ENGLISH 1101 LSB 3 (TR 12:30 – 1:45; T 3:30 – 5:10)
COURSE SYLLABUS — Fall 2018

PROFESSOR: Doug Davis  office: FA126
Webpage: [http://faculty.gordonstate.edu/ddavis/](http://faculty.gordonstate.edu/ddavis/)  e-mail: ddavis@gordonstate.edu
office hours: [http://apps.gordonstate.edu/directory/facresult.php?id=90120846](http://apps.gordonstate.edu/directory/facresult.php?id=90120846)

REQUIRED TEXTBOOKS AND MATERIALS:

You must bring your personal copies of *The Best American Short Stories* or *The Best American Essays* to every class meeting during which we are discussing stories or essays in them.

REQUIRED MATERIALS:
- Computer access and a Gordon email account. Your professor will send you materials via your Gordon email account, so you must check it regularly.
- A pocket folder or binder to keep class papers, notes, and handouts in.
- A pen and a notebook in which to write during class.
- A USB flash-memory drive to keep copies of your essays on. You must own your own disk or drive and keep copies of all your essays and presentations on it.
- Access to Microsoft Word and/or the ability to save files in MS Word format. You will be required to upload your writing assignments to a website in MS Word format. All Gordon students will receive a free subscription to Microsoft Office 365; go here for details: [http://www.gordonstate.edu/computer-services/office-365.html](http://www.gordonstate.edu/computer-services/office-365.html).

COURSE DESCRIPTION: A composition course focusing on skills required for effective composition of a college-level essay.

COURSE OBJECTIVES:
- Students will demonstrate the ability to produce written communication that conforms to academic standard English and is organized into a series of coherent, unified paragraphs.
- Students will demonstrate the ability to assimilate, analyze, and organize information by composing in various formal modes and writing with a clearly developed thesis and effective support.
- Students will demonstrate the ability to adapt written communication stylistically to suit a variety of circumstances and audiences.
ASSIGNMENTS:
1. Readings, in-class writing assignments and exercises
2. Library orientation quiz
3. Fiction Summary essay
4. Creative Non-fiction Interpretation essay
5. Compare and Contrast essay
6. Film Review
7. Narrative
8. Revision

GRADES AND GRADING SCALE:
1. Class participation, brief in-class writing assignments 10%
2. Library orientation quiz 10%
3. Fiction Summary 10%
4. Creative Non-fiction Interpretation 20%
5. Compare and contrast 20%
6. Film review 20%
7. Narrative 10%

Grading scale: A=90-100, B=80-89, C=70-79, D=60-70, F=60 and below.

FINAL GRADE CALCULATOR:
You may calculate your final grade by adding your test and report scores to the following rubric and adjusting them to the noted percentages. This is this same rubric that your professor will use at the end of the term to calculate your final grade.

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<th>Library Quiz</th>
<th>Summary</th>
<th>Interpretation</th>
<th>Compare and Contrast</th>
<th>Film Review</th>
<th>Narrative</th>
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Grading scale: A=90-100, B=80-89, C=70-79, D=65-69, F=64 and below.

GRADING STANDARDS
Essays will be graded for their argumentative content, for the sources and documentation they contain, and for their mechanical and grammatical correctness. Essays must be written in Standard American English with minimal errors. Essays that exhibit a trend (3 instances) of a single serious grammar, mechanical, or style error cannot receive a grade
higher than a 75. Serious errors consist of fragments, comma splices, run-ons, poor sentence structure, as well as errors in verb tense, verb forms, subject-verb agreement, pronoun agreement, pronoun case, diction, and parallelism. Essays that exhibit more than one trend of a serious error cannot receive a grade higher than a 50.

CLASS PARTICIPATION:

Many days this semester we will be discussing readings from books. Thus, on days readings are assigned, you must bring your personal copy of the book you read for homework with you to class. Students who do not bring an assigned book with them to class will have their class participation grade lowered and may be counted absent for the day.

