Copiah-Lincoln Community College
ENG 1113 - English Composition I Syllabus
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Catalog Description:
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture per week. Credit, three semester hours. (Prerequisite: ACT English score of 17 or successful completion of ENG 0123)

Course Description:
This course stresses the elementary principles of logic and rhetoric that govern effective organization and presentation of ideas in writing. Minimal instruction in grammar and mechanics is available to students who need it, but emphasis is on appropriate limitation of topic and the development of a thesis in a unified, coherent piece of writing. The readings are expository writings that serve as models of standard American usage and as examples of organizational strategies.

Placement in ENG 1113: The pre-requisites below are designed to foster student success. Students are responsible for knowing they are enrolled in the correct English class. Placement in ENG 1113 is determined by the following scores:
ACT 1-13 or COMPASS 0-38, place in ENG 0113 -- Beginning English/Reading
ACT 14-17 or COMPASS 39-66, place in ENG 0123--Intermediate English/Reading
ACT 17+ or COMPASS 67+, place in ENG 1113 - English Composition I

Additionally, if a student took a remedial course at another institution, he or she may not be adequately prepared.

Student Learning Outcomes
Upon successful completion of this course:
1. the student will learn the format of the formal essay.
2. the student will proofread papers for content as well as major grammatical and mechanical errors.
3. the student will develop effective, coherent thesis statements and topic sentences.
4. the student will organize support for paragraphs in essays.
5. the student will avoid wordiness and redundancy.
6. the student will use the library.
7. the student will learn the elements of research.
8. the student will find, evaluate, analyze, and synthesize sources.

Course Work:
Each student will write and revise original papers of 500-750 words, complete a grammar unit, and complete a research project.
The proctored exam consists of writing terminology and a proctored essay.

Book and Software Bundle:
This course is part of a college program which utilizes automatic billing for your textbook and software bundle

You WILL BE required to purchase your textbook in a Co-Lin bookstore for $1.00.
You will be automatically billed the required fee after the add/drop period based on your enrollment in the course. This fee is non-refundable.
You are still responsible for the charge if you choose to drop the course or if you get "cut-out" based on absences.

Below are some guidelines and directions if your course is using a book from the bookstore and a software bundle:
1. You are REQUIRED to purchase a book from the bookstore for $1.00 (for inventory purposes).
2. Your software/course material access will be available through CANVAS the FIRST day of class.
3. You will be assessed the fee above directly on your account after the add/drop period.

Important Note: If you withdraw from the course any time after the first two weeks of class, you WILL BE charged the fee listed above. Refunds are not available for the digital materials/books/software bundles for the courses listed above.

Grading Scale:
A   90 to 100
B   80 to 89
C   70 to 79
D   60 to 69
F   59 or below

Grading System
A   "A" papers are exceptionally well-written, well-organized papers that contain plenty of appropriate support, and demonstrate careful attention to audience, purpose, tone, and point of view with no major errors and very few (if any) minor errors.

B   "B" papers contain either no more than two major errors but are well-organized and supported, and demonstrate attention to audience, purpose and tone OR have no major errors and few minor errors but have some organizational problems.

C   "C" papers contain either no more than four major errors but are well-organized OR contain one or two major errors and minor errors in organization or support.

D   "D" papers contain either no more than six major errors but are well-organized and supported OR have three or four major errors and some errors in organization and support OR have one or two major errors but are poorly organized or supported.

F   "F" papers contain more than six major errors OR are not adequately supported OR are very poorly organized OR are not computer typed OR are not written on assigned topic or inassigned rhetorical pattern.

Course Assignments

Assignment 1: Narration and Description

Assignment 2: Compare and Contrast

Assignment 3: Cause and Effect

Assignment 4: Definition

Assignment 5: Research

Assignment 6: Grammar Unit

DO NOT ask for extra credit or extra points. Any change to a student's grade that is "on the fence" (within 0.5 of having a higher grade), will be determined by the student's attitude, participation, and completion of assigned work throughout the semester. Thus, a grade is not determined by your scholarship, GPA, or graduation status. Be aware that grade averages that appear to be within "a few points" from a higher grade are actually numerous cumulative points away from a higher grade. Therefore, do not expect any instructor to give away points that have not been earned throughout the semester.

