

Instructor Information	
Instructor	Dr. Michelle Judice
Email	judicemw@lamarpa.edu
Phone	(409) 984-6352
Office	Student Success Center - Room: 129
Office Hours	Mondays-Wednesdays-Fridays: please feel free to schedule a time to meet at your convenience; I am on campus all day and am happy to meet with you before or after class. Please speak with me in advance to confirm that I will be in the office and available.
Additional Contact Information	The BEST way to contact me is email: judicemw@lamarpa.edu
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; however, students MUST have access to the internet outside of class in order to read assignments.
Additional Materials/Resources	folder/binder (to KEEP all handouts and returned assignments) Resource REQUIRED: Access to a computer that has Word on it; all assignments must be written and then saved in Word documents. Assignments must be submitted in Blackboard - NOT emailed - (internet connection required)
Corequisites/Prerequisites	TSIA2 complete in English Language Arts and Reading (ELAR) ">TSIA2 complete in English Language Arts and Reading (ELAR)
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	Standard English grammar and punctuation review Modern Language Association (MLA) format (parenthetical citations and Works Cited) LSCPA email and Blackboard use Practice writing: discussions, responses, and practice essays Narrative: what it is and how to write one Description: what it is and how to write one Process Analysis: what it is and how to write one Compare/Contrast: what it is and how to write one Argumentation/Persuasion: what it is and how to write one

Major Assignments Schedule

Essay 1: Narrative

Essay 2: Description

Essay 3: Process Analysis

Essay 4: Comparison/Contrast

Essay 5: Argumentation/Persuasion

In-between essays there will be several practice writing assignments, response papers, and quizzes

Discussions MUST ALL be finished by **November 30**

Final Exam Date

December 5, 2025 - 9:00 AM Through December 5, 2025 - 10:00 AM

Grading Scale

Determination of Final Grade

Essay 1: 10% Essay 2: 15% Essay 3: 20% Essay 4: 20% Essay 5: 20%

Miscellaneous: 15% (Discussions, Responses, Quizzes, Practice essays)

Course Policies

Instructor Policies

I will not discuss your grades over the phone or by email. If you want to discuss your grades, you must come talk to me in person, either after class or we can schedule a time to sit and talk in my office.

AI policy for this class:

Below ~~used to be~~ the artificial intelligence policy for this course; however, in an attempt to change with the times, please keep reading after the crossed-out paragraph!

~~You are not to use AI for assignments in this course. All work submitted to me must be your original work—not AI, AI-influenced, or AI-revised. You may also not use other AI tools during testing. Failure to follow these policy guidelines for this class will result in a 0 for the assignment or exam and the possibility of an assigned F for the course. If there are indications of academic dishonesty, students may be asked to take a written, or verbal assessment in my presence.~~

First: The MOST important policy is #1

(the use of AI is up to each instructor and every instructor's guidelines for using it are probably different; those guidelines should be carefully followed).

Second: We (Judice's English classes) will be using artificial intelligence just as most students are already using it in classes and employees are now using it in the workplace. Let's watch & discuss:
<https://www.youtube.com/watch?v=ypiclkaiViM>

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.

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.

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.

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.

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.

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.**

(Judice, fall 2025) Developed by the LSCO Office of Learning Technology and Distance Education Committee, August 2023

If an issue arises with your work, I reserve the right to go back and reassess/regrade previously submitted work to see if academic dishonesty has occurred with previous submissions. Assigning an F for the course for plagiarism or other forms of academic dishonesty is at my discretion if the offense is flagrant or repeated. Please note that the instructor decides if an offense is flagrant or repeated – not the student.

Due dates / late policy: Due Dates and Late Work Policy

All assignments, exams, and required submissions are due on the dates and times listed in the syllabus. Unless otherwise noted, the deadline for each assignment is 11:59 PM. Submissions received after 11:59 PM are considered late, will not be graded and you will receive a 0. (For example, 12:00 AM is late.)

It is your responsibility to ensure that assignments are submitted in the correct format and that files are complete and accessible. Submissions that are blank, corrupted, or in an unreadable format will not be graded. I will not send reminders or requests for resubmission—please double-check your work before submitting.

Carefully review the assignment instructions to make sure you are meeting all requirements and submitting correctly. Planning ahead will help you avoid last-minute issues and ensure your work is accepted.

Tips for Success:

Submit assignments early to allow time for troubleshooting.

Double-check that your file opens correctly after uploading.

Keep backup copies of your work on your computer or cloud storage.

Review assignment instructions before submitting to confirm all requirements are met.

Civility in the Online Classroom

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 in online classes will be required to cease such behavior. If the behavior continues after the first warning, the student will no longer continue as a student of the course.

Technology Responsibility

By enrolling in this online course, you are expected to be proficient with the required technology, software, and the Blackboard system. It is your responsibility to ensure that you have reliable internet access and the correct, up-to-date versions of any required software (such as Microsoft Word). Computer issues, incompatible file formats, outdated software, or poor internet connections are not acceptable excuses for late or missing work, nor are they the instructor's responsibility to resolve.

Support is available if you need help learning how to use Blackboard or other required tools. Our campus provides technical assistance, tutorials, and troubleshooting guides—please take advantage of these resources early if you feel unsure. Planning ahead and testing your technology before assignments are due will help you avoid unnecessary stress and keep you on track for success in this course.

Blackboard Help Guides:

Please contact the 24-hour online help desk at (936) 496-5379 or bbhelp@lamarpa.edu.

