



## Walters State Community College Course Syllabus

### Course Information

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

**Section ID:** 81026.202380

**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 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:** TBD

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

### Instructor Information

**Name:** Steven Alcorn

**Office Location:** WSGC2 233

**Office Hours:** Office Hours posted in eLeran.

**Office Phone:** 423-798-7968

**Email:** Contact me via the eLearn course e-mail

**Supervisor Name:** Chris Morelock

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

**Name:** Steve Alcorn

**Office Location:** WSGC2 233

**Office Hours:** Office Hours posted in eLeran.

**Office Phone:** 423-798-7968

**Email:** Contact me via the eLearn course e-mail

**Supervisor Name:** Chris Morelock

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

## Required Textbook(s) and Materials

**The Little, Brown Essential Handbook**

**Authors:** Jane E. Aaron

**Edition:** 9th edition

## Student Learning Outcomes/Objectives

- 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 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. 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 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	90 - 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

The total points possible is 1,000.

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

Paper 2 is 200 points (20% of grade).

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

Paper 4 is 100 points (10% 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

The first day of attendance is determined in this online class in the following manner: Successful completion of “Writing Exercise # 1” (as described on various posted documents).

The last day of attendance is determined in this online class in the following manner: The date of the last assignment completed in the course will serve as the last day of attendance for reporting purposes.

## Course and Class Policies/Procedures

### *Minors on Campus*

As per Walters State official policy: Children may not accompany adults into classrooms.

### *Word Processing*

Students must use Microsoft Word '97 or above since a number of essays and assignments will be submitted electronically. Documents are best submitted in Word Documents (.doc or .docx) or as Rich Text files (.rtf). Others may work, but I do not

guarantee them, and if I can't open your documents, then that's the same as if you didn't submit the assignment on time, with all attendant late penalties as warranted. (See the section below called "Dropboxes" for more details)

On a Related Note: All documents sent to any dropbox for this class will be run through the "TurnItIn" program. If the file/document that you send cannot be opened and/or read by "TurnItIn" – see previous paragraph for acceptable file formats – then that's the same as if you didn't submit the assignment on time, with all attendant late penalties as warranted. (See the section below called "Dropboxes" for more details)

### ***Proper Etiquette in Classroom Situations***

Be courteous and professional when you communicate in class and when you respond to others. Show respect for opinions, values, beliefs, and ideas of others. Never use language that you think others might find offensive or belittling. Respond civilly and politely. Maintain a basic level of respect for others.

Students are expected to respectfully listen to instructor during class lectures or to a classmate who is addressing the class during class discussions.

Students are expected to work diligently during workshop days.

### ***E-Learn***

I will post relevant course documents to E-Learn regularly. Check E-Learn frequently – I would define "frequently" (in this context) as "at least once a day" – for you will be responsible for any information/documents/"News Items"/e-mails/etcetera that I post there. If I need to communicate with you, then I will do so via posting a "News Item" on E-Learn and/or via the E-Learn e-mail function. I will plan to check my eLearn e-mail regularly during the work week (M-R), and I will endeavor to respond to your e-mails within 24-48 hours during the work week (M-R).

### ***Dropboxes***

All assignments designated as being due to a dropbox will be due to the appropriate dropbox in eLearn. Any assignment sent to the wrong dropbox will be ignored, and you will not receive any credit for it. Any assignment designated as being due to a dropbox sent to me as an e-mail attachment will be ignored, and you will not receive any credit for it. Any assignment sent to a dropbox that I am unable to open will be ignored, and you will not receive any credit for it. (See note above called "Word Processing", making note of acceptable file formats) Any file/document that you send cannot be opened and/or read by "TurnItIn" it will be ignored, and you will not receive any credit for it. The use of AI is not allowed in this course. Note that all drafts of all papers will be run through the "TurnItIn" program. (See note above called "Word Processing", making note of acceptable file formats)

It is your responsibility to make sure that you are able to submit documents in acceptable formats. It is your responsibility to make sure that your connection to eLearn (and to the dropboxes) is working properly. It is your responsibility to make sure that assignments were indeed sent to the Dropbox, for I will not be informing students if I do not receive a particular assignment. All Dropboxes (unless otherwise announced) will close at 11:59 PM on the day (see posted Schedule) that the relevant assignment due to that dropbox is due.

