



## Walters State Community College Course Syllabus

### Course Information

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

**Section ID:** 80396.202380

**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; 01:20PM - 02:50PM; SHS SHS

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

### Instructor Information

**Name:** Jay McMahan

**Role:** Associate Professor

**Office Location:** ACAD 126

**Office Hours:** See eLearn

**Office Phone:** 865-774-5843

**Email:** Jay.McMahan@ws.edu

**Supervisor Name:** Chris 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**

**Authors:** Jane E. Aaron

**Edition:** 9th

### **Additional Information**

Optional; you can use [MLA.org](https://www.mla.org) as an alternative when citing.

## **Student Learning Outcomes/Objectives**

- 1. distill a primary purpose into a single compelling statement by selecting and narrowing their own topics  
  
identifying and writing argumentative thesis statements
- 2. order major points in a reasonable and convincing manner based on that purpose by
  - 1. engaging in the writing process—including prewriting, outlining, drafting, and revising.
  - 2. demonstrating the relationship between the thesis and outline.
  - 3. writing formal topic and sentence outlines.
  - 4. developing an introduction, body, and conclusion for each collegiate essay.
- 3. develop ideas using appropriate argumentative rhetorical patterns by
  - 1. employing reasonable, logical argumentative strategies to support fully the thesis.
  - 2. synthesizing source materials with original thought.
- 4. employ correct diction, syntax, usage, grammar, mechanics, punctuation and spelling by
  - 1. editing and revising their essays.
  - 2. addressing issues of style and audience through revision.
- 5. manage and coordinate basic information gathered from an outside source by
  - 1. critically analyzing the source materials.
  - 2. locating and using credible secondary sources.
  - 3. differentiating between opinions, facts, and inferences.
  - 4. quoting, paraphrasing, and summarizing source materials.

5. 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 week of class 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. 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 requires that this process be completed electronically.
7. The student will submit 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. All papers will be assessed by standard rubrics. These rubrics will address criteria such as the thesis, organization, mechanics, style, analysis, and citation.

## Grading Scale

A	100% (900-1000 points)
B	80 – 89% (800-899 points)
C	70 – 79% (700-799 points)
D	60--69 (600-699 points)
F	00--59% (0-599 points)

## Assignments

### Grades

The major assignments

Paper 1: 100 points (10%)

Paper 2: 100 points (10%)

Paper 3: 250 points (25%)

Paper 4: 200 points (20%)

MSV Posttest: 50 points (5%)

### Homework and Participation

Discussions: 100 points (10%)

Dropbox: 90 Points (9%)

Quizzes: 60 points (6%)

Participation: 50 points (5%)

Total: 1000 points

**Written and In-Class Homework:** All written homework is to be typed and formatted using MLA rules with 12 point Times New Roman or Arial font.

**Submitting Quizzes, Discussions, and Dropboxes:** Quizzes, in class exercises, and writing exercises all have hard deadlines. You cannot request extensions on them. You cannot turn them in late even if you're sick. You can complete them early though! I'll drop your lowest discussion grade and your lowest dropbox grade.

**Submitting Major Assignments (Papers 1-4):** All major essays should be submitted to the dropbox by the due date. The major assignments all have soft deadlines. If they aren't submitted before class,

they will be counted as late. According to English department policies, essays are penalized 10 percent a day. The first day late starts one minute after the due date. Due to the rapid pace of a seven-week class, after a major assignment is five days late, the grade will be a zero. In addition, you may request extensions on the major assignments if you notify me two days before the due date. Extensions will only be granted because of emergencies and with documentation. Last, the final essay cannot be turned in late because there is a quick turnaround for grade submission.

## Class Participation

**Professionalism:** Please be respectful to your fellow classmates as well as your instructor. Your participation grade is positively affected by participating in group activities, asking and answering questions, and staying on task during class. Showing up to class unprepared, using your cell phone, sleeping, or rudeness will negatively affect your participation grade in the class. These guidelines extend to elearn and other digital space.

**Participation Grade:** Participation is graded throughout the semester using the following rubric:

A In addition to exemplary attendance, the student consistently participates in all in-class activities, and voluntarily participates in most classes by asking questions, answering questions, or volunteering to share their in-class work. They do not engage in disruptive behavior.

B In addition to regular attendance, the student voluntarily participates in more than 3/4 of the classes by asking questions, answering questions, or sharing in-class work. They do not engage in disruptive behavior.

C The student completes in-class activities if called upon: they ask questions or share work. They participate in at least half the classes. If they are disruptive, it is only a minor issue, and they correct it when notified without the need of a conference. The student may miss some classes.

D The student misses many classes or is often tardy. They participate in some class activities but are often off-task during in-class work time or discussions. Students might engage in frequent disruptive activity or severe disruptive activity such as bullying, but they attempt to correct it.

F Student misses many classes, or does not participate in multiple in class activities, or engages in disruptive classroom behavior. Either persistent minor infractions such as talking during lectures or severe infractions which conflict with the WS handbook such as bullying their peers, undermining the lecture, etc.

## Online/Web-Enhanced Course Supplementary Information

## ONLINE/ WEB-ENHANCED COURSE COMPONENTS

Virtual Office Hours	Monday-Thursday 9:00-10:00 AM, 4:10-4:25 PM
Library Information	<a href="#">Click here (opens in new window)</a>
Technical Support	Morristown: 423-318-2742  Sevierville: 865-286-2789  (Dial last 4 numbers from any WS campus classroom phone.)
Web Addresses/Resources	Web resources in eLearn
Guidelines for Communication: Email, Discussion Posts, Chat	Use the eLearn email. Be courteous and respectful.

## Additional Course Requirements/Details/Information

**Attendance Policy:** Regular attendance is a crucial part of succeeding in this class. I'll generally take attendance at the beginning of class. You may only miss 6 classes.

**Inclement Weather:** If class is cancelled by either WSCC (or Sevier County schools if it's a dual enrollment class), our class will be cancelled too. If class is cancelled due to a weather event, I'll make a post on eLearn by noon of the missed day which will detail an alternate assignment. If the start of class is delayed past our normal time by WSCC, I will cancel class. In general, we'll try to maintain the pace established by the syllabus.

**Communication:** The biggest thing you can do to succeed in the class is communicate with me. If you're having trouble with a specific unit, let me know and we can go into further detail to get you to where you want to be. So too, if a life situation arises, let me know sooner rather than later, and we can talk about strategies to help you achieve your goals.

The best way to contact me is by using elearn. Only use my Walters State email for emergencies or if elearn is down. I'll typically check it Monday through Thursday between 9-5 and Friday morning. I will not check it on weekends. It helps me respond more quickly if you let me know your course, section, and the assignment you have a question on.

If you need to meet with me, please consult the office hours or schedule a meeting.

To protect your privacy, I won't engage with emails from a non-WSCC address.

Remember, email lacks the nuances of speech, so strive to use a respectful tone; I'll do the same! Last rule of thumb, I'll assume you're trying your best, and I hope you'll assume the best of me too.

Let's work together to create a collegial classroom.

## 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.walters.edu/academics/humanities/writing-lab)  
[ws.edu/academics/humanities/writing-lab](https://www.walters.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.walters.edu/academics/mathematics/learning-lab)  
[ws.edu/academics/mathematics/learning-lab](https://www.walters.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://helpdesk.walters.edu)  
[helpdesk.walters.edu](https://helpdesk.walters.edu)

### 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://www.waltersstate.edu/catalog/)  
[catalog.ws.edu/](https://www.waltersstate.edu/catalog/)

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

[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 \(opens in new window\)](#)