

Instructor Information	
Instructor	Caitlin James
Email	jamescr1@lamarpa.edu
Phone	(409) 984-6415
Office	Student Center - Room: 416
Office Hours	M-11:00am-12:00pm T- 2:00pm-4:00pm W-11:00am-12:00pm TH- 8:00am-9:00am F-11:00am-4:00pm Available by appointment as well.
Additional Contact Information	
Course Information	
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.
Required Textbooks	<i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i> No textbook required. By using Open Education Resources (OER), all reading and class materials will be provided by the instructor via Blackboard, handouts, links, pdfs, PowerPoints, etc.
Additional Materials/Resources	For Online Students, it is imperative to have a computer and access to the Internet as well as your Google Cloud/One Drive.
Corequisites/Prerequisites	Basic skills competency (TSI complete) in reading, writing, and college-level grammar.
Learning Outcomes	Upon successful completion of this course, students will: 1. Demonstrate knowledge of individual and collaborative writing processes. 2. Develop ideas with appropriate support and attribution. 3. Write in a style appropriate to audience and purpose. 4. Read, reflect, and respond critically to a variety of texts. 5. Use Edited American English in academic essays.
Core Objectives	* Communication skills: Students will demonstrate effective written, oral and visual communication. * Critical Thinking Skills: Students will engage in creative and/or innovative thinking, and/or inquiry, analysis, evaluation, synthesis of information, organizing concepts and constructing solutions. * Teamwork: Students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view. * Personal Responsibility: Students will demonstrate the ability to connect choices, actions and consequences to ethical decision-making.
Lecture Topics Outline	• Resources for grammar, punctuation, and mechanics • Organization: Introduction, Body, Conclusion • Thesis statement and development of content • Reading and understanding Narratives • Literary Devices • Narrative Writing • Descriptive Language within Literature • Descriptive and Creative Writing • Editing Essays and Peer Reviews • Standard vs Non-Standard English • Grammar * Punctuation • Fiction (short stories): Literary Devices such as: Plot, Theme, Symbolism, Relevancy, etc. • Library Research, Data bases, MLA Citation, Annotating Journal Articles • Etymology and the History of Language • Intro to Satire • Argument Essay Writing
Major Assignments Schedule	Week 1: Intro to course, cover syllabus. PSLO Pre-test. Log on to LamarPA and email. A.I Discussion, Six Traits Good Writing, Grammar/Punctuation, TED talk diagnostic writing. Week 2: Grammar/Punctuation, Fiction, Writing Week 3: Essay#1 Due: Narrative, Grammar/Punctuation Week 4: Fiction, Writing and workshopping Week 5: Essay#2 Due: Descriptive

Week 6: Fiction, Writing and workshopping
 Week 7: Essay#3 Due: Division/Classification
 Week 8: Intro to Library Research and Annotated Bibliography
 Week 9: Research & Anno Bibs, Intro to Etymology/Definition
 Week10: Anno-Bibs due, Etymology, Intro to Group Projects
 Week11: Group Projects, Group Presentations due
 Week12: Essay #4 Due: Etymology/Definition
 Week13: Argumentation/Persuasion Workshop, Writing
 Week 14: Argumentation/Persuasion, Intro to Satire
 Week 15: Essay #5 Due, Review for Final
 Week 16: Final Exam

*The Instructor reserves the right to make changes to the schedule or any assignments as they see fit.

Final Exam Date

May 12, 2025 - 8:0 AM Through May 12, 2025 - 5:0 PM

Grading Scale

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

Determination of Final Grade

Pre-Writing/Practice Work- 5%
 Narrative- 10%
 Descriptive- 10%
 Division/Classification- 15%
 Definition Essay- 15%
 Response Papers 5%
 Annotated Bibliography- 15%
 Argument essay- 15%
 Quiz Avg- 10%

 100%

Course Policies

Instructor Policies

1. The Instructor reserves 2 weeks to grade all submitted essays.
2. The Instructor reserves the right to not allow you to enter the classroom late, as this disrupts everyone who has shown up on time.
3. Students are expected to have mature decorum and participate during lectures and activities, you will not be given credit for simply warming a seat.
4. Student incivility, rudeness, or attacks of a personal nature or statements will not be tolerated, whether directed at the instructor or another student. Any student engaging in disruptive or disrespectful activities on campus or online classes will be required to cease such behavior or leave the classroom. If the behavior continues after the first warning, the student will no longer continue as a student of the course. As a consequence, the student will be removed from the course. The instructor will notify the vice president of academic affairs and the academic studies department chair.
5. In order to discuss your grade, you must first email me at jamescr1@lamarpa.edu and then a time can be set to have a phone or office meeting.
6. Switching from a face-to-face section to an online section is prohibited after the census date.
7. English 1301 is a composition class, so we will be doing a GREAT DEAL of writing, almost all written in class. Therefore: NO LATE WORK. NO MAKE-UP WORK.
8. If the student attends an online section of this course, it is highly recommended and encouraged to check both your announcements page and your email daily, as this is how the Instructor will communicate with the class.

