

## SYLLABUS

**CLARENDON COLLEGE**  
**Division of Liberal Arts**  
**Course Name:** ENGL 0301

**Credit Hours:** 3

**Semester:** Fall 2011

**Classroom Location:** Clarendon

**Instructor:** Mrs. Hannon

**Office Location:** Room 201, Office A

**Phone:** 806-874-3571 ext 128

**Email:** [Sharon.Hannon@clarendoncollege.edu](mailto:Sharon.Hannon@clarendoncollege.edu)

**Office Hours:** By appointment

### **Required Instructional Materials**

#### **Textbooks:**

- Brandon, Lee. *At a Glance: Sentences, 4<sup>th</sup> Edition*. Houghton Mifflin Company, 2009.

#### **Other Relevant Materials:**

- 3-ring notebook (at least 1") with set of dividers, college-ruled paper, pens, pencils, scantrons.

### **Student Requirements**

This is a demanding, hands-on writing class. Attendance is crucial to success. Students must have access to a computer and be able to use the appropriate software to create word documents. Final drafts of all work must be typed, double-spaced, in 12 point Arial or Times New Roman font, using the MLA (Modern Language Association) format. Students will be required to turn in all parts of the writing process – this may include the pre-write, outline, rough draft, revised and/or edited draft and final draft. Missing elements of the writing process on assignments may result in a grade reduction.

### **Methods of Instruction**

Instruction in this class will be comprised of a combination of lectures, readings, writing assignments, journal work, quizzes, group work, and use of the Plato software in a lab setting.

### **Course Description**

ENGL 0301 is the study of the basic elements of writing. Enrollment in this class will be based on placement test scores. This course will teach students the fundamentals of composition on a sentence basis, building to a paragraph and the composition of essays.

### **Statement of Purpose**

ENGL 0301 is a developmental course. It does not meet elective or graduation requirements. Students are expected to gain a competent awareness of the use of language and composition skills. Each student should undergo an increased proficiency in reading skills, interpretation of texts and basic analytical capability. In addition to responding to reading, students should learn the basics of composition, including sentence structure, correct grammar use, expanded language use, and an increasing awareness of paragraph structuring, essay objectives, rhetoric-based and argumentative skills. By using interactive texts and computer programs, students should learn to express themselves in a variety of creative and cognitive ways, including personal interpretation, external evaluation, the analysis of problems or the investigation of social stimuli, and the fundamentals of argumentation. These skills should prepare the students for the passing of the exit test, or THEA, and should thereby in part satisfy the remedial terms of the State of Texas.

### **Course Objectives**

All communication (composition, speech, modern language) courses strive to meet the following Exemplary Educational Objectives as identified by the Texas Higher Education Coordinating Board:

1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation;
2. To understand the importance of specifying audience and purpose and to select appropriate communication choices;

3. To understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual, and oral communication;
4. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding;
5. To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument; and
6. To develop the ability to research and write a documented paper and/or to give an oral presentation.

**In addition, the following objectives that are specific to Developmental Writing 0301 classes are:**

1. To master the basic elements of writing, including the mechanics of grammar and punctuation, sentence structure, and paragraph development;
2. To develop an awareness of the concept of audience in writing;
3. To develop an appreciation and understanding of the importance of adjusting written and oral communication to the audience;
4. To recognize various purposes for writing and to demonstrate an ability to write correctly using several different purposes;
5. To practice using a variety of pre-writing techniques;
6. To demonstrate understanding of the circular process of writing through revision;
7. To explore and employ a variety of invention techniques for sentence and paragraph development;
8. To understand the personal nature of writing by using the personal perspective as the basis of essay writing;
9. To demonstrate correct and sufficient grammar skills through review and practice of sentence, paragraph, and essay writing; and
10. To develop the skills necessary to achieve a passing score on the reading and/or writing section of the exit test, or THEA

*Students may vary in their competency levels on these abilities. They should expect to acquire these abilities only if they honor all course policies, attend classes regularly, complete all assigned work in good faith and on time, and meet all other course expectations.*

**Grading Policies**

Daily Grades.....	25%
Major Tests/Writing Assignments.....	30%
Notebook.....	10%
Lab .....	20%
Final Exam.....	15%

The final semester grades for developmental coursework will be figured as:

90 to 100 = A      80 to 89 = B      70 to 79 = C      60 to 69 = D      <60 = F

**NOTE:** A student may only pass a developmental course with an A, B or C. A student who receives less than a “C” in a developmental course is advised to re-enroll in the same developmental course the following semester.

