



## Walters State Community College Course Syllabus

### Course Information

**Course Number and Name:** ENGL 1010 English Composition I

**Section ID:** 81481.202380

**Semester and Year:** Fall 2023

**Credit Hours:** 3

**Start Date:** August 21, 2023

**End Date:** October 06, 2023

**Course Format:** CON - Conventional Methodology

**Catalog Course Description:** A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students writing. Research skills and documentation will be introduced. Prerequisites: Completion of Learning Support Reading and Writing, if required. **F, S, Su** (T)

**General Education Course Designation:** General Education Course

**Meeting Details:** MTWR; 12:00PM - 01:30PM; RHS

**Course Drop Deadline:** September 21, 2023

### Instructor Information

**Name:** Kenneth Hill

**Office Location:** CCEN 207E

**Office Hours:** See item in Content on eLearn

**Office Phone:** 423-585-6966

**Email:** Kenneth.Hill@ws.edu

**Supervisor Name:** Christopher Morelock

**Supervisor Phone:** 423-585-6780

**Secretary Name:** Debbie Wilson

**Secretary Phone:** 423-585-6947

### Required Textbook(s) and Materials

**The Little Brown Essential Handbook**

**ISBN:** 9780134515212

**Authors:** Jane E. Aaron

**Edition:** 9th

## Student Learning Outcomes/Objectives

- distill a primary purpose into a single compelling statement by selecting and narrowing their own topics.

identifying and writing argumentative thesis statements.

- order major points in a reasonable and convincing manner based on that purpose by engaging in the writing process—including prewriting, outlining, drafting, and revising.

demonstrating the relationship between the thesis and outline.

writing formal topic and sentence outlines.

developing an introduction, body, and conclusion for each collegiate essay.

- develop ideas using appropriate argumentative rhetorical patterns by employing reasonable, logical argumentative strategies to support fully the thesis.

synthesizing source materials with original thought.

- employ correct diction, syntax, usage, grammar, mechanics, punctuation and spelling by editing and revising their essays.

addressing issues of style and audience through revision.

- manage and coordinate basic information gathered from an outside source by critically analyzing the source materials.

locating and using credible secondary sources.

differentiating between opinions, facts, and inferences.

quoting, paraphrasing, and summarizing source materials.

documenting sources according to MLA standards through a Works Cited list and internal citations

## Instructional Approach and Methods

1. Students will produce an argumentative writing sample at the first class meeting in order for the instructor to evaluate basic writing skills and to make referrals for further assessments.
2. In addition to the sample, students will complete a first-of-semester Multiple Sections Verification (MSV) objective exam (which does not receive a grade), an end-of-semester MSV objective exam (which counts 5% of the final grade), quizzes, in-class writings, and major graded papers. These writings represent a minimum for the course, and with drafts and informal writing assignments, students should write a min of 4000 words during the semester.
3. Students will move through a process to complete major papers. The process will vary according to assignments, but it should include prewriting, outlining, drafting, and editing.
4. Students must write a minimum of four papers (including the writing sample). The instructor will assess stages of the writing process for each paper, and the student will revise accordingly to arrive at a final draft. Revisions may receive daily points for addressing instructor and peer feedback, but once a student submits a major paper for a final grade, it cannot be resubmitted for a higher grade.
5. The student will keep all required paper drafts and make revisions according to instructions. The instructor may require that this process be completed electronically.
6. The student will submit print or electronic notes, bibliographic information, rough drafts, and source material used in preparation of documented papers so that the instructor may verify paraphrased material and direct quotations. Additionally, students will submit all major papers to eLearn dropboxes for plagiarism detection.

## Assessment, Evaluation and Testing Procedures

The instructor evaluates each paper on its own merits. While there is no single formula for evaluating any paper, in this course all papers will be assessed by standard rubrics. These rubrics will address criteria such as the quality of content and organization, thesis, specific detail to support and develop general statements, and the number and frequency of serious errors (such as fragments, comma splices, fused sentences, errors in agreement and tense, and awkward constructions). Repeated errors and deficiencies become significant in the evaluation of the student's writing. Since progress is the principal objective, students will have multiple opportunities to demonstrate mastery of the evaluated criteria.

## Grading Scale

A	100% (900-1000 points)
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B	80 – 89% (800-899 points)
C	70 – 79% (700-799 points)
D	60 – 69% (600-699 points)
F	59% and below (0-599 points)

## Assignments

The total points possible is 1,000.

