

| Instructor Information         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Instructor                     | Chelsey Galloway                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Email                          | daigleca1@lamarpa.edu                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Phone                          | (409) 984-6321                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Office                         | Student Center - Room: 409                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Office Hours                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Additional Contact Information | Email is the BEST method to reach me, and I accept emails any time, nights and weekends included.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 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><br><br><b>There is NO textbook for this course; all materials will be provided through Blackboard.</b>                                                                                                                                                                                                                                                                                                 |
| Additional Materials/Resources | <ul style="list-style-type: none"><li>• Consistent access to a <i>computer</i> (<u>not just a cellphone</u>) with the <i>internet</i>.</li><li>• Sufficient familiarity with <i>Blackboard</i>-- everything we do will be through this platform!</li><li>• General understanding of <i>Microsoft Office</i> (through your MyLSCPA), especially <i>Word</i> and <i>Outlook</i>.</li></ul>                                                                                                                                                                                                                                                                                                       |
| Corequisites/Prerequisites     | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Learning Outcomes              | Upon successful completion of this course, students will: <ul style="list-style-type: none"><li>• Demonstrate knowledge of individual and collaborative writing processes.</li><li>• Develop ideas with appropriate support and attribution.</li><li>• Write in a style appropriate to audience and purpose.</li><li>• Read, reflect, and respond critically to a variety of texts.</li><li>• Use Edited American English in academic essays.</li></ul>                                                                                                                                                                                                                                        |
| Core Objectives                | <ul style="list-style-type: none"><li>* Communication skills: Students will demonstrate effective written, oral and/or visual communication.</li><li>* 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.</li><li>* Teamwork: Students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view.</li><li>* Personal Responsibility: Students will demonstrate the ability to connect choices, actions and consequences to ethical decision-making.</li></ul> |
| 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     | <ol style="list-style-type: none"><li>1. Welcome Unit</li><li>2. MLA Format/Narrative Essay Unit</li><li>3. Narrative Essay Unit</li><li>4. Narrative Essay Due</li><li>5. Compare/Contrast Essay Unit</li><li>6. Same</li><li>7. Same</li><li>8. Compare/Contrast Essay Due</li><li>9. Argumentative/Persuasive Research-Based Essay Unit</li><li>10. Same</li><li>11. Same</li><li>12. Same</li><li>13. Same</li><li>14. Argumentative Research-Based Essay Due</li></ol>                                                                                                                                                                                                                    |

- 15. Final Exam Essay Unit
- 16. Final Exam Essay Due

\*\*\*NOTE: a detailed and comprehensive list of weekly assignments is available in the "Welcome" unit on our course's Blackboard page. All assignments and due dates are subject to change, with notice.

#### Final Exam Date

May 14, 2025 - 12:00 AM Through May 14, 2025 - 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%

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 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 offense 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 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

Attendance counts for 15% of your overall grade in this class, and it will be determined by both your physical presence for class meetings as well as your active participation in discussions and assignments.

#### Additional Information

- **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 *require* 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.

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

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MyLSCPA</b>                                        | 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 <a href="#">MyLSCPA</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Academic Honesty</b>                               | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>ADA Considerations</b>                             | 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 <a href="#">Disability Services Coordinator</a> , Room 117, in the Student Success Center. The phone number is (409) 984-6241.                                                                                                                                                                                                                                       |
| <b>COVID 19 Information</b>                           | 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.                                                                                                                                                                                                                                                           |
| <b>Facility Policies</b>                              | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>HB 2504</b>                                        | This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Mandatory Reporting of Child Abuse and Neglect</b> | 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 <a href="#">LSCPA's Policy and Procedure Manual</a> .                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Title IX and Sexual Misconduct</b>                 | 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 <a href="#">LSCPA's Title IX website</a> . |
| <b>Clery Act Crime Reporting</b>                      | For more information about the Clery Act and crime reporting, see the <a href="#">Annual Security &amp; Fire Safety Report</a> and the <a href="#">Campus Security website</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Grievance / Complaint / Concern</b>                | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Department Information</b>                         | <p>General Education and Developmental Studies</p> <p>Chair: <a href="#">Dr. Steven Zani</a></p> <p>Email: <a href="mailto:zanisj@lamarpa.edu">zanisj@lamarpa.edu</a></p> <p>Phone: (409) 984-6431</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |