

Clarendon College
Liberal Arts Division
English 1301 – Section 855
English Composition I
Fall 2025 --- 3 Semester Hours

INSTRUCTOR: Karoline Ashmore

CONTACT INFORMATION:

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This class meets face-to-face Monday-Friday from 12:00-12:45 PM.

OFFICE HOURS: 3:00-3:45

ACCOMMODATION STATEMENT:

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT:

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874-4837 / janean.reish@clarendoncollege.edu or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.

NONDISCRIMINATION POLICY

Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.

STUDENT RIGHTS AND RESPONSIBILITIES:

Student Rights and Responsibilities are listed on Clarendon College's website at ---
<http://www.clarendoncollege.edu/Resources/Student%20Services/StudentResponsibilities.pdf>
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TEACHING PHILOSOPHY:

Students will be successful if you communicate with me regularly, but especially if you are having difficulty. We will utilize email for academic purposes. Complete all of the reading and turn in all assignments on time. Anticipate and prepare for reading and writing quizzes on due dates.

COURSE DESCRIPTION:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

COURSE PURPOSE:

English Composition I partially satisfies the requirements for the Associate degree at Clarendon College and is designed for transfer to a senior college.

COURSE VALUE:

Ability to communicate across the curriculum; ability to interpret what is read and to accept or reject ideas projected from that reading; designed to fulfill the requirements of the core curriculum.

REQUIRED INSTRUCTIONAL MATERIALS:

Clarendon College now uses a digital Composition I text, *Composing Ourselves and Our World*. You do not have to pay for this text. You will be accessing this text via your class in Google Classroom.

ENGLISH DEPARTMENT PROGRAM OBJECTIVES:

1. Students will understand and demonstrate writing processes through invention, organization, drafting, revision, editing, and/or presentation.
2. Students will develop the ability to research and write a documented paper.
3. Students will be able to demonstrate an awareness of the scope and variety of works in the arts and humanities.
4. Students will demonstrate understanding of various works of literature as expressions of individual and human values within a historical and social context.

THECB CORE OBJECTIVES: Clarendon College endeavors to meet the Core Objectives proposed by the Texas Higher Education Coordinating Board. The THECB has determined the following categories as necessary achievements of core curriculum in higher education:

Critical Thinking Skills --- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information (CT)

Communication Skills --- to include effective development and expression of ideas through written, oral and visual communication (COM)

Teamwork --- to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal (TW)

Personal Responsibility --- to include the ability to connect choices, actions and consequences to ethical decision-making (PR)

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes. (Assess CT, COM, PR, and TW through proposal project and essay)
2. Develop ideas with appropriate support and attribution. (Assess CT and COM through proposal project and essay)
3. Write in a style appropriate to audience and purpose. (Assess CT and COM through proposal essay)
4. Read, reflect, and respond critically to a variety of texts. (Assess CT through essays or in-class activities)
5. Use edited American English in academic essays. (Assess CT and COM through essays and pre and post writing test grades)

Students may vary in their competency levels on these abilities. You should expect to acquire these abilities only if you honor all course policies, attend classes regularly, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student.

CLASS POLICIES AND PROCEDURES:

Have your laptop charged for class and log in to Google Classroom daily

I will take attendance daily.

All homework is due at the time I have specified. Late work will not be graded.

No extra credit work is given in this class.

Do things that will not prevent me from teaching and you or others from learning.

Respect yourself, others, and your school.

Be in your seat when the bell rings.

Food is not allowed in my classroom. Closed containers of water are welcome.

REQUIRED ENROLLMENT VERIFICATION ACTIVITY:

Students who fail to complete the Syllabus Agreement EVA activity (located in the Class Orientation section of the online course) by Sept. 5 cannot continue in the course and will receive a W (Withdrawn) at the end of the term. Students may also not be eligible for a financial aid refund. If you are receiving financial aid, you may also be required to reimburse tuition and fees.

The census date for this term can be found on the Academic Calendar located at the **Inside CC** link on Clarendon College's homepage and on the first page of this syllabus.

COURSE WITHDRAWAL:

A student may drop a class with a "W." This must be done on or before the last day to drop a class as designated by the college calendar. This request for permission to drop a course is initiated by the student by procuring a drop form from the Dean of Students office. The student should sign the form, have the instructor sign the form, and return it to the office. For on-line students, this can also be done by calling the Registrar's Office. Please remember that failure to officially drop a course will result in a final grade of "F" for the class. Any student who is considering dropping this course is encouraged to contact me before initiating the drop. Remember, a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount at Clarendon College for taking the class a third time or more. Furthermore, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6th, he/she will no longer be able to withdraw from any classes.

Students desiring to make schedule changes after their initial registration each semester must do so during the designated "Drop and Add" period as scheduled in the College Catalog. Students will be required to pay tuition and fees applicable to any class(es) added to their schedule.

Official withdrawal from a course is initiated in the Office of the Registrar. However, each student should consult with his/her academic advisor or the Associate Dean of Enrollment before officially withdrawing from a course. A student who stops attending a class without officially dropping it may receive a grade of "F" for that class.

