

**Clarendon College – English 1301**  
**Syllabus Fall 2024**  
**3 semester hours**

**INSTRUCTOR:** Mrs. Hess

**OFFICE HOURS:** By appointment, M-F; Tutorial times available before or after school upon request.

**GRADING PROCEDURE:** The final grade will be determined by the following: Daily (in-class writing/reading, quizzes, homework, rough drafts) = 35%; Major writing assignments = 60% ; Final = 5%

The final semester grades will be figured as set in the current catalog:

90 to 100...A	80 to 89...B	70 to 79...C	60 to 69...D	Below 60...F
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**METHOD OF INSTRUCTION:** Loud Cloud, an online educational resource provided by Barnes and Noble, will provide text and readings. Assigned readings, independent and collaborative activities, presentations, mini-lessons, and discussions are used.

**STUDENT REQUIREMENTS:** The ability to submit assignments online is required. Students will also need paper, pencils or pens, and a notebook for taking notes.

**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.

**STATEMENT OF PURPOSE:** This course partially satisfies the requirements for an Associate degree and is designed for transfer to a senior college.

**COURSE VALUE:** Ability to communicate across the curriculum; ability to interpret what is read and to accept or reject ideas projected from that reading; designed to fulfill the requirements of the core curriculum.

**TEXT:** Clarendon College has decided to utilize the text through LoudCloud, this educational website offered by Barnes and Noble. You will be given instructions in the Student Portal and in a printout for how to access this resource. We will do all our reading and homework reading online. The text can be printed or a hardcopy purchased, if desired.

- **Students' Rights and Responsibilities (It is your responsibility to familiarize yourself with these):** They are listed on the College website at:

<http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>

## **COURSE OBJECTIVES:**

As a result of this course, you should be able to meet the learning outcomes listed below.

**(You should expect to meet these outcomes only if you honor all course policies, attend classes regularly, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student)**

### **Core Objectives**

1. Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information (CT)
2. Communication Skills: to include effective development, interpretation and expression of ideas through written, oral and visual communication (COM)
3. Personal Responsibility: to include the ability to connect choices, actions and consequences to ethical decision making. (PR)
4. Teamwork: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal (TW)

### **Learning Outcomes**

1. Demonstrate knowledge of individual and collaborative writing processes. (Assess CT, COM, PR, and TW through the persuasive essay)
2. Develop ideas with appropriate support and attribution. (Assess CT and COM through persuasive essay)
3. Write in a style appropriate to audience and purpose. (Assess CT and COM through persuasive essay)
4. Read, reflect, and respond critically to a variety of texts. (Asses CT through essay or in class activity.)
5. Use Edited American English in academic essays (Assess COM through essays)

## **CLASS POLICIES**

**LATE WORK:** This is a college-level course and I have college-level expectations. If there are extenuating circumstances, I may choose to accept **one** assignment late. If I do, your grade will not be higher than a 70 on that assignment, and you will only have one week from the due date to turn in that assignment late. One week after the due date, if you have not turned in the assignment, the grade will be entered as a zero. Finally, if you turn in one assignment late and try to turn in another late after that first late assignment, you will receive no credit for the second late assignment. You will receive a zero.

## **RESPECTFUL BEHAVIOR**

Students will come to class on time and be ready to learn when class begins. Students are expected to treat the teacher and one another with respect and courtesy. First warning will be verbal. Second and subsequent infractions will involve parent/guardian notification and the principal's office. Serious infractions may result in a student being withdrawn from the class with an "F."

## **Withdrawing from the Course**

If you decide that you are unable to complete this course, you must withdraw from it by the date set in the Clarendon College catalog. Withdrawal from a course is a formal procedure which you must initiate; **I cannot do it for you.** If you think you must withdraw from this course, please talk with me about it first. If you quit turning in assignments and do not withdraw, you will receive an "F." Remember, I will not withdraw you from the course; only you can do that.

## **ACADEMIC DISHONESTY**

**School Policy:** "Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit (more about in the following paragraphs).

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Dean of Students when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved. Students who are reported as cheating to the Dean of Students more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken."

