INSTRUCTOR INFORMATION

Matt Turner   Matthew.G.Turner@lonestar.edu

TECH 216G   281.290.5943

Office Hours: Mon. 9-10:30am

Tue. 1-2:30pm

Wed.11-12:30pm

Thr. 11:30-1pm

and by appointment

COURSE INFORMATON

TTH   8:30-9:50am   CASA 328

Website: http://www.lonestar.edu/blogs/mattheturner

WHAT IS ENGLISH 1301 ABOUT?

Catalog Description

A multi-paragraph composition course, including language study and the mechanics of writing, with examples from selected readings.

Course Learning Outcomes

- Analyze a text according to purpose, audience, and other rhetorical concerns.
- Respond logically, rather than react emotionally, to texts that reflect the writers' diverse backgrounds and values.
- Demonstrate an ability to use and analyze an effective individual writing process.
- Focus a topic appropriate to the audience, purpose, voice, and length of assignment.
- Formulate clear and concise thesis statement, main point, focus, or claim.
- Develop, evaluate, and use evidence to support a claim.
- Use effective organization strategies in support of a thesis, focus, main point, or claim.
- Write an essay that demonstrates a command of unity, coherence, continuity, and development.
- Write clear, correct, and appropriate sentences and paragraphs avoiding major grammatical and semantic problems.
- Incorporate appropriate oral and/or written media such as books, articles, interviews, visuals, and government documents.
- Avoid plagiarism when incorporating quotations, paraphrases, and ideas.
- Follow standard guidelines in documenting resources.

Required Books

Aims of Argument 7th

A Writer's Reference 7th

Required Materials

Digital File Storage

Various Print Costs

I reserve the right to amend any policies with written and verbal notice.

WHAT IS EXPECTED OF ME?

Attendance

Attendance is required. Failing to attend class will be grounds for failing the class.

- Attendance is defined as being in class, having read the required essays, bringing required assignments, and being prepared to work.
- I provide an attendance sheet at the beginning of each class session. It is your responsibility to initial the sheet each day.
- I do not distinguish between excused/unexcused absences; an absence is an absence.
- Being absent does not excuse you from knowing the material covered. It is your responsibility for find out, from your classmates, what you miss when you are not in class.
- If an emergency situation arises, it is your responsibility to notify me and arrange to make up what you have missed. Notify me as soon as possible—notifying me at the end of the semester does not allow you and I to deal with emergency situations.

Absences	Effect	Effect on Final Course Points	Student Requirement
1-3	Student can catch up on course ideas and discussion involved	None	Meet with fellow student or instructor to review missed material
4	Student can catch up, but has missed irreplaceable course content	Dropped 5 points	Meet with instructor to determine steps required to catch up
5	Student can catch up, but has missed substantial course content	Dropped 10 points	Work with instructor to create required action plan to catch up
6	Student will not be able to achieve course outcomes	Failed	Can withdraw before withdrawal date; after that date, grade will be F.

Behavior Expectations

In the classroom I will maintain a safe, supportive, and learning-focused environment. Showing disrespect by chatting when others are speaking, or working on other material, or using your phone, or any other disruptive and rude behavior will not be tolerated. These standards apply to group work and student/teacher conferences as well.

For our class discussions to be effective, we must have a productive classroom environment. Tardiness and ambient noise from the hallway detracts from that productive classroom environment. In order to insure this environment for all students, after the first two weeks I will close the door after 10 minutes and only open it in an emergency, when class is over, or if I deem it necessary. If you do not arrive to class on time, you will not be allowed to disrupt the other students by entering late.

College course work requires focused study and open exchange of ideas. I expect the classroom to be a place of courteous interaction and mutual respect, which includes: listening carefully to each other (whether we agree or not); stating our positions with clarity, and our disagreements with tact; arriving for and leaving class at designated times. Classroom standards for academic courtesy apply to group work and student/teacher conferences as well. Rudeness, angry outbursts and expressions of discrimination or intolerance will not be tolerated. A first occurrence will result in a request to leave the class for that day and a written warning. A second incident will result in removal from the class permanently.

