



**College of Arts and Sciences**  
**Department of English and Modern Languages**  
**Fall 2017**  
**ENGL 1301-48f and 49f**  
**Nadine Pearce, Instructor**

**Contacting Me:**

- **I will not be on campus this semester, so I will not be holding office hours nor receiving messages on my office phone. If you need to contact me, e-mail me through our course e-mail. If you feel that you need a face-to-face conference, I will arrange an online conference with you.**
  - Use **Blackboard course e-mail** for personal messages which you don't want others to read. Questions concerning course work should be posted to **Q&A Discussion Board** found in each course module. Chances are that if you have a question concerning the course work, others will be having the same problem, so before posting a question, check **Q&A Discussion Board** to see if the problem you're having has already been answered. Monday through Sunday, I have a 12 hour turn-around time for answering e-mails and for responding to Q&A questions..
  - **Please do not use my Lamar e-mail address for messages to me.** I reserve that e-mail for campus and department notifications. Use **Blackboard course e-mail** only, which can be accessed by logging into Blackboard and the course. Next, looking at the left sidebar for **COURSE E-MAIL**, click on that and compose your message to me.

**Required Texts, Materials, Skills:**

- *The Little, Brown Handbook*. H. Ramsey Fowler and Jane E. Aaron. Longman/Pearson, 13<sup>th</sup> edition.
  - The English department intends for the *Little Brown Handbook* to be a reference book **for students' entire college career**. Students will need these sorts of grammar, mechanics, punctuation, and documentation references in 1302, soph. lit, and courses outside of the English Department. Further, as students should know, they get nowhere near what they paid for the textbook if they resell it. And if they sell it, odds are that they will have to buy this text—or one just like it—in the future.
- *The Longman Reader*. Judith Nadell, John Langan, and Eliza Comodromos. Pearson, 11<sup>th</sup> edition.
- *Some Ways of Writing/ A Writer's Way*. Sanderson, Kendall/Hunt Publishing, second edition, 2012.

➤ **Students will have problems completing the assignments if they do not have the textbooks by the end of the first week of class.**

- A computer with high speed internet and a back-up computer.
- A Webcam
- A student enrolled in this online English class must have basic computer skills: typing; downloading and uploading material; working within the Blackboard server format; and having attended a sponsored workshop on Blackboard use or having viewed the video on Blackboard use on the login page.

**Course Description:**

- English 1301 focuses on sustaining a developed argument through three academic essays and numerous journal assignments. It provides ample opportunity to develop critical thinking skills through collateral readings and discussion boards. This course is prerequisite to ENGL 1302 and 1374.
- 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.

**Student Learning Outcomes English 1301:**

- **Writing**
  - Students will compose informative, argumentative, or analytical essays with a clear thesis and introduction.
  - Students will compose informative, argumentative, or analytical essays with organized supporting paragraphs.
  - Students will use standard conventions of English grammar and punctuation and write clear and efficient sentences
  - Students will maintain a style and persona appropriate for a particular purpose and audience
- **Oral or visual communication**  
Students will present clear, salient, and supported oral/visual speeches/demonstrations. And/or Students will participate in class or group discussions.
- **Critical Thinking**  
In an essay or presentation, a student will compose and sustain an argument.
- **To Meet these Outcomes, the Student Must:**
  - Read all assignments actively and critically.

- Write 3-4 essays based on instructor prompts, being certain to respond with *exactly* what the prompt asks for.
- In assigned discussions and journals, reflect upon the readings and course lectures and respond critically based upon the prompt.
- Participate in conversations and peer essay reviews on the discussion board.
- Evidence comprehension of grammar rules and sentence structure patterns in all written assignments and communication.

### **Personal Responsibility:**

- Any rhetorical act is both personal and social. In written responses (preferably complete essays), presentations, online discussions 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.

### **Teamwork:**

- In peer reviews/grading/editing and in discussions; students should actively contribute to the progress of the group or class as a whole.

### **Course Requirements:**

- You must pass English 1301 with a "C" or better in order to enroll in English 1302 or English 1374.
- I'll assign readings and exercises evidencing rhetorical patterns of development, form, critical thinking, and grammar and ask for your responses to those assignments in discussions/wikis, journals, and quizzes. Some of these assignments will require paragraphs, some listings, and some full essays.
- You will write three-four major essays based upon the rhetorical modes.
- You'll take one grammar/punctuation/principles of composition final exam. During the course, you will take tests covering the assigned readings and grammar at the end of each module's work and/or unit of work.
- You will make a posting to the "Understanding Quotient" discussion site on Sunday at the end of each two-week module using a 1-5 rating for understanding level, with 5 being the highest. In addition to the number, you will report specifically those areas which you learned well and those which you are still experiencing problems with.

### **Course Policies:**

- *Logging onto the Course:* You are expected to log into the course at least once daily to check assignments, announcements, and Q&A Discussion Board. If you fail to log into the course for **six consecutive days** or fail to submit a total of **five assignments**, you may be asked to drop the course.