Attendance Policy

Research has shown a cause and effect relationship between attendance and college success. In-class students with several absences will suffer a grade reduction. Missing more than what is allowed during the semester will result in a failure to meet class objectives. Excessive tardiness will, likewise, have an effect on the grade.

Online students who do not log in regularly will suffer grade reductions.

Additional Information

ALL WRITING SUBMITTED MUST BE WRITTEN BY THE STUDENT (him or herself) ENROLLED IN THE CLASS WITH NO OUTSIDE ASSISTANCE.

Plagiarism: A grade of 0 for first time (whatever the assignment is). An F for the entire course if it happens again. Ignorance is NOT a defense.

Students MUST know exactly what plagiarism is and the consequences if it is committed. Plagiarism is a serious offense at the college level and will be dealt with as such. Students will read, sign, and submit plagiarism contract that clearly defines plagiarism. In addition, if artificial intelligence is suspected, the Instructor will have the student rewrite the assignment by hand in their presence.

Rules for Ethical Use of AI in College English Class and Avoiding Plagiarism

1. **Originality and Attribution:** All work submitted must be original and created by the student. When using AI or any other technology, proper attribution must be given to the sources, tools, or models utilized in the creation of the work.
2. **No Automated Content Creation:** Students are not allowed to use AI or any automated content generation tools to produce entire essays, papers, or assignments. The use of AI to write complete pieces is considered plagiarism and academic dishonesty.
3. **Prohibited AI Applications:** Students may not use AI tools or language models to paraphrase or rewrite existing works, including published articles, essays, or academic papers, without proper citation and permission.
4. **AI as a Supportive Tool:** While students are encouraged to leverage AI for research, language checking, grammar correction, and idea generation, AI should only be used as an aid, not as a substitute for the student's own critical thinking and creativity.
5. **Understanding the AI Output:** If students use AI-generated content as part of their research or writing process, they must thoroughly understand the material and be able to explain it in their own words.
6. **Cite AI Tools and Models:** When referencing or discussing AI models or tools in your assignments, provide proper citations and acknowledge the specific resources used.
7. **Avoid Plagiarism of AI-Generated Content:** If AI-generated content is used in an assignment, ensure that it is properly paraphrased, cited, and integrated into the overall context of the work.
8. **Individual Work Requirement:** Collaboration and discussion are encouraged, but each student must submit their own original work. Sharing or copying AI-generated content between students is considered plagiarism.
9. **Consult with the Instructor:** If you are unsure about the ethical use of AI in a particular assignment, consult with the instructor beforehand to get clarification and guidance.
10. **Educational Purpose Only:** The use of AI tools should be solely for the purpose of improving writing skills, learning, and enhancing the educational experience. Exploiting AI for unfair advantages is strictly prohibited.
11. **Regular Plagiarism Rules Apply:** The college's standard plagiarism policies and penalties apply to any instances of AI-related plagiarism. Consequences may include failing the assignment, course, or facing disciplinary action.
12. **Continuous Learning:** Students are encouraged to stay informed about ethical considerations related to AI usage, plagiarism guidelines, and the college's policies on technology and academic integrity.

Remember, the primary goal of using AI in the English class is to enhance learning, creativity, and critical thinking. Ethical use of AI tools will not only protect students from academic misconduct but also contribute to their academic growth and development as responsible scholars.

Institutional Policies

MyLSCPA

Be sure to check your campus email and Course Homepage using MyLSCPA campus web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through [MyLSCPA](#).

Academic Honesty

Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.

ADA Considerations

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the [Disability Services Coordinator](#), Room 117, in the Student Success Center. The phone number is (409) 984-6241.

COVID 19 Information

The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.

Facility Policies

No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.

HB 2504

This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.

Mandatory Reporting of Child Abuse and Neglect

As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see [LSCPA's Policy and Procedure Manual](#).

Title IX and Sexual Misconduct

LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit [LSCPA's Title IX website](#).

Clery Act Crime Reporting

For more information about the Clery Act and crime reporting, see the [Annual Security & Fire Safety Report](#) and the [Campus Security website](#).

Grievance / Complaint / Concern

If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.

Department Information

General Education and Developmental Studies

Chair: [Dr. Steven Zani](#)
Email: zanisj@lamarpa.edu
Phone: (409) 984-6431