Class preparedness and participation

College course work requires focused study. You are expected to be prepared for every class session. Preparation helps you and your classmates participate beneficially in the class discussions. I will give unannounced quizzes if the class appears to be unprepared.

Computer Literacy and Class Blog
I expect that you are can effectively use internet browsers (like Internet Explorer), word processing programs (like Word), and email. All class materials— including the policy statement, the syllabus, assignment sheets, quizzes, PowerPoint presentations —will be available on the class blog at http://lonestar.edu/blogs/mattheturner/classes/english-1301/.

Laptops and Tablets
Computers and tablets may be used during class only with my permission; otherwise they must be turned off. Any non-class use of a computer, including (but not limited to) checking email, instant messaging, internet browsing, gameplaying, etc., will result in confiscation of the computer for the duration of the session.

Phones
Phones must not be a distraction for you or your classmates. They must be silenced and kept in bags/pockets throughout the class. If there is an emergency situation where a phone needs to be left on, I must be notified before the session begins. I reserve the right to answer or confiscate any phone that rings during class.

WHAT ARE THE REQUIREMENTS FOR THE ASSIGNMENTS?

Academic Integrity
All assignments for this course must be original from you and for this course. If clear evidence of academic dishonesty is found for any assignment, a 0 (no points) for the assignment will be recorded. If a second incident of academic dishonesty occurs, an F for the course grade will be recorded. I will use Turnitin.com, an academic integrity resource, as one way to assess your coursework. Assignments will not be accepted if they are not submitted to Turnitin.com. The access information for our class for Turnitin.com is:
Class ID: 4279070
Password: Turner

Computer Files and Printing
You are responsible for maintaining the integrity of your digital files and for printing ahead of class time. Due dates don't change because you can't open a digital file or are having printing problems. Backup all your digital files. You must save copies (digital and print) of all of your assignments in your folder until the end of the semester.

Evaluation
Writing to be understood clearly and without error is expected. In your written work, my evaluation will be based on: ideas, organization, voice, word choice, sentence fluency, and conventions. Your papers are expected to be proofread and edited competently. If I notice any pattern in mechanical problems, I will require you to meet with me to discuss strategies to deal with such errors.

Format
All written assignments must be printed in a 12 point font (Times or Times New Roman), double-spaced, with one inch margins all around, and include page numbers. All assignments must follow MLA format and documentation (see *A Writer's Reference*) for all assignments.

WHAT ARE THE ASSIGNMENTS?

Your grade in this course will be based on the assignments below. For each, you will receive a separate assignment description that will include an evaluation expectations for that assignment. Keeping up with the course schedule to insure you turn in all assignments on time is your responsibility; I will not remind you of due dates.

Argument Essays
You will write four major research-based argument essays. These essays will contain citations to, and documentation of, multiple sources.

Writing process work
You will turn in, for points, writing and research steps for each argument essay.

Argument Critiques
You will submit multiple argument critiques across the semester. In each critique, you will give a thoughtful analysis of the assigned essays for that class session.

Guiding class discussion
You and a classmate will work together to guide your classmates through a discussion using the questions you create.

Course work and participation
You will receive a holistic grade on your course work and participation, which may include quizzes.

WHAT IS EACH ASSIGNMENT WORTH?

All assignments must be completed to pass the class. Each Project contains two major essays.

Assignment	Points	
1. Arguing to Inquire Essay	Process Work	10
	Final Draft	50
	PROJECT TOTAL	60 points
2. Arguing to Convince Essay	Process Work	15
	Research Work	20
	Final Draft	50
	PROJECT TOTAL	85 points
3. Arguing to Persuade Essay	Process Work	10
	Final Draft	50
	PROJECT TOTAL	60 points
4. Arguing to Mediate Essay	Process Work	15
	Research Work	20
	Final Draft	50
	PROJECT TOTAL	85 points
5. Argument Critiques	As assigned	50 points
6. Discussion Guiding		15 points
7. Coursework and participation		20 points
	COURSE TOTAL	375 points

To the right are the points needed for each course grade. The numbers are NOT distributed evenly—there are fewer points between a D and an F.

Course Grade	Points
A	336-375
B	299-335
C	261-298
D	242-260
F	0-241

WHAT IF I TURN IN MY ASSIGNMENTS LATE?

