

**COURSE SYLLABUS**

**CONTACT INFORMATION**

* Tammy McPherson
* Hinds Community College
* 601 857-3903
* Office Hours: 1:30-3:00 MW

**COURSE TITLE**

* ENG 1113 English Composition I (Credit hours: 3)

**COURSE DESCRIPTION**

* Emphasis on the basic principles of composition with special attention given to the writing of expository papers.

**PREREQUISITES**

* Prerequisite: English Placement Level 3

**GOALS & OBJECTIVES**

* Students will practice the following skills

1. Essay writing
2. Analysis
3. Basic research practices
4. Grammatical correctness

**INSTRUCTION TECHNIQUES**

* No textbook is required for this course.
* Asynchronous discussions, self-paced learning, PowerPoint and Prezi presentations, Internet searches, audio, video, small groups.

**OUTCOME COMPETENCIES**

* At the conclusion of English 1113, the student shall have written essays with

1. a formal outline

2. a thesis (a one-sentence summary of the theme)

3. an introduction and a conclusion

4. a coherent and logical thought pattern

5. supporting paragraphs developed by specific details

6. well-structured sentences showing mechanical correctness

**METHODS OF EVALUATION**

* Students will write four essays (50% of the final grade), including the final exam.
* Students will write two proctored essays which will be 40% of the final grade.
* Students will have various short assignments which will be 10% of the final grade.
* Each essay must have between 500 and 600 words and a minimum of five paragraphs.
* Students must write the final exam essay to be eligible for a passing grade.
* With the exception of proctored essays, papers must be submitted to Turnitin via Canvas by the File Upload method. Copy and paste will not be accepted.
* Canvas allows papers to be submitted more than once. However, your assignments submitted to Turnitin do NOT allow repeated submissions unless you contact me and I delete your paper to clear the submission to make way for a new one. I will do this for you, but I will NOT be responsible for seeing the request before the deadline! Also, any paper turned in is subject to be graded, and I will not allow resubmission of a graded paper even if the final deadline has not passed. Commit before you submit!!
* All essays and individual writing assignments should be submitted in MLA format and double spaced. Papers not double-spaced will not be graded.
* Papers that fall under the word limit will receive a grade penalty, and any paper submitted that is more than 20% short will be considered unfinished and will not be graded. The word count is for the paragraphs only; any additional materials turned in, heading, outline, work cited, etc. do NOT count as part of the required words.
* Non-essay work will vary in assignment length and type.

**ATTENDANCE**

Hinds Community College requires that all students attend class on a consistent basis.

* A student is deemed present for the week by completing the marked mandatory assignments for that week. Typically the assignment is the major essay or grade due that week, or a smaller assignment when no major work is due. Any “roll call” grade will be clearly identified as such in the week’s material.
* Any student receiving two absences (consecutive or not) in a regular Fall or Spring semester course or one absence in an eight week course will receive a “Notice of Absence” statement from Hinds. This form states that students can receive an F in the course if they do not contact the teacher or if they miss an additional absence.
* Any student receiving three absences in a regular course or two in an eight week course will be removed from the course with a grade of F. Students will be notified of this action by a “Drop for Excessive Absence” form.
* STUDENTS WHO ARE TAKING THE COURSE AS A NON HINDS STUDENT ARE STILL SUBJECT TO BE DROPPED FROM THE COURSE AT THE THIRD ABSENCE, BUT THE REPORTING PAPERWORK IS SLIGHTLY DIFFERENT FROM HINDS STUDENTS’.
* Students must check their email frequently for important messages from Hinds. Though Canvas is the usual method of contact between teacher and student, official College notices use email and not Canvas.
* As work determining attendance is completed at the student’s discretion, there is no excused absence. The only exception to this MAY be a long term illness or issue that the student has contacted the instructor about and made arrangements for before the drop has occurred. Any such issue will require written documentation, and acceptance of these documents and arrangements is made at the sole discretion of the teacher.
* College policy dictates that each student must attend 80% of this class—including both excused and unexcused absences. Missing over 20% of this class for any reason automatically earns an F for the final grade in this course if you are not able to withdraw.
* **Withdrawal Policy:** Withdrawal dates for the course are published by the elearning department. YOU must determine the effect withdrawing will have on factors such as financial aid or dorm status by consulting the appropriate departments.

