

Instructor Information

Instructor	Chelsey Galloway
Email	daigleca1@lamarpa.edu
Phone	(409) 984-6321
Office	Student Center - Room: 409
Office Hours	Office Hours: M-F 8-9am MWF 12:30-2pm T/TR afternoons by appointment
Additional Contact Information	Email is the BEST method to reach me.

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> None; all materials will be provided through Blackboard.
Additional Materials/Resources	Students should have steady access to a computer (not a phone or tablet) with internet to complete assignments, both inside and outside of the classroom.
Corequisites/Prerequisites	• ENGL-0302 College Reading Skills • ENGL-0317 Developmental Writing II • ENGL-0327 Integrated Reading and Writing
Learning Outcomes	Upon successful completion of this course, students will: - Demonstrate knowledge of individual and collaborative writing processes. - Develop ideas with appropriate support and attribution. - Write in a style appropriate to audience and purpose. - Read, reflect, and respond critically to a variety of texts. - Use Edited American English in academic essays.
Core Objectives	* Communication skills: Students will demonstrate effective written, oral and/or 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	In this course, we will cover the basics of English Grammar and Composition, starting with MLA Format and the 5-Paragraph Method of Structure for Academic Essays. Students will be asked to read a variety of materials regarding English Composition, and students will complete The Writing Process for 4 Academic Essays: Narrative, Compare/Contrast, Argumentation/Research, and Reflective. All course materials and assignments must be completed on a computer (not a cellphone or tablet) through Blackboard.
Major Assignments Schedule	<u>Week 1 (08/26 - 09/01):</u> Welcome Unit; Meet Your Professor; Syllabus; About this Course; Schedule; Introduction Discussion Board; Email Etiquette Assignment; Plagiarism Contract; How to Use Blackboard; Introduction to the Course Quiz; MLA Format/5-Paragraph Structure Unit Lecture.

	Week 2 (09/02 - 09/08): MLA Format (continued) and Narrative Essay Unit; Three Interesting Things Writing Assignment due; Narrative Essay Topic due. Week 3 (09/09 - 09/15): Narrative Essay Unit; Outline due; Revise and Resubmit Outline (as needed); Rough Draft due. Week 4 (09/16 - 09/22): Narrative Essay Final Draft Due; Begin Essay #2 Lecture. Week 5 (09/23 - 09/29): Compare/Contrast Essay Unit; Topic due; Secondary Source Lecture; Source(s) due. Week 6 (09/30 - 10/06): Compare/Contrast Essay Unit; Outline with Works Cited page due; Revise and Resubmit Outline (as needed); Rough Draft due. Week 7 (10/07 - 10/13): Compare/Contrast Essay Final Draft Due; Begin Essay #3 Lecture. Week 8 (10/14 - 10/20): Argumentation/Research Essay Unit; Formal Topic Proposal due; Revise and Resubmit, as needed. Week 9 (10/21 - 10/27): Argumentation/Research Essay Unit; Research/Bibliography; Preliminary Bibliography due; Revise and Resubmit, as needed; Annotated Bibliography due. Week 10 (10/28 - 11/03): Argumentation/Research Essay Unit; Thesis Workshop due; Revise and Resubmit, as needed; Outline with Works Cited page due; Revise and Resubmit, as needed. Week 11 (11/04 - 11/10): Argumentation/Research Essay Unit; Outline due; Revise and Resubmit as needed; Begin Rough Draft. Week 12 (11/11 - 11/17): Argumentation/Research Essay Unit; Rough Draft Peer Review; Rough Draft Due. Week 13 (11/18 - 11/24): Argumentation/Research Essay Final Draft due; Introduction to Essay #4. Week 14 (11/25 - 12/01): *Thanksgiving Break* Week 15 (12/02 - 12/08): Final Exam Essay Unit; select topic, outline, and draft essay. Week 16 (12/09 - 12/12): Final Exam (Reflective) Essay Due!
Final Exam Date	December 9, 2024 - 12:00 AM Through December 9, 2024 - 11:59 PM
Grading Scale	90 - 100=A 80 - 89=B 70 - 79=C 60 - 69=D Below 59 = F
Determination of Final Grade	Final grades will be calculated according to the following criteria: + Attendance/Participation--15% + Assignments--25% + Essays--50% + Final Exam--10% = Final Grade-- 100% GRADING SCALE 90 – 100 A 80 – 89 B 70 – 79 C 60 – 69 D 0 – 59 F Your Final Grade for the class will be submitted as a letter grade (A, B, C...) to LSCPA at the end of the semester; Please note that you must earn a C or higher in this class in order to move on to the next level of English classes.