A student’s final grade will be made available at the Clarendon College website.

**Academic Integrity**

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty violations include, but are not limited to: (1) obtaining an examination , classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination , classroom activity, laboratory exercise, or homework assignment before it is given; (3) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination , classroom activity, laboratory exercise, or homework assignment ; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one’s own, an idea, expression, or production of another person’s work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for ensuring that their work is consistent with Clarendon College's expectations about academic integrity. In this course, students may be asked to submit papers using an online tool, **Turnitin.com** to confirm accuracy of sources. Instructions on how to use Turnitin.com will be provided by your instructor and are also available at Clarendon College's website at the **Students>>Forms & Resources** link.

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Dean of Students when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved. Students who are reported as cheating to the Dean of Students more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken.

**American with Disabilities Act Statement:**

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services (806-874-3571 or 800-687- 9737).

**Dropping a Course:**

A student who is enrolled in a developmental course for TSI purposes may not drop his/her ONLY developmental course unless the student completely withdraws from the college. A student may drop any other course with a grade of "W" any time after the census date for the semester and on or before the end of the 12<sup>th</sup> week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop form from the Office of Student Services. (Refer to other policies concerning this issue in the current college catalog online.)

According to Texas state law a student is only allowed to drop the same class twice before he/she may be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6<sup>th</sup> dropped class, he/she will no longer be able to withdraw from any classes.

**Withdrawal from College:**

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12<sup>th</sup> week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W."

**Class Attendance**

Students MUST ATTEND class to be successful. Students absent for **any** reason (excused or unexcused), are still responsible for the material covered in class, or they will lose daily activity points. Make-up work will not be accepted more than one week after the date the class was missed.

An attendance grade will be given at the end of the semester and counts as one of the student's Major Writing assignments. Students will start out with an attendance grade of 100. Each unexcused absence will lower this grade by 5 points. To have an absence excused, the student must contact the instructor PRIOR to the absence. This includes students who are absent for a school-related activity.

**Lab Attendance**

Students MUST ATTEND lab as well. Lab attendance is a vital part of a student's success in the developmental program and accounts for 50% of the student's final lab grade. The instructor will assign Plato modules to each student based on his or her individual needs, to be completed during lab time. This time may also be used for working on class homework and for getting personal help on reading and writing assignments.

**Submission of Major Writing Assignments**

All major writing assignments must be handed in on or before the due dates, unless PRIOR arrangements have been made with the instructor. Excuses for late assignments, including computer malfunctions etc., will not normally be considered. If in doubt, students should keep a copy of their assignments backed up.

**Lateness**

Students are expected to arrive to class on time. Once the classroom door is closed, students will not be allowed to enter and will be counted absent. Students who leave class early (without the Instructor's permission) will be marked as absent for that class.

**Materials**

Students are expected to bring relevant materials to each class, including writing paper, pens or pencils, and ALL relevant textbooks and handouts for that specific class. Any student who repeatedly fails to bring the correct materials may receive an absent mark, immediate evacuation from class, or a grade deduction.

**Classroom Conduct**

Students are expected to be courteous and involved in their course at all times. Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class and will not be tolerated. Students are expected to listen when the Instructor is lecturing. Sleeping in class or idle conversation may result in an absent mark, an immediate evacuation from class, or a possible grade deduction. Cell phones MUST be turned off and remain out of sight upon entering the classroom. Laptops may be used only with permission by the instructor. CD players, mp3 players, iPods or any other similar music equipment should not be brought into the classroom.

**Final Exams**

Final exams are required in developmental classes, except for students who pass the THEA test offered during the 12<sup>th</sup> week of the semester. The schedule of final exams times is published at the beginning of the semester. Do not make plans to leave school before your scheduled final exam. I will only allow early finals in extreme emergencies after students have provided documentation of said emergency.

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