



## Walters State Community College Course Syllabus

### Course Information

**Course Number and Name:** ENGL 0804 Learning Support Writing IV

**Section ID:** 81135.202380

**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; 09:35AM - 11:00AM; CCEN

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

### Instructor Information

**Name:** Kenneth Hill

**Office Location:** CCEN 207E

**Office Hours:** See item in Content on eLearn

**Office Phone:** 423-585-6966

**Email:** Kenneth.Hill@ws.edu

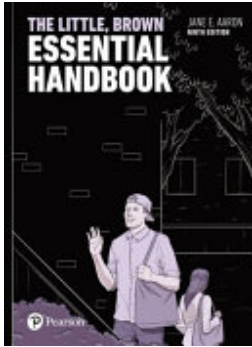
**Supervisor Name:** Christopher Morelock

**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

## **Student Learning Outcomes/Objectives**

- 1. Apply several techniques of prewriting to generate and organize ideas. 2. Choose appropriate argumentative topics. 3. Write thesis statements that establish the main claims for themes. 4. Write paragraphs unified by clear topic sentences. 5. Use relevant rhetorical patterns and supporting materials to develop themes. 6. Identify logical organization and effective transitions in themes. 7. Recognize unified, coherent, and audience-appropriate writings. 8. 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.

## **Instructional Approach and Methods**

Instruction will come from lecture, discussion, reading, exercises, and practice in writing (in class or in lab). Grades will be determined by evaluation of writing exercises and quizzes.

## **Assessment, Evaluation and Testing Procedures**

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**

Pass	70-100%
Fail	0-69%


## Assignments

See the Course Grade item in the Getting Started module for how your grades are determined. The course is divided into modules which comprise a certain percentage of the total course grade. Within each module, you will see how each assignment aligns with the module percentage.

Each assignment is graded on a point scale, whether it is a minor grade like a short quiz or a major grade like a final paper. However, the amount of points of an assignment varies depending on the type of assignment. In a writing-intensive course, papers comprise the bulk of the course grade. Each module contains information about the weight of that module, the breakdown of the items within that module, and the alignment of that module to the total course grade.

Check grades tab in Course Information to see your grades. You will see your current average throughout the course.

Keep in mind your final grade is based on your total points over 1000. This is the percentage you have earned for all your coursework to date. You can see this item at the top of your grades.

To illustrate, if a student has an 870/1000 points by the end of the course, this means the student has averaged 87% on all the work in the course. This student would earn a B for the college letter grade since a B is 80-89 (see syllabus grade breakdown). But those 30 points amount to many assignments. A student may think, "Hey, I am only 30 points away from an A!" However, the average is based on the total points from the class. Each item you complete is assessed using the points allotted to that item. Therefore, it is crucial to follow instructions closely for each assignment and meet each deadline since each assignment contributes to your course percentage total. And you should check your grade as you work through each module.

A final course average may be rounded up depending on if it is within 5 points of the next grade level, your attendance, submitting all work on due dates, your participation, and more. Any round up is at the instructor's discretion. Final grades are not negotiated. Keep track of your grade percentage and check it frequently to see where you stand and what you can do to improve your average. Keep copies of all your work and notify your instructor in a timely manner if you see anything that needs attention concerning your grades.

Extra credit may be available at times and will be connected to attending a college cultural event and a written commentary on it. These events will be announced in class and posted on our home page news.

## Class Participation

Students are expected to attend each live class session (if any), to do assignments/exercises that can count for class attendance, to complete all assigned activities, to answer questions in class, to do group work when needed, and to be generally respectful to all people involved.

## Course and Class Policies/Procedures

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 Essentials Handbook pages 151-157. 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.)

Excessive absences may substantially lower the course grade. A late paper receives a one-letter grade deduction for each day it is late unless the student has an excused absence and notifies the instructor in advance. This rate of deduction could result in a grade value of zero if a paper were to be several days late. The instructor can require written proof of a valid excuse. Even if the absence is justifiable or administratively approved, the student must complete the paper or make arrangements to do so within one week after returning to class. After one week, if the student has not made up the paper or made satisfactory arrangements to do so with the instructor, the student receives a 0 for that theme.

Students for whom English is a second language may contact Michelle Mitrik at 423-585-6930 for advising and/or tutoring referrals.

## Online/Web-Enhanced Course Supplementary Information

Virtual Office Hours	See Office Hours item in eLearn
Library Information	<a href="#">WS Library Website</a>
Technical Support	Morristown: 423-318-2742  Sevierville: 865-286-2789  (Dial last 4 numbers from any WS campus classroom phone.)
Web Addresses/Resources	N/A

Guidelines for Communication: Email, Discussion Posts, Chat	<p>Log on to our eLearn class at least 3 times per week. Get all assignments completed by the due date listed on the class schedule, which is on eLearn. Send Mr. Hill an eLearn message or email if you ever have a question.</p> <p>Mr. Hill can set up a personal meeting with students via Teams, though the student will need to ask for this type of meeting if one is needed.</p> <p>All communications in this course, between teachers and students or students and students, will be conducted with respect. Everyone will also follow the Walters State student guidelines.</p>
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## Additional Course Requirements/Details/Information

### Time Investment:

In a regular 15 week course in which students meet with their instructor 3 hours per week in the classroom, students are usually advised to plan 2 hours outside of class for every hour in class. This means a student is expected to spend 3 hours in the classroom and at least 6 hours outside of class for a minimum of 9 hours invested per week for completing reading and assignments and participating in the discussion board on eLearn. Some weeks may require less time such as at the beginning of the course while other weeks might require more time due to major projects or assessments later in the course.

