

Course Syllabus – ENG 0123: Intermediate Reading and Writing

Instructor: Emily Peters – Hinds Community College

Contact Information: Canvas message or email preferred

emily.peters@hindsgcc.edu

601-879-4515 - call and leave a voicemail indicating your name, a number I can use to return your call, and a couple of good times to reach you

Office Hours posted in Canvas. Please note – I do not have a physical office on campus.

Please contact me if you would like to meet, and we can set up a video conference or I can open a conference session during my office hours.

This course is a 3 hour lecture for Institutional credit only.

COURSE DESCRIPTION:

English 0123 stresses basic communication skills, including a general review of grammar and mechanics, with emphasis on critical reading and inference, vocabulary and usage, sentence structure, transitions and relationships, essay development, and revision and editing.

PREREQUISITES:

English Placement Level 2

GOALS & OBJECTIVES:

Grammar & Mechanics with specific emphasis on the five major errors (comma splices, run-ons, fragments, subj/verb agreement, and verb form errors)

Paragraph and Essay writing

Official Communication:

Email and canvas messaging are the preferred modes of communication for this class.

Please feel free to email me anytime: emily.peters@hindsgcc.edu. I will answer all email within 48 hours of the received time. If you do not receive a reply from me within 48 hours, please resend the email to make sure that I received the correspondence. There may be times when you need to contact me by phone, and my Google Voice number is at the beginning of this document. When you call, leave a message. The information listed here gives you a clear method for contacting me. This will guarantee a smooth semester in regard to communication.

How to Communicate:

- * Be professional as you communicate. Reread your written text before posting or emailing. In much of the corporate world, writing in all caps is considered yelling and, therefore, is not acceptable in any online communication, nor is texting lingo.
- * Be considerate. Think about how your words affect others.
- * Be respectful of the opinions of others and respect your instructor.
- * Be calm. Try to keep your emotions out of class.
- * Humor and sarcasm -- Because there are no visual cues in distance education, humor and sarcasm are impossible to discern. Be very careful when interjecting humor and refrain from using any remarks that are sarcastic in nature.
- * Harassment and other offensive behavior -- The online learning environment is no place to harass, threaten, or embarrass others. Comments that can be viewed as offensive, sexist, or racially motivated will not be tolerated.
- * Offensive material. Students may not post, transmit, promote, or distribute content that is racially, religiously, or ethnically offensive or is harmful, abusive, vulgar, sexually explicit, otherwise potentially offensive.

* Copyrights and intellectual property. Plagiarism will not be tolerated. Ideas that are copied should always be cited correctly.

INSTRUCTIONAL TECHNIQUES, ASSIGNMENT TYPES:

Required textbook: The Little Eagle – will be available through Instant Access (no need to purchase separately)

Class Readings: The Last Lecture, Randy Pausch ISBN-13: 978-1401391447

The teaching for this course will take place through video and narrated Powerpoint lecture, textbook reading, Daily Grammar Practice sentence analysis, online discussion, computerized interactive practice, and meetings with instructor through Blackboard Collaborate video conference.

OUTCOME COMPETENCIES:

At the conclusion of English 0123, students must have successfully completed the following requirements:

Students will be required to earn a C (70) average or better.

Students will

1. Compose and edit six test writings (90% of course grade) in the form of three extended paragraphs with a minimum of 200 words and three essays (two with a minimum of 350 words, the other with a minimum of 400 words). At least 3 test writings will be analytical responses to readings and will emphasize critical reading and inference. Two of the test writings will be proctored (See “Testing” below for more about this). The other writings will be done from home.

2. Complete satisfactorily all other at-home assignments, which will include quizzes, readings, discussion board postings, etc. (10% of the course grade).

**No Test Writing grades, which compose 90% of your course grade, can be dropped, but two of the lowest grades in the "Other Assignments" category will be dropped. There will be no "extra credit" given in this course.

Test Make-Ups: The instructor will grant a two-day extension for ONE test writing in this course other than the final exam. Once the extension is used, any other late test writings will result in a zero grade. You must email the instructor to request use of the extension. If you do not submit a request within 24 hours of the deadline, a zero (0) will be recorded.