Due Dates

All work is due on time as listed on the syllabus. Responses, outlines, and rough drafts are due at the beginning of a session and are considered late if submitted any time after the session has started. Quizzes can only be taken during the session in which they are offered. Final revised drafts are due by 3pm.

All work will be accepted 1 session late for potentially ½ the available points. After this, these assignments will receive no credit (0 points), but I will provide feedback on them. If you are unable to turn in an assignment on time and contact me prior to the due date, arrangements may be possible, based on my discretion, for a lesser deduction. Notifying me the day an assignment is due does not constitute "ahead of time."

LONE STAR COLLEGE – CYFAIR SERVICES

Assistive Technology Lab

The Assistive Technology Lab is available for students who benefit from its various technologies to convert text to speech, magnify items, convert text to Braille, etc. To contact the Assistive Technology Lab directly, please call 281.290.3207 or e-mail the lab at cfassistivetechlab@lonestar.edu. The AT Lab is located on the 1st floor of the CASA building. Students may contact the IT dept at the Fairbanks Center at 832.782.5072 or FBC 210 for assistance.

Counseling Services

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues. Students may contact Counseling, Career, and Disability Services at 281.290.3260, cyfair.counseling@lonestar.edu, or CASA 109. Students may contact counseling services at the Fairbanks Center at 832.782.5110, Fairbanks.counselor@lonestar.edu, or FBC120.

Early Intervention Program and Services

If you are experiencing challenges achieving your academic goals, please contact your instructor or an advisor. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues. Contact cfintervention@lonestar.edu for more information.

Library

The Lone Star College-CyFair Library is located in the Learning Commons building and contains information resources for both college students and community members. Librarians are available to assist with research. The Library contains over 125,000 books, online information databases, 185 computers, free wireless internet, and many more information/research related amenities to ensure student success. For Library hours and contact information, please visit http://www.lonestar.edu/library or call 281.290.3214.

Teaching & Learning Center Open Lab (TECH-104)

The Teaching & Learning Center Open Lab is a quiet work and study area available to all students. Students access the lab with their LSCS ID card. The TLC Open Lab is available during extended hours during all semesters. Basic software assistance, access to Mac and PC computers loaded with all courseware, printing, copying, and scanning are all available in TECH 104. For more information, please contact 281.290.3934 or cftlclabs@lonestar.edu

Tutoring

Lone Star College-CyFair is committed to student success. To facilitate this, free tutoring for most subjects is offered on the 2nd floor of the Learning Commons building. Please refer to http://www.lonestar.edu/tutoring.htm for more information regarding our tutoring services. Tutoring in MATH, ENGL, BIOL, and ESOL is also available at the Fairbanks Center.

LONE STAR COLLEGE–CYFAIR CAMPUS AND SYSTEM POLICIES

Academic Integrity

Lone Star College-CyFair is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity.

Americans with Disabilities Act Statement

Lone Star College-CyFair is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

A student requesting accommodations for a disability is required to provide documentation of the disability to the College's designated office for disability services. The documentation is required for the following three purposes:

a) to establish that someone is a person with a disability and, thus, is a member of the protected class;
b) to establish the need for accommodations in order to have equal access;
c) and to be prescriptive in assigning reasonable accommodations.

In order for a student with a disability to receive accommodations, that student is required to register for services through the College's designated office for disability services. If possible, the student requesting services should make an initial contact with the College's designated office the semester prior to enrollment – at least 4 weeks prior to the first class. Disability Services is located on the LSC-CyFair Barker Cypress campus in the LRNC building. You may contact Disability Services at the following number: 281.290.3215. Additional information may be accessed online at the following URL address: http://www.lonestar.edu/disability-services.htm

Behavior Expectations

Students are expected to conduct themselves appropriately while on College property or in an online environment. Students may receive disciplinary action up to and including suspension, if they violate System or College rules, disrupt classes, or interfere with the opportunity of others to obtain an education. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom, campus environment, and/or online environment, as well as face subsequent criminal charges, as appropriate. Please refer to the Student Code of Conduct located online at http://www.lonestar.edu/3579.htm for additional information.