### Assessments:

See the Course Grade item in the Getting Started module for how your grades are determined. The course is divided into modules which comprise a certain percentage of the total course grade. Within each module, you will see how each assignment aligns with the module percentage.

Each assignment is graded on a point scale, whether it is a minor grade like a short quiz or a major grade like a final paper. However, the amount of points of an assignment varies depending on the type of assignment. In a writing-intensive course, papers comprise the bulk of the course grade. Each

module contains information about the weight of that module, the breakdown of the items within that module, and the alignment of that module to the total course grade.

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To illustrate, if a student has an 870/1000 points by the end of the course, this means the student has averaged 87% on all the work in the course. This student would earn a B for the college letter grade since a B is 80-89 (see syllabus grade breakdown). But those 30 points amount to many assignments. A student may think, "Hey, I am only 30 points away from an A!" However, the average is based on the total points from the class. Each item you complete is assessed using the points allotted to that item. Therefore, it is crucial to follow instructions closely for each assignment and meet each deadline since each assignment contributes to your course percentage total. And you should check your grade as you work through each module.

A final course average may be rounded up depending on if it is within 5 points of the next grade level, your attendance, submitting all work on due dates, your participation, and more. Any round up is at the instructor's discretion. Final grades are not negotiated. Keep track of your grade percentage and check it frequently to see where you stand and what you can do to improve your average. Keep copies of all your work and notify your instructor in a timely manner if you see anything that needs attention concerning your grades.

Extra credit may be available at times and will be connected to attending a college cultural event and a written commentary on it. These events will be announced in class and posted on our home page news.

#### Due Dates and Deadlines:

The instructions for each assignment can be found in the Course Information tab under Content. Self-check reading quizzes will close before class starts. They are part of your preparation for class. These are open book, 2-attempt short quizzes to show your mastery over the material you have read. There are no makeups for the self-check quizzes. Once they close, you will not be able to take a quiz, so check the schedule each day and make certain you do the homework. The same also applies to minor writing exercises, including discussion boards and drafts.

As noted in the English department syllabus, major assignments submitted past the deadline may receive a 10% per day late reduction in points earned. This applies to final papers as these are the only assignments that will be accepted late. See more about the policies in the syllabus.

#### Attendance:

Students are expected to attend class regularly, this being a key to success in the course. Any more than two week-long absences (of not logging onto our class eLearn) will begin to negatively affect a student's grade. After these absences, a student who misses class without notifying the instructor ahead of time may be penalized five points from his or her final, aggregate grade.

#### Communication:

Log into eLearn frequently to check schedule, grades, email, news, and assignments. Please include a subject line and sign your name for each message. The best way to contact the instructor is via the Classlist, which can be found under the course tools tab. Simply click on the instructor to compose a message. Do not forget to check your Walters State STARmail as well.

#### Other Expectations:

Students are expected to respectfully listen to instructor during class lectures or to a classmate who is addressing the class during class discussions. As noted in the department syllabus, cell phones or other mobile devices should not be used during class unless approved for a specific class activity. Please do not text, check phone messages, or surf the net during class as this distracts the instructor and fellow classmates. If you have a family emergency and need to keep your phone on vibrate for an important call, please let the instructor know. Please do not use ear buds in classroom or lab unless approved for specific project.

As noted in the department syllabus, plagiarism may result in a zero for the assignment or failure in the course. When in doubt, quote, cite, and use only the specific sources listed for each assignment. Dropbox submissions will be checked by TurnItIn 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. Please post before you read other students' posts to avoid possible plagiarism.

See more about plagiarism in the syllabus and the separate plagiarism item in the Getting Started module.

Carefully follow instructions and review rubrics for how you will be evaluated in order to earn the most points for assessed assignments.

You may have covered drinks in the classroom, but please do not have them in the classroom if we are using the mobile laptop cart or are in a computer lab. Please do not bring food into the classroom unless you have a documented medical need you have informed me about.

#### What you can expect from the instructor:

1. Students should expect a reply to emails within 24-48 hours.
2. Assignments should be graded within 2 weeks of calendar deadlines.

3. If you have a question about an assignment, email in time for a response well before a deadline. See eLearn's home page news for office hours. Be aware at times the instructor may be called to division, department, or committee meetings during office hours. Also, the instructor may be delayed in returning to office if assisting students after a class ends.

#### Required Software:

Microsoft Office Word 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 Internet or computer access is not available. Keep in mind you can borrow a laptop or iPad from our technical services.

#### Emergency Situations:

In case of evacuation, follow instructor's directions. Do not leave campus and stay with the class until an all-clear is given by security. The instructor must check roll and report anyone who is not present. In case of relocation, proceed to a safe interior location such as a stairwell. In case of a lockdown, follow instructor's directions. Mute cell phones. Please let the instructor know about any medical issues you may have which might affect you.

## 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://ws.edu/academics/mathematics/learning-lab)  
[ws.edu/academics/mathematics/learning-lab](https://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 \(opens in new window\)](https://helpdesk.ws.edu)  
[helpdesk.ws.edu](https://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 \(opens in new window\)](https://ws.edu/student-services/disability/)  
[ws.edu/student-services/disability/](https://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 \(opens in new window\)](http://catalog.ws.edu/)  
[catalog.ws.edu/](http://catalog.ws.edu/)

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