Paper 1 is 100 points (10% of grade).

Paper 2 is 100 points (10% of grade).

Paper 3 is 250 points (25% of grade).

Paper 4 is 200 points (20% of grade).

Writing exercises make up 240 points (24% of grade)

Quizzes comprise 60 points (6% of grade).

The MSV posttest is worth 50 points (5% of grade).

## Class Participation

Excessive absences may substantially lower the course grade. A late paper receives a one-letter grade deduction for each day it is late unless the student has an excused absence and notifies the instructor in advance. This rate of deduction could result in a grade value of zero if a paper were to be several days late. The instructor can require written proof of a valid excuse. Even if the absence is justifiable or administratively approved, the student must complete the paper or make arrangements to do so within one week after returning to class.

Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.

## Course and Class Policies/Procedures

Grades are earned, not given! Your grade will directly reflect the effort you place into your writing.

## Essay Grades

Each essay has a rubric/assignment used for grading. To earn the best grade on an essay, you should do the following:

Spend time with the writing process. The quality of the writing process directly relates to the quality of the essay. Spending time with the writing process will help you to earn better essay grades.

Review the rubric/assignment closely. The essay rubric/assignment clearly states the expectations for the particular essay.

**FOLLOW DIRECTIONS.** Each essay has a detailed set of directions. Not following these directions will lower your essay grade. If you submit an essay that does not follow the directions, I will grade the paper "as is," and you will receive a significantly lower grade.

**FOLLOW DEADLINES.** Late essays are accepted but are penalized 10% per day that the essay is late. No essays are accepted after the last day of class in order to give the instructor time to grade. Because due dates are so important in this class, students have the following resources to help them know important due dates:

- due dates will be on the course home page in eLearn
- **LATE WORK FOR DISCUSSION BOARDS AND QUIZZES WILL NOT BE ACCEPTED!**  
Please do not ask for assignments to be opened after due dates unless you have an emergency.

Generally, early work is accepted, so students with scheduling problems should use wise time management skills to avoid late penalties.

If you are absent when an assignment is scheduled, it is still due. You may submit via eLearn dropbox to receive partial credit. The sooner a document is received, the fewer points may be deducted. To avoid losing points, you can submit your assignment before your absence.

## Plagiarism

Don't Plagiarize! Plagiarism is a serious offense. Using sources without proper citation is considered plagiarism. For example, copying and pasting from sources without proper citation for those sources is cheating. The first offense for plagiarism is a ZERO on the essay. The second offense for plagiarism is a ZERO for the course.

Each item submitted to the eLearn dropbox can be checked for plagiarism by utilizing a program called Turn It In, which color codes plagiarized material with links to websites. It will detect plagiarism

even if the student has attempted to reword the material. Any suspected instance of plagiarism will be checked through this program.

## Attendance

Attendance will be taken at the beginning of class. You should treat this class like a job. You should inform your professor when you know you have to be absent.

In the event that you miss class, you should do the following:

1. Log into eLearn! The day's assignment will be posted on the course homepage, under "News."
2. Ask another class member for notes or information regarding your missed class.
3. Complete all missed work (excluding quizzes) before the next class.

## Procedure for Submission of Work

I require all essays to be submitted to the Dropbox for plagiarism detection and feedback will be given in Dropbox as well. All essays should be uploaded to the dropbox BEFORE the dropbox closes, or the essay will be penalized as outlined above.

## ELearn

ELearn is an imperative part of this course. Through this online component, you can do the following:

Check email from me [Email]

Send me emails

See ALL course lectures [Content]

See assignments missed [Course homepage]

See current grades [Grades]

Submit essays [Dropbox]

Email other students in the class [Classlist]

## Contacting the Instructor

Please keep in mind that the instructor is not available at all hours of the day.

1. You can email me via eLearn email. Please keep in mind that while I do check eLearn email often, I may not do so in the evenings or on weekends. YOU SHOULD ALLOW A MINIMUM OF 24 HOURS FOR A RESPONSE TO AN EMAIL. ON WEEKENDS, YOU MAY NOT RECEIVE A RESONSE UNTIL MONDAY MORNING.

In the event of a grade dispute, it is the student's responsibility to provide documentation of course work.

