

Grayson College

English 1301 Syllabus

Spring 2017

Course Information

English 1301 (Online)

Professor Contact Information

Dava Washburn, Ph.D.

Vice President of Instruction

Office: East End of Administrative Services Building

Office Hours: By Appointment (feel free to email me or message me through Canvas)

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Adequate score on TSI

Course Description – from Academic Course Guide Manual (ACGM, which is used by 2 year Texas schools)

Intensive study of and practice in writing process, 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.

Student Learning Outcomes – from ACGM

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes (process);
2. Develop ideas with appropriate support and attribution (information literacy);
3. Write in a style appropriate to audience and purpose (rhetorical awareness);
4. Read, reflect, and respond critically to a variety of texts (critical thinking); and
5. Use editing American English in academic essays (conventions).

Required Textbooks

Students are required to purchase these texts:

Berhens and Rosen. Writing and Reading Across the Curriculum. Thirteenth Edition.
Boston: Pearson, 2016. Print. ISBN: 13:978-13-399901-3

Aaron, Jane. The Little Viking Handbook. Pearson. ISBN: 978-039-3290998

Required Assignments and Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on here or how to continue his/her coursework.

WEEK	COURSE OVERVIEW – SEE CANVAS FOR DETAILED CALENDAR
1	MODULE 1: Orientation Module
2	MODULE 2: Formative Writing
3	MODULE 3: Formative Writing
4	MODULE 4: Formative Writing
5	MODULE 5: Essay #1 Critique and Plagiarism
6	MODULE 6: Essay #1 Critique and Plagiarism
7	MODULE 7: Citations, Documentation, and Works Cited Page
8	MODULE 8: Synthesis Essay
9	MODULE 9: Synthesis Essay
10	MODULE 10: Analysis Essay
11	MODULE 11: Analysis Essay
12	MODULE 12: Analysis Essay
13	MODULE 13: Final Project/Peer Review
14	MODULE 14: Final Project/Peer Review
15	MODULE 15: Final Project/Peer Review
16	FINAL EXAM

Grade Breakdown:

There are three types of assignments in this course: discussions, quizzes, and essays. Each type of assignment is worth a different amount of points. The following table explains how each assignment type is weighted:

Assignment Type and Number

Individual Points

Total

Connections (4 assignments) @ 50 points each (200 points)

Discussions (12 discussion boards) @ 20 points each (240 points)

Short Writing Assignments (240 points)

Quizzes (12 quizzes) @ 20 points each (240 points)

Final (1) @ 100 points (100 points)

TOTAL POINTS: 1020 (20 bonus points built into course)

Notice the points add up to 1020, which is 20 more than a perfect score, which is really hard to get. This is because there are 20 extra credit points available to you.

Late Work

Late work is a hassle, especially in a time crunch situation. I will, however, accept work submitted after deadlines as long as it's submitted within 24 hours of the deadline. You will lose 20% of the total score for turning in late work, and after the first 24 hours, I will not accept it at all. **FINALS CANNOT BE LATE FOR ANY REASON.** The Canvas learning system time stamps everything as it is submitted, so there will be an electronic record of submission times and dates. If there is a legitimate issue that will prevent you from turning in an assignment on time, you must contact the instructor **BEFORE** the due date/time.

Online Attendance Policy:

In an online class, attendance is recorded once a week. In order to get credit for attending, you must do at least one of the following things each week:

Post to a discussion board

Submit an assignment

Take a quiz or exam

Contact the professor through Canvas messages, email, or by phone.

Final Grade Scale : 1000 points total

A = 900-1000 points

B = 800-899 points

C = 700-799 points

D = 600-699 points

F = 0-599 points

Course & Instructor Policies:

1. **Extra Credit:** I do not give individual students extra credit. If I give extra credit, it will be offered to the entire class, and it will not be at the request of an individual student.
2. **Grading** Expect to receive your graded essays back in one week or less, barring any unforeseen challenges to my grading process, such as illness, emergency, etc. Late work does not fall under this expectation. Late work goes to the bottom of my grading pile and gets returned when all promptly submitted assignments have been graded and returned. **IMPORTANT NOTE: Do NOT email assignments to me unless I specifically ask for them...EVER. Always submit them through the CANVAS system.**
3. **Late Work Policy:** I understand that circumstances occasionally warrant flexibility with due dates. You may ask for ONE extension per semester without penalty as long as you request the extension **PRIOR TO THE DUE DATE.** Extensions are not guaranteed. Granting of extensions is up to me and dependent on your reason for requesting it. Otherwise, any late work submitted up to 24 hours late will be penalized 20%. After 24 hours, I will not accept your work.

