



Walters State Community College Course Syllabus

Course Information

Course Number and Name: ENGL 1020 English Composition II

Section ID: 81069.202380

Semester and Year: Fall 2023

Credit Hours: 3

Start Date: August 21, 2023

End Date: December 08, 2023

Course Format: WEB - Web Classes

Catalog Course Description: A composition course emphasizing documented critical writing, based on an introduction to fiction, drama, and poetry. Prerequisite(s): ENGL 1010. **F, S, Su**

General Education Course Designation: General Education Course

Meeting Details: TBD

Course Drop Deadline: October 27, 2023

Instructor Information

Name: Dr. Paul Ludwig

Role: Associate Professor

Office Location: CCEN 215

Office Hours: MONDAY & WEDNESDAY: 11:15 till 12:55pm (Driving/Office Hours) 2:10pm-3:10pm in MoTown TUESDAY & THURSDAY (Virtual Office Hours 7:45-9:15am). TUESDAY 2:10-3:10pm

Office Phone: 423-585-6949

Email: Paul.Ludwig@ws.edu

Supervisor Name: Chris Morelock

Supervisor Phone: 423.585.6780

Secretary Name: Debbie Wilson

Secretary Phone: 423-585-6947

Required Textbook(s) and Materials

No materials required

Student Learning Outcomes/Objectives

- compose papers using correct diction, syntax, usage, grammar, and mechanics.
- manage, coordinate, and document primary and secondary sources according to MLA style in solving problems and arriving at decisions in the writing process.
- use appropriate rhetorical patterns, such as comparison/contrast and argumentation, to demonstrate an understanding of the elements of fiction, poetry and drama in coherent essays which develop literary arguments from process to product.
- formulate thesis sentences based on readings of primary and/or secondary sources, to select material from them to support the thesis, and to write papers with well-developed ideas supporting the thesis.
- distinguish among opinions, facts, inferences, and persuasive approaches in primary and secondary sources
- read closely primary and secondary sources and understand them at interpretive and evaluative levels in preparation for writing about them.
- apply ENGL 1010 planning, organizing, drafting, revising and editing skills to the writing of literary argument papers in ENGL 1020.

Instructional Approach and Methods

1. The student will write at least 400 words on an assigned topic at the first class meeting in order to refer the student with basic mechanical difficulties to placement testing or to the English Learning Lab Technician. Students must also take a non-credit, objective MSV pre-test within the first week of classes.

2. In addition to the first-day writing sample, the student will write a minimum of three papers of at least 800, 1000, and 1200 words each throughout the course. All of these three papers must include primary source quotations and be documented according to MLA style. At least one of these three must also include quotations from secondary sources such as articles from the WSCC Library databases. If the instructor chooses, one of these papers may be an essay examination of 600 words.

All papers other than timed, in-class essays must contain an MLA-style Works Cited page. These four papers represent a minimum for the course, and with drafts and informal writing assignments, students should write over 5000 words during the semester.

4. 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.

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

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

Assessment, Evaluation and Testing Procedures

Discussion boards, Dropboxes, and quizzes will be administered online through the eLearn format. Students should familiarize themselves with the Quizzes tab in eLearn, as well as the Discussion Board tab in eLearn, and the Dropbox tab in eLearn. No other forms of submission are acceptable, and only these quizzes, discussion boards, and dropboxes will be assessed and evaluated.

Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and Below

Assignments

Four papers with graded drafts, ten discussion boards, and twelve quizzes/tests.

Class Participation

Attendance, assignment completion, and in class participation may impact student's overall grade in the class in a positive way. 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.

Online/Web-Enhanced Course Supplementary Information

my.ws.edu

Additional Course Requirements/Details/Information

Additional Course Details

See Addendum in eLearn

- Attendance Process: Roll will be taken at the beginning of class. It is the student's responsibility to inform the professor, after class, if he or she came in late. NOTE: for security reasons, the classroom will be locked when class starts. If you arrive late, you will have to knock in order to enter the classroom. Make every effort to arrive to class on time. Online class attendance is a combination of participation in the class, logins, time in class, and completed work.
- Attendance Policy: Students are expected to attend class regularly. Excessive absences for any reasons may result in a lower grade or failure for the course. Excessive for a MWF class would be one more than 9 absences. For a TR or MW class it is one more than 6. For a one day a week class, one more than three is excessive.
- Procedure for Submission of work: All work for this class should be submitted to the appropriate drop box in eLearn, in the correct discussion boards in eLearn, or under the Quizzes feature in eLearn. It is the student's responsibility to make sure that work is submitted properly. Work submitted to the wrong drop box, wrong discussion, or wrong quiz will be recorded as non-submitted. Also, missing work due to a student inaccurately submitting work will be recorded as non-submitted. Students cannot email assignments to the professor.

- Testing procedures: Discussion boards, Dropboxes, and quizzes will be administered online through the eLearn format. Students should familiarize themselves with the Quizzes tab in eLearn, as well as the Discussion Board tab in eLearn, and the Dropbox tab in eLearn.
- Evaluation Process: Errors on corrected papers will be marked using the Turnitin feature through eLearn. Students must submit work to eLearn in a format that is readable by the platform. This means Microsoft word (.doc), or Rich Text Format (.rtf), or a PDF. It is the student's responsibility to make sure each submitted assignment is in a readable format. Documents that are submitted to eLearn in the Pages format, or other format besides PDF, RTF, or Word are currently unreadable in eLearn and will not be accepted. NOTE: Every Walters State student has access to every computer lab on any campus whenever there is not class scheduled in the lab. Access to the correct format is assured by utilizing these labs, or by simply downloading the free Word provided by WSCC to all students, or using Word online.
- Work return procedure: Submitted student work will be sent back to the student, after grading, utilizing the feedback function of the drop box in eLearn, and the marking feature in Turnitin. Students will be able to view graded material from the appropriate drop box. It is the student's responsibility to inform the professor if they either cannot find the graded work or feel the work is missing. In the event of a grade dispute, it is the student's responsibility to provide documentation of course work. Please allow two weeks after submission for feedback appear.
- Communication with the instructor: Students are encouraged to use the eLearn email function to communicate with their professor. Using the email function inside of individual classes will aid the professor in identifying the student and replying in a timely manner. Students can also call and leave messages, or email using WSCC Senators email.

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions).

Plagiarism includes, but is not limited to the following:

- a. Using cut/paste tool from original document with no references given.
- b. Copying another student's work and submitting it as one's own.
- c. Forging or otherwise altering signatures.
- d. Giving or falsifying academic documents or materials.

2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
- a. Utilizing old tests, projects, notes or written papers.
 - b. Providing unauthorized information to a fellow student about exam content.
 - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
 - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
 - e. Consulting with a classmate or others when taking a computerized test.
 - f. Disregarding other specific policies and procedures outlined for a particular class.
 - g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
 - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](#)
ws.edu/academics/humanities/writing-lab

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

[Walters State Mathematics Learning Lab \(opens in new window\)](#)
ws.edu/academics/mathematics/learning-lab

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

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/

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/

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

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

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

COURSE GROUND RULES

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

to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

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

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

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

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

ws.edu/home/

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

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

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

<https://twitter.com/waltersstate>

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

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

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

ws.edu/set/

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#).

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy \(opens in new window\)](#).

Addendum

• Attendance Process and Policy:

Please adhere to the attendance policy outlined in the syllabus. After the limits outline below, students will lose a letter grade for each absence past the limit for a single semester.

- For one day a week classes, no more than three absences, for any reason, can be excused.
- For two day a week classes, no more than six absences, for any reason, can be excused.
- For three day a week classes, no more than nine absences, for any reason, can be excused.
- For an online class, a student is considered absent if the student has not participated in the online discussion board for that week. For an online class, no more than three non-participations, for any reason, can be excused.

• Procedure for Submission of Work: All work is submitted online, unless otherwise indicated by the instructor. Three forms of online submissions are in effect: the use of the drop box on eLearn, the discussion boards on eLearn, and the Quizzes subsection under Assessments in eLearn. Work submitted via email, even in eLearn, is not acceptable, unless indicated by the instructor.

• Testing Procedures: Assessment is accomplished by the use of the drop box on eLearn, and the Quizzes subsection under Assessments. Discussion boards too will be assessed and assigned a grade. Students will have timed tests on the Quizzes subsection under Assessments, and will have due dates for submissions to the drop box.

• Grading and Evaluation Process:

Evaluation is an evolving process that depends on many factors. The grades are calculated using percentages for a class according to what the syllabus demands. Evaluation for papers is also outlined in the syllabus. Evaluation for any assignment can take up to two weeks, possibly more, but after two

weeks, students may contact the instructor to ask about a particular assignment. For further edification about evaluation procedures, see what the class syllabus indicates.

- Work Return and Collection Procedure:

All work is collected through eLearn, unless otherwise indicated by the instructor. Three forms of online eLearn submissions are in effect: the use of the drop box on eLearn, the use of discussion boards, and the Quizzes subsection under Assessments. Work submitted via email is not acceptable, unless indicated by the instructor.

- Communication with the Instructor:

Communication methods are indicated on the syllabus. Students are encouraged to email or call the office, or simply come in person during office hours. Students can also make appointments outside office hours for meetings—virtual, via phone, or in person.

- Expectations of the Student:

The student is expected to behave professionally, be courteous to other students as well as to the instructor, and to engage in the class. The student is expected to work at the tasks assigned in the class, and to submit all assignments in a timely manner. The student is expected to attend class, and do so punctually. The student is expected to keep the instructor informed of any incidents or issues that might keep the student from meeting said expectations.

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