Campus Safety and Security
Lone Star College System is committed to maintaining the safety of the students, faculty, staff, and guests while visiting one of our campuses. See http://www.lonestar.edu/safety-nh.htm for details. Register at http://www.lonestar.edu/12803.htm to receive emergency notifications. In the event of an emergency, contact the police at 5911.

Computer Virus Protection
Computer viruses are, unfortunately, a fact of life. Using removable devices on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. Moreover, since no anti-virus software will find every virus, keeping backup copies is extremely important.

Equal Opportunity Statement
It is the policy of the Lone Star College System to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability. Lone Star Colleges strive to provide an excellent learning environment free from harassment or intimidation directed at any person's race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability. Any form of harassment will not be tolerated.

Evaluation of Instruction
LSC-CyFair is committed to student success. As part of its institutional effectiveness efforts, our instructors are assessed in several ways. For the continuous improvement of our instruction, all students are required to provide input for each course they take each semester using the Course Evaluations Questionnaire, which can be accessed online for each course. This occurs approximately half way through your course and your instructor will provide you more information on this process. Once you evaluate your course, print and turn in the receipt of completion to your instructor. The college deans review these evaluations each semester. The deans, and/or department chairs may visit each instructor's class at some time during the semester to observe the instructional environment being provided, and complete an assessment of the instructor.

FERPA
The academic, financial, and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release certain information to another person without your written authorization. The Authorization to Release Student Information Form can be found at http://www.lonestar.edu/departments/admissions/ARC-011_FERPA_Privacy_Request.pdf.

Final Examinations
A final evaluation activity will occur during the published final evaluation period. The appropriate dean, director, or department chair must approve any variation to this schedule.

Guaranteed Graduate Policy
Under certain circumstances, LSCS will provide graduates of its Associate of Arts, Associate of Science, Associate of Applied Science, or Certificate programs additional education and training tuition free in order to achieve appropriate mastery of specified competencies. For specific guidelines and information please refer to the LSCS catalog at http://www.lonestar.edu/139649.pdf.

Internet and E-mail
The LSCS provides computing and network resources to students. You are encouraged to use the computers, software packages, and electronic mail (e-mail) for educational or System-related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the district computer services are and remain the property of the System. Use of the equipment and networks is to comport with the policies and procedures of the System and access may be denied to any student who fails to comply with the System's policies and procedures regarding its use. Access to the System's e-mail and similar electronic communications systems are a privilege and certain responsibilities accompany that privilege. All users are expected to demonstrate the same level of ethical and professional manner, as is required in face-to-face or written communications. Threatening, anonymous, or forged messages will be treated as a violation of this policy.

Six Drop Rule
Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of "W") from more than six courses, including courses that a transfer student has previously dropped at other Texas public institutions of higher education that have already been counted against their six drop limit. Each student should fully understand this drop limit before you drop any course. Please see a Counselor or Advisor in our Student Services area for additional information and assistance. This policy does not affect developmental or ESOL students.

Software Piracy
Law strictly prohibits unauthorized copying of software purchased by LSC-CyFair for use in laboratories. LSC-CyFair administration will take appropriate disciplinary action against anyone violating copyright laws.

Withdrawal Policy
Withdrawal from the course after the official day of record and prior to "W" Day, (see current catalog for this date) will result in a final grade of "W" on your transcript. Instructor approval is necessary if you want to withdraw after official day. No credit will be awarded for a course earning a "W." If you stop attending class, you must withdraw at the registration office prior to "W" day. If you stop attending class and do not officially withdraw, you will receive an "F" for the course.

ACKNOWLEDGEMENT PAGE

<u>Print this Form, Fill it out, And Submit to Instructor</u>

- ▪ I acknowledge that I have access to and read the policies for this class, including attendance, behavior expectations, assignments, and due dates.
- ▪ I realize that I can ask for clarification on any of these policies at any point in the course.
- ▪ I recognize that it is my responsibility to keep up with assignments as listed in the class syllabus.

I am willing to take responsibility for my learning and success in this class.

Name (print): _____ date: _____

Signature: _____

Phone (only for emergencies): _____

Initial below if you give your permission to have your work used as an anonymous sample in classes or workshops taught by Matt Turner.

Initials: ___ _____