

Instructor Information	
Instructor	Caitlin James
Email	jamescr1@lamarpa.edu
Phone	(409) 984-6415
Office	Student Center - Room: 416
Office Hours	M- 9:00am-10:00am, 11:00am-2:00pm T- 8:30am-9:30am W- 9:00am-10:00am, 11:00am-2:00pm TH- 8:30am-9:30am F- 9:00am-10:00am, 11:00am-12:00pm 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, videos, etc.
Additional Materials/Resources	It is imperative to have a computer and access to the Internet as well as your Google Cloud/One Drive. This is especially important for students enrolled in an online section of this course.
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 workshoping

Week 5: Essay#2 Due: Descriptive
 Week 6: Fiction, Writing and workshoping
 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

December 8, 2025 - 10:0 AM Through December 8, 2025 - 11:0 AM

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%

*The Instructor reserves the right to make changes to the grading scale if events occur that require removing or altering assignments. The instructor will immediately update the class if and when any changes are made.

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

The following discusses: **Plagiarism and Rules of A.I.**

*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 on an assignment that does not allow AI, the Instructor will have the student rewrite the assignment by hand in their presence.

Artificial Intelligence Policies

1. Consult Course Instructor: If students have questions or concerns about the use of AI-generated content in their assignments, consult the course instructor for guidance and clarification. NOT all instructors allow/accept AI use in class. The instructor can provide specific instructions and guidelines regarding the acceptable use of AI as a source within the context of the course.

2. Use of AI as a Source: Students are allowed to use AI-generated responses as a source for their assignments or discussions. However, it is important to acknowledge the AI source when citing it in your work. This includes providing the necessary information such as the name of the AI (ChatGPT) and stating that the information was obtained from an AI language model. In addition to citing the AI source, it is essential to include the parameters or instructions provided to the AI device to provide context for the generated response.

3. Academic Integrity: While AI technology can provide valuable insights and assistance, it is essential to maintain academic integrity when using AI-generated content. Plagiarism, including directly copying AI-generated responses without proper citation, is strictly prohibited. Students should use AI-generated content as a supplement to their own analysis, critical thinking, and research.

4. Critical Evaluation: When using AI-generated responses, students should critically evaluate the information provided and consider it as one potential perspective among others. AI models like ChatGPT are trained on a vast amount of data, but they may not always produce accurate or up-to-date information. Students are encouraged to cross-reference information obtained from AI sources with reliable and credible academic resources.

5. Authentic Student Work: Assignments, papers, and assessments should primarily reflect the original thoughts, analysis, and research of the individual student. While AI can provide guidance and ideas, students should ensure that the final work demonstrates their own understanding and effort. Overreliance on AI-generated content may compromise the authenticity and educational value of the assignment.

6. Responsible Use of AI: Students should use AI technology responsibly and ethically. This includes refraining from using AI to engage in harmful or unethical activities, such as generating false information, spreading misinformation, or engaging in malicious behaviors. The use of AI should align with the principles of academic integrity, honesty, and respect for others.

APA style citation

In-text citation example:

(OpenAI, 2023) Reference citation example: OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

Source: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

MLA style citation (used in THIS class, NOT in all classes)

In-text citation example:

("Describe the symbolism") Reference citation example:

"Describe the symbolism of the green light in the book The Great Gatsby by F. Scott Fitzgerald" prompt. ChatGPT, 13 Feb. version, OpenAI, 8 Mar. 2023, chat.openai.com/chat.

Source: <https://style.mla.org/citing-generative-ai/>

These examples are a general framework for citing an AI source like ChatGPT in APA and MLA format. PLEASE follow the specific guidelines provided by your instructor for accurate and consistent citation practices. Not all instructors will allow/accept work produced by artificial intelligence.

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