



ENGL 1301 3C1

MWF 10:10 AM- 11:00 AM

TA4 102

**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.

**INSTRUCTOR CONTACT INFORMATION**

Instructor: Sarah Culver

Email: sculver@lit.edu

Office Phone: 4092475273

Office Location: TC206

Office Hours: Monday/Wednesday: 1:00 PM- 2:00PM  
Tuesday/Thursday: 11:00 AM- 2:00 PM  
Friday: 12:PM- 1:00 PM

## Core Objectives

1. Critical Thinking Skills: To include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. Communication Skills: To include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Personal Responsibility: To include the ability to connect choices, actions and consequences to ethical decision-making.

## REQUIRED TEXTBOOK AND MATERIALS

An electronic device with access to the Internet.  
Readings will be available on Blackboard through free a link

## ATTENDANCE POLICY

This is an in-person class. Students are required to attend each scheduled class in person. Additionally, students are expected to check BlackBoard and their LIT e-mail daily. Students are required to engage and be physically present in class to receive full credit. Students who do not engage with the class daily will fall behind. Students who accrue too many absences may suffer up to a 10% loss of their final grade. Additionally, students who arrive after class starts will be considered late; students who arrive for half of the class (or less) will be considered absent.

## 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	READINGS	ASSIGNMENTS
Week One: Aug 26- Aug 30	In Class activity: icebreakers and discussion Free Write  Lecture 1: Course Orientation, Plagiarism	Read syllabus and intro material  Read: “English is Not Normal”	-Free Write -Plagiarism Statement and Quiz “English is Not Normal” Peer Review

SEPT 1 LABOR DAY HOLIDAY	and Syllabus overview  MLA Formatting Email Etiquette Grammar: overview Parts of Speech	by John McWhorter	<b>All due 8-30</b>
Week Two:  Sept 3-6	Week 2 Lectures and Notes - MLA Formatting And citation MLA Writing Assignment – - Sampling - Brainstorming - pre-writing Informative Essay Introduction  Grammar: Nouns and Pronouns	<a href="#">“The Value of Grammar in the Workplace”</a>  MLA Samples  Preview Informative Essay (Essay 1)	-Free Write  -MLA Template Assignment: Know Your Why  -Grammar Quiz 1  -Work Cited Page Assignment  All due 9/6
Week Three:  Sept 9-13	Week 3 Lectures Notes - The Writing Process - Thesis Writing - Rough Draft Notes - Descriptive Essays - Successful Peer Review  In Class activities and Practice  Grammar: - Comma Splices. - Commonly confused words		-Free Write Informative Prewriting Assignment <b>-Informative Essay Rough Draft</b>  All Due 9/13
Week Four:  Sept 16- 20	<u>Week 4 Lectures</u> - Introductions and Conclusions - Peer Review  Grammar: - Comma Splices. - Commonly confused words 2 In-class Peer Review	<i>BB-</i> Descriptive Examples	-Free Write -Peer Review due --Grammar Quiz 2 -Grammar Quiz 3  due 9/20