- Submitting Work: All work is submitted through Blackboard— discussions/wikis, essays, journals, and quizzes. In order to keep all assignments organized, you must submit your work to the assigned folder. **I will not grade anything that is not submitted to the proper folder or is not submitted according to the directions. I will not grade papers submitted to my e-mail address.**
- Work Segments: The course is divided into modules with a listing of all assignments/lectures/quizzes in each module. Assignment due dates are listed within each module. **It is your responsibility to keep-up with assignment due dates.** Because writing is an ever expanding process, all assigned work in one module must be completed and submitted before beginning the next module.
- Assignment Due Dates and Quizzes: All assignment folders are open during the dates of the module and close after the assignment due date. You can post your assignments, journals, and most discussions at any time during the time the folder is open, so don't wait until the last day that the folder is open to post your work in case you have computer issues or work/home problems.. Quizzes, however, are given at the end of each week of the course.
- Accountability: As a college student, you are accountable for your success in the class by completing all assignments timely, interacting with peer groups, asking for assistance if you need it, spending the appropriate number of hours on the course, and following the directions carefully for each assignment.
- File Naming Conventions: All assignments must be submitted with the following file name form: first name last initial, assignment name.doc (or .rtf) **Example: nadinep, Essay 1.doc** In addition, all work submitted must have a .doc or .rtf file extension; my computer will not read any other extensions.
- Late Assignments: **I DO NOT ACCEPT LATE WORK except for medical emergencies with documentation.** Since all your assignments are posted in each course module, I expect you to keep up with the due dates and submit the work timely.
- Returning Graded Assignments: I try to return all journals, discussions, and quizzes within one week of submission. I try to return essays within two weeks of submission.
- Needing Help: If you are experiencing a classroom problem with an assignment or concept, post your problem to the Q&A Discussion Board found at the bottom of each course module. Send me a Blackboard e-mail if you need to discuss a personal problem with me.
- SMARTHINKING: You have a link to SMARTHINKING, a college tutorial service. You can submit your written work there for critique and assistance prior to submitting it to me for a grade. Please remember that this site has a 24 hour response window.
- Technology: If you have problems with Blackboard, you need to

send me a print screen which I will forward to Lamar's Technology department. I do not re-open any assignment based on computer problems without a print screen of the error and without the Tech Department verifying the problem. For all other computer related problems, please contact the HELP desk, 880-2222 or view the COURSE LINKS folder on the sidebar of the course for a web link. My.Lamar and Blackboard passwords expire every 90 days; password expiration notices are sent to your Lamar e-mail for 14 days prior to expiration. Change your password as soon as you receive the notice. If you wait until the password expires, you may need to call the HELP desk and a recording will give you the information for updating it.

- Academic Services: If you need assistance in any of the academic areas, view the COURSE LINKS folder on the sidebar of the course for a web link. :
- Netiquette: The rules of decorum for online classes are similar to the face-to-face classroom. They include: using Standard English in all communications and avoiding abbreviations, including text abbreviations; using BB course e-mail to message the instructor or students as needed; no using e-mail "select all" or "reply all" function for questions which should be posted on the Q&A Discussion Board; and no using offensive or argumentative language.
- Syllabus Subject to Change: While information and assurances are provided in this course syllabus, it should be understood that content may change. Students will be informed of any substantive occurrences that will produce syllabus changes.
- Disability Accommodation: It is the policy of Lamar University to accommodate students with disabilities, pursuant to federal and state law and to the University's commitment to equal educational opportunities. Students with a documented disability should contact the Director of the Office of Services for Students with Disabilities (SFSWD) which is located in 105 Communication Building. Students may write to P.O. Box 10087, Beaumont, Texas 77710, call 409.880.8347, fax 409.880.2225 or e-mail [SFSWD@lamar.edu](mailto:SFSWD@lamar.edu). The Director will arrange to meet with the student to determine reasonable academic adjustments and/or accommodations. Additional information is available at <http://dept.lamar.edu/sfswd>.
- Other Emergencies: 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.
- 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. **Any student who is found guilty of academic dishonesty in this course will receive a zero on the assignment and may receive an “F” in the course.**

### Organization for Success:

- Look at ALL of the week’s work on Sunday evening. Schedule your time so that all work assigned is completed by the due dates noted on assignments, discussion boards/wikis, journals, and exams.
- Post your course questions to the Q&A Discussion Board
- Participate actively with your peers in discussion threads. If you do, you will learn much from them.
- Use the Lamar Support Services as needed for tutoring: Writing Center and STARS, both located on the bottom floor of the Library. The Support Services link can be found in the folder labeled COURSE LINKS in the sidebar.
- Use SMARTHINKING, the online tutoring service. The SMARTHINKING link and directions can be found in the folder labeled COURSE LINKS in the sidebar.
- Be prepared for the week’s work by reading all the assigned work and completing all the written assignments timely.

### Grades:

- You can monitor your course average through the Weighted Column in My.Grades. A number grade of 100-90 is an “A;” a grade of 89-80 is a “B;” a grade of 79-70 is a “C;” a grade of 69-60 is a “D;” a grade below 60 is an “F.”
- Final grades of “I” are not simply handed out, and they involve a negotiation on the part of the instructor and the student *in advance* of the submission of final grades for the semester. I seldom assign grades of “I” except in exceptional circumstances where a student is passing the course and has no more than two absences, but misses the last quiz or assignment due to an emergency situation

- beyond his control. When an “I” is negotiated, the missing assignment must be turned-in within one week of the end of the semester or the “I” reverts to an “F.”.
- I use a weighted percentage for each category of work in this class. That percentage is noted below. Because of the formula which Blackboard uses with weighted grades, your running average will be correct within decimals; however, it won’t be totally accurate until the end of the course when all assignment grades are posted.
  - Each assignment has a point value; you can determine the letter grade for an assignment by multiplying the total points by 90%, 80%, 70%, 60%. Then, look at your points scored and see which category your score falls into.

Assignments:

- Essays 1, 2, 3, 4 (if assigned)...40%
- Quizzes/Tests: .....30%
- Discussions/Journals .....30%

**Total Percentage:                   100%**

Remember that the syllabus is a contract between you, the student, and me, the instructor. We each have responsibilities within this contract. In order for us to be successful, we must both be mindful of those responsibilities.