

ENGL 1301.3E1 SYLLABUS



**LAMAR INSTITUTE
OF TECHNOLOGY**

INSTRUCTOR CONTACT INFORMATION

- Instructor: Dr. Rita McClelland
- Email: rjmcclelland@lit.edu
- TEAMS Office Phone: 409-247-5063
- Office Location: Technology Center 238
- Office Hours: See Starfish, Blackboard Announcements, and LIT Email for my updated office hours for this semester.

CREDIT

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

MODE OF INSTRUCTION

Online

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. This class is completely online.

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 the 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

- *Successful College Composition*, 3rd edition, PDF provided in Blackboard
- The instructor will provide information for supplemental required reading resources.

ATTENDANCE POLICY

Attendance in this class, whether it is a face-to-face class or an online class, is based on both your physical or digital presence and your mental participation in my class, including interacting in class, in email, in the face-to-face unit assignments, and on the other assignments in this class. You will receive an email from me through Starfish, LIT's student monitoring system, if you do not attend or are not attentive in 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.

16-WEEK COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1	Introduction to class	1-19	1-22
Week 2	Introduction to writing process	1-26	1-29
Week 3	Expository Essay Writing	2-2	2-5
Week 4	Expository Essay Writing	2-9	2-12
Week 5	Expository Essay Writing	2-16	2-19
Week 6	Expository Essay Writing	2-23	2-26
Week 7	Analysis Essay Writing	3-1	3-4
Week 8	Analysis Essay Writing	3-4	3-18

Week 9	Analysis Essay Writing	3-22	3-25
Week 10	Analysis Essay Writing	3-29	4-1
Week 11	Persuasive Essay Writing	4-5	4-8
Week 12	Persuasive Essay Writing	4-12	4-15
Week 13	Persuasive Essay Writing	4-19	4-22
Week 14	Persuasive Essay Writing	4-26	4-29
Week 15	Final Exams		5-6

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%

GRADING 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 FOR DR. MCCLELLAND

MY TEACHING PHILOSOPHY

College level writing is much closer to workplace writing than it is to high school writing, in content, in tone, and in purpose. My purpose is to teach all students a writing process they can use whether they go on with their education, or go on with their chosen careers, after LIT. The writing process I teach also helps students improve their critical thinking skills by giving them plenty of opportunities to think critically about their own, and others, writing. I also believe that good editing is more important than

good writing. All students are welcome to edit and resubmit their writing assignments, except for final draft writing assignments, by their due dates.

MY RESPONSE TIME

1. I only answer my phone when I am in my office.
2. I only return calls that leave a voicemail. I get a ton of robocalls to my office number.
3. The best way to reach me is through my LIT email, rjmcclelland@lit.edu.
4. I usually respond to emails well within the required 72-hour window.
5. I answer emails within 24 hours except for emails received after noon on Fridays, weekends, and campus holidays.

MY LIT EMAIL

1. Not communicating with me because your LIT email is not working is not a valid reason for not responding to my emails, or for not emailing me.
2. You are welcome to email me screenshots of what you need help with.
3. I will email an announcement to your LIT email the first day of class. Plz respond to it so we will both know your LIT email is working.
4. If your LIT emails is not working, you will need to contact Students Services for help.

MY BLACKBOARD MESSAGES

1. Check the Send to Email box above Blackboard Messages textbox if you want a faster response.
2. If you use Blackboard Messages to contact me, and I don't respond within 24 hours, send the same message to my LIT email, rjmcclelland@lit.edu.

MY BLACKBOARD ANNOUNCEMENTS

1. Announcements in Blackboard are posted to the Announcements web page that you see when you log into class. They are important, so be sure to read them.
2. Announcements are also emailed to your Blackboard email, which you can check at MyLIT.

MY TECHNOLOGY REQUIREMENTS

1. Use Chrome or Firefox as your browser. Edge and Safari do not work well with Blackboard.
2. If you do this class's assignments on a cell phone, a tablet, or a netbook, make sure you are seeing all assignments as they are presented on a desktop computer.
3. Not having the correct technology, device, or internet is not a valid excuse for not doing assignments or tests.

MY STUDENT BEHAVIOR EXPECTATIONS

1. Keep in mind that each student comes from a different cultural background and brings with her or him a different set of beliefs and values.

2. As a result, students may disagree on various topics during class discussions.
3. Disagreements lead to critical thinking, scholarly debates, and learning only when each member of the class respects the different opinions of others.
4. Disrespect for others will not be tolerated.

