



## Walters State Community College Course Syllabus

### Course Information

**Course Number and Name:** ENGL 0804 Learning Support Writing IV

**Section ID:** 81543.202380

**Semester and Year:** Fall 2023

**Credit Hours:** 2

**Start Date:** August 21, 2023

**End Date:** December 08, 2023

**Course Format:** WEB - Web Classes

**Catalog Course Description:** This co-requisite course addresses the major-components of college-level writing including thesis, support, development, revision, and editing in an incremental process.

As a companion course to ENGL 1010, students will engage in writing activities that assist in the production and improvement of their Composition I themes. Co-requisite(s): ENGL 1010 and EDUC 1030 (unless previously completed). **F,S,Su**

**Meeting Details:** TBD

**Course Drop Deadline:** October 27, 2023

### Instructor Information

**Name:** T.J. Johnson

**Role:** Instructor

**Office Location:** CCEN 207

**Office Hours:** By Appointment

**Office Phone:** 423-585-6947

**Email:** Timothy.Johnson@ws.edu

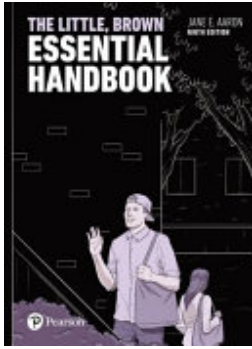
**Supervisor Name:** Christopher Morelock

**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

**Publisher:** Pearson

**Publication Date:** 2017-01-04

## Supplemental or Optional Materials

I recommend, but do not require, students to purchase *Cite Right*, by Charles Lipson, 3rd ed. It's only \$15 on Amazon and contains a wealth of information on proper MLA, APA, Chicago/Turabian, and other citation formats.

## Student Learning Outcomes/Objectives

- Course Outcomes

By the end of this course, students will be able to

1. distill a primary purpose into a single compelling statement by
  - a. selecting and narrowing their own topics.
  - b. identifying and writing argumentative thesis statements.
2. order major points in a reasonable and convincing manner based on that purpose by
  - a. engaging in the writing process—including prewriting, outlining, drafting, and revising.
  - b. demonstrating the relationship between the thesis and outline.
  - c. writing formal topic and sentence outlines.
  - d. developing an introduction, body, and conclusion for each collegiate essay.
3. develop ideas using appropriate argumentative rhetorical patterns by
  - a. employing reasonable, logical argumentative strategies to support fully the thesis.
  - b. synthesizing source materials with original thought.

4. employ correct diction, syntax, usage, grammar, mechanics, punctuation and spelling by
  - a. editing and revising their essays.
  - b. addressing issues of style and audience through revision.
5. manage and coordinate basic information gathered from an outside source by
  - a. critically analyzing the source materials.
  - b. locating and using credible secondary sources.
  - c. differentiating between opinions, facts, and inferences.
  - d. quoting, paraphrasing, and summarizing source materials.
  - e. documenting

## 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 over 4000 words during the semester.
3. To successfully complete the course, students must not only earn a passing grade but also demonstrate mastery of the general education reading and writing competencies as reflected on the departmental rubrics. These competencies will be evaluated with each major paper.
4. 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.
5. Students must write a minimum of four papers (including the writing sample). The instructor and peers 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.

6. The student will keep all required paper drafts and make revisions according to instructions. The instructor may require that this process be completed electronically. Any major paper assignments evaluated outside of eLearn must be submitted to the instructor at the end of the semester.
7. 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 drop boxes 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

P	70-100%
F	0-69%

## Assignments

**Procedure for Submission of work:** All work for this class should be submitted to the appropriate drop box in eLearn. It is the student's responsibility to make sure that work is submitted properly. Work submitted to the wrong drop box will be recorded as non-submitted. Also, missing work due to a student inaccurately submitting work will be recorded as non-submitted. Work will not be accepted in hard copy form or through email.

The best file formats for eLearn include .doc or .docx, which is the designation for Microsoft Word documents, or .rtf, which is Rich Text Format, which is available through multiple programs.. All Walters State computers are pre-loaded with Word; therefore, every student has the capability of producing word documents. Documents that are uploaded in the wrong format will be considered not submitted.

## Course and Class Policies/Procedures

The instructor encourages the student to schedule conferences. Any student who needs additional help should request extra conferences. In the conferences the instructor reviews the student's written work, explaining and clarifying points that are giving the student trouble, noting evidence of improvement, and making suggestions for further improvement. The instructor also helps the student to self-diagnose any areas of punctuation, diction, or sentence structure to which additional attention and study should be directed. The student may also seek further help from the English Learning Lab Technician (Jennifer Mayes) in Humanities 120, where both professional and peer tutors are available to assist, either on site or online.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students may not submit work from other classes unless permitted by the instructor. According to *Webster's Ninth New Collegiate Dictionary*, plagiarism is to "steal and pass off as one's own (the ideas or words of another); to present as one's own an idea or product derived from an existing source." Also, see *The Little, Brown Essential Handbook* pages 5-6 and 212-218. Any student who plagiarizes will receive a zero on the paper and may receive a grade of F in the course. (See the Walters State Catalog/Student Handbook.)

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. After one week, if the student has not made up the paper or made satisfactory arrangements to do so with the instructor, the student receives a 0 for that theme.

Students for whom English is a second language may contact Michelle Mitrik at 423-585-6930 for advising and/or tutoring referrals.

## 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 \(opens in new window\)](https://catalog.ws.edu/)  
[catalog.ws.edu/](https://catalog.ws.edu/)

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

[ws.edu/home/](http://ws.edu/home/)

[Walters State Facebook page \(opens in new window\)](#)

<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](#)

<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 \(opens in new window\)](https://ws.edu/set/)  
[ws.edu/set/](https://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 \(opens in new window\)](#)