4. **Canvas:** This course takes place entirely on Canvas, so it is crucial that you know how it works. If you are new to Canvas (and many of you may be), there are tutorials available in the First Week Module. Occasionally, Canvas can be temperamental (as is most things in our lives). If you do not wait until the last second to turn something in, you will not have any trouble. If you do wait, however, you are taking a huge risk that something will go wrong. The lesson? Don't wait until the last minute. On a related note, I cannot fix Canvas. If you have issues, you should contact the help desk as they will be able to assist (however, please feel free to email me notifying me you are having problems and have contacted the Help Desk).
5. **Special Statement on Internet Courses:** Being in an online class means you have to use technology...A LOT. I will ask you to use technology on a regular basis, and sometimes you may need to learn a new way of doing something online. I will never ask you to pay for this software, nor will I ever ask you to do something for which I have not provided adequate tutorials.
6. **Oral Presentations:** All English classes at Grayson have an oral and visual presentation component. For Internet classes, this means you will either have to record your voice or video yourself giving your presentation. I will guide you in this process and give you plenty of options for producing a successful assignment.
7. **Class Attendance:** Missing more than two weeks of class, consecutively or non-consecutively, will be considered excessive, and the student may be counseled to drop the course. In an online class, this means not logging in and participating in a single graded assignment. In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.
8. **Student Responsibility:** You have a responsibility to be present, do the assignments and reading, be engaged, follow directions, and put your best effort into it. It is also your responsibility to get help when you need it. The grade you earn in the class is reflective of not only your ability but also of your effort.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable. Please see GC Student Handbook for details

(<http://www.grayson.edu/current-students/catalogs-and-handbooks/Student%20Handbook%202014.pdf>)

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

WRITING CENTER: PLEASE READ AS THIS CLASS REQUIRES THIS SERVICE

The Writing Center is open to students in all subject and discipline areas that would like help with their assignments and even their personal writing and job applications. Writing Center Consultants can help students at any stage of the writing process, from brainstorming to final editing. If students have no more than a paragraph written or even nothing at all, they can still receive help. If students want help with scholarship essays, cover letters, or resumes, they can get help in the center. If they want help with creative writing, like poetry and prose, they can get help (and don't forget that our student organization, Writers Unlimited, meets in the Writing Center and provides wonderful opportunities for students to receive feedback). And certainly if they are wanting help with assignments, even something as basic as setting up an MLA document or finding research sources, the Writing Center can help. The Writing Center also offers online tutoring which is especially helpful for distance students and dual credit students.

The Writing Center is conveniently located for students on the first floor of the library in the southwest corner in Library Room 110. Our hours of operation are Monday through Thursday from 8 AM to 8 PM (note: the library closes at 6 PM on Tuesdays and Thursdays so consultants will be available from 6 – 8 PM in CIS 102) and Friday from 9 AM to 2 PM. Anyone wishing to contact the center to set up an appointment or get online tutoring can email us at writingcenter@grayson.edu. Feel free to visit the Writing Center's website at <http://writingcenter2.wix.com/gcwritingcenter> for further information. And feel free to ask a writing center representative about our online flash classes where you can learn a new writing skill in 20 minutes!

Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Regina Organ, Title IX Coordinator ([903-463-8714](tel:903-463-8714))
- Dr. Dava Washburn, Title IX Coordinator ([903-463-8634](tel:903-463-8634))
- Dr. Kim Williams, Title IX Deputy Coordinator- South Campus ([903\) 415-2506](tel:903-415-2506))
- Mr. Mike McBrayer, Title IX Deputy Coordinator ([903\) 463-8753](tel:903-463-8753))
- Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
- GC Police Department: ([903\) 463-8777](tel:903-463-8777)- Main Campus) ([903\) 415-2501](tel:903-415-2501) - South Campus)
- GC Counseling Center: ([903\) 463-8730](tel:903-463-8730))
- For Any On-campus Emergencies: 911

Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

Grayson College campus-wide student policies may be found on our Current Student Page on our website: <http://grayson.edu/current-students/index.html>