Grades: Test Writings 80%

- TP 1: a paragraph with a minimum of 200-250 words (10% each)
- TP 2: proctored paragraph with a minimum of 200-250 words (20%)
- TP 3: a paragraph with a minimum of 200-250 words (15% each)
- TE 1: essay with a minimum of 350 words (15% each)
- TE 2: proctored essay with a minimum of 400 words (20%)
- Other Assignments: 10%
- Final Exam: 10%

* All test writings will be evaluated according to the district English grading guidelines, a copy of which is attached to this syllabus.

* Any test writing that is short by 25% of the word minimum will receive an automatic zero.

METHODS OF EVALUATION

Students will be evaluated through quizzes, grammar writing in context, test writings, and other assignments.

Instruction: This is a writing course so expect to be writing frequently.
You should keep track of your grades by checking your posted grades on canvas.
Feedback for test writings will be available through turnitin.com
In English 0123, all test writings must be completed in order to receive credit for the course.

Major Grammatical Errors:

- * Fragment
- * Run-on sentence
- * Comma splice
- * Subject-verb agreement error
- * Any three minor errors
- * Paragraph/essay word count not met

The errors in the following list are considered minor grammatical errors; three minor errors will combine to equal one major error in each essay.

Minor Grammatical Errors:

- * Misspelled words
- * Incorrect Punctuation
- * Pronoun-antecedent disagreement
- * Pronoun form errors
- * incorrect plural forms
- * Incorrect possessive forms
- * Other errors determined by the instructor

ATTENDANCE

The instructor will take attendance based on work submission. If a student does not submit anything the first week of the course, he/she will be dropped as a No Show. If a student does not submit any graded assignments (discussion board, assignment, etc.) for a module, he/she will receive an absence. Some modules will have ungraded assignments. These assignments are still required and will be set up with a pre-requisite lock, meaning the student cannot progress through the course until the assignment is submitted/completed. Failure to complete work due to the submission lock will not be a valid excuse for late/missing assignments.

Due to the abbreviated nature of an 8 week course NOA/DEA deadlines occur sooner than in a 16 week course.

ONE absence will result in the instructor issuing a Notice of Absence (NOA).

A SECOND absence will result in the student being dropped from the course with an F due to excessive absences (DEA).

Students may submit documentation to the Distance Learning department if an absence should be excused, and the Distance Learning department will inform the instructor if they accept the excuse.

GRADING

Hinds Community College English Department ENG 0123 Grading Scale

GRADING SCALE:

90—100 A

80—89 B

70—79 C

Below 70 F

Each successive test writing will demonstrate a greater degree of correctness.
Test writings – 80%, Final exam test writing, 10%, Other assignments – 10%

LATE WORK

Work in this course is due by deadlines on Wednesday and Sunday nights (excluding the first week – See course calendar for details). Any work submitted after that deadline will result in a 15 point deduction for 2 days and then a 0. Some content pages and assignments may still need to be submitted to move forward in the course even though the grade will remain a 0.

ACADEMIC HONESTY

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining credit—including the student's own work from a prior attempt at the course.
5. Misrepresent the content of submitted work.

- The penalty for violating the honor code is severe. Any student violating the honor code is subject to the guidelines identified in the Student Handbook. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should contact the instructor to discuss the situation.
- If a student is caught cheating or plagiarizing they will receive a zero for the assignment, probable failing of the course, and possible dismissal/suspension from school.

ALL TEST WRITINGS MUST BE WRITTEN WITH NO OUTSIDE ASSISTANCE. STUDENTS FOUND USING OUTSIDE MATERIALS TO COMPLETE TEST WRITINGS WILL RECEIVE A ZERO FOR THE ASSIGNMENT AND MAY BE SUBJECT TO FURTHER DISCIPLINARY ACTION. THIS INCLUDES HAVING FRIENDS AND/OR RELATIVES HELP PREPARE YOUR TEST WRITINGS, COPYING SOMEONE ELSE'S WORK, OR LETTING SOMEONE ELSE COPY YOUR WORK.

