



Fall 2017
ENGL 1301.T1/T3/T4

Catalog Descriptions

Basic forms of expository writing. Frequent themes. Collateral reading in articles and essays of a factual and informative type. This course is prerequisite to ENGL 1302 and 1374.

Garry Richards-Foster

Office Location MA 36
Office Hours TR 9:00 AM – 2:00 PM
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Required Texts and Materials

Course Textbook: *English Composition*. Hawkes Learning, 2017.

Course Software: Courseware companion to English Composition

100 white 3x5 notecards

Notebook and writing implement for note taking and workshops

Access to your Lamar email account, which you will check regularly

Internet access, either from your home or through the university

1" binder for collecting and organizing writing materials for the final portfolio

Student Learning Outcomes

1. Students will compose informative, argumentative, or analytical essays with a clear thesis and introduction.
2. Students will compose informative, argumentative, or analytical essays with organized supporting paragraphs.
3. Students will use standard conventions of English grammar and punctuation and write clear and efficient sentences
4. Students will maintain a style and persona appropriate for a particular purpose and audience
5. Students will present clear, salient, and supported oral/visual speeches/demonstrations. And/or Students will participate in class or group discussions.
6. In an essay or presentation, a student will compose and sustain an argument.
7. Any rhetorical act is both personal and social. In written responses (preferably complete essays), presentations, discussions (online or face to face) students show an understanding of the complexities and dynamics of personal (the self) and social responsibilities (one's family, culture, country, politics, society, etc.). They also reveal their consideration through appropriate integrations of audience, purpose, and persona.
8. In group projects, team presentations, peer reviews/grading/editing, or in-class discussions; students should actively contribute to the progress of the group or class as a whole.

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.

Grading Policies

Grading for this course is based on an accumulated number of points.¹ 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.

Assignments and Point Values

Grammar Diagnostic: You will complete a basic test of your grammar knowledge during the first two weeks of class. 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]

Grammar Deck: You will create a deck of grammar cards 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]

Workshop Participation: You will participate in regular workshops during this course, and these workshops will help you improve your writing in targeted areas. For the workshops to help, you must commit to fully participating in the workshops. [20 points]

Writing Assignments: You will complete 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. Specific details on each writing assignment will be provided in a detailed assignment sheet at the start of the individual unit. [Profile: 15 points, Analysis: 15 points, Personal Argument: 20 points; Revision Unit: 20 points]

Grade Discussions: I am always willing to discuss your grades and ways you can further your learning in the course. If you have a question or concern you wish to discuss, please address this issue in my office, not in the classroom. This policy is for your privacy. I respect concern for grades, but I also expect that this concern begins prior to the last weeks of class. Therefore, if you have not met with me to discuss improving your grades prior to the last 2 weeks of the semester, I will not discuss your grades with you during these two final weeks. You are responsible for keeping up with your grades throughout the semester, and concerns should be addressed soon after the grade is recorded, not at the semester end.

¹ Do not hesitate to inquire about assignments, grades, or other class related topics. I maintain an open door policy; if I am in my office, please drop in! If I am not, do not hesitate to email me and set up an appointment.

Grade Turnaround: I will return graded writing assignments within one week of receipt.

C in English 1301

The English Department, Developmental Studies, The College of Arts and Sciences, STARS, ACES, and Lamar University's Curriculum Council have noticed that students are more likely to progress through the core more quickly and to complete their composition courses more quickly if they earn at least a C in English 1301 before enrolling in English 1302. Therefore, the English Department, STARS, Developmental Studies, ACES, and many majors RECOMMEND that students earn a C in English 1301 before enrolling in English 1302. Some colleges and departments in the university require a C to receive credit for 1301, and some colleges and departments require a C to receive credit for both 1301 and 1302. Students should see their departmental or college advisors for specific requirements.

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. 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.

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), and active duty military to stay in contact with the Center for Military Services (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.

Disability Accommodations

Lamar University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (DRC) is located in the Communications building room 105. Office staff collaborate with students who have disabilities to provide and/or arrange reasonable accommodations.²

² 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.

For students

- 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 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, we encourage you to contact our instructor early in the semester to review how the accommodations will be applied in the course.

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.³

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) 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.

³ 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.

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.

Important Semester Dates⁴

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 class meeting

Final Exam Schedule

ENGL 1301.T1

December 8, 2017 (8:00 AM – 10:30 AM)

ENGL 1301.T3

December 11, 2017 (11:00 AM – 1:30 PM)

ENGL 1301.T4

December 8, 2017 (11:00 AM – 1:30 PM)

⁴ If you're reading this footnote, you're off to an excellent start to the semester!

Class Schedule

06 September	Brainstorming
08 September	Grammar Basics
11 September	Narration & Description
13 September	Peer Reaction
15 September	Commas & Semicolons
18 September	Full Screen Peer Review
20 September	Peer Review
22 September	Editing & Proofreading
25 September	Brainstorming
27 September	Analysis
29 September	Writing About Media
02 October	Peer Reaction
04 October	Modifiers
06 October	Full Screen Peer Review
11 October	Peer Review
13 October	Editing & Proofreading
16 October	Brainstorming
18 October	Argument Basics
20 October	Voice and Tense in Writing
23 October	Induction & Deduction
25 October	Peer Reaction
27 October	Rhetorical Style
30 October	Full Screen Peer Review
01 November	Peer Review
03 November	Editing & Proofreading
06 November	Brainstorming
08 November	Correctness
10 November	Coherence
13 November	Writing Style
15 November	Cohesion
17 November	Clarity
20 November	Concision
22 November	Peer Reaction
27 November	[Individual Conferences?]
29 November	Full Screen Peer Review
01 December	Peer Review
04 December	Proofreading & Editing