Course Policies

Instructor Policies	• All assignments for this class will be available through Blackboard, and all grades will be displayed in the Bb Gradebook. • Assignments will vary in form: reading exercises, writing exercises, quizzes, and academic essays. • You will be asked to demonstrate your reading and writing skills in various ways in this class, but I will do my best to provide specific instructions and examples for assignments, as needed. • Revise/Resubmit policy: for most assignments, you will be allowed to Revise (aka edit/fix) the first attempt and Resubmit it as a second attempt in order to earn a higher grade, and some assignments will <i>require</i> that you Revise and Resubmit the assignment before you can move on to the next assignment. • Grades for submitted assignments will be submitted in a timely manner; please understand that English is not a "simple" subject to grade, and it may take more time for grades to be returned to you due to the nature of our content. • Due Dates will be set in Blackboard as needed on assignments, and an automatic 0 grade will be issued for any work that is submitted after the due date. All of the writing in this class must be written by the student enrolled in the class without any outside help, and most writing will be done during our class meetings. Plagiarism policy will be discussed in detail in class; a first offense will result in a 0 grade for the assignment, and a second offence will result in failure of the course. Ignorance is not a defense. The Plagiarism Contract will be read aloud in class and signed by each student who verifies he/she knows exactly what plagiarism is and the consequences if it is committed. Plagiarism is a
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serious offense and will be dealt with as such.
 I will not accept late work or make-up work, including all quizzes and exams. If a student is not present on the day of an assignment and did not give prior notice to the instructor, that student will not receive credit for the assignment.
 Cellphone use or abuse of computers during class time will not be tolerated, and anyone in violation of this rule will lose out on their participation grade for the day; Additionally, I will notify the school of anyone using or misusing their phones/computers in my class, which may result in additional penalty such as exclusions from extracurricular activities.
 Artificial Intelligence is a growing concern in academia, and we will discuss this matter together as a class; using AI to generate your work will not be tolerated, and we have programs to determine writing that is human generated vs. AI generated.
 Students should download the Blackboard and Outlook apps to their phone and stay logged into their LSCPA accounts in order to receive proper notifications of assignments and announcements.

Attendance Policy

Research has shown a cause and effect relationship between attendance and college success. Students with more than three absences from the course will receive an academic penalty (which is spelled out by the instructor). I ask that students give me notice of any absences PRIOR to missing class; you can notify me via email, and I will inform you on how to proceed with your work from that day.
 Furthermore, if I have to miss a class, I will notify you through Blackboard Announcements and LSCPA Email; Rather than cancel class, I will try to schedule Student Services to meet with students in the event of my absence.

Additional Information

I will be available for virtual assistance and discussions by appointment, and you may schedule an appointment with me via Email. I will be posting your grades on Blackboard for you to access at any point throughout the semester, but if you have any questions about your grade please email me for an appointment during my office hours.
 I hope that my students know that I am on their team always and that I will work hard to ensure their success in my classes. **Communication is key**, and what better way to work on communication skills than by taking an English class? I hope that the skills you learn in my class will help you in your future classes and career paths.

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 [the Office for Disability Services Coordinator](#), Room 231, in the Madison Monroe Building. 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