Walters State Community College Course Syllabus

Course Information

Course Number and Name: ENGL 1020 English Composition II
Section ID: 81068.202380
Semester and Year: Fall 2023
Credit Hours: 3
Start Date: August 21, 2023
End Date: December 08, 2023
Course Format: WEB - Web Classes
Catalog Course Description: A composition course emphasizing documented critical writing, based on an introduction to fiction, drama, and poetry. Prerequisite(s): ENGL 1010. **F, S, Su**
General Education Course Designation: General Education Course
Meeting Details: TBD
Course Drop Deadline: October 27, 2023

Instructor Information

Name: Gracie Rossie
Office Location: ACAD 132
Office Hours: See Microsoft Bookings Calendar on elearn home page
Office Phone: 865-774-5807
Email: Gracie.Rossie@ws.edu
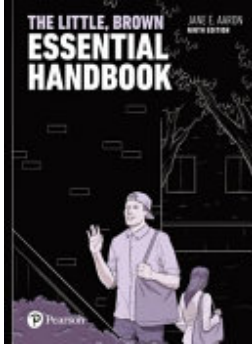**Supervisor Name:** Christopher Morelock
Supervisor Phone: 423-585-6780
Secretary Name: Debbie Wilson
Secretary Phone: 423-585-6947

Required Textbook(s) and Materials

The Little, Brown Essential Handbook
ISBN: 9780134515212

Authors: Jane E. Aaron
Publisher: Pearson
Publication Date: 2017-01-04
Edition: 9th

Supplemental or Optional Materials

USB thumb drive

TEAMS app

Pulse app

Walters State app

Student Learning Outcomes/Objectives

- By the end of this course, students will be able to apply ENGL 1010 planning, organizing, drafting, revising and editing skills to the writing of literary argument papers in ENGL 1020.

- Students will be able to read closely primary and secondary sources and understand them at interpretive and evaluative levels in preparation for writing about them.

- Students will be able to distinguish among opinions, facts, inferences, and persuasive approaches in primary and secondary sources.

- Students will be able to formulate thesis sentences based on readings of primary and/or secondary sources, to select material from them to support the thesis, and to write papers with well-developed ideas supporting the thesis.

- Students will be able to use appropriate rhetorical patterns, such as comparison/contrast and argumentation, to demonstrate an understanding of the elements of fiction, poetry and drama in coherent essays which develop literary arguments from process to product.

- Students will be able to manage, coordinate, and document primary and secondary sources according to MLA style in solving problems and arriving at decisions in the writing process.

- Students will be able to compose papers using correct diction, syntax, usage, grammar, and mechanics.

Instructional Approach and Methods

Instructional and Evaluation Methods:

The student will write at least 300 words on an assigned topic at the first class meeting in order to refer the student with basic mechanical difficulties to placement testing or to the English Learning Lab Technician. Students must also take a non-credit, objective MSV pre-test within the first week of classes.

In addition to the first-day writing sample, the student will write a minimum of five papers of at least 600 words each throughout the course. At least four of these five papers must include primary source quotations and be documented according to MLA style. At least one of these five must also include quotations from secondary sources such as articles from the WSCC Library databases. If the instructor chooses, one of these papers may be an essay examination of 600 words. All papers other than timed, in-class essays must contain an MLA-style Works Cited page. These six papers represent a minimum for the course, and with drafts and informal writing assignments, students should write over 5000 words during the semester.

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.

The student must rewrite any lost papers. The student must also complete the objective MSV post-test, which will count toward the final grade.

The student will plan before writing each paper. For this purpose the student will write formal outlines.

Assessment, Evaluation and Testing Procedures

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)
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

Assignments and Deadlines

As noted in the English department syllabus, late stages of a paper receive 10% off per day.

Timed Writings are given in the Quiz section of elearn. The time limit on timed writings is firm. Timed writings must be submitted to two places: You must submit the assignment in the quiz section of elearn before the timed deadline and then submit a copy of the assignment to the appropriate dropbox to be checked by TurnItIn.

Late work, except for essays, will not be accepted unless the student has made arrangements with the instructor prior to class.

Essays that do not meet the assignment requirements will receive a zero.

Extenuating circumstances will be dealt with on an individual basis.

The instructor may refuse to accept papers that are not written according to class requirements or those for which there is a question about authorship or revision.

Assignments will not be accepted via email.

The English department pretest over essay writing, grammar, and MLA format does not affect your average, but the posttest is part of your course grade. These are 1-attempt tests.