Your class participation grade is based upon several factors: attendance and in-class behavior; keeping up with reading assignments; participation in class discussion; and punctuality in turning in of assignments. All students begin class with an average class participation grade of 7 out of 10 possible points. Students who do not have excessive absences and who participate in class discussions, hand in assignments on time, and demonstrate that they are keeping up with the class readings will receive class participation grades higher than a 7; students who hand in assignments late, exhibit disruptive behavior in class, are late to class, have excessive absences, or do not demonstrate that they are keeping up with class readings will receive class participation grades of 6 or lower.

See “Academic Dishonesty” and “Class Attendance” below for related grading policies.

ACADEMIC DISHONESTY:

Cheating in any form, including plagiarism, is a serious academic offense. Plagiarism is the passing off of someone else’s ideas and/or words as your own, or the passing off of your old, previously graded work as new work. Plagiarism is the willful representation of another person’s work as your own, or of your old, previously graded work as new work. If you have questions about what constitutes plagiarism, ask now.

Wholesale plagiarism is the attempt to pass off a complete essay composed by another person or persons as your own; if caught committing wholesale plagiarism you will fail this course. Self-plagiarism is the attempt to pass off work that you wrote for another class and may have already received a grade on; you must write original essays in English 1101 and cannot re-use essays or work you have already submitted for another class or for a project external to this class. All self-plagiarized work will receive a grade of 0; all students who self-plagiarize will have their class participation grade reduced by a minimum of 5 points and a maximum of 10 points depending on the severity of the plagiarism. Patchwork plagiarism is the attempt to incorporate elements (exact quotes or ideas) of another’s work into your own without proper attribution; if caught committing patchwork plagiarism, you will receive a failing grade (zero points) for the assignment and your class participation grade will be reduced by a minimum of 5 points and a maximum of 10 points depending on the severity of the plagiarism. Additionally, there is also a condition known as collusion, which translates to receiving excessive help to the point that a work can no longer be considered the sole product of a single author. If I
suspect a submitted work to be the result of collusion, I reserve the right to refuse credit for that work if the claimed author is unable to demonstrate sole authorship.

A student who plagiarizes or otherwise cheats on two or more assignments in any form will automatically fail the class.

All plagiarized work will automatically be submitted to the college administration for disciplinary review. All students who plagiarize in any form will be reported to the college administration for academic dishonesty.

To prevent plagiarism, all students will be required to cite all sources used in their essays and to quote and paraphrase appropriately. Furthermore, all student work will be automatically reviewed by Turnitin.com (see Turnitin.com submission guidelines below).

**SAMPLE PAPERS:**
Sample papers for many class assignments are available for download from your professor’s faculty webpage ([http://faculty.gordonstate.edu/ddavis/](http://faculty.gordonstate.edu/ddavis/)). It is recommended that you read these sample papers as guides for your own writing.

**WRITING CENTER:**
Gordon State College runs a writing assistance center in the Student Success Center. At the SSC you can get one-on-one assistance with your assignments as many times during the semester as you want.

**STUDENTS WITH DISABILITIES, TITLE IX, ADA, AND OTHER POLICIES:**
Gordon State College is committed to making reasonable efforts to assist individuals with disabilities in their efforts to access a high quality post-secondary education. Gordon State College will provide reasonable accommodations for persons with documented qualifying disabilities in accordance with the policies of the University System of Georgia and Gordon State College. If you have a disability and feel you need accommodations in this course, you must present a current letter to me from Accessibility Services, indicating the existence of a disability and the approved accommodations. To register a disability contact Accessibility Services, Student Center, Room 212, 678-359-5585.

