Hazard Community and Technical College
Course Syllabus

English 101-45Z1: Writing I (PS# 1007) Summer 2019, Session I, online

Instructor Contact Information
Instructor Name/Title: Savannah Sipple
Office Location: online Email Address: ssipple0001@kctcs.edu

Course Information
Course Description
Focuses on academic writing. Provides instruction in drafting and revising essays that express ideas in Standard English, including reading critically, thinking logically, responding to texts, addressing specific audiences, researching and documenting sources. Includes review of grammar, mechanics, and usage.

Prerequisites
Appropriate writing placement score or completion of ENC 91/IRW95.

Start Date: June 3, 2019
Midterm/Last Date to Withdraw Without Instructor Permission: June 17, 2019
Last Date to Withdraw with Instructor Approval: June 28, 2019

Textbook Information and Supplies
Little Seagull Handbook by Bullock and Weinberg. Third Edition

Course Competencies/Student Learning Outcomes

1. Develop an appropriate and articulate thesis in an essay using adequate support, sound reasoning, and valid evidence.
2. Plan, draft, revise, edit and proofread to produce well-written essays.
3. Write in Standard English that is appropriate to purpose and audience.
4. Respond in writing to college-level reading material to demonstrate comprehension of author’s purpose, main idea, and organization.
5. Use library search tools to find print/non-print materials.
6. Document sources appropriately in selected writing assignments.

General Education Course Competencies/Student Learning Outcomes

Written (WC) and Oral (OC) Communication

1. Write clear and effective prose in several forms, using conventions appropriate to audience (including academic audiences), purpose, and genre.
2. Listen and speak competently in a variety of communication contexts, which may include public, interpersonal, and/or small-group settings.
3. Find, analyze, evaluate, and cite pertinent primary and secondary sources, including academic databases, to prepare speeches and written texts.
4. Identify, analyze, and evaluate statements, assumptions, and conclusions representing diverse points of view; and construct informed, sustained, and ethical arguments in response.
5. Plan, organize, revise, practice, edit, and proofread to improve the development and clarity of ideas.

Course Structure, Evaluation, and Grading Methods

- Essay Rough Drafts: 10 pts each
- Essay I Personal Writing: 100 points
- Essay II: 150 points
- Essay III Research Paper Final Draft: 200 points
- Discussion Boards: 5 points each (usually)
- Quizzes: points vary

*There may be other assignments or essays not included on this list

Grading Policy/Scale

- 90%-100%: A
- 80%-89%: B
- 70%-79%: C
- 61%-69%: D
- Below a 61%: F/E

**I do not give a grade of Incomplete to any student for any reason.
--Final grades will be posted in Student Self Service.
--A course calendar is posted in the Syllabus section in Blackboard.

Class Policies/Procedures

Inclement Weather Class Policy/Procedure
During periods of inclement weather, HCTC will either open at 11:00 or be closed. On days that HCTC opens at 11:00 a.m., all courses scheduled BEFORE 11:00 a.m., will be canceled. Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information.

General Class Make-up, Late Assignment Class Policy/Procedure
Once assignments are made unavailable, they will not be made available again, so please pay attention to due dates and do not fall behind. If a dire emergency occurs and I have to reopen an assignment or essay link, 5 points will be deducted from the final grade. Please note I rarely reopen those links. I will not reopen discussion boards.
This course has set due dates! Those due dates are on the course calendar, which is posted in the syllabus section in Blackboard. Please make note of the following:

- Draft dropboxes will be available for two days after the due date, so if a draft (rough or final) is due on a Monday, the assignment link will be available until Wednesday at midnight.
- If a draft is submitted after the due date but before the dropbox closes, you will lose points.
-You may not submit a final draft of an essay unless you have submitted a rough draft and have received feedback from me.

All other assignments will be available for three days from the day they are posted.

Discussion boards are made available on Monday mornings. They are typically due one day after the reading is assigned, so if a reading is assigned on a Wednesday, the discussion board is due no later than Thursday at 1:59pm. After that, they are considered late. However, the discussion board link will remain open until Saturday at 11:59pm.

**I will not accept any assignment via email. If an assignment itself is emailed to me, it will be deleted.** Assignments that are submitted late will get graded when I have time and do not have other work to grade and return to students. Please make every effort not to fall behind in this course. If you are unsure how to submit an assignment in Blackboard, you may contact the Blackboard Help Desk.

Your essays will pertain to the readings and will also require you to put into practice the skills you are reading about and learning in the handbook. Pay attention to the course calendar and keep up with the readings. If a due date changes, I will make a class announcement.

**Courtesy:** Always be respectful of your classmates and of your instructor. Just because I assign a reading, it doesn’t mean that I endorse that reading as the whole truth or as my own belief. My goal is simply to expose you to various viewpoints, which may not necessarily reflect my own opinions. If you have concerns about a grade or any aspect of the course, please contact me, but please do so in a polite and respectful manner.

**Discussion Boards:**
Forums will pose questions concerning the readings and will be titled the same as the reading they will cover. Failure to respond to each forum will greatly affect your final grade. Not only are you asked to respond to the forum yourself, but you are required to respond to at least one classmate’s response per forum (not per week or per reading). I will post a rubric in blackboard so that you can see how your responses should be formatted in order to receive 5 points. Make sure you have read and understand the rubric.

**Communication:** Check your email and the announcements section in Blackboard daily. The best way to reach me is via email, which is included at the top of the syllabus. I usually respond quickly, but sometimes it takes me longer to respond on weekends. If you have not heard from me within 24 hours, email me again. I do not use my personal mobile phone to call students. Regardless, do contact me with any questions and/or concerns via email. I cannot help you if you do not communicate with me. I will email you at your KCTCS email.