**MY POLICY:** Anyone who is dishonest in any way (including but not limited to plagiarism and the following examples), will receive a zero for that assignment, with no opportunity to make up the zero. You WILL receive a grade of F in the course for more than one violation. It doesn't matter if the second offense is a major writing assignment or something as simple as a daily assignment. In addition, **this instructor reserves the right to give the student an F for the**

**class if there is any one cheating violation that is a deliberate, not accidental, infraction. Be very sure you understand the definitions of plagiarism below.**

In addition to the above, I invoke my own requirements:

You are guilty of cheating on an assignment by letting someone else complete part or all your work by

- using unauthorized electronic devices for in-class assignments or tests
- using someone else's electronic files
- using AI to generate text and passing it off as yours
- letting someone else use your electronic files--It is your responsibility to protect your electronically saved files. If someone else turns in an assignment as if it were that student's work but it is work that you completed, I will have to assume that you allowed it to happen, and both of you will suffer the same consequences. Therefore, make sure your saved files are kept in a place where others cannot copy them. Don't share files.
- It is also unacceptable if you use work that you have turned in for another instructor if you don't get my permission first. Always ask!

**PLAGIARISM:** Read the following explanations carefully and be sure that you understand them.

1. Word-for-word plagiarism: The student quotes his or her source without using quotation marks. Even if the student cites the source, he or she is still plagiarizing because proper quotation procedures were not used. A general rule of thumb is that if you borrow MORE THAN TWO WORDS IN A ROW, you must use quotation marks.

2. Paraphrased plagiarism: The student uses a source and except for changing a few words or phrases essentially quotes the original. Even if the source is properly cited, the writing is still plagiarized because the student has used the author's style, vocabulary, and content and claimed it as his or her own.

3. Improper citations: If a student uses someone's information other than his or her own, the source of the material must be properly cited. Failure to do so is plagiarism.

4. Improper use of ideas: Ideas are as equally protected as words. If the student uses someone's ideas, but expresses them in his or her words, the student plagiarizes if he or she does not cite the source of the idea.

5. Internet use: Copying and pasting from the Internet is plagiarism. Purchasing papers from a paper mill is plagiarism. Using AI to generate any text and turning it in as your own is plagiarism.

6. Student sharing: While students are certainly free to work together and study together, an assignment that calls for individual work must reflect the student's personal effort. If a student borrows or copies another student's work, that is plagiarism. If a student has another student write a paper, that is plagiarism. If two students collaborate on an individual assignment and turn in the same work, that is plagiarism.

**Plagiarism is a serious academic offense.** It involves legal issues about improper use of materials that do not belong to the student. Plagiarism is also unethical. A student must do his

or her own work; otherwise, the learning process is compromised. Plagiarism is unfair to fellow students who take the time and make the effort to do their own work. Essentially, plagiarism is cheating and will not be tolerated.

### TURN-IT-IN

- Students are responsible for ensuring that their work is consistent with Clarendon College's expectations about academic integrity. In this course you may be asked to submit your papers using an online tool, Turnitin.com, to confirm that you have used sources accurately in your papers and that you are not using another student's work. To submit your papers to Turnitin.com, you will be provided a class id and enrollment password at the appropriate time by your instructor.
- Step-by-step instructions and videos about how to use Turnitin.com to submit papers are available at Clarendon College's website. Additional information about the Turnitin.com plagiarism prevention tool is available at <http://turnitin.com>
- If the instructor requires something to be submitted to Turnitin.com, you **MUST TURN IT IN** with both a printed draft to the instructor and an online submission to Turn-it-in or you will receive a zero for the assignment.

**Important!** It's always a good idea to have more than one back-up device. Always keep two copies of your work. Be very careful with flash drives—drives carried in backpacks, purses, and pockets could easily become corrupted and unusable. A lost, stolen, or corrupt disk or flash drive or lost or corrupt data **will not be accepted as an excuse for late work**. Neither will “**my computer crashed.**” Do work enough ahead of time that you are prepared for emergencies and always save more than one copy of your work, in separate locations. I recommend emailing yourself copies of work.

**ACCOMMODATIONS STATEMENT:** Clarendon College provides reasonable accommodations for persons with disabilities. Should you have a recognized disability and require special accommodations, you must notify either of the following individuals as soon as possible so that we can provide those accommodations: Dean of Students or your instructor.

**COURSE CONTRACT:** I have given you a page that you are required to sign. This contract form asks you to sign at the bottom saying you understand the course and its policies regarding assignments, tests, and all other requirements. You must sign and return this to receive graded work.

### Academic Integrity Policy

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense. Academic dishonesty violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an

examination, classroom activity, laboratory exercise, or homework assignment ; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.) Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the associate dean, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Dean of Students. The Dean of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to the Dean of Students, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Dean of Students. If the Dean of Students observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Dean is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Dean of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken. Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.