"I" Incomplete grade: Students should be aware of the policy concerning "incomplete" work in the event of emergencies. A grade of "I" for incomplete is reserved for qualifying students if they have demonstrated good work throughout the semester—such as completing all prior assignments, maintaining good attendance, and participating positively in class.

Class Policies and Procedures
ATTENDANCE:
Students are expected to log on to the website at least once a week to check announcements and get assignments and complete assignments.
The instructor will monitor attendance by seeing if the assignments for the week were submitted.

After every week of inactivity, a student will be warned.
Failure to contact the instructor within seven working days of this notice will cause the student to be withdrawn.
MSVCC REGULAR CLASS ATTENDANCE
The following reflect the absentee policy:

FALL
Maximum Absences: 2 WEEKS NONPARTICIPATION
Instructor Withdrawal Processed: AFTER THIRD WEEK NONPARTICIPATION

Storage and Submission of Papers and Using Canvas/Turnitin
:
1. Students must have computer and internet access; otherwise, they must use the library and computer labs.
2. Presentation of all submitted work must be at college level and follow MLA (Modern Language Association) guidelines.
3. **<u>Written work in this writing course must be original and may NOT consist of work completed for, and submitted in, other courses.</u>**
4. Checking Canvas daily will alert students to any important updates. Grades are typically posted on Canvas within one week of being turned in.
5. Students must ALWAYS have digital access to their work. If there is ever a question about whether the work was done or submitted, the student must be able to immediately access the work and provide proof.
Today's digital era provides multiple back-up methods for saving work; therefore, NO EXCUSES will be heard related to lost work or computer malfunctions.
Canvas, Dropbox, OneDrive, USB pen drives and emailed files provide many means of back-up, thereby preventing "lost" work.
6. Students must be cautious before and after submitting their papers on Canvas/Turnitin. Accidental submission of the wrong document is not an excuse. If the need for re-submission causes a paper to be late, the paper will receive a late penalty.
7. Papers must be submitted using Microsoft Word. Students who do not normally Use Microsoft Word are responsible for converting their papers before submission. Otherwise, papers will receive late penalties until properly submitted.
8. Canvas has "availability" dates, "due" dates, and "until" dates. Students submit work when the link becomes "available." The "due" date is when the work is due on Turnitin, which is the time stamp that determines when the online work is credited with submission. Students may submit their work "until" the date that the link is no longer available, which is the date that indicates the paper has earned a zero and will not be graded.

9.DUE DATES AND LATE WORK
• Due dates will be posted in Canvas.
• Work will be done on a weekly basis.
• Most assignments will be due one week after they are posted.
• Late papers are penalized and reduced accordingly:
    after one day late, 89/B is the highest possible grade;
    after two days late, 79/C is the highest possible grade;
    after three days late, 69/D is the highest possible grade;
    after four days late, 59/F is the highest possible grade;
    and after five days late, the paper earns a zero.
Warning: The concepts in each assignment lay the foundation for the assignments that follow. If students fail to submit an assignment, they not only earn a grade of zero, but they are accepting the consequences of being unprepared for the assignments that follow.

10.
Grading of papers: The instructor reserves a minimum of two weeks to return grades on essays.

On the day grades are returned, students will wait at least 24 hours before asking specific questions about grades or instructor comments. It is critical for the student to take time to evaluate papers in order to learn from any marks provided rather than simply asking someone to interpret proofreader's marks. However, interpreting instructor/peer feedback will sometimes be used as a class activity.

11. Canvas warning: The course closing date is the official end of the class; therefore, no assignments uploaded or completed on Canvas after the closing date will count toward the student's grade.

Work ethics:
In the workplace, no employer would accept excuses related to computers crashing and power outages, etc. when a deadline has been in place for weeks. Therefore, no one starts a project in the final hours or fails to protect every word typed into a computer-save, save, save, backup, backup, backup. NO EXCUSES.

Email (Co-Lin/Canvas)
Students must check their Co-Lin email accounts or Canvas Conversations daily. Canvas can be linked to cell phones.