Discussion boards lock after the deadline. It is not possible to reopen boards after the deadline. Your peers' responses depend on your initial post being on time. Please respect your peers and post your

discussion board posts by the due date.

I may use some of your work, with your name removed, as an example in future classes. Please let me know if you do not want your work used as an example.

Assignments

All (key word) completed assignments will be submitted on the date and time due in typed format, 12 pt. font (Times New Roman preferred) and double-spaced, with 1" margins. For all essays, we will be adhering to MLA standard format concerning documentation and citation. In addition to being typed in the format listed above, all assignments should be spell-checked and proofread and meet the required word count. Please do not include a separate cover page.

Instruction

Instruction will be organized similarly every week. You will see on the course calendar the due dates for major assignments. You will be given your homework, assignments, readings, and discussion board assignments on a weekly basis, which will be posted as a news item on the course's elearn home page. On elearn you will find accompanying PowerPoints, handouts, worksheets, any reading not from the textbook, and, frequently, an accompanying tutorial video. These additional materials will enhance your understanding of what you read in the textbook.

Please feel free to send me questions through email, over the discussion board, or through the TEAMS chat app (The instructions for joining the TEAMS app is on elearn). You will also receive thorough constructive comments on all assignments.

This class is a great equalizer. Everyone starts out on the same level and has the same opportunities to be successful. You are expected to behave in a mature manner with regards to your work ethic and classroom behavior. Understand that in college, there are very few "completion" grades where you automatically earn 100% for whatever you submit. In a college writing course, you are graded on how well you follow instructions, how well you edit your work for errors, how well you improve from paper to paper, and much more. The papers weigh more as we progress through the course, so make every effort to do your best and use all the resources.

Class Participation

Communication

Elearn will be the primary means of communication. You can contact me through the elearn email or Walters State email. I also use the elearn site as a way to share course information. To succeed in the course, you must check elearn regularly. I will answer all emails within 48 hours.

Your weekly assignments, along with explanatory videos, will be posted in the news section of the course each Sunday.

You will receive frequent emails from me regarding our class, and I ask that you check your email twice a day.

You may also send me questions via the TEAMS chat feature. This is a way to send me quick questions.

If you are having problems with this course, contact me immediately for help. Do not wait until the week before finals.

All assignments are summited through a Dropbox on the class elearn site. Assignments sent through email are not considered submitted.

Log into eLearn daily to check schedule, grades, email, news, and assignments.

To email, simply go to the classlist under the Course Tools tab. Click on your professor's name to compose a message. Please include a subject line that indicates what you message is about and sign your name.

The gracie.rossie@ws.edu email listed at the top of the syllabus is the professor's email outside of eLearn. Please use eLearn for all correspondence. However, if you have an instructor or coach who needs to send an email verifying you are participating in a school-related event, you can provide this college email for the staff to contact the professor. The eLearn email works only for those enrolled in the class and the instructor.

Feedback for discussion boards can be found with the grade item in grades.

Attendance:

You will note on the course calendar that you have work to complete every week. Online classes require self-motivation and not completing your work for the week will negatively affect your grade.

You are permitted to work at your own pace throughout the week. Assignment due dates are spaced throughout the week.

If you know you are going to be absent, or be out of town and unable to complete an assignment on time, it is your responsibility as a college student to make that work up before you miss in order not to

miss in-class work/quizzes. Work not turned in before your absence, unless met with my approval, will be considered late.

I will count you present the first week of class when you have completed the MSV-Pretest. Attendance will be measured in the course by completed assignments. You will have at least one assignment to complete each week which will serve as your attendance in the course. Your last date of attendance will be the last assignment you have turned in.

Course and Class Policies/Procedures

"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. 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."

Other Requirements: Program Specific Policies-Student Conferences

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 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.)

Daily Schedule

Your daily schedule can be found on the home page. Follow the schedule closely to avoid missing any assignments and due dates. In addition, most assignment due dates will also appear on the home page calendar, in the calendar item, and on assignments like discussion boards, quizzes/exams, and dropboxes.

Assessments

Keep in mind your final grade is based on your average. This is the total points you earn divided by the total possible for the course.

You can see this item at the top of your grades. It will give you a current average out of the possible points at all times. If you see just your average, click on the image of the calculator to open a new window with your earned points out of the total you have completed.

At the end of the semester, your final grade will be based on your percentage of points earned. For instance, if you have a B 87 average, it would take more than 3 points to reach an A 90 since the grade is based on the average of your points. It might take an additional 15 points added to your total points to reach this next grade level when the points are divided by the total points possible. Every point is important because it can affect the final outcome.