### ***Discussion Boards***

All assignments designated as being due to a discussion board will be due to the appropriate discussion board in eLearn. Any assignment sent to the wrong discussion board will be ignored, and you will not receive any credit for it. Any assignment sent to me as an e-mail attachment will be ignored, and you will not receive any credit for it. Any

assignment sent to a discussion board as an attached document that I am unable to open will be ignored, and you will not receive any credit for it. (See note above called "Word Processing", making note of acceptable file formats) It is your responsibility to make sure that you are able to submit documents in acceptable formats. It is your responsibility to make sure that your connection to eLearn (and to the discussion boards) is working properly. It is your responsibility to make sure that assignments were indeed sent to the discussion board, for I will not be informing students if I do not receive a particular assignment. All discussion boards (unless otherwise announced) will close at 11:59 PM on the day (see posted Schedule) that the relevant assignment due to that discussion board is due. Discussion board postings will not be accepted late as a number of them are contingent upon designated interaction with other students for completion.

### ***Quizzes***

There are a number of quizzes that will be administered in this class on eLearn. It is your responsibility to make sure that your connection to eLearn (and to the quizzes) is working properly. It is your responsibility to make sure that quizzes were completed properly, for I will not be informing students if I do not receive a particular assignment. All quizzes (unless otherwise announced) will close at 11:59 PM on the day (see posted Schedule) that the relevant quiz is due. There will be no "make-up" for any Quizzes, and Quizzes will not be accepted late.

### ***Writing Exercises***

The portion of your grade determined by "Writing Exercises" will take the form of a number of very specific assignments, all of which will be announced ahead of time and are to be turned in to the appropriate Dropbox or Discussion Board no later than 11:59 PM on the days indicated on posted Schedule. You will get credit for "Writing Exercises" by meeting minimum requirements for them and by turning them into the appropriate Dropbox by the specified due date and time. There will be no "make-up" allowed for "Writing Exercises", and no "Writing Exercises" will be accepted late. (See above notes called "Dropboxes" and "Discussion Boards" also)

### ***Final Drafts of Papers***

All dropboxes for final drafts of papers (unless otherwise announced) will close at 11:59 PM on the day (see posted Schedule) that the relevant final draft is due. It is your responsibility to make sure that your connection to eLearn (and to the dropboxes) is working properly. It is your responsibility to make sure that assignments were indeed sent to the Dropbox, for I will not be informing students if I do not receive a particular assignment.

Final drafts of papers are the only assignments that will be accepted late. However, as discussed on posted Syllabus, there will be a late penalty. For each day that the Final Draft of a paper is late, there will be a grade penalty of 10% of the total points possible for that paper. There will be a Last Day that papers will be accepted for credit (to be indicated on the posted Schedule). Essentially, if you miss the posted due date, then it is your responsibility to contact me to sort the matter out by the last day accepted. Any form of plagiarism, either accidental or intentional, on the paper will result in substantial point deductions, possibly even an "F" with no chance for make-up. The use of AI is not allowed in this course. Note that all rough drafts and all final drafts of all papers will be run through the "TurnItIn" program. Note that all Final Drafts will be run through the "TurnItIn" program.

There will be individual Dropboxes for Final Drafts of paper that will close at 11:59 PM on the announced day that paper are due. There will be individual Dropboxes for late submissions for paper, which will start immediately after the “on-time” Dropbox closes, and the “Late Dropbox” for each paper will close at 11:59 PM on the announced last day that a given paper will be accepted for credit. My usual instructional remarks will not be given to extremely late papers.

### **Important Note**

To complete all requirements for any type of course this semester, students must be able to access the Internet via a DSL or higher broadband connection from home or another location. Students will also need a computer with a webcam, a speaker, and a microphone; or, students will need a tablet. Students may access the Internet through computer facilities at the college’s library on the Morristown campus or at campuses in Greeneville, Sevierville, and Claiborne, or anywhere else they have access to the Internet. See the [WSCC Library for hours and online resources](#).

It is the student’s responsibility to secure an up-to-date mobile device and wifi access to operate well and have the best opportunity for success in courses. Securing your own device is encouraged; however, if you are unable to secure a device, Walters State has a limited number of devices to loan to students.

- WS students may check out devices from the WS Library; see this link for additional information: <https://ws.libcal.com/reserve/equipment>
- WS mobile hotspots are available on all campuses. See this link for detailed information regarding these hotspots: <https://ws.edu/coronavirus/#wifi-access>
- WS provides free access to Microsoft 365 for enrolled students. See this link for product download instructions: [http://helpdesk.ws.edu/pages/guide\\_install-office-365.asp](http://helpdesk.ws.edu/pages/guide_install-office-365.asp)

If necessary, merely copy-paste the above-listed links into a web browser

Useful Phone Numbers

Help Desk: 423-318-2742

If you have technical issues or issues with your username/password, call the Help Desk at (423) 318-2742. The Help Desk is available Monday-Thursday 8:00 am-9:00 pm and Friday 8:00 am-4:30 pm. I have no power or ability to help with such issues. If anyone approaches me with these issues, then my first response to that person will be along the lines of asking what the Help Desk said when you contacted them. It is your responsibility to make sure that your computer access to eLearn is working – not mine or anyone else’s.

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