## Online/Web-Enhanced Course Supplementary Information

Virtual Office Hours	See Office Hours item in eLearn
Library Information	<a href="#">WS Library Website</a>
Technical Support	Morristown: 423-318-2742  Sevierville: 865-286-2789  (Dial last 4 numbers from any WS campus classroom phone.)
Web Addresses/Resources	None

<p>Guidelines for Communication: Email, Discussion Posts, Chat</p>	<p>Log on to our eLearn class at least 3 times per week. Get all assignments completed by the due date listed on the class schedule, which is on eLearn. Send Mr. Hill an eLearn message or email if you ever have a question.</p> <p>Mr. Hill may host Teams Class Meetings for online, hybrid, and desktop video courses. They will act as group sessions for learning, questions, concerns, practice, etc.</p> <p>Mr. Hill can set up a personal meeting with students via Teams, though the student will need to ask for this type of meeting if one is needed.</p> <p>All communications in this course, between teachers and students or students and students, will be conducted with respect. Everyone will also follow the Walters State student guidelines.</p>
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## Additional Course Requirements/Details/Information

### Time Investment:

In a regular 15 week course in which students meet with their instructor 3 hours per week in the classroom, students are usually advised to plan 2 hours outside of class for every hour in class. This means a student is expected to spend 3 hours in the classroom and at least 6 hours outside of class for a minimum of 9 hours invested per week for completing reading and assignments and participating in the discussion board on eLearn. Some weeks may require less time such as at the beginning of the course while other weeks might require more time due to major projects or assessments later in the course.

### Assessments:



See the Course Grade item in the Getting Started module for how your grades are determined. The course is divided into modules which comprise a certain percentage of the total course grade. Within each module, you will see how each assignment aligns with the module percentage.

Each assignment is graded on a point scale, whether it is a minor grade like a short quiz or a major grade like a final paper. However, the amount of points of an assignment varies depending on the type of assignment. In a writing-intensive course, papers comprise the bulk of the course grade. Each module contains information about the weight of that module, the breakdown of the items within that module, and the alignment of that module to the total course grade.

Check grades tab in Course Information to see your grades. You will see your current average throughout the course.

Keep in mind your final grade is based on your total points over 1000. This is the percentage you have earned for all your coursework to date. You can see this item at the top of your grades.

To illustrate, if a student has an 870/1000 points by the end of the course, this means the student has averaged 87% on all the work in the course. This student would earn a B for the college letter grade since a B is 80-89 (see syllabus grade breakdown). But those 30 points amount to many assignments. A student may think, "Hey, I am only 30 points away from an A!" However, the average is based on the total points from the class. Each item you complete is assessed using the points allotted to that item. Therefore, it is crucial to follow instructions closely for each assignment and meet each deadline since each assignment contributes to your course percentage total. And you should check your grade as you work through each module.

A final course average may be rounded up depending on if it is within 5 points of the next grade level, your attendance, submitting all work on due dates, your participation, and more. Any round up is at the instructor's discretion. Final grades are not negotiated. Keep track of your grade percentage and check it frequently to see where you stand and what you can do to improve your average. Keep copies of all your work and notify your instructor in a timely manner if you see anything that needs attention concerning your grades.

Extra credit may be available at times and will be connected to attending a college cultural event and a written commentary on it. These events will be announced in class and posted on our home page news.

Due Dates and Deadlines:

The instructions for each assignment can be found in the Course Information tab under Content. Self-check reading quizzes will close before class starts. They are part of your preparation for class. These are open book, 2-attempt short quizzes to show your mastery over the material you have read. There are no makeups for the self-check quizzes. Once they close, you will not be able to take a quiz, so

check the schedule each day and make certain you do the homework. The same also applies to minor writing exercises, including discussion boards and drafts.

As noted in the English department syllabus, major assignments submitted past the deadline may receive a 10% per day late reduction in points earned. This applies to final papers as these are the only assignments that will be accepted late. See more about the policies in the syllabus.

#### Attendance:

Students are expected to attend class regularly, this being a key to success in the course. Any more than two week-long absences will begin to negatively affect a student's grade. After these absences, a student who misses class without notifying the instructor ahead of time may be penalized five points from his or her final, aggregate grade.

#### Communication:

Log into eLearn frequently to check schedule, grades, email, news, and assignments. Please include a subject line and sign your name for each message. The best way to contact the instructor is via the Classlist, which can be found under the course tools tab. Simply click on the instructor to compose a message. Do not forget to check your Walters State email as well.

#### Other Expectations:

Students are expected to respectfully listen to instructor during class lectures or to a classmate who is addressing the class during class discussions. As noted in the department syllabus, cell phones or other mobile devices should not be used during class unless approved for a specific class activity. Please do not text, check phone messages, or surf the net during class as this distracts the instructor and fellow classmates. If you have a family emergency and need to keep your phone on vibrate for an important call, please let the instructor know. Please do not use ear buds in classroom or lab unless approved for specific project.

As noted in the department syllabus, plagiarism may result in a zero for the assignment or failure in the course. When in doubt, quote, cite, and use only the specific sources listed for each assignment. Dropbox submissions will be checked by TurnItIn for possible plagiarism of previously submitted work or wording from online sources. If you have questions about what is or is not plagiarism, please contact the instructor. Please post before you read other students' posts to avoid possible plagiarism.

See more about plagiarism in the syllabus and the separate plagiarism item in the Getting Started module.

Carefully follow instructions for how you will be evaluated in order to earn the most points for assessed assignments.

You may have covered drinks in the classroom, but please do not have them in the classroom if we are using the mobile laptop cart or are in a computer lab. Please do not bring food into the classroom unless you have a documented medical need you have informed me about.

What you can expect from the instructor:

1. Students should expect a reply to emails within 24-48 hours.
2. Assignments should be graded within 2 weeks of calendar deadlines.
3. If you have a question about an assignment, email in time for a response well before a deadline. See eLearn's home page news for office hours. Be aware at times the instructor may be called to division, department, or committee meetings during office hours. Also, the instructor may be delayed in returning to office if assisting students after a class ends.

Required Software:

Microsoft Office Word is the required word processing software for this course. If you do not have Word on your computer, you will need to submit your word processing documents as Rich Text Format (.rtf).

You need a good Internet connection or access to a good Internet connection in order to manage the course. Have a backup plan in case your main Internet or computer access is not available. Keep in mind you can borrow a laptop or iPad from our technical services.

Emergency Situations:

In case of evacuation, follow instructor's directions. Do not leave campus and stay with the class until an all-clear is given by security. The instructor must check roll and report anyone who is not present. In case of relocation, proceed to a safe interior location such as a stairwell. In case of a lockdown, follow instructor's directions. Mute cell phones. Please let the instructor know about any medical issues you may have which might affect you.

## Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions). Plagiarism includes, but is not limited to the following:

- a. Using cut/paste tool from original document with no references given.
  - b. Copying another student's work and submitting it as one's own.
  - c. Forging or otherwise altering signatures.
  - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
- a. Utilizing old tests, projects, notes or written papers.
  - b. Providing unauthorized information to a fellow student about exam content.
  - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
  - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
  - e. Consulting with a classmate or others when taking a computerized test.
  - f. Disregarding other specific policies and procedures outlined for a particular class.
  - g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
  - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

## Student Resources

### TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787

- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.waltersstate.edu/academics/humanities/writing-lab)  
[ws.edu/academics/humanities/writing-lab](https://www.waltersstate.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.waltersstate.edu/academics/mathematics/learning-lab)  
[ws.edu/academics/mathematics/learning-lab](https://www.waltersstate.edu/academics/mathematics/learning-lab)

## **TECHNOLOGY SUPPORT**

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](https://www.waltersstate.edu/helpdesk)  
[helpdesk.ws.edu](https://www.waltersstate.edu/helpdesk)

## **STUDENTS WITH DISABILITIES SUPPORT SERVICES**

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](https://www.waltersstate.edu/student-services/disability/)  
[ws.edu/student-services/disability/](https://www.waltersstate.edu/student-services/disability/)

## **SUICIDE PREVENTION STATEMENT**

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032

- Frontier Health 423-467-3600

## College Policies

### STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](http://catalog.ws.edu/)  
[catalog.ws.edu/](http://catalog.ws.edu/)

[Walters State Timetable of Classes \(opens in new window\)](http://ws.edu/admissions/registration/)  
[ws.edu/admissions/registration/](http://ws.edu/admissions/registration/)

### PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

### COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.

- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

## **FINANCIAL AID**

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

## **CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY**

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](http://www.waltersstate.edu/home/)  
[ws.edu/home/](http://www.waltersstate.edu/home/)

[Walters State Facebook page \(opens in new window\)](https://www.facebook.com/WaltersState/)  
<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](https://twitter.com/waltersstate)  
<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-

Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](#)  
[ws.edu/set/](http://ws.edu/set/)

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

## **LEARNING MANAGEMENT SYSTEM**

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy \(opens in new window\)](#)