

Instructor Information	
Instructor	Chelsey Galloway
Email	daigleca1@lamarpa.edu
Phone	(409) 984-6321
Office	Student Center - Room: 409
Office Hours	Monday/Wednesday: 9:30 am - 11:00 am & 12:00 pm - 2:30 pm Tuesday/Thursday: By Appointment Only Friday: 10:00 am - 12:00 pm; Afternoon By Appointment
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> There is No textbook for this course; all materials will be provided through Blackboard.
Additional Materials/Resources	- Consistent access to a <i>computer (not just a cellphone)</i> with the <i>internet</i>. - Sufficient familiarity with <i>Blackboard</i>-- everything we do will be through this platform! - General understanding of <i>Microsoft Office</i> (through your MyLSCPA), especially <i>Word</i> and <i>Outlook</i>.
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	- MLA Format/ 5- Paragraph Method - Narrative Essay - Compare/Contrast Essay - Argumentation/Research Essay - Reflection Essay
Major Assignments Schedule	

[Week 1 :](#) **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 :](#) **MLA Format (continued) and Narrative Essay Unit;** Three Interesting Things Writing Assignment due; Narrative Essay Topic due.

[Week 3 :](#) **Narrative Essay Unit;** Outline due; Revise and Resubmit Outline (as needed); Rough Draft due.

[Week 4 :](#) **Narrative Essay Final Draft Due;** Begin Essay #2 Lecture.

[Week 5 :](#) **Compare/Contrast Essay Unit;** Topic due; Secondary Source Lecture; Source(s) due.

[Week 6 :](#) **Compare/Contrast Essay Unit;** Outline with Works Cited page due; Revise and Resubmit Outline (as needed); Rough Draft due.

[Week 7. \):](#) **Compare/Contrast Essay Final Draft Due;** Begin Essay #3 Lecture.

Week 8 : Argumentation/Research

Essay Unit; Formal Topic Proposal due; Revise and Resubmit, as needed.

Week 9 : Argumentation/Research

Essay Unit; Research/Bibliography; Preliminary Bibliography due; Revise and Resubmit, as needed; Annotated Bibliography due.

Week 10 :

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 :

Argumentation/Research Essay Unit; Outline due; Revise and Resubmit as needed; Begin Rough Draft.

Week 12 :

Argumentation/Research Essay Unit; Rough Draft Peer Review; Rough Draft Due.

Week 13 :

Argumentation/Research Essay Final Draft due; Introduction to Essay #4.

Week 14 :

Week 15 : Final Exam Essay Unit;

select topic, outline, and draft essay.

Week 16 : Final Exam (Reflective)

Essay Due!

Final Exam Date	December 10, 2025 - 12:00 AM Through December 10, 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	+ Attendance/Participation-- 10% + Assignments-- 30% + Essays-- 50% + Final Exam--10% = Final Grade-- 100%

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 *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.

The use of AI is up to each instructor, and each instructor will have different guidelines for the use of AI in their classes. We will be using some AI just as most students are already using it in classes, but you will be instructed on when and how AI is acceptable in this class.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

Attendance Policy	Since this is an online class, your attendance grade will be determined by your access to the course Blackboard and active participation in assignments.
Additional Information	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 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