

## ENGL1301.3B4



**LAMAR INSTITUTE  
OF TECHNOLOGY**

### **INSTRUCTOR CONTACT INFORMATION**

Instructor: Dr. Tracy Spencer  
Email: tracy.spencer@lit.edu  
Office Phone: 409-247-5213  
Office Location: TC 232  
Office Hours: MW: 7 a.m. to 8 a.m. and 10 a.m. to 12:30 p.m.  
TR: 7 a.m. to 11 a.m.  
F: 7 a.m. to 8 a.m.

### **CREDIT**

3 Semester Credit Hours (3 hours lecture, 0 hours lab)

### **MODE OF INSTRUCTION**

Face to Face, Online or Hybrid

### **PREREQUISITE/CO-REQUISITE:**

Student should have passed the TSI for reading and writing.

### **COURSE 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. Note: ENGL 1301 is a pre-requisite for all 2000-level literature courses.

### **COURSE OBJECTIVES**

Upon completion of this course, the student will be able to

- 1. Demonstrate knowledge of individual and collaborative writing processes. 2. Develop ideas with appropriate support and attribution. 3. Write in a style appropriate to audience and purpose. 4. Read, reflect, and respond critically to a variety of texts. 5. Use Edited American English in academic essays.

### **REQUIRED TEXTBOOK AND MATERIALS**

**A computer with internet access**

### **ATTENDANCE POLICY**

Instructor must include their attendance policy

### **DROP POLICY**

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

### **STUDENT EXPECTED TIME REQUIREMENT**

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16- week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

### **COURSE CALENDAR**

02/18 Discussion Board Introduction/Uploading Assignment/Plagiarism Quiz  
02/21 Discussion Board Informative Essay/Informative Essay Pre-writing Assignment  
02/25 Informative Essay Rough Draft/Common Errors Quiz  
02/28 Informative Essay Peer Review/Fragments Quiz  
03/03 Informative Essay Final Draft  
03/06 Professional Research and Writing Discussion Board/Professional Research and Writing Pre-writing Assignment/Remediation Assignment for Informative Essay  
03/10 Professional Research and Writing Rough Draft/Active and Passive Voice Quiz  
03/20 Professional Research and Writing Peer Review/Comma Quiz  
03/24 Professional Research and Writing Final Draft/Quotation Marks and Italics Quiz  
03/27 Practice Citing Assignment/Remediation Assignment for Professional Research and Writing Essay/Persuasive Research Discussion Board  
03/31 Persuasive Prompt Assignment  
04/03 Persuasive Pre-writing Assignment  
04/10 Persuasive Rough Draft  
04/17 Persuasive Peer Review  
04/28 Final Draft Persuasive Research Essay  
05/05 Final Exam/Remediation Assignment

### **COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

- List course categories (ie. Tests, assignments, etc.) and their % of the overall grade. CORE courses must show Common Assignment with a value of 20-25% of the total grade. Course evaluation must be uniform across all sections of a course.

### **GRADING SCALE**

90-100 A  
80-89 B  
70-79 C  
60-69 D  
0-59 F

LIT does not use +/- grading scales

## **ACADEMIC DISHONESTY**

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

## **TECHNICAL REQUIREMENTS**

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

## **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

## **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

## **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

## **ADDITIONAL COURSE POLICIES/INFORMATION**

## **Course Requirements**

**Plagiarism:** There is a presentation in Blackboard about plagiarism. It will show you what it is. Just changing something to your own words does not mean you can skip citing a source. It is information you have known for years? Ask yourself if the typical second grader would also know that piece of information. If the answer is no, you need to find a source to cite. If you plagiarize, you will receive a zero for the assignment. Please, if you are unsure, ask me before you need to submit the assignment. (At least 48 hours before the due date) Plagiarism may result in expulsion from class and an F for the course.

**Late Work/Make-up Work:** I do not recognize these animals in my kingdom. Severe extenuating circumstances with proper documentation can be considered for exceptions.

**Attendance (Face to Face Sections):** Be sure you sign in when you enter class. When class starts, I will highlight blank spaces, signifying tardiness. If you enter in the first 15 minutes of class, just sign on the highlighted area by your name. After 15 minutes, you will not sign in and you will be counted absent. No, you can't sign in later because you forgot. You have two weeks' worth of excused absences. I do not need a note. I will presume you have a good reason to be gone. After the two weeks have been used, you will lose five points for every tardy and ten points for every absence. These points are deducted from your course average.

**Cell Phones and Laptops:** Laptops are not permitted during class. Keep your cell phone on vibrate. If it buzzes, quietly check to see if it is an emergency. If you must take the call, quietly leave the room, handle your business, and return to class. Otherwise, keep your phone in your pocket or in your purse. No texting. If I notice you are taking frequent calls, I will escalate the situation to higher personnel.

**Asked to Leave:** If you are disruptive or inattentive, you will be asked to leave class. To return, you **MUST** email me a letter of apology, including information about your infraction and your promise to never do it again. I will not allow you back in class until I have this email. If I must remove you a second time, I will escalate the situation to higher personnel.

## **Important Information about Blackboard**

Blackboard works best on a tabletop or laptop. Please use Chrome or Firefox. Other browsers are problematic with Blackboard.

All typed documents (essays, responses, etc.) will be submitted as docx attachments. Anything submitted as a pdf, wps, odt or other document type will not be accepted. You will receive a zero for the assignment.

Please check your uploads to be sure that Blackboard accepted them. Can you see and read what you uploaded? If not, please text before 7 p.m. and I can reset the assignment for you. If it is after 7 p.m. on the night an assignment is due, please email me the correct document with a short explanation of what happened. I must receive the document before the due date and time of the assignment.

## **Additional Course Policies/Information**

How quickly are assignments graded in this class?

*I grade within one week.*

How do I know what grade I made on an assignment?

*Assignments' grades may be accessed through My Grades in Blackboard. Each assignment shows your grade and any comments I make on your assignment.*

Did you get my email or Blackboard message?

*I will respond within one business day. If I did not respond, I did not receive your message or I died.*