**Papers:**
You will be required to write at least 3 essays during this course. The assignment for each paper will be posted in blackboard. Here are some general guidelines for the papers:

1) The paper must be formatted correctly (12pt. Times New Roman font, with 1 inch margins all the way around, just to start). There’s a video in the notes section of Blackboard that shows you how to format your paper correctly. Watch it. **Any draft that isn’t formatted correctly will automatically lose points (2 points for a rough draft, 5 for a final draft).**
2) You will submit a rough draft and a final, revised draft. If you have not submitted a rough draft, a final draft will not be accepted. **All drafts must contain in-text citations and a works cited page. If a draft does not, it will be returned, and you will be asked to correct it and submit it again.** You will not submit a rough draft for the final essay.

3) You must follow proper grammar and MLA guidelines—this includes citations and paper formatting.

4) Rough and Final drafts must be submitted via the Assignment dropbox, which I will post in blackboard before the due date. This will ensure that they are submitted to safe assign to be checked for plagiarism.

5) I ask that your papers be saved as a .doc file or .docx file, using Microsoft Word. If anyone has any questions or concerns about this, please email me.

6) Your papers will be checked for plagiarism.

7) You should go into as much detail as possible and be as specific as possible.

8) You must use examples from the readings and quote from the readings themselves.

9) For each paper, I will provide revision notes that will be pasted at the end of your paper and posted in Blackboard. I will also provide feedback on grammatical errors, MLA errors, and idea development individually using Track Changes in Word.

Your papers will be graded based on correct MLA usage, grammar, research, revision, and your ability to develop a well-planned and supported essay.

**Please note that you must submit your essays and/or responses via an attachment in blackboard, therefore the attachment must be a .doc or .docx file.** This means that you must use Microsoft Word to type your essay assignments or any assignment that you attach. If you are unable to complete assignments that are uploaded as an attachment in Microsoft Word, please notify me **as soon as possible.** This is important because I can only open .doc or .docx files.

**If an assignment isn’t attached as the correct format, you will receive a “0” for that assignment.** Upon receiving a “0” you may notify me, and I will reset the submission **ONE TIME.** I will not notify you if your assignment is attached as the wrong format. Be sure to check your grades regularly in the Blackboard grade center.

**Course Layout in Blackboard**
In Blackboard the course layout is simple. On the homepage you will be able to view any announcements coming up. On the left-hand side there is a content area box with links to the following: Syllabus, Assignments, Lecture/Notes, and Discussion Board. You can expect your reading and writing assignments to be posted late the night before or early in the morning on the day they are to be completed without an announcement on Blackboard. Be sure to check the homepage daily to check for any announcements or new assignments.
**Attendance Class Policy/Procedure**
Participate in class and turn your work in on time. Assignments and due dates will be posted, and students will be given an adequate amount of time to complete the various assignments. If you have an emergency, contact me as soon as possible. **If you do not email before an assignment is due, you will not receive an extension, no matter what your reason is.** With the availability of email, there is no excuse for not communicating with me. An extension or make up work will be given at the instructor’s discretion and only happens in emergency situations. Just because you ask for one does not mean you will be granted one. Also, DO NOT expect to be able to turn assignments in at the end of the semester.

**Withdrawal Class Policy/Procedure**
A student may officially withdraw from any class up to and including the date of midterm with a W grade assigned to the student’s record. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor according to the following criteria:

If you have been attending class at least 80% of the time and have a grade of 70% or higher on your essay assignments.

**Accommodations Procedure**
HCTC recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any qualified student with disabilities may request appropriate course accommodations to ensure that full benefits are received and that the instructor is aware and can make the proper adjustments. Students are encouraged to meet with the Disability Services Representative to develop and complete an Accommodations Plan.

Julie Caudill, HCTC Disabilities Services Representative
Phone: 606-487-3486 and Email: jcaudill0129@kctcs.edu

**Appeals Process**
Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Dean/Supervisor (see below for contact information) of the faculty member. For information about academic rights, academic offenses, and the student’s formal right to appeal, review the KCTCS Code of Student Conduct.

**Dean/Supervisor Contact Information**
Dean/Supervisor: Dr. Deronda Mobelini
Office Location: Hazard Campus, JCC UCM Room 152
Phone Number: 606-487-3252
Email Address: Deronda.mobelini@kctcs.edu

**Academic Honesty Policy**: From the KCTCS Student Code of Conduct, KCTCS faculty and Learners are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects Learners and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of the academic rights of Learners (section 2.0) and Learner academic offenses and sanctions (section 2.3)
If you are found guilty of plagiarism, you will automatically fail this course. Whether intentional or not, plagiarism is illegal and will not be tolerated to any extent. This also means that if you help someone cheat by allowing them to copy your work, then you are guilty of plagiarism as well and will also fail the course. All essays will be checked for plagiarism. If I think, for any reason, that you have cheated on any assignment (this includes copying it from another source or having someone else complete your work), I reserve the right to make you prove otherwise by meeting with me on campus to complete an assignment in person. If you have any questions at any time about what constitutes plagiarism, contact me as soon as possible. The plagiarism policy applies to all of your work (i.e.: discussion board posts, short writings, long papers, etc.).

Additional Syllabus Information:
Review the HCTC Website: (from HCTC Website Click Current Students > Academic Resources > Syllabus Information)

Print Version of URLs listed in the syllabus:
Academic Calendar: https://hazard.kctcs.edu/education-training/academic-calendar/index.aspx
HCTC Syllabus Website: https://hazard.kctcs.edu/current-students/academic-resources/syllabus_information.aspx
Student Code of Conduct: https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx