

# ENGL 1301.3E1

## 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: Dr. Rita McClelland

Email: [rjmcclelland@lit.edu](mailto:rjmcclelland@lit.edu)

Office Phone: 409-247-5063

Office Location: Technology Center 238

Office Hours: MTWRF—800-1030, MTWR 1230-200, and by appointment. See Starfish to schedule an appointment with me.

## REQUIRED TEXTBOOK AND MATERIALS

All required readings and materials are available for free in this class's Blackboard class.

## ATTENDANCE POLICY

Attendance in this face-to-face, online, hybrid class is based on your physical participation, your digital participation, and your mental participation in class, including interacting with me in

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email, in assignments, and in synchronous meetings. You will receive a Starfish email from me if you do not have a physical, digital, and mental presence in this 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.

**COURSE CALENDAR**

<b>DATE</b>	<b>TOPIC</b>	<b>READINGS (Due on this Date)</b>	<b>ASSIGNMENTS (Due on this Date)</b>
<b>Week 1</b> Aug 26- Sept 2	Introduction to class	See Module 1 for specific assignment due dates in Blackboard	
<b>Week 2</b> Sept 2- Sept 9	Introduction to writing process	See Module 2 for specific assignment due dates in Blackboard	
<b>Week 3</b> Sept 9-16	Expository Essay Writing	See Module 3 for specific assignment due dates in Blackboard	
<b>Week 4</b> Sept 16- 23	Expository Essay Writing	See Module 3 for specific assignment due dates in Blackboard	
<b>Week 5</b> Sept 23- 30	Expository Essay Writing	See Module 3 for specific assignment due dates in Blackboard	
<b>Week 6</b> Sept 30- Oct 7	Expository Essay Writing	See Module 3 for specific assignment due dates in Blackboard	
<b>Week 7</b> Oct 7-14	Analysis Essay Writing	See Module 4 for specific assignment due dates in Blackboard	
<b>Week 8</b> Oct 14-21	Analysis Essay Writing	See Module 4 for specific assignment due dates in Blackboard	
<b>Week 9</b> Oct 21-28	Analysis Essay Writing	See Module 4 for specific assignment due dates in Blackboard	
<b>Week 10</b> Oct 28- Nov 4	Analysis Essay Writing	See Module 4 for specific assignment due dates in Blackboard	

<b>Week 11</b> Nov 4-Nov 11	Persuasive Essay Writing	See Module 5 for specific assignment due dates in Blackboard	
<b>Week 12</b> Nov 11-18	Persuasive Essay Writing	See Module 5 for specific assignment due dates in Blackboard	
<b>Week 13</b> Nov 18-25	Persuasive Essay Writing	See Module 5 for specific assignment due dates in Blackboard	
<b>Week 14</b> Nov 25-Dec 2	Persuasive Essay Writing	See Module 5 for specific assignment due dates in Blackboard	
<b>Week 15</b> Dec 2-9	Final Exams	See Module 6 for specific assignment due dates in Blackboard	

### **COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

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

### **GRADE SCALE**

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

### **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](mailto: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](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.

## **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. Remember that these are estimates and you may spend either more or less time on your class at any point in the semester.

## **DR. MCCLELLAND'S ADDITIONAL COURSE POLICIES/INFORMATION**

### **DR. MCCLELLAND'S RESPONSE TIME**

1. I only answer my phone when I am in my office.
2. I only return calls that leave a voicemail because my number gets a ton of spam calls.
3. The best way to reach me is through my LIT email, [rjmcclelland@lit.edu](mailto:rjmcclelland@lit.edu).
4. I usually respond to LIT emails and Blackboard Messages well within the required 72-hour window.
5. I answer LIT emails and Blackboard Messages Monday through Thursday from 800 am to 200 pm, Fridays from 800 am to noon, and Monday through Thursday 700 pm to 730 pm.
6. I do not answer my phone, LIT email, or Blackboard Messages on Saturdays and Sundays, or campus holidays.

### **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.

### **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 72 hours, send the same message to my LIT email.

### **BLACKBOARD ANNOUNCEMENTS**

1. Announcements in Blackboard are posted to the Announcements webpage that you see when you log into class. Read them.
2. Announcements are also emailed to your Blackboard email, which you can check at My LIT.
3. Announcements are important because they contain changing, up to date information you may need, and messages you may need to respond to by a due date.

### **TECHNOLOGY REQUIREMENTS**

1. Use Chrome or Firefox as your browser. Edge and Safari do not always work well with Blackboard.

2. Cell phones, tablets, and some laptops do not work well with Blackboard, and the Blackboard app may not show you the complete course.
3. 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.
4. Not having the correct technology or internet is not a valid excuse for not doing assignments or tests.

### **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.

### **ASSIGNMENT DUE DATES AND GRADING**

1. All assignments have due dates.
2. I do not accept any daily grade assignments, short writing assignments, quizzes, or tests after their due dates FOR ANY REASON.
3. I do accept thesis statement assignments, prewriting assignments, outline assignments, research assignments, peer review assignments, and final draft assignments after their due dates.
4. I leave comments on thesis statement assignments, prewriting assignments, outline assignments, research assignments, peer review assignments, and final draft assignments that are submitted by their due date. I also mark each assignment's grading rubric.
5. I do not comment on late thesis statement assignments, prewriting assignments, outline assignments, research assignments, peer review assignments, and final draft assignments. I only mark the grading rubric.
6. Late thesis statement assignments, prewriting assignments, outline assignments, research assignments, peer review assignments, and final draft assignments may not be graded until the last two weeks of the semester.

### **GRADING POLICIES**

1. I grade assignments Monday through Friday during my office hours.
2. All grades are recorded in Gradebook on Blackboard.
3. It is students' responsibility to make sure their grades on their assignments match their grades in Blackboard Gradebook.
4. If there is a discrepancy, email me the assignment title so I can correct it.
5. Daily grade assignments, short writing assignments, and quizzes have unlimited attempts but they must be completed before their due dates.
6. Thesis statement assignments, prewriting assignments, outline assignments, research assignments, peer review assignments, and final draft assignments submitted before their due dates may be edited and resubmitted for a higher grade.

7. Missing assignments will be given a 0 in Blackboard Gradebook until the assignments are submitted and graded.
8. Daily grade assignments, short writing assignments, thesis statement assignments, prewriting assignments, outline assignments, research assignments, peer review assignments, and final draft assignments all have grading rubrics that specify what areas assignments are missing points.
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.
13. This is a student-led discussion of their own writing.
14. 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.
15. All writing assignments must use correct academic style, grammar, punctuation, spelling, and usage, and MLA formatting. It is the student's responsibility to know, or find out, what these requirements are.
16. All writing assignments' topics must be approved by me before you start your writing assignments. I will not approve topics that involve any religion, drugs, alcohol, capital punishment, driving age, drinking age, or abortion.

#### **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. I do not tolerate plagiarism of any sort. This includes using AI to write your writing assignments.
3. Plagiarism is submitting someone else's work, either published or not, as your own, and is not allowed.
4. You also may not use your own work from a previous class in my class, even if it was my class.
5. Patchworking together from the internet is also plagiarism.
6. All writing assignments are submitted to a plagiarism checker in Blackboard to be reviewed for plagiarism, but this is not the only method I use to check for plagiarism.
7. Students who plagiarize may receive a 0 on the entire unit and may receive an F for the entire course.