15%
Participation/Attendance 10%
Final Examination Essay 20%
Total 100%

GRADE SCALE
- 90-100   A
- 80-89   B
- 70-79   C
- 60-69   D
- 0-59   F

LIT does not use +/- grading scales

ACADEMIC DISHONESTY
Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty.

TECHNICAL REQUIREMENTS
The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT
It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH
LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

MLA Formatting: Students must follow the rules of MLA 8th edition formatting to succeed in ENGL 1301. Formatting includes cover headings, page numbers, in-text citations, and works cited. All assignments must be typewritten on white 8.5x11 paper in 12-point Times New Roman font and double-spaced.

Assignments: Late assignments are not accepted. Each writing assignment consists of an outline, rough draft, a peer review, and a final revised draft. The outline and rough draft will be daily grades and the peer review will be a percentage of the writing assignment final grade. All Daily Grades associated with writing assignments will carry more weight than your other daily grades.

Essay #1		Essay #2		Research Essay #3	
Outline	DG	Outline	DG	Topic Paragraph	DG
Rough Draft	DG	Rough Draft	DG	Outline	DG
Peer Review	20%	Peer Review	20%	Annotated Bibliography	DG
Final Draft	80%	Final Draft	80%	Rough Draft	DG
				Peer Review	20%
				Final Draft	80%

Blackboard: All students have an LIT Blackboard account that you should check regularly. In addition to finding assignment directions, PowerPoint files, and grades, you will also turn in all of your assignments on Blackboard. Please also check your LIT email regularly, for any announcements, class updates, etc.