<p>Week Five: Sept 23-27</p>	<p>Week 5 Lectures</p> <ul style="list-style-type: none"> <li>- <u>Proofreading</u></li> <li>- <u>Intro to Research</u></li> </ul>	<p>Sample MLA Essays</p>	<p><b>Final Draft Essay 1 (Informative Essay)</b></p> <ul style="list-style-type: none"> <li>-Free Write</li> <li>-Research Topic Proposal</li> <li>-Pre-Writing Assignment and Discussion</li> </ul> <p>All due 9/27</p>
<p>Week Six: Sept 30-Oct 4</p>	<p>Week 6 Lectures</p> <ul style="list-style-type: none"> <li>- Evaluating Sources</li> <li>-Summaries/Paraphrase</li> </ul> <p>Brainstorming</p>		<p>-Free Write</p> <p><b>-Essay 2 Outline with citations</b></p> <p style="text-align: center;"><b>Due 10/4</b></p>
<p>Week Seven: Oct 7-11</p>	<p>Week 7 Lectures</p> <ul style="list-style-type: none"> <li>-Intext Citations</li> <li>- Direct Quotes</li> <li>- Works Cited</li> </ul> <p>Grammar Focus: Active and Passive Voice Second Person</p>		<p>-Free Write</p> <p>-Grammar Quiz 4</p> <p>-Tutoring Assignment</p> <p><b>-Essay 2 Rough Draft</b></p> <p style="text-align: center;"><b>Due 10/11</b></p>
<p>Week Eight: Oct 14-18</p>	<p>Week 8 Lectures</p> <ul style="list-style-type: none"> <li>- Fallacies in Writing</li> </ul> <p>-In-Class Exercise: Revising a Research Essay Together</p> <p>-Research Essay Workshop and Tutoring Sessions</p> <p>-Peer Review</p> <p>Grammar Focus: -Comma Usage</p>	<p><i>BB</i> - “Name the Logical Fallacy: COVID-19 Edition” by Charlotte A. Moser</p>	<p>-Free Write</p> <p><b>-Peer Review for Essay 2</b></p> <p>-</p> <p>-Grammar Quiz 5</p> <p>All due 10/18</p>
<p>Week Nine:</p>	<p>Week 9 Lectures</p>		<p><b>-Final Draft Essay 2 due</b></p>

Oct 21-25	<ul style="list-style-type: none"> <li>- Bias and Fallacies</li> <li>- Citation continued</li> <li>- The <a href="#">Three C's of Good Writing Essay and skills review</a></li> </ul> <p>Grammar Focus: -Quotes and Italics</p>		<p>-Free Write</p> <p>- Fallacious Reasoning Quiz</p> <p>-Persuasive Research Discussion Board Question</p> <p>All due 10/25</p>
<p>Week Ten: Oct 28- Nov 1</p>	<p>Week 10 Lectures</p> <ul style="list-style-type: none"> <li>- Persuasive Essay Introduction- Organization/tips/guidelines</li> <li>- Citation</li> </ul> <p>In-Class Exercise: -Vetting an Article Together -Class Debate</p>	<p>Continue Brainstorming and Research</p>	<p>-Practice Citing Assignment Due</p> <p>-Persuasive Research Prompt Assignment</p> <p>-Free Write</p> <p>-Topic Proposal due</p> <p>All due 11/1</p>
<p>Week Eleven: Nov 4-8</p>	<p>Week 11 Lectures</p> <ul style="list-style-type: none"> <li>- Persuasive Essay Tips</li> <li>- Annotated Bibliography and Annotations</li> </ul>		<p><u>-Essay Prewriting Assignment due</u></p> <p><u>-Free Write</u></p>
<p>Week Twelve: Nov 11-15</p>	<p>Week 12 Lectures</p> <ul style="list-style-type: none"> <li>- Avoiding Bias in your Writing</li> <li>- Rhetorical Elements</li> </ul>	<p>“7 Tips to Avoid Bias in Your Writing” by Beth Anne Freely Rauch</p>	<p><b>-Essay 3 Rough draft due 11/15</b></p> <p>-Free Write</p>
<p>Week Thirteen: Nov 18-22</p>	<p>-In-Class Exercise: Research Essay Topic Discussions -In-Class Exercise: Revising a Research Essay Together -Research Essay Workshop and Tutoring Sessions</p>		<p>-Free Write</p> <p><b>-Peer Review of Essay 3 due 11/22</b></p>
<p>Week Fourteen:</p>	<p>Week 14 Lecture</p> <ul style="list-style-type: none"> <li>- Counterclaim and Rebuttal</li> </ul>		<p>-Free Write</p>

Nov 25- Nov 29	Grammar Focus: Review		
Holiday	Thanksgiving BREAK	Nov 28-29	
Week Fifteen:  Dec 2-6	Last Minute Catch Up General Housekeeping		All Free Writes Due  <b>Final Draft of Persuasive Research Essay (Essay 3) 12-3</b>
Week Sixteen:  Dec 9-12 Finals Week	TBA	TBA	TBA

## COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Participation 10%
- Short Writing Assignments 15%
- Daily Assignments 15%
- Informative Essay 10%
- Professional Research Essay 15%
- Persuasive Research Essay 20%
- Final Exam 15%
- 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

## 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

Approved: SC/8-22-24

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](mailto:specialpopulations@lit.edu). You may also visit the online resource at Special Populations - Lamar Institute of Technology ([lit.edu](http://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](http://www.lit.edu). Please note that the online version of the LIT Catalog and Student Handbook supersedes all other versions of the same document.

## **ARTIFICIAL INTELLIGENCE STATEMENT**

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

## **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**

Approved: SC/8-22-24

**I urge all my students to keep in contact with me before/after class or by email. I understand that sometimes life gets messy, and I want to support all my students in finding the appropriate resources to ensure success.**

**Due dates are subject to change.**

**I do not allow students to retake assignments.**

**Communication:** I will respond to e-mails within 24 hours during the week and within 48 hours over the weekend. Typically, I will only respond to e-mails during my office hours.

**Plagiarism/Cheating:** Academic Dishonesty is a crime that Lamar Institute of Technology and I take seriously. Students found of academic dishonesty will receive an automatic F for the submitted work. Examples of academic dishonesty include but are not limited to:

Directly copying a source into an essay without citing the original source.

Paraphrasing a source without citing the original source.

Self-plagiarism: submitting a piece of writing that's already received credit in another course.

Paying someone to complete an assignment, having a friend or family member complete an assignment, or using Artificial Intelligence to write a paper. If a paper has a student's name on it, I expect to see that student's work.

Making minor changes to an original source while still retaining up to 75% of the structure of the sentence.

Using AI (ChatGPT, any AI bot, or artificial intelligence learning tools that can mimic student-produced work) to write any part of the content of your essay is considered academic dishonesty and will receive consequences in congruence with plagiarism or academic dishonesty consequences.

Taking a quiz or test with another student, giving the answers to a quiz or test to another student, or **Googling the answers to the quiz or test.** My quizzes are not open-book quizzes. Students are only allowed the notes they have taken over an assignment during a quiz.

If I receive a paper that requires a works cited page and in-text citations but does not feature either of those criteria, **I will give the paper a zero.**

**How to Know If Something Is Not Plagiarism:** Generally, plagiarism only covers things that are not general knowledge. If a student makes the claim that the sky is blue, then they do not have to cite where they got that information, because it is something that 90% of the world already knows. However, if a student describes *why* the sky is blue, they have to cite their source, since that is not common knowledge.

**How to Avoid Plagiarism:** First, students should practice good paraphrasing and rewrite sentences *in their own words*. Part of the course will be discussions, assignments, and videos over good paraphrasing. Also, when students turn in their assignments, they should get a visible score from SafeAssign. SafeAssign is not perfect, and I have found plagiarism in papers with as low as a 10% score. If a paper flags anything in SafeAssign, a student must rewrite and resubmit the paper until the percentage is at zero.

**Late Work:** **Late work is not accepted for this class. Any assignment turned in late will receive a zero. In very rare and extreme cases,** if you feel that you must request an extension, it must be requested at least 24 hours before the assignment is due in order to be considered, although no guarantees are promised. It is important that students not get behind in a class. Typically, if a student gets in the habit of turning in all assignments within the first three weeks, they can build that habit for the rest of the class.

**Make-Up Work:** I can make accommodations on deadlines for extenuating circumstances (family emergencies, sickness, mental health, chronic health issues, etc.) However, communication is necessary in these circumstances. **I need to know at least 24 hours before a deadline if a student cannot complete an assignment on time. Upon evaluation of case by case circumstances, a new deadline may be determined in advance if approved by the instructor.** If a student asks for more time on an assignment the day before or the day it is due, I will not grant their request.