For mylamarpa access/login issues:

Mr. Kenneth Lisby: Help Desk Operator

Time Commitment for This Course

This course requires a significant investment of time and consistent effort. Deadlines are firm, so it's essential to make reading, assignments, videos, and exams a regular priority. I strongly encourage you to print the assignment schedule, keep it handy, and use it as a daily guide to stay on track. Online courses demand a high level of self-discipline and self-direction, and your success will depend largely on how organized and proactive you are. Planning and staying engaged will make a significant difference in your learning experience.

Extra Credit: There is no extra credit offered for the course.

Email:

You must put the class and section number in the subject line of the email.

Example: English 2322.71D or English 1302.04

I need to know what class you are in so that I can answer your question(s). You are welcome to email me, and I do try to respond promptly within 24 to 48 hours during the week. I am available during normal business hours – Monday-Friday 9-5.

Emails received in the evening will not get a response until the next day. I do not check email on the weekends or holidays.

Please use your lamarpa email to communicate with me as emails from Gmail, Yahoo, iCloud, etc. may end up in a clutter folder and I will not see it, and therefore, not respond. **Additionally, do not use Blackboard email. You will not get a response.**

Most questions can be answered by reading the class syllabus, assignment sheet, asking a classmate or other directions available to you in Blackboard. But should you still need help or have a question, please let me know.

Students should always be aware of the tone and structure of their correspondence.

All emails should include:

- A greeting
- A clear statement of the question or inquiry
- Your name
- Include proper spelling and grammar. 'Texting' abbreviations, lack of punctuation, and 'i' are not acceptable.

Attendance Policy Attendance and Participation in an Online Course

Regular logins are required to confirm your participation in this class. Simply logging in once at the beginning of the semester—or only around exam times—does not meet the expectations for attendance.

Colleges and universities are required to report student attendance to offices such as Financial Aid, Veterans Affairs, and other administrative units. If you are not logging in consistently and completing assignments, I am required to document you as not attending.

To avoid any issues with your enrollment or benefits, you should log in daily (or at minimum several times a week) to check announcements, participate in course activities, and stay current with readings and assignments. Consistent engagement is not only essential for your success in this course but also for maintaining your official enrollment status.

Rudeness, to me or to another student, will not be tolerated. WE are each coming with baggage and we do not know what others are dealing with in life. I know it sounds cliché but be kind. I believe in and will work hard to include diversity, equity, and inclusion in our class (look up these words if need be!). Our society, your future workplace, is made up of people from all backgrounds, much like college classes. Professional success depends on us being able to work side-by-side with colleagues who are quite different, in various ways, from ourselves.

Some in this class were in Honors English while others were not. Some graduated high school two months ago and others twenty years ago. For some in this class, English comes easily but others struggle with it; some love writing and some hate it.

My policy is to help everyone in this class, no matter what their writing ability level is. Please be considerate and patient if we are reviewing a concept you have already mastered because the person behind/beside/in front of you might be struggling with it.

We will have fun in this class. I enjoy (absolutely adore) my students. At the end of every semester, students write, on the evaluations of the class, how much they enjoyed it (much to their surprise!) While I am quite blunt and tough (the students write) I am extremely fair and helpful.

Attendance Policy

Research has shown a cause and effect relationship between attendance and college success. Students with more than two-three absences from the course will receive an academic penalty. PLEASE be sure to talk to me, or email me, and let me know what is happening; I want to help you through the course and totally understand that unplanned events happen.

I WILL be in class so you are expected to be in class also. I will be on time to class, so you are also expected to be in class when it starts. In other words, walking in late once, is all right; walking in late every time is not

acceptable.

If you miss class, PLEASE ask a classmate what you missed and what is due. In fact, ask a couple classmates (yes, this means meeting people!) Email me to ask only AFTER you have checked with a classmate.

If you quit attending, I WILL NOT drop you, which means an F (no matter the grade average when attendance ceased). PLEASE come see me with a drop slip for a Q instead of the F that I will be forced to submit if you do not drop yourself. If you do not know an Advisor's name, ask me; I will give you a contact name and number.

Additional Information

You will write. A LOT. This English Composition class is a basic writing class. Composition means composing/writing, which means students do a lot of practicing this skill, just as a person would practice driving, cooking, singing, knitting, running, fishing, or working on a vehicle. The more we do, the better we become.
Long story short: almost each time we meet we look at good writing and then we will practice writing to become better ourselves. PLEASE turn in assignments on time. If it is one day late ten points will be deducted, two days late, twenty points, and it will not be accepted after that.

I trust you. I trust you until you show me that I can't trust you. PLEASE write your own assignments. You will not become better at writing if a friend, sibling, significant other, or Uncle Google, humans or artificial intelligence, writes it for you. If you submit work from any of these sources, I may or may not find out (but if you don't write it yourself, you do not learn anything and you do not improve so what is the point of being in the class?)

Plagiarism is unacceptable. There will be consequences for submitting, intentionally OR unintentionally, anything you did not write yourself. The first time, a plagiarized submission will be given a 0, with NO makeup. The second time, the student will be given an F. Again, PLEASE review the AI section posted above.

You can succeed. I assume you are enrolled in this class with the goal of passing it. My goal is to help you become better writers AND pass this class. However, you MUST want success and try as hard as I am going to try. This means not just being in class physically but also being present mentally and paying attention; it is extremely rude to be on the phone in any way while in a class. I will be so happy to see you in class and I will focus on the purpose of this class: preparing you to write in future classes and/or preparing you to write in the workplace. You CAN do this!

Please ask questions. If we are going over something and you do not understand (chances are very good you are not the only one!), please ask any questions. Sometimes I just assume you know it or think we have already covered it, so don't hesitate to ask. Helping students is what instructors are in the classroom for!

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