If you happen to earn a final average that is borderline such as a 69.5 or a 79.5, the professor will determine if it is averaged up to the next grade level depending on completion of all assignments on due dates, following instructions during the semester, and attendance.

Online/Web-Enhanced Course Supplementary Information

Microsoft Teams Management

This virtual meeting tool is similar to other online meeting spaces. See our home page news in eLearn for how to use your Senators college email to join our Team.

If your class takes place in TEAMS, you will need a compute device (Chromebook, laptop, desktop, tablet) that has video, microphone, & sound.

Students must exhibit professionalism when using Microsoft TEAMS. Elements of professionalism include punctuality, preparation, and appropriate personal appearance (wear clothes). Demonstrate respect for yourself, your classmates, and your instructor.

If we are meeting virtually, you are expected to follow these guidelines:

- Treat attending virtually as you would being in regular classroom where you are expected to stay in your seat, work during class, & avoid causing distractions.
- Turn on your video to show your presence in the class.
- Turn off your microphone when you are not speaking to the class.
- At times, you may be asked to share your screen. Avoid any distracting or inappropriate images or web tabs on your screen.
- Turn off your cell phone ringer & buzzer
- Use your cell phone only for specific teacher-led activities or with permission of teacher.
- Do not chat with classmates In Teams during class unless it is a designated instructor-led activity.
- Have our eLearn class open to participate & work on assignments
- Respect the teacher whose room you are in & follow that teacher's classroom guidelines.
- If you are unable to use Internet in the classroom, take turns sharing mobile hot spots from your phones depending on your data plans.
- Remain in class in your seat until the bell rings to dismiss. Please do not gather at the teacher's classroom door.

If you are joining us remotely, here are additional guidelines:

- Find a quiet place where you will not be disturbed
- Avoid background noise, turn off your cell phone ringer or buzzer, turn off music, etc. . . .
- Dress as you would for a normal school day.
- Be conscious others will see what is in the background. Present a neat & non-distracting place to attend class. If you choose a virtual background, avoid changing during class or a background that is distracting. (If you have a valid reason for not turning on your video, email the professor in eLearn.)

Discussion Board Expectations and Policies:

Discussion Boards are essential to the success of this course. All students are expected to participate in the development of not only their own writing, but also of their classmates work. They are expected

to share their work and give and receive constructive criticism. Participation is very important to the success of this course.

How To Communicate On The Discussion Board:

- Reflect before you post an emotional response and re-read what you have written to be sure it is professional. Communicate as if your comments are printed in a newspaper.
- Communicate effectively.
- Do not use all caps or multiple punctuation marks (!!!, ???, etc.), or else you might come across angrier than you intended.
- Be sure to define or explain acronyms, jargon or uncommon terms so everyone can understand and participate in the discussion.
- Sign your name. Take responsibility for your comments to build a strong classroom community.
- Foster community. Share your ideas and contribute to ongoing discussions. Make comments that add to, not detract from, a positive learning environment for the course. Focus on providing clarity and moving the discussion toward understanding, even when you don't agree.
- Be constructive. Challenge ideas and the course content, but do so in positive ways. It's fine to disagree, but when done politely you stimulate and encourage helpful discussion, and you maintain positive relationships with fellow students.
- Be on time. See the discussion board late-work policy.
- Keep the conversation on topic. Online dialogue is like conversation. If there is a particular dialogue going on, please add to it, but if you have something new to say, start a new thread.
- See the "Getting Started" Netiquette module

What Is Expected of You In The Discussion Board:

- Post your original contribution to the discussion board when the original post is due so your classmates have time to respond.
- Reply to at least two other students each week by the Response due date
- Check in on the Discussion Board frequently, at least once a day
- If someone has replied to any of your posts, you should answer them, just as you would in a face-to-face conversation. Be sure to pay attention to what is happening on the Discussion Board.
- At the same time, you should not feel obligated to re-read everyone's posts multiple times a week just to be sure you're not missing something. Once you've read your peers' responses,

make note of which threads you are actively participating in – focus on monitoring those conversations.