Student Academic Integrity and Classroom Ethics

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 an 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 activity; 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 reporting known acts of academic dishonesty to a faculty member, the program coordinator, the vice president, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Vice President of Academic Affairs. The Vice President of Academic Affairs will maintain a file on all violations. If a faculty member prefers to report the case directly to Vice President of Academic Affairs, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported, by the faculty member, in writing, to the Vice President of Academic Affairs. If the Vice President of

Academic Affairs observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice President of Academic Affairs is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Vice President of Academic Affairs is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

PLAGIARISM:

Please read and make sure you understand the following!

1. Word-for-word plagiarism: The student quotes his or her source without using quotation marks. Even if the student cites the source, he or she is still plagiarizing because proper quotation procedures were not used. Proper documentation **must** include quotation marks and the proper citation.
2. Paraphrased plagiarism: The student uses a source and with the exception of changing a few words or phrases essentially quotes the original. Even if the source is properly cited, the writing is still plagiarized because the student has used the author's style, vocabulary, and content and claimed it as his or her own.
3. Improper citations: If a student uses someone's information other than his or her own, the source of the material must be properly cited. Failure to do so is plagiarism.
4. Improper use of ideas: Ideas are as equally protected as words. If the student uses someone's ideas, but expresses them in his or her own words, the student plagiarizes if he or she does not cite the source of the idea.
5. Internet use: Copying and pasting from the Internet is plagiarism. Purchasing papers from a paper mill is plagiarism.
6. Student sharing: While students are certainly free to work together and study together, an assignment that calls for individual work to receive an individual grade must reflect the student's personal effort. In other words, if each student is to turn in a paper for a grade, it must be obvious to me that each student has done his/her own work. The papers should not be exactly alike!!! If a student borrows or copies another student's work, that is plagiarism. One student writing a paper for another student is plagiarism. Plagiarism also occurs if two students collaborate on an individual assignment and turn in the same work.
7. Student sharing: Plagiarism also occurs when you use someone else's electronic files or allow another student to use any of your personal files. It is important to protect all of your electronically saved files. The Student Handbook states that accounts (IDs and passwords) are approved and issued by the Dept. of Information Systems and Computer Operations and are issued to individuals and intended for the sole use of that individual.

The individual to whom the account has been issued is responsible for the proper use of the account . . . and shall keep his or her keywords and passwords confidential to protect himself/herself and said files. Users shall not give or sell passwords to others.

The 9th edition of the *MLA Handbook* states that student plagiarism does considerable harm because, “one instance of plagiarism can cast a shadow across an entire career because plagiarism reflects poorly on a person’s judgment, integrity, and honesty and calls into question everything about that person’s work. The consequences of plagiarism are not just personal, however. The damage done is also social. Ultimately, plagiarism is serious because it erodes public trust in information.” Plagiarism is cheating and is unfair to other students who make the effort to do their own work.

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. (Clarendon College Student Handbook 2025-2026 – Student Academic Integrity & Classroom Ethics section) --- The *CC Student Handbook* is available online on CC’s homepage. Click on “Inside CC” – under “Students” - click on “Forms & Resources” – then click on “2025-2026 Student Handbook” – Find the “Student Code of Conduct” section and then the “Student Academic Integrity” section --- More about plagiarism will follow.

Students are responsible for ensuring that their work is consistent with Clarendon College’s expectations concerning academic integrity. In this course you may be asked to submit some papers using an online tool, **Turnitin.com**, to confirm that you have submitted your own work or that you have used sources accurately in your papers. In order to submit your papers to **Turnitin.com**, you will receive a **class id** and **enrollment password** at the appropriate time from me. If an assignment is required to be submitted to Turn-it-in, you must still submit that assignment through the appropriate Google Classroom link in the class.

You will also receive step-by-step instructions about how to use **Turnitin.com** from me. The instructions and videos are also available at CC’s website at the **Students >> Forms & Resources** link. Additional information about the Turnitin.com plagiarism prevention tool is available at <http://turnitin.com>

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of the course will file a report with Brad Vanden Boogaard, Vice President of Academic Affairs, when a “cheating” event occurs, whether the class is a workforce or academic course. The report shall include the course, instructor, student’s name, and the type of cheating involved. The Vice President shall discipline students who are reported as offenders more than once. The Vice President will notify all involved parties within fourteen days of any action taken.

GRIEVANCE/APPEALS:

If you have a dispute concerning your grade or policies in this class, it is the student's responsibility to contact the instructor to discuss the matter. Should things remain unresolved, please follow the procedures described in the Clarendon College Student Handbook or College Policy Manual.

GRADING PROCEDURE:

The final grade in this course will be determined by the following:

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|------------------------------------|-----|
| ● Tests/Essays/Projects | 40% |
| ● Classwork/Homework/Participation | 15% |
| ● Quizzes and Check Tests | 20% |
| ● Final Exam | 25% |

The final semester grades will be figured as set in the current catalog:

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

GRADE APPEALS:

Students have **three (3)** business days from the day grades are posted at the end of the semester in which the course was taken to challenge the assigned grade.

