



## Walters State Community College Course Syllabus

### Course Information

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

**Section ID:** 81204.202380

**Semester and Year:** Fall 2023

**Credit Hours:** 3

**Start Date:** August 21, 2023

**End Date:** December 08, 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:** TR; 08:00AM - 09:25AM; CCEN 200

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

### Instructor Information

**Name:** Kelsey Solomon

**Role:** Assistant Professor of English

**Office Location:** HUM 148C

**Office Hours:** See Virtual Office Hours and Office Schedule in Getting Started Module in eLearn Content.

**Office Phone:** (423) 585-6963

**Email:** Kelsey.Solomon@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

Open Educational Resources - No textbook required.

## Supplemental or Optional Materials

<b>Supplementary or Optional Materials</b>	USB thumb drive Home computer or laptop Reliable internet
<b>Suggested app(s)</b>	Nearpod Walters State app

## Student Learning Outcomes/Objectives

- 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

### Instructional and Evaluation Methods:

1. Students will produce an argumentative writing sample at the first week 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 for accreditation purposes.
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

### eLearn

eLearn is a crucial component to your success in this course. Students should check in to our course shell every single day. I will use this platform to do the following, for example:

1. a news item that recounts classroom content, assignments, responsibilities, due dates, and the like.
2. post documents such as readings, lectures, assignment sheets, supplementary materials, and the like.
3. repositories for assignments, like discussion boards, quizzes, surveys, and dropbox assignments.

If I need to communicate with you, then I will do so via posting a news item and/or via e-mail function. I will plan to check my eLearn e-mail daily.

### Word Processing

Students must use a word processor since all essays and assignments will be submitted electronically. The English Department privileges Microsoft Word. Documents are **best submitted in Word Documents (.doc or .docx)**. If a student prefers Google Docs, then they should export their document as a .pdf to submit to the Dropbox. The following formats, for example, cannot be accepted for credit because the dropbox often cannot process them:

1. .rtf (Rich Text)
2. .pages (Pages on Mac)
3. .html (Web Page)

Here is the standard rule of thumb: If I can't open your documents and if a TurnItIn report cannot be processed according to the format in which you've submitted your assignment, then that's the same as if you didn't submit the assignment on time, with all attendant late penalties as warranted. Students are encouraged to check with me to make sure that I can read your file, but if I have problems with opening your file, then I will contact you directly.

## Dropboxes

All assignments will be due in an appropriate dropbox in eLearn. Every submission in the dropbox will be run through TurnItIn. Here are the rules regarding submitting assignments:

1. Students must submit their assignments to the correct dropbox because the dropbox is directly linked to a grade item. The correct assignment must be housed in its proper dropbox in order to be assessed.
2. I cannot accept assignments via email because assignments must be linked directly with the dropbox and its grade item and because they must be filtrated through the TurnItIn portal. Please turn in your work to the Dropbox and never through email because technology cannot allow me to grade an assignment that is not connected to a Dropbox.
3. If you initially have trouble working a dropbox, then please feel free to reach out to me. However, ultimately, it is your responsibility to make sure that you are able to submit documents in acceptable formats.

## 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

Points that determine grades for this course are as follows:

<b>Assignment</b>	<b>Points</b>
Paper 1	100
Paper 2	150
Paper 3	250
Writing Exercises	190
Quizzes	260
MSV Post-Test	50
<b>Total</b>	<b>1000</b>

## Class Participation

### Attendance

Because this is a conventional class, I will take daily attendance according to students' physical presence in the classroom. I keep up with attendance for institutional purposes, like financial aid and dual enrollment, and attendance will mirror your dedication to the class and completing coursework.

In the event that you miss class, I encourage students to do the following:

1. Log into eLearn! Responsibilities will be posted on the course homepage, under "News."
2. Ask another class member for notes or information regarding your missed class.

### Tardiness

If you are tardy in a conventional class, then you must comply with the following in order to be counted present:

1. Enter quietly without disturbing classmates.
2. Do not interrupt the class to say, "I'm here." You may, however, be a participant in the discussion once you've adjusted to the content and pace of the class meeting.
3. The attendance register is final once I step out of the classroom after class is dismissed.
4. In order to be fair to students who attend regularly and earn their participation, I cannot accept any "after the fact" notifications (via e-mail or in person or otherwise) assuring me that you were in attendance on any previous days.

### Proper Etiquette in Classroom Situations

In English 1010, we will learn what I call “the craft”: of argumentation, of collegiate discourse, and of professional decorum. In kind, we will brainstorm essay topics in class that range on several political, religious, social, and artistic spectrums, and it is important for all of us to be mindful of how unique each student's views can be. Please be courteous if you speak to classmates and show respect for opinions, values, beliefs, and ideas of others.

