Walters State Community College Course Syllabus

Course Information

Course Number and Name: ENGL 0804 Learning Support Writing IV
Section ID: 81132.202380
Semester and Year: Fall 2023
Credit Hours: 2
Start Date: August 21, 2023
End Date: December 08, 2023
Course Format: CON - Conventional Methodology
Catalog Course Description: This co-requisite course addresses the major-components of college-level writing including thesis, support, development, revision, and editing in an incremental process. As a companion course to ENGL 1010, students will engage in writing activities that assist in the production and improvement of their Composition I themes. Co-requisite(s): ENGL 1010 and EDUC 1030 (unless previously completed). **F,S,Su**
Meeting Details: MW; 10:05AM - 11:00AM; MBSS 244
Course Drop Deadline: October 27, 2023

Instructor Information

Name: Abbey Anderson
Office Location: HUM 148L
Office Hours: Ms. Anderson's office hours will be posted in eLearn.
Office Phone: 423-585-6967
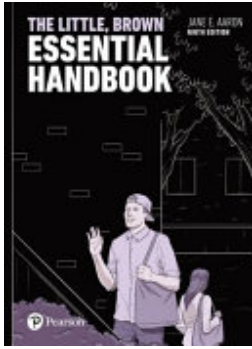**Email:** Abbey.Anderson@ws.edu
Supervisor Name: Christopher Morelock
Supervisor Phone: 423-585-6780

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
Additional Information
This is the same textbook that is required for ENGL 1010: Composition I.

Student Learning Outcomes/Objectives

- Choose appropriate argumentative topics.

- Write thesis statements that establish the main claims for themes.

- Write paragraphs unified by clear topic sentences.

- Use relevant rhetorical patterns and supporting materials to develop themes.

- Identify logical organization and effective transitions in themes.

- Recognize unified, coherent, and audience-appropriate writings.

- Edit themes to conform to conventions of grammar, mechanics, and usage by avoiding the following major errors: sentence fragments, comma splices, run-on sentences, subject-verb agreement errors, pronoun-antecedent agreement errors, inappropriate verb forms, and inappropriate tense shifts.

- Apply several techniques of prewriting to generate and organize ideas.

Instructional Approach and Methods

Instruction will come from lecture, discussion, reading, exercises, and practice in writing.

Assessment, Evaluation and Testing Procedures

Grades will be determined by evaluation of writing exercises and quizzes.

Grading Scale

This is a pass/fail course. Students who receive 70% of the possible points for the course will pass and remove their LS Writing requirement. Passing the co-requisite Composition I course automatically awards students with 70% of the points.

Grading Scale:

P	70-100%
F	0-69%

Assignments

Assignments for this class will be a combination of writing exercises and quizzes. See the section titled "Additional Course Requirements/Details/Information" below for additional information.

Additional Course Requirements/Details/Information

Writing Exercises Information

The major Writing Exercises in the course--labelled Writing Exercises Essay 1, Writing Exercises Essay 2, Writing Exercises Essay 3, and Writing Exercises Essay 4--correspond to the various outlines/rough drafts/final drafts of the four major essays assigned in ENGL 1010 class. For example, if the Essay 3 assignment in ENGL 1010 includes an outline, a rough draft, and a final draft, then the outline/rough draft/final draft make up the Writing Exercises Essay 3 in this ENGL 0804 class. The outline/draft materials are given completion grades in this ENGL 0804 class. However, note that outlines/rough drafts could be graded differently in ENGL 1010 class, and final drafts will certainly be graded differently in ENGL 1010 class.

AI Policy

Students are not allowed to use Artificial Intelligence (AI) tools (also known as "chatbots")--such as ChatGPT, for example --for any class assignment/activity unless the assignment/activity specifically states that AI use is permitted.

Attendance

Because this is an on-ground course, "attendance" is defined as a student physically attending the class. I take roll at the beginning of each meeting; thus, if you are tardy, it is your responsibility to notify me that you are present at the end of class. Otherwise, you will be marked absent. This class attendance policy does not distinguish between "excused" and "unexcused" absences.

Offensive Content and Language

Some of the works we may read 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.

Other Matters

- Do not converse with classmates during lecture; this is incredibly rude and disrespectful. These conversations also distract pupils from hearing important course information. Since students are encouraged to participate in class, if you have a question or wish to make a comment, simply raise your hand.

- Turn off cell phones, beeping watches, and all electronic items that make noise in order to be courteous to classmates and the instructor.

- Do not use technology for tasks unrelated to class (such as, for example, listening to music, watching videos, gaming, posting to social media, etc.).

- Do not eat during class; the classroom is not a restaurant.

- If you find that you are having difficulties with this course, feel free to contact me *as soon as possible* so that I can try to help you with your studies.

- Required dropbox assignments must be submitted to the dropbox in one of the following formats, which eLearn can read: .doc, .docx, or .rtf. If a student submits a document in another, unreadable format, it will receive a zero.

- I will not notify a student if a required document is not submitted to the dropbox, as it is the pupil's responsibility to go to the dropbox and verify successful submission of the material. Students are highly encouraged to keep all Dropbox Submission Receipts throughout the semester since these receipts provide information relating to each dropbox submission (such as time/date of submission, for instance).

- If a student cannot access the designated dropbox when a document is due, the pupil must send it to me via e-mail attachment in eLearn. This method of submission, however, is only to be used in emergency situations, and the student still must upload the assignment to the proper dropbox as soon as dropbox access is restored.

- In the rare event that a student is not able to access eLearn at all when a document is due, the pupil must send it to me via e-mail attachment to the following address by the due date: Abbey.Anderson@ws.edu. This method of submission, however, is only to be used in

emergency situations, and the student still must upload the document to the proper eLearn dropbox as soon as dropbox access is restored.

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

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)
  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/)
ws.edu/home/

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

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

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

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

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