MY COURSE EVALUATION CATEGORIES

Final grades will be calculated according to the following criteria:

- Essay 1–10%
 - An average of all Essay 1 writing assignments.
 - See each assignment’s grading rubric for more information.
- Essay 2–15%
 - An average of all Essay 2 writing assignments.
 - See each assignment’s grading rubric for more information.
- Essay 3–15%
 - An average of all Essay 3 writing assignments.
 - See each assignment’s grading rubric for more information.
 - This is the Persuasive Research Essay--Common Assignment that all Engl 1301 classes assign.
- Short Writing Assignments–15%
 - An average of all Peer Review Assignments.
 - See assignments’ grading rubric for more information.
- Daily Grades–15%
 - An average of all Critical Thinking Journal Assignments.
 - See assignments’ grading rubric for more information.
- Participation/Attendance–10%
 - I use results to grade Participation/Attendance.
 - These are the results based criteria I use:
 - Face-to-face classes are based 50% on students’ in-class engagement.
 - This may include everything from participating in class discussions to answering questions in class.
 - These happen weekly, and are based on reading assignments and writing assignments.
 - Online classes are based 50% on students’ online engagement.
 - This may include everything from participating in one-on-one email discussions to group discussion boards.
 - These happen weekly, and are based on reading assignments and writing assignments.
 - Fifty percent, 50%, of the Participation/Attendance grade for both face-to-face and online classes is based on the percentage of all assignments students’ have submitted.
 - Students who submit 100% of all assignments will earn 50%. Any amount less than 100% will earn a lower percentage.

- Final Examination Essay–20%. This is the Essay Final Exam assignment.

MY DUE DATE POLICIES

1. All assignments, writing assignments, short writing assignments, daily grades, and participation assignments, have due dates.
2. Daily Grade Assignments and Participation/Attendance Assignments have one due date, and will not be accepted late.
3. Writing assignments have two due dates.
4. Their first due date is their individual due date, and their last due date is the due date of the final draft writing assignment for that unit.
5. Writing is a cyclical process, and you will find yourself editing one assignment and then having to edit either an earlier or later assignment at the same time.
6. If you miss a unit's final draft due date, you may continue working on that unit's assignments, but I will not grade them until the end of the semester.
7. Writing assignments submitted after their unit's final draft writing assignment due date will be graded the last two weeks of the semester.
8. They will be graded one time only with the grading rubric, and will not be marked or commented on.

MY GRADING POLICIES

1. I grade assignments Monday through Friday during my office hours.
2. If your assignment has not been graded within 72 hours, email me and let me know it needs to be graded.
3. Assignments submitted before their due dates may be edited and resubmitted for a higher grade.
4. Missing assignments will be given a 0, which will be added to the Overall Grade calculation.
5. All grades are recorded in Gradebook on Blackboard.
6. It is the student's responsibility to make sure their grades on their assignments match their grades in Blackboard Gradebook.
7. If there is a discrepancy, email me the assignment title so I can correct it.
8. Grading rubrics are available on assignments.
9. I do not mark specific grammar, punctuation, spelling, usage, and style errors on writing assignments.
10. I provide a list of writing errors that will lower students' writing assignments' grades.
11. Then together we discuss what you think are your grammar, punctuation, spelling, usage, and style errors during our face-to-face meetings, or in email.
12. We discuss what those errors are, how to identify them, and the best ways to correct them. This is a student-led discussion of their own writing.
13. Students are welcome to use editing software on their writing assignments. There are many good tools available free online; however, they don't recognize all the errors on my list of errors, especially academic style errors.

14. All assignments except for pretests, final drafts, and final exams have unlimited attempts.
15. All writing assignments must use correct academic style, grammar, punctuation, spelling, and usage, and MLA formatting.
16. All writing assignments' topics must be approved by me before you start your writing assignments. I will not approve topics that involve anything about religion, cannabis, alcohol, capital punishment, driving age, drinking age, gun laws, abortion, food, or a previous topic the student has written about.

MY ACADEMIC HONESTY AND PLAGIARISM POLICIES

1. Academic honesty is expected on all assignments. See LIT student handbook for more information about academic honesty and the penalty for breaking academic honesty.
2. Plagiarism is submitting someone else's work, either published or not, as your own, and is not allowed.
3. Plagiarism includes everything from using AI to write your writing assignments; using your own work from a previous class, even if it was my class; patchworking sentences together from the internet; rewriting sentences from the internet; to using someone else's work.
4. All writing assignments are submitted to a plagiarism checker in Blackboard to be reviewed for plagiarism and AI composition, but this is not the only method I use to check for plagiarism and AI detection.
5. Students who plagiarize or use AI may receive a 0 on the assignment, a 0 on the entire unit, or may receive an F for the entire course.