## Cellphone Statement

We cannot navigate the twenty-first century well without our cellphones. However, cellphones must not disrupt the instructional process or college-sponsored academic activity. Even in an online class, please be mindful of how your cellphone can impair your ability to focus and indulge in your education.

## Course and Class Policies/Procedures

### Late Policy

The only assignments that will be accepted late for credit are the final drafts of the following:

1. Paper 1
2. Paper 2

Regarding these two assignments, late essays are accepted **but are penalized one letter grade per day** that the essay is late. Essays that are more than 10 days late will not be accepted. Because due dates are so important to the writing process, students have a tentative calendar of assignments, due dates, and tasks for the semester to refer to in order to eliminate confusion about your responsibilities in the course.

Any other assignment, including writing exercises, thesis statements, outlines, quizzes, MSV assessments, and Paper 3 will not be accepted late.

### Plagiarism Procedure

To be a college student is to become a member of a new community of scholarship. As scholars, we must uphold the high virtue of academic integrity and shall not commit plagiarism, a serious offense. Using sources without proper citation is considered plagiarism. For example, copying and pasting from sources without proper citation for those sources is cheating.

- The first offense for plagiarism is a ZERO on the assignment.
- The second offense for plagiarism is an F for the course.

If you are unsure about the definition of plagiarism, please see elsewhere in this syllabus or discuss it directly with the professor. Each item submitted to the eLearn dropbox is checked for plagiarism by utilizing a program called TurnItIn, which color codes plagiarized material with links to websites. It will detect plagiarism even if the student has attempted to reword the material.

To uphold academic integrity, to paraphrase originally, to properly quote, and to accurately cite source material are all rites of passage into the community of scholarship. Please uphold these high standards for yourself to establish good habits for the remainder of your college career because I, most of all, want you to succeed.

## **AI Statement**

Writing assignments in English courses help students develop critical thinking and writing skills. Therefore, the use of generative AI programs like ChatGPT and others for any component of writing assignment is not permitted in this course. The professor maintains the privilege to consult TurnItIn's AI detection tool and her own judgment to assign a grade of zero (0) to any submission that appears to be generated by AI software. Assignment submissions that are determined to contain unauthorized AI-generated material could be subject to the same process outlined in the Plagiarism Procedure above.

## **MSV Assessment**

Students must take BOTH the required MSV Pre-Test and the required MSV Post-Test in order to pass the class. In other words, they are mandatory. The lack of completion of a mandatory assignment results in failure of the course.

The MSV Pre-Test will not be counted as a grade, but students are encouraged to do their best.

The MSV Post-Test will be conducted at the end of the semester. It will be graded, and it will be worth 5% of your final grade.

## **Grading Policy**

For writing assignments, projects, and formal papers, the professor requires up to 14 business days after a due date to complete grading. Please observe this 14-day grace period and refrain from inquiring about when something will be graded.

## **Grade Dispute**

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

## **Assignment Sheets as Syllabus**



Any and all assignment sheets for both major and minor assignments in this course will stand as an extension of this syllabus. Each assignment sheet will be provided for you to review in eLearn Content.

## Student Work for Educational Purposes

This section of the syllabus is a formal contract between the instructor and the student that allows the instructor to use any student work for future educational purposes in the classroom. I will omit your name from any writing assignment that I may use for educational purposes for future 1010 students.

## Online/Web-Enhanced Course Supplementary Information

<b>Virtual Office Hours</b>	To book a video conferencing appointment with me during my availability, see my <a href="#">Bookings Calendar</a> .
<b>Library Information</b>	Click the link below for direct access to our library:  <a href="#">WSCC Library Homepage</a>
<b>Technical Support</b>	For computer problems or eLearn access issues, feel free to contact the WSCC Helpdesk:  <a href="#">WSCC Helpdesk</a>  Morristown: 423-318-2742  Sevierville: 865-286-2789  (Dial last 4 numbers from any WS campus classroom phone.)
<b>Web Addresses/Resources</b>	For direct access to the library databases from which students will be required to do research for select papers in this course, click below:  <a href="#">Academic Databases</a>

<b>Guidelines for Communication: Email, Discussion Posts, Chat</b>	<p>My primary mode of communication will be in eLearn. The quickest way to write a new email to me or your classmates in eLearn is through the Classlist under Course Tools.</p> <p>I am accessible through both the eLearn email as well as your Outlook email address (Kelsey.Solomon@ws.edu).</p>
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## Additional Course Requirements/Details/Information

### Course Calendar

See eLearn Content for the class's daily/weekly schedule.

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

[helpdesk.ws.edu](http://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/](http://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/](http://catalog.ws.edu/)

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

## **PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS**

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

## **COURSE GROUND RULES**

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

## **FINANCIAL AID**

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in

loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

## **CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY**

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

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

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

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

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

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

<https://twitter.com/waltersstate>

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

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

[Senator Emergency Text System \(opens in new window\)](#)

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