I will only answer Co-Lin email/Canvas Conversations. It is often hard to "see" if a student has made a comment using "Comments" sections on Canvas assignments or Canvas announcements. Using these can cause a delay to the answer to never receiving an answer.

ACADEMIC HONESTY

A hallmark of any profession is integrity and honesty. Academic honesty is expected of all students; therefore, each student is expected to complete his/her own work. Academic misconduct includes, but is not limited to, deceptive acts such as the following:

plagiarizing from any source

cheating in any manner on tests, papers, reports, etc.

turning in work as their own when, in fact, it was not their work

improperly using technology

stealing, buying, or selling course materials

either impersonating another student during a test or having another

person assume ones identify during a test

deliberately conveying false or misleading information

When academic misconduct has occurred, the instructor has the responsibility of assigning an appropriate penalty in accordance with the instructor's institutional policy. This may include failure of the assignment, failure of the course, or dismissal from the institution.

Plagiarism:
When plagiarism is detected by Turnitin, or suspected by the instructor, the essay will receive a grade of zero.

The Division of Humanities Plagiarism/Cheating Policy is as follows:
Plagiarism in the Humanities Division of Copiah-Lincoln Community College shall mean the intentional or unintentional presentation of ideas or works of another person as being original. It shall include, but is not exclusively limited to these examples:
•Copying verbatim the words of another and not enclosing them in quotations and citing the source.
•Rephrasing the words of another and not acknowledging the source.
•Turning in work written by another student, or work purchased or obtained free from a research service.
•Using pictures, drawings, charts etc. from the internet or another source in work presented in class without giving credit to the source. The student must obtain the permission of the instructor before turning in work completed for another class. Plagiarism includes all work completed such as papers, speeches, homework, and tests.

Cheating is defined as obtaining or providing unauthorized information during any graded assignment through verbal, visual, or unauthorized use of books, notes, texts, and other materials, according to the University of Nevada Reno website. It shall include, but is not exclusively limited to these examples:
•Using notes, writing on tests, having materials visible near the testing area, talking to someone else during an assignment, or using an electronic device to obtain answers.
• Obtaining answers from an individual who has already completed an assignment or taken a test.

Consequences of Plagiarizing/Cheating:
Blatant Plagiarism/Cheating (instructor has solid evidence):
•First offense—
The student will receive a failing grade on the assignment. The Dean of
Academic Instruction will be notified, and may, at her discretion, take further action.
•Second offense—
The student will automatically fail the course.
Suspected Plagiarism/Cheating (instructor lacks solid evidence, but suspects such):
•First offense—
The student will repeat the assignment with proper safeguards in place or go before the Humanities Ethics Committee (HEC). *** The Dean of Academic Instruction will be notified, and may, at her discretion, take further action.
•Second offense—
The instructor will present his or her evidence before HEC, and the student, at a separate time, will be required to go before HEC to defend his or her work. If the committee determines that plagiarism/cheating has indeed occurred, the faculty member involved will determine the appropriate punishment, ranging from completing an alternate assignment to failing the course.

*** The Humanities Ethics Committee will be comprised of the Humanities Division Chair (ex
-officio), three Humanities instructors, and the Sigma Kappa Delta president.
(Revised Spring 2011)

PROCTORED EXAM POLICY
Every MSVCC course will require one to three proctored exams. Regardless of course average,
MSVCC students failing to complete the proctored exam process will not be awarded a passing
grade. Even if you have passed all other exams or assignments, if you neglect to take the
proctored exam you will not be given a passing grade.

ADA STATEMENT

If you are a student that has a disability which qualifies under the *Americans with Disabilities
Act* (*ADA*) and requires accommodations, you should contact the Office of Disability Support
Services:

Natchez Campus

Drew Thompson (601) 446-1224 or drew.thompson@colin.edu

Simpson Campus

Michelle Crace (601) 849-0121 or michelle.crace@colin.edu

Wesson Campus

Samantha Speeg (601) 643-8436 or samantha.speeg@colin.edu

Disclaimer

**The content contained in this syllabus is subject to change at the discretion of the
instructor.**