COURSE EVALUATION:

Clarendon College has implemented a new policy wherein a student must complete the Class Evaluation by the end of the semester in the Student Portal in order to be able to view his or her final grade for this class. Please let me know if you have questions about this.

FINAL EXAMS:

The schedule of final exams is published at the beginning of the semester. You can find the schedule for final exams at: [https://www.clarendoncollege.edu/inside CC](https://www.clarendoncollege.edu/inside%20CC). Do not make plans to leave school before your scheduled final exam. Faculty members cannot on their own authorize a student to take a final exam early. In exceptional circumstances if a student needs to take a final exam early, he/she may request early final exams by filling out the form at: Final Exams: The schedule of final exams times is published at the beginning of the semester. You can find the schedule for final exams at:

<https://www.clarendoncollege.edu/Resources/Final%20Exam%20Schedules%2024-25.pdf>

Do not make plans to leave school before your scheduled final exam. Faculty members cannot on their own authorize a student to take a final exam early. In exceptional circumstances if a student needs to take a final exam early, he/she may request early final exams by filling out the form at:

<https://www.clarendoncollege.edu/Resources/Admin/Request%20for%20Early%20Final%20Exams.pdf>

TENTATIVE SCHEDULE FOR ENGLISH 1301, FALL 2025

Regular attendance is mandatory in all face-to-face and online courses. Regular attendance will be taken each class day in face-to-face classes.

Weeks 1 & 2:

- Complete Course Overview and the other items in the Class Orientation section. You have to complete the Course Orientation section in order to proceed in the rest of the class.

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- Take the syllabus quiz. A grade of at least an 80 is recommended in order to be successful in this class.

- In each assigned section, you will see assigned videos – be sure to watch each of these – also – for help in completing assignments and class content comprehension. •

- LEARN

- *In your digital text, read Ch. 1 – “The Composing Process”

- * View helpful videos

- PRACTICE

- *Discussion – “College Writing” –

- * APPLY

- *Complete Student Feedback

Week 3:

- LEARN

- *In your digital text, read Ch. 2 – “Critical Concepts” --- Ch. 3 – “Defining the Composing Process

- *View helpful videos

- PRACTICE

- *Discussion – “The Importance of Audience” –

- APPLY

- *Complete Student Feedback –

Week 4:

- LEARN

- o In your digital text, read Ch. 9 - “The Literacy Narrative Assignment”

- o View helpful videos

- PRACTICE

- APPLY

- You will be completing your 1st major writing assignment this week. This 2 – 2 1/2 pp. essay, typed in correct MLA format.. This essay will be a literacy narrative. More information on this assignment will be found in the class assignment. –

- Complete the Student Feedback –

Week 5:**• LEARN**

o In your digital text, read Ch. 4 - "Rhetorical Invention & Planning"

o View helpful videos

• PRACTICE

o Discussion – "The Importance of Tone" –

• APPLY

Complete Student Feedback –

Weeks 6 & 7:**• LEARN**

*In your digital text, read Ch. 5 - "Planning / Composing Strategies"

*View helpful videos

• PRACTICE

Discussion – "Strong Paragraphs" –

Discussion – "Introduction & Conclusion" –

• APPLY

Complete Student Feedback –

Week 8:**• LEARN**

o In your digital text, read Ch. 10 - "Analysis & Evaluation Assignment" o View helpful videos

• PRACTICE**• APPLY**

*You will be completing your 2nd major writing assignment this week. This will be a correctly formatted, 2-2 ½ pp. analytical/evaluative essay over an assigned topic.. You will have more information on this paper in the class assignment. –

*Complete Student Feedback –

Weeks 9 & 10 –**• LEARN**

o *In your digital text, read Ch. 6 - "Revising & Recomposing"

o View helpful videos

• PRACTICE

*Discussion – "Use of Reverse Outlines" –

*Discussion – "Peer Review" –

• APPLY

*Complete Student Feedback

Weeks 11 & 12 –***LEARN**

*In your digital text, read Ch. 11 - "The Argument Assignment"

*View helpful videos

***PRACTICE**

***APPLY**

You will be completing your 3rd major writing assignment. This will be a correctly formatted MLA paper that analyzes your own views on an assigned topic, then crafting an argument that might sway an audience on that issue. You will find more detailed information about this assignment in the class assignment.

Week 13 –

• LEARN

*In your digital text, read Ch. 7 - “Publishing / Circulation; Media Matters”

• PRACTICE

*Discussion – “Writing for the Web” –

• APPLY

*Complete Student Feedback.

Week 14 –

Use this time to go back through the chapters and review the “Important Concepts” area at the end of each chapter article. You have been reminded about this in each section of the class. Also, keep in mind that this prep time includes the Thanksgiving Holidays.

Week 15 –

Your Final Exam for this class will be a comprehensive test over the chapters covered this semester.