ENGL-1010: English Composition I (Online | Spring 2020)

Instructor Information

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Emily Ford</th>
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<tr>
<td>Instructor Rank</td>
<td>Instructor</td>
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<tr>
<td>Instructor Email</td>
<td><a href="mailto:eford@southwest.tn.edu">eford@southwest.tn.edu</a></td>
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<td>Instructor Website</td>
<td><a href="http://faculty.southwest.tn.edu/eford">http://faculty.southwest.tn.edu/eford</a></td>
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<td>Instructor Office</td>
<td>Thorton 201</td>
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<td>Office Hours</td>
<td>M 8:30-12:20</td>
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<td>TWR 8:30-10:30</td>
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<tr>
<td>Instructor Phone</td>
<td>901-333-4626</td>
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Course Information

Course Description

Through writing compositions and reading essays critically, students are taught to organize and develop ideas, using various rhetorical modes and editing techniques. The course focuses chiefly on improving clarity and effectiveness of writing and includes instruction and practice in the research process.

Student Learning Objectives

The goal of the communication requirement is to enhance the effective use of English language essential to students' success in school and in the world of work by way of learning to read and listen critically and to write and speak thoughtfully, clearly, coherently, and persuasively. Upon completion of this course, the student will demonstrate the ability to:
• Analyze and evaluate oral and/or written expression by listening and reading critically for elements that reflect awareness situation, audience, purpose, and diverse point of view.
• Distill a primary purpose into a single, compelling statement and order and develop major points in a reasonable and convincing manner based on that purpose.
• Develop appropriate rhetorical patterns (i.e. narration, example, process, comparison/contrast, classification, cause/effect, definition, argumentation) and other special functions (i.e. analysis or research), while demonstrating writing and/or speaking skills from process to product.
• Understand that writing and/or speaking processes include procedures such as planning, organizing, composing, revising, and editing.
• Make written and/or oral presentations employing correct diction, syntax, usage, grammar, and mechanics.
• Manage and coordinate basic information gathered from multiple sources for the purposes of problem solving and decision-making.
• Recognize the use of evidence, analysis, and persuasive strategies, including basic distinctions among opinions, facts, and inferences.

Prerequisites
none

Corequisites
ENGL0810 or satisfactory performance on the Compass or ACT test.

Instructional / Learning Methods
This course utilizes the on-line environment. Within this environment, the students will participate in class discussions, write essays using the writing process, write summaries of professional essays, and analyze short stories. Students must take both a mid-term and final exam.

Textbooks, Supplementary Materials, Hardware, and Software Requirements

Hardware/Software Requirements
Students must have Microsoft Word 97 or above. This is used to word process the writing requirements and is required. All assignments must be submitted through the dropbox. Some keyboarding skills are necessary since the midterm and final are proctored writing assignments which
must be submitted online within three hours.

The software listed below is recommended for any student accessing Southwest services through the Internet. Your course may have specific software requirements.

- Windows 10 or 7
- Mac OS X (up to 10.12) (OS 10.14 recommended)
- Firefox (latest)
- Microsoft Edge
- Chrome (latest)
- Internet Explorer: DO NOT USE WITH PAWS
- Current Anti-Virus protection
- Reliable Internet connection (broadband recommended but not required)

Many instructors may require assignments to be submitted using Microsoft Excel or Microsoft Word. To learn how to obtain discounted software from Microsoft, visit http://southwest.tn.onthehub.com.

**Required Text**


**Additional Text**

none

**Supplementary Materials**

none

**Hardware Requirements**

If this course requires the use of a computer, these are general recommendations for accessing any of the services that Southwest offers on the Web (e.g. My.Southwest, etc.).

- minimum Pentium IV or higher processor (recommended)
- SVGA monitor, minimum resolution 800x600 (1024x768 strongly recommended)
• CD-ROM or DVD drive
• floppy drive, zip drive, or CD-RW drive
• Mouse or compatible pointing device
• at least 512 MB of RAM (recommended)
• (optional) printer

**Software Requirements**

The software listed below is recommended for any student accessing Southwest services through the Internet. Your course may have specific software requirements.

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**Assessment and Grading**

**Method of Evaluation**

• Essays- 40%

• Summaries and daily work -10%

• Discussions- 10%

• LaunchPad Learning Curve - 10 %

• Grammar and Style/Punctuation/Mechanics post tests - 10%

• Final exam (Essay) - 20%
Grading Scale
100-90%     A
89 - 80%     B
79 - 70%     C
699 - 60%    D
below 60%    F

Testing Procedure / Policy
All assignments have due dates, which will appear on the calendar and on the assignment. Late work will not be accepted.