Attendance-Withdrawal Policy:

Attendance will be recorded beginning the first day of the course. The instructor will count attendance for this online course once per week on Sunday nights. Student absences may be excused for legally or medically documented reasons provided to the instructor.

Excused Absences:

Refer to page 43 of the 2012-2013 HCC Student Handbook. Students must present verifiable documentation to receive an excused absence. Acceptable documentation includes doctors' notes or official school absence forms with your name on them. All documentation must be on official letterhead, provide a phone number, and be signed. Notes from a parent or guardian are unacceptable. Obituaries and notes from physicians

that are not treating you personally are also unacceptable because they cannot be verified. Please be aware that any student who forges a physician's excuse may be expelled and prosecuted.

Excessive Unexcused Absences:

HCC requires instructors to send a NOTICE OF ABSENCE after a student has missed the tolerated number of class meetings. Please note that you will receive the NOA through your go.Hinds email account. The notice of absence will be sent from the instructor after one week of inactivity. If you receive a NOA, you must contact me within 7 calendar days (this includes weekends). Students who receive a NOA and do not contact the instructor within 7 calendar days will automatically be dropped from the class with an "F" when the following week's attendance is recorded.

Withdrawal:

A student's record of performance begins the first day of the course or the first day the student registers for the course. Students may begin to withdraw from online courses beginning the day after Drop/Add (Monday, August 22 and Tuesday, August 23) through the last day to withdraw (Friday, September 30). The student will receive an "F" if the instructor has

already processed a NOA form prior to the student's request for withdrawal; otherwise, the student will receive a "W." It is the student's responsibility to complete the withdrawal process online through MyHinds.

Writing Resources:

Writing Center: The Writing Center in Cain-Cochran (Raymond campus) in room 170 is an extremely useful resource for any student in a writing class. A tutor will provide free help in several different areas, including grammar skills, ideas for papers, and paragraph/essay organization. The hours for the Writing Center are 8-4 Monday through Friday, except for a 12-1 lunch break.

Live tutors are available through the NetTutor interface within Canvas 24 hours a day/7 days a week.

TESTING

Students must complete two test writings in a proctored setting. Students should schedule an appointment within the time allowed by the instructor for taking the proctored test writings. See information in Introductory module for more information about scheduling a proctored test. You may take a proctored exam at home through the BVirtual program offered by SmarterProctoring. See "Testing" information page on the Modules List page for more information. There is a convenience fee for this service.

ADA STATEMENT

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

- Raymond Campus Mark Palmer 601.857.3646
- Rankin Campus Carol McLaurin 601.936.5544
- Jackson Campus – ATC Sherman Green 601.987.8148
- Jackson Campus – NAHC Student Services 601.376.4803

- Utica Campus Michele Bouldin 601.885.7043
- Vicksburg-Warren Campus Cooper McCachren 601.629.6807

NON-DISCRIMINATION STATEMENT

In compliance with the following: Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Dr. Debra Mays-Jackson, Vice President for Administrative Services
34175 Hwy. 18, Utica, MS 39175
601.885.7002

Dr. Tyrone Jackson, Associate Vice President for Student Services & Title IX
Coordinator
Box 1100 Raymond Campus (Denton Hall 221), Raymond, MS 39154
601.857.3232

titleIX@hindsc.edu

VIDEO SURVEILLANCE

Hinds Community College utilizes Video Surveillance Cameras in order to enhance security and personal safety on its campuses. It has been determined that use of this equipment may prevent losses and aid in the law enforcement activities of the Hinds Campus Police. To ensure the protection of individual privacy rights in accordance with the law, a formal Policy on the Use and Installation of Video Surveillance Equipment has been written to standardize procedures for the installation of this type of equipment and the handling, viewing, retention, and destruction of recorded media. Under no circumstances shall the contents of any captured audio or video recordings be exploited for purposes of profit or commercial publication, nor shall recordings be publicly distributed except as may be required by law.