- When the deadline for posting has passed for one week, we will move on to the next topic. No one is obligated to reply to past-due posts (but you are welcome to do so, if you are interested).
- Make sure the content of your posts follows what is outlined in the discussion rubric and addresses the discussion prompt for the week.
- Pay attention to minimum and maximum word limits as noted on the assignment sheet.
- In general, you should spend between four and five hours a week participating in class discussions – that includes, writing your original contribution, reading others' posts, and responding.
- Please know that, although I will not reply to every post, I will be an active participant in our weekly discussions. This means that I will be reading what you write and will contribute when, for instance, a particularly salient point was made or when I can offer a summary of your thoughts that "ties" up the main ideas for the week.
- Remember, the point of using the Discussion Board is to have a real conversation! You should be going back and forth with each other, asking questions for clarity, agreeing/disagreeing (using the course text to support your points), and all of the things we do in a discussion on campus.

Additional Course Requirements/Details/Information

Classroom Decorum:

This course will be conducted in an atmosphere of mutual respect and affirms people of all gender expressions and identities. I was provided with a class roster with your name as it appears in the Banner system. However, if you prefer to be called a different name than what is on the roster, please let me know. You may also share your gender pronouns with me through email.

This class discusses several sensitive topics. You are welcome to disagree with your classmates (or even your teacher), but be respectful of others' ideas and opinions.

Because we will all be learning together, it is important that each individual feel comfortable and safe in class. Be advised, then, that any comments or actions that could make any individual (including the instructor) feel unsafe will not be tolerated. This includes remarks that show a lack of respect for the feelings and remarks of others, as well as any that demean others by virtue of race, ethnicity, gender, religion, sexual orientation, physical appearance, political affiliation, and the like. Of course, you are welcome (indeed, expected) to disagree with one another, but you must discuss different views in a manner that is not a personal attack or power- based. This includes comments on discussion boards

and group chats. If, after a written warning, the disruptive behavior persists, you may be charged with disruptive behavior under the Student Conduct Code and your case referred to the Dean of Students.

We are a community of learners. Complete the assignments on time and be ready to participate in discussions. Participation should demonstrate thoughtfulness, politeness and the use of listening and conversation skills. Group discussions and reports to the class need to demonstrate the participation of all members. You are expected to be prepared for the week's assignments. This means having completed the assigned reading and assigned homework, and being prepared to participate actively

Offensive Content and Language:

Some of the works we will be reading in class might address religious, racial, and sexual themes. However, I expect students to acknowledge the difference between ideas promoted by characters and/or authors and teaching provided by me. If you have any problems concerning these themes, please come and talk to me so that we can avoid a misunderstanding.

Plagiarism:

 Guard against plagiarism in all its forms. Using someone else's exact words without giving him or her credit is plagiarism. (Giving credit for quotations requires both the use of citations and the use of quotation marks or the block quotation format). But remember that taking someone else's ideas or arguments or information without giving him or her credit is also plagiarism. (Giving credit for ideas, arguments, and information requires the use of citations.) Finally, regardless of whether you are quoting or paraphrasing or putting ideas and information into your own words, any source that you consult in the course of preparing a paper must be listed in a bibliography. Penalties for plagiarism range from failure on the assignment to expulsion from the college. See Student Handbook and College Syllabus for more information on Plagiarism.

Dropboxes submissions will be checked by Turn It In 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.

AI Tools Policy:

Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Any work written, developed, created, or inspired by artificial intelligence (AI) is considered plagiarism and will not

be tolerated. This includes all writing assignments, discussion posts, daily grades, quizzes, and projects.

While the ever-changing new developments with AI will find their place in our workforces and personal lives, this kind of technology is not permitted in our composition classroom. This is because the use of AI robs us of the opportunity to learn from our experiences and from each other, to play with our creative freedoms, to problem-solve, think critically, and to contribute our ideas in authentic ways. College is a place for learning, and this class is specifically a space for learning how to improve our writing. AI simply cannot do that learning for us. Any assignment that is found to have been plagiarized or to have used unauthorized AI tools may receive a zero and / or be reported for academic misconduct.

AI Detection Process and Resulting Actions:

1. In this course, the use of any artificial intelligence-based technologies to complete an assignment/ assessment is not allowed and constitutes academic dishonesty and will be treated as such. Students must not use any artificial intelligence-based technologies, for example, ChatGPT, to create or determine responses for assignments or assessments. This includes the use of paraphrasing technology ("Spinbots")

2. Should the use of AI be suspected by the instructor, the instructor will require a visual conference with the student. During this conference, it will be the responsibility of the student to convincingly demonstrate to the instructor the suspected material in question is their own and is not AI generated.

 3. The use of suspected use of AI on assignments may be determined, but is not limited to, the following

a. All assignments/assessments for this course are subject to submission through Turnitin Software for plagiarism and AI writing detection. Should the use of AI be suspected by the instructor, the suspected material will be run through three web-based AI detection tools. If the AI detection tools show a significant (50% or more) of the content in any section of an assignment to be AI generated, the instructor will require a conference.

b. All student assignments/ assessments will be compared with the student's initial writing sample. If the instructor suspects inconsistencies with vocabulary or syntax, the instructor

reserves the right to require a conference.

c. If there are inconsistencies with sources used on assignments/assessments leading the instructor to suspect the use of AI, the instructor reserves the right to require a conference.

d. Additional evaluation methods may be used to determine the use of suspected Ai generated assignments. The instructor reserves the right to require a visual conference.

4. It is the student's responsibility to save each separate step of their assignment including all drafts and copies of sources.

5. Based on the outcomes of the conference, the instructor will determine the grade to be assigned.

Documentation of Papers

Papers that draw on sources will not be accepted for a grade unless they are handed in with accurate, complete, and correct documentation consisting of both parenthetical citations and bibliography pages that list the works that you have consulted and cited. In addition, any direct quotations must be signaled by the use of either quotation marks or the block quotation format. I consider our textbooks to be sources, so papers that respond to readings fall under this guideline

Managing eLearn

Our online Learning Management System (LMS) is called Desire2Learn and is referred to as D2L or more commonly eLearn. For help on how to use eLearn, go to the "Guides" tab at the top of the home page. Select "eLearn for Students Web Series" for video lessons on how to manage eLearn tools. Or, you can select the "Student Guide" for written steps on how to use eLearn. One of the best ways to learn is to click and try the different sections and tools. eLearn makes your class accessible 24/7 and very mobile.

What the Professor Expects from You

You are expected to behave in a mature manner with regards to your work ethic and classroom behavior.

Students are expected to submit their own original work. Dropbox submissions will be checked by Turn It In for possible plagiarism of previously submitted work or wording from online sources. If you have questions about what is or is not plagiarism, please talk to the professor. See more about plagiarism and Originality Reports in the Getting Started module.

Students are expected to respectfully listen to the professor during class or when a classmate who is addressing the class.

As noted in the department syllabus, plagiarism may result in a 0 for the assignment or failure in the course. When in doubt, quote and cite and use only the specific sources listed for each assignment.

Please let professor know about any medical issues you may have which might affect you during the class. You may note this on the student info sheet, email, or privately discuss with the professor.

If a student's average falls below a C, this must also be reported to the college who may contact you regarding what you can do to improve your grade.

What You Can Expect from Your Professor

Students should expect a reply to emails within 48 hours or less during Monday through Friday. Emails after these times may take up to 48 hours.

Your professor is online M-F during office hours (see home page) and some on weekends, but unfortunately cannot be online 24/7. If you have a question about an assignment, please ask in class or email. If it is after office hours, the question may be answered the next day.

Please feel free to see me before class or arrange a time to come by the Sevier Campus. You can always discuss a grade or question with your professor.

Be aware at times the professor may be called to division, department, or committee meetings in Morristown during office hours, so it is best to confirm an appointment.

Technology

Microsoft Office Word (97 or higher) 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). See more about technical aspects in syllabus.

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 home Internet or computer access is not available. Keep in mind you can borrow a laptop or iPad from our main office at the Sevier Campus.

Students with Disabilities

Accommodations for Students with Disabilities Statement: In order for the College to make reasonable accommodations for students with disabilities, the student must contact the Center for Students with Disabilities and present a Faculty Accommodation Form to each instructor. Accommodations include, but are not limited to the following: extended time on tests, alternative test location or format, interpreter services, and note taking services. When possible, students should request accommodations prior to the beginning of each semester. Testing accommodations must be arranged prior to the scheduled test date. No accommodations will be provided without approval from the Center for Students with Disabilities.

Final Thoughts

I want each of you to be successful. The course is designed to encourage and enable your success.

If you closely follow instructions, meet deadlines, and study for quizzes/exams, you have every chance of passing and even excelling in the course.

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)
  ws.edu/academics/humanities/writing-lab

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

[Walters State Mathematics Learning Lab (opens in new window)](ws.edu/academics/mathematics/learning-lab)
ws.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)](helpdesk.ws.edu)
helpdesk.ws.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)](ws.edu/student-services/disability/)
ws.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)](catalog.ws.edu/)
catalog.ws.edu/

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

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/

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)](#)