**GRADING**

**A** 90-100

**B** 80-89

**C** 70-79

**D** 60-69

**F** Below 60

* Most assignments can be completed at any time after a unit is made available. With a few exceptions, students are free to submit any work at any time before the final deadline. Posted deadlines are the LAST time any work will be accepted, thus NO late work will be accepted. The only possible exceptions to this are long term illness or issues as discussed in the absence policy above and system failure of Canvas. Personal software and hardware issues are NOT an excuse for not meeting deadlines. Students are encouraged to turn in material well before the deadline so as to have time to address any issues and solve problems before the submission date has passed.
* The Hinds English Department has developed a grading system for composition papers. A paper with four or more major errors automatically receives an F. A grading sheet with major and common errors is available on Canvas.
* It is very important that you look at comments in graded papers to avoid repeating mistakes in the next assignment. These comments explain why an assignment received the grade it did and point to issues to work on before the next assignment. Failure to look at the comments may have a negative impact on success in the course. Most submissions will be graded in Turnitin, but I may use the Canvas grading system (Speedgrader) for shorter assignments.
  + How to access grade comments in Turnitin:
    - Go to your grades and click on the blue name of the assignment.
    - You should see the same submission page of the assignment that you saw when you turned in the paper. If you are not on this page, you can get there by going near to the top of the page and clicking on the blue assignment name there also (this is in the breadcrumb, if you know what that means). This will reload the assignment back to the submission page. You will see a colored block and a number from 0-100% which indicates your Originality Report score. Click this icon and Turnitin will open with the Originality Report to show you how your paper is similar to other work. To see the graded comments, go to the top left of the page and click Grademark, and your paper will reload with the marks. If the Grademark option is unclickable, it means I have not graded the paper yet. If you have a grade in your gradebook, then you should have a comment in your paper, even it only says good job.
    - Marks may be written directly on the paper or be enclosed in popup comment bubbles which will display when you put your mouse over them.
  + How to access comments on papers graded in Canvas, but not TurnItIn:
  + I will not use this often. All major paper grades will be marked using Turnitin/Grademark.
    - Go to the assignment you are interested in by clicking on its name in Grades.
    - Click the Feedback button to see your paper and comments. If you do not see this button, click Submission Details on the right.

The Canvas electronic classroom includes a grade book in which you may see all of your grades for this class. Included is a feature that allows you to see how possible future grades will affect your final average. This means as the semester progresses, you can check on your average at any time and also see how much you might be able to change it with the grades that are left. I cannot provide any better information than what is available in Canvas.

Because of confidentiality issues, I cannot discuss grades over the phone, and I will not return phone calls to anyone who is not my student. All email should be from a Hinds provided email or from the Canvas system.

The Raymond campus of Hinds provides a Writing Center (Moss Hall 207) for assistance in writing matters. It is available to any student. The Center is there to provide guidance, not to proofread, edit, or write papers! Its hours are 8:00 am to 4:30 pm MWRF and from 8:00 am to 9:00 pm Tuesday. It sometimes is closed briefly for lunch.

**ACADEMIC HONESTY**

Students are expected to uphold the school’s standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

* Represent the work of others as their own.
* Use or obtain unauthorized assistance in any academic work.
* Give unauthorized assistance to other students.
* Modify, without instructor approval, an examination, paper,

record, or report for the purpose of obtaining credit.

* Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to the guidelines identified in the Student Handbook. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

If a student is caught cheating or plagiarizing they will receive a zero for the assignment, possible failing of the course, and possible dismissal/suspension from school.

* **Plagiarism** is the unauthorized or incorrect use of source material, whether intended or not. This includes using ANY material in your paper that is not your work and ideas that have not been given correct credit, whether the material is in your own words or not. It also includes using work you may have completed for another class. Plagiarism of even part of an assignment will not be tolerated. Students are expected to submit their own original work. Failure to do so will result in failure of the class. See the HCC Student Handbook for a further discussion of academic dishonesty.

**Unless specifically directed by the assignment, NO research is allowed in any paper. Research in any form not directed by the assignment is considered plagiarism.**

**CONDUCT**

All members of the class are expected to conduct themselves as responsible adults and do nothing that interferes with student learning. This includes observing proper netiquette rules in all communications, and treating anyone associated with the course with respect. Violations of this policy will be dealt with according to the Hinds’ disciplinary policy as stated in the student handbook. Policies, procedures, and college regulations are fully accessible to students on the College Website at [www.hindscc.edu](http://www.hindscc.edu).

**TESTING**

All students must write two proctored essays during the course of the semester.

Registration for these proctored tests is the responsibility of the student.

To register for a proctored test at a Hinds location, you must use the Smarter Proctoring system available in Canvas.

**ADA STATEMENT**

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

Rankin Campus Carol McLaurin 601.936.5544

Raymond Campus Mark Palmer 601.857.3646

Jackson Campus-ATC Dr. LaToya Reed 601.987.8148

Jackson Campus-NAHC Cooper McCachren 601.376.4803

Utica Campus Sylvia Walker 601.885.7043

Vicksburg-Warren Campus Raina Deer 601.629.6807

**NON-DISCRIMINATION STATEMENT**

Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Debra Mays-Jackson, Vice President for the Utica and Vicksburg- Warren Campuses and Administrative Services, 34175 Hwy. 18, Utica, MS 39175; 601.885.7002.

**VIDEO SURVEILLANCE**

Hinds Community College utilizes Video Surveillance Cameras in order to enhance security and personal safety on its campuses. It has been determined that use of this equipment may prevent losses and aid in the law enforcement activities of the Hinds Campus Police. To ensure the protection of individual privacy rights in accordance with the law, a formal Policy on the Use and Installation of Video Surveillance Equipment has been written to standardize procedures for the installation of this type of equipment and the handling, viewing, retention, and destruction of recorded media. Under no circumstances shall the contents of any captured audio or video recordings be exploited for purposes of profit or commercial publication, nor shall recordings be publicly distributed except as may be required by law.

**HINDS COMMUNITY COLLEGE ENGLISH COURSE TRANSFERABILITY:**

ENG 1113: English Composition I commonly meets the Freshman English Composition I three hour credit requirement at MS public and private universities and colleges.

ENG 1123: English Composition II commonly meets the Freshman English Composition II three hour credit requirements at MS public and private universities and colleges.

ENG 2223, 2233, 2323, 2333, 2423, 2433: American, English, and World literatures commonly meet the literature and/or humanity three hour credit requirement at MS public and private universities and colleges.