Major Assignments
• 4 essays
• Summaries/Reading Quizzes
• Discussions
• Grammar and Style/Punctuation/Mechanics Post Tests
• Final Exam Essay

Participation / Attendance Policy
Students are expected to interact with the instructor and with other students. This may be done through D2L (PAWS) Email and through Discussions. Students must participate in Discussions and check email frequently. Students should realize that the essay assignments are the major part of the course. All students are expected to complete the assigned essays.

Guidelines for Communications

Email Guidelines
Each student has been provided a Southwest email account. Please do not email your classmates unless the topic relates specifically to this course. Emails that contain advertisements, solicitations, personal
interests, etc. are strictly forbidden. Below are a few guidelines that you should keep in mind when sending email:

- Always include a subject line.
- Typing in all CAPS is considered SHOUTING in Cyberspace. So please use upper and lower case characters when sending emails.
- Remember, without facial expressions some comments may be taken the wrong way. Be careful in wording your emails and use good Netiquette.
- Use standard fonts.
- Do not send large attachments without permission.
- Respect the privacy of other class members.

Online instructors will respond to all emails within 48 hours.

Discussion Guidelines
Below are a few guidelines that should be adhered to when using the Discussion forum. Messages that contain advertisements, solicitations, personal interests, etc. are strictly forbidden.

- Review the discussion threads thoroughly before entering the discussion.
- Please try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the class. Be respectful of others' ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

Technical Support

Technical Support
My.Southwest: Submit a Student Technical Support Request. Please provide a full detailed explanation of the problem.

PAWS: For course related questions, contact your instructor. For technical issues with the PAWS website, contact the College Helpdesk at (901) 333-4357 or Digital Learning at (901) 333-4612.
Student Services

Embedded Librarian Service
This service may be found inside PAWS courses.

Two Southwest Librarians are assigned to work with you and your instructor throughout the course for the entire semester. The Librarians will suggest library resources and answer questions sent to "Ask A Librarian."

To contact a Librarian by email, go to the Classlist and select "Ask A Librarian."

Student Services Links
- Academic Support Centers / Tutoring
- Advising
- Campuses, Centers, and Site
- Student Disability Services Southwest Tennessee Community College is committed to serving all students, including students with disabilities, and adheres to the guidelines set forth in Title II of the Americans with Disabilities Act (ADA).
- Additional Links: Student Information & Services

Academic Support
The Academic Support Center (ASC) provides free services and resources to help Southwest students successfully reach their academic and career goals. These services include tutoring by peer and master tutors, computer labs, success workshops, academic coaching, early alerts from your instructors and areas for individual or group study at numerous locations. The ASC also provides Supplemental Instruction in some of our general education classes and the Center is also responsible for Academic Progress Reporting so that you will be aware of your academic standing during the 5th-6th week of the semester. Online tutoring services are offered through Smarthinking 24 hours a day, 7 days a week. Simply login to your PAWS to access this online tutoring resource.

Additional Information

Drop/Withdrawal Dates
See the current official college academic catalog for the withdrawal policies. Important semester drop and withdrawal dates can be found on the Cashier's Office Important Dates page.

**Academic Misconduct**
Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly, through participation or assistance, is immediately responsible to the instructor of the class. The instructor has the authority to assign an "F" grade or a zero for the exercise or examination, or to assign an "F" for the course. College sanctions for academic misconduct may include suspension or dismissal from the College. Please see the section in the current Catalog on Academic Misconduct.

**Classroom Behavior:** Any student engaged in disruptive conduct or conduct violating the general rules or regulations of the College may be ordered to temporarily leave the classroom. Extended or permanent exclusion from the classroom can be achieved only through appropriate procedures of the College.

**Open Labs**

**Macon Cove Campus**
- Bert Bornblum Library: Available during library hours
- Farris Building, Room 2131: Monday-Thursday 8 a.m.-5:30 p.m., Friday 8 a.m.-4:30 p.m.

**Union Avenue Campus**
- Jess Parrish Library - Available during library hours
- M Building, Room 105, 8 a.m.-6:30 p.m.

**Gill Center**
- Computer Lab, Room 101 (Please note this room is available when classes are not scheduled. Schedule fluctuates each semester.)
- Library - Available during library hours

**Maxine A. Smith Center**
- Open Lab, Room 101
- Library - Available during library hours

**Whitehaven Center**
• Open Lab, Building 6, Room 127
• Library - Available during library hours

Syllabus Updates
The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes.