

# ENGL 1301-T2

## Spring 2017 Syllabus



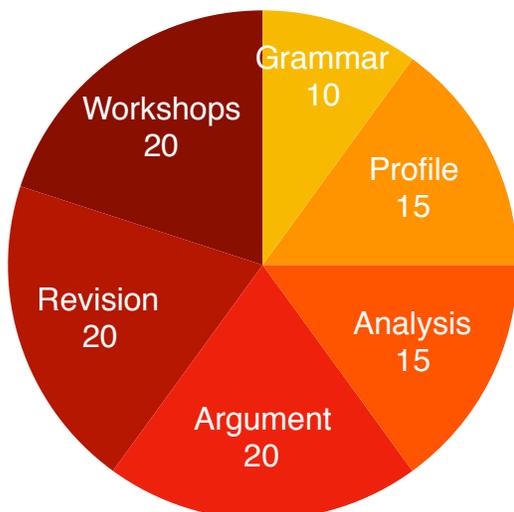
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### You Will Learn:

- ▶ to compose informative, argumentative, or analytical essays with a clear thesis and introduction.
- ▶ to compose informative, argumentative, or analytical essays with organized supporting paragraphs.
- ▶ to use standard conventions of English grammar and punctuation and write clear and efficient sentences
- ▶ to maintain a style and persona appropriate for a particular purpose and audience
- ▶ to participate in class or group discussions.
- ▶ to compose and sustain an argument.
- ▶ to show an understanding of the complexities and dynamics of personal (the self) and social responsibilities (one's family, culture, country, politics, society, etc.).
- ▶ to consider audience, purpose, and persona.
- ▶ to actively contribute to the progress of the group or class as a whole.

### You Will Complete:

- ▶ a **Grammar Diagnostic** to test your grammar knowledge This test will be used to determine the areas of grammar you need to work on this semester and assist us in developing an individual plan of study for your grammar needs. [5 points]
- ▶ a **Grammar Deck** for use in writing and revising your writing assignments. You will create new cards throughout the semester to create a complete deck that meets your individual needs. This deck will be taken up 5 times throughout the semester for grading. [5 points]
- ▶ participation in **workshops** to help you improve your writing in targeted areas. For the workshops to help, you must commit to fully participating in the workshops. [20 points]
- ▶ three original **writing assignments** this semester: a **profile**, an **analysis**, and a **personal argument**. You will also complete a significant **revision** to one of the early writing assignments. [Profile: 15 points, Analysis: 15 points, Personal Argument: 20 points; Revision Unit: 20 points]



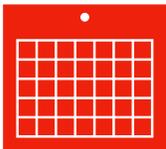
Grading for this course is based on an accumulated number of points. The total number of points possible is 100. Letter grades correspond to a 10 point scale: A= 90-100; B=80-89; C=70-79; D = 60-69; F= Below 50 points.

# Succeeding in the Course



**Attend class.** Regular attendance is required for success in this course. Succeeding means that you can miss no more than 20% of the total days a class meets, or you automatically fail the class; this is the Department of English and Modern Languages policy. For this course, you are allowed 4 unexcused absences. Read the full policy on page 4.

**Purchase course materials.** Success in this course depends on your ability to complete *all* coursework. To do so, you need to purchase the materials necessary for success. You will need **100 white 3x5 cards** for use in the peer review sessions and for your grammar deck. You will need a **notebook and writing implement** for class notes and workshops. You will need access to your **Lamar email and Blackboard accounts**. Finally, you will need to purchase the **course textbook and courseware**: *English Composition* is the title of the textbook, and it comes with access to the courseware we will use in the class. You can purchase this at either the Lamar bookstore or Kampus Korner, but be certain to purchase the correct textbook, as we do not use the same text as the other ENGL 1301 sections.



**Be conscientious of assignment deadlines.** Every assignment, whether homework or a major writing assignment, furthers your success in this course. I do not accept late work without a one-on-one conference and a valid reason, so be certain to know when all work is due and meet that deadline.

**Be active with your peer group.** Peer groups established during the first two weeks of class will assist you throughout the semester, but you must actively participate with the group to succeed in the course. You will work with your peer group in a variety of ways during the semester to better improve your writing skills.



**Maintain academic honesty.** The only way to truly succeed in college is to do your own work and learn from areas you need improvement. An earned C in a course will benefit you more than a dishonest A. We take academic honesty seriously at Lamar, and you will be penalized for academic honesty in this course. Read the full policy on page 4.

**Seek help.** Success in this course, and in your entire college career, depends upon you asking for help when you need help. I am available to help you with questions, concerns, and problems with this course. The Writing Center is available to help you with your writing. Counseling services are available if you need assistance transitioning to college or coping with mental health. The Disability Resource Center is available to assist you with accommodations should you need them. You can find information on each of these services in the Resources section of this syllabus, but you must ask for help when you need help.



# Resources for Success

**Lamar University Writing Center** is available to assist you with your writing needs in either the main location (inside the Mary and John Gray library) or the annex (inside Morris Hall). You can schedule an appointment through their website: <http://artssciences.lamar.edu/writing-center/>

**\*You may receive a one-class-period extension on each major writing assignment if you visit the Writing Center 48 hours before the assignment due date.**

**Counseling Services** offers mental health and psychological counseling services at the Student Health Center to currently enrolled students. You can set up an appointment by calling 409-880-8466.

**Disability Resource Center (DRC)** is committed to providing equitable access to learning opportunities for all students. The DRC is located in the Communications building room 105.

If you have, or think you may have, a disability (e.g., mental health, attentional, learning, chronic health, sensory, or physical), please contact the DRC at 409-880-8347 or [drc@lamar.edu](mailto:drc@lamar.edu) to arrange a confidential appointment with the Director of the DRC to explore possible options regarding equitable access and reasonable accommodations.

If you are registered with DRC and have a current letter requesting reasonable accommodations, please contact me early in the semester to review how the accommodations will be applied in the course.

**I want to be clear that neither the DRC nor myself considers registering for accommodations as a sign of weakness nor as a plea for special treatment. Rather, course accommodations for special needs make the course equally accessible for special needs students and students who need no accommodations.**

***Military Community Members:*** I recognize the complexities of being a member of the military community and also a student. If you are a member of the military community, please inform me if you are in need of special accommodations. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you make me aware of a complication, I will do everything I can to assist you or put you in contact with university staff who are trained to assist you. I encourage veterans to stay in contact with the **Veterans Affairs Office** ([VA@lamar.edu](mailto:VA@lamar.edu)), and active duty military to stay in contact with the **Center for Military Services** ([military@lamar.edu](mailto:military@lamar.edu)). These offices have Dedicated Military Officers who can further assist you with questions and complications that may arise as you pursue your education.

# Course and University Policies

**Attendance Policy:** Regular attendance is required for success in this course, and I take attendance at the beginning of each class meeting. The Department of English and Modern Languages absence policy states that if you miss more than 20% of the total days a class meets, you will fail the course. For this course, you are allowed 4 unexcused absences (MWF). If you must be absent, please get the notes from your peer leader and make an appointment to meet with me to cover any information you do not understand. An absence does not excuse you from assignments and due dates. The only excused absences I accept are those involving participation in university- sanctioned events and activities. To receive an excused absence, you must present proper documentation prior to the absence and complete all assignments in advance of the absence.

**Academic Honesty:** Students are specifically warned against all forms of cheating and plagiarism. The Lamar University Student Handbook clearly reads: “Any student found guilty of academic dishonesty in any phase of academic work will be subjected to disciplinary action. Punishable offenses include, but are not limited to, cheating on an examination or academic work which is to be submitted, plagiarism, collusion, and the abuse of source materials.” One aspect of the Handbook’s definition of cheating includes “purchasing or otherwise acquiring and submitting as one’s own work any research paper or other writing assignment prepared by an individual or firm.” Plagiarism is defined as “the appropriation and the unacknowledged incorporation of another’s work or ideas into one’s own and submitted for credit.” Faculty members in the College of arts and Sciences investigate all cases of suspected plagiarism.

*Course Policy* In this course, your first instance of academic dishonesty will result in a zero for the assignment and a required conference. Any additional instance of academic dishonesty will result in an F for the course.

We will discuss academic honesty in this course, and therefore, I expect you to know how to prevent plagiarism from your first paper in this class throughout your college career. Claiming to not know what plagiarism and academic honesty are is not a defense.



### Important University Dates

- 28 August** — First Day of Fall Semester
- 04 September** — Labor Day — No classes
- 13 September** — Last day to drop a course for full refund
- 29 September** — Last day to drop a course without academic penalty
- 03 November** — Last day to drop with academic penalty
- 23 & 24 November** — Thanksgiving Holidays — No Classes
- 04 December** — Last MWF class meeting

### Important Course Dates

- 15 September** — 1st Grammar Deck check
- 25 September** — Profile assignment due
- 16 October** — Analysis assignment due
- 06 November** — Personal Argument assignment due
- 04 December** — Last MWF class meeting
- 08 December** — Final Revision assignment due by Noon



### **Peer Groups:**

During the first two weeks of class, you will get to know your peers and establish peer groups. These peer groups will assist you throughout the semester. Each group will have a designated peer leader who will serve as the first point of contact for questions and missed classes. You will work with your peer group in a variety of ways throughout the semester, so use the early weeks to get to know your peers and select a group that works for you. Peer group leaders will be appointed after introductory conferences based on feedback from all group members, demonstrated leadership abilities, and the conference itself.

### **Statement of Safe Learning Environment**

Lamar faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you (or someone you know) have experienced any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking, know that help and support are available. The University strongly encourages all members of the Lamar community to report incidents of sexual misconduct to the Title IX Coordinator. Please be aware that under Title IX of the Education Amendments of 1972, I am required to disclose information about such misconduct to the Title IX Coordinator. You can find more information at [www.lamar.edu/titleix](http://www.lamar.edu/titleix)

### **Emergency Procedures**

In the event of an announced campus closure in excess of four days due to a hurricane or other disaster, students are expected to login to Lamar University's website's homepage ([www.Lamar.edu](http://www.Lamar.edu)) for instructions about continuing courses remotely.

Many types of emergencies can occur on campus; instructions for severe weather or violence/active shooter, fire, or chemical release can be found at: <http://www.lamar.edu/about-lu/administration/risk-management/index.html>. Following are procedures for the first two:

#### **Severe Weather**

- ▶ Follow the directions of the instructor or emergency personnel.
- ▶ Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside.
- ▶ If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building.

#### **Violence/Active Shooter (CADD)**

- ▶ CALL - 8-3-1-1 from a campus phone (880-8311 from a cell phone). Note: Calling 9-1-1 from either a campus phone or cell phone will contact Beaumont City Police Dispatch rather than University Police.
- ▶ AVOID- If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- ▶ DENY- Barricade the door with desks, chairs, bookcases or any other items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it is safe.
- ▶ DEFEND- Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

# Classroom Management

Throughout this course, we will maintain a classroom culture of inclusion, civility, and respect. Each of us will do our part to maintain this classroom culture, from the moment we enter the classroom until the end of the class period. To create this environment, we will all:

- ▶ arrive prior to the start time of class and prepare for the class, including silencing all electronic devices, removing sunglasses and earbuds/headphones, and storing all non-class related items in your backpack or purse
- ▶ refrain from eating foods that make noise or require utensils during class time
- ▶ respect the opinions and thoughts of others during class discussions
- ▶ actively listen to participants in class dialogues and wait until a speaker is finished before offering our own insights without antagonistic, threatening, or abusive remarks
- ▶ refrain from making any race, gender, or sex-based discriminatory or harassing comments

I will ensure we maintain this classroom culture by addressing any disruptive behavior immediately. I will address disruptions as follows:

- ▶ A first instance of disruptive behavior will be addressed verbally and expectations for appropriate behavior will be clarified.
- ▶ If a student continues to be disruptive during a class period, that student will be excused from the classroom for the remainder of the course period.
- ▶ A student who continues to be disruptive in subsequent class periods will be reported to the department chair and/or the Dean of Students.
- ▶ Any student who exhibits extreme behavior or makes threats against members of the classroom community will immediately be reported to LUPD.

If you experience or witness any form of discrimination or harassment you should report the incident directly to me and together we will discuss the appropriate next steps. If you wish to remain anonymous in your report, you may send me an anonymous message via campus mail (Box 10023) or leave a voice mail at my office (409-880-8589).