**Title IX**
Gordon State College is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. All faculty members at Gordon State College are mandated reporters. Any student reporting any type of sexual harassment, sexual assault, dating violence, domestic violence or stalking must be made aware that any report made to a faculty member under the provisions of Title IX will be reported to the Title IX Coordinator or a Title IX Deputy Coordinator. If you wish to speak with someone confidentially, you must contact the Counseling and Accessibility Services office, Room 212, Student Life Center. The licensed counselors in the Counseling Office are able to provide confidential support.
Gordon State College does not discriminate against any student on the basis of pregnancy, parenting, or related conditions. Students seeking accommodations on the basis of pregnancy, parenting or related conditions should contact Counseling and Accessibility Services regarding the process of documenting pregnancy related issues and being approved for accommodations, including pregnancy related absences as defined under Title IX.

**ADA and 504**
If you have a documented disability as described by the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, you may be eligible to receive accommodations to assist in programmatic and/or physical accessibility. The Counseling and Accessibility Services office located in the Student Center, Room 212 can assist you in formulating a reasonable accommodation plan and in providing support in developing appropriate accommodations to ensure equal access to all GSC programs and facilities. Course requirements will not be waived, but accommodations may assist you in meeting the requirements. For documentation requirements and for additional information, contact Counseling and Accessibility Services at 678-359-5585.

**House Bill 280**
For information regarding House Bill 280, see the University System of Georgia at the following link: http://www.usg.edu/hb280

**Religious Holidays**
Gordon State College acknowledges that the academic calendar can sometimes conflict with major holidays from among our diverse religious traditions. If a student must miss class due to the observance of a religious holiday, that absence may be excused. To be excused, the student must inform his/her instructors before the absence and make alternate arrangements for any work due at the time of the absence. An excused absence for the observance of a religious holiday does not excuse student from responsibility for required course work.

**CLASS POLICIES:**

**Absences:**
Regular class attendance is your obligation. You are expected to attend every class meeting. Attendance will be taken during every class meeting; all students not present on a given day for any reason will be counted absent.

After a student’s third absence for any reason (illness, sports, voting, family emergency, funeral, off-campus events, etc.), your professor reserves the right to lower the student’s class participation grade by up to 3 points for each subsequent absence (e.g. if a student has five absences and a final grade of an 85, that student’s grade class participation grade may receive a six point deduction and the student’s final grade may be lowered to a 79, turning a B into a C). Missing the class roll, leaving class early, or missing a major portion of a class meeting counts as an absence.
Late essays:

Essays must be submitted to their corresponding folders in turnitin.com by 11:59 on the day they are due. Late essays may be graded down one full letter grade for each day they are late, for whatever reason. After one week, the essay assignment folder may close; essays may not be accepted after one week of their due date and may be given the grade of 0.

It is your responsibility to keep track of your assignment due dates and to submit material to turnitin.com on time. All due dates are stated on the class schedule of assignments. Your professor will not remind you to submit an essay if you have missed a due date.

Email and discussion policy:

All personal questions or announcements for your professor should be directed to him either in person before or after class, during his office hours, or by email.

Your professor generally responds to emails within two business days. If you send your professor an email on Friday or on the weekend, do not expect a reply until the following Wednesday at the earliest.

Your professor cannot discuss the details of grades with you over email in accordance with the Family Educational Rights and Privacy Act (FERPA). See https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html. See your professor in person if you want to discuss a grade.

CLASSROOM ETIQUETTE:

Good attendance, punctuality turning in assignments, participation in class discussion, a good attitude, and evidence that you are keeping up with reading assignments will all raise your class participation grade. However, your class participation grade will be lowered for the following kinds of behavior:

1. Inopportune absences (such as on days assignments are due).
2. Forgetting to bring your books with you to class.
3. Coming into class late.
4. Sleeping during class.
5. Doing work for other courses during our class period.
6. Interrupting people. In discussions, allow the person speaking to finish.
7. Whispering or talking to someone else while the professor or another student is speaking.
8. Using your cell phone, texting, etc.

TURNITIN.COM GUIDELINES:

Turnitin.com class ID for section LSB 3 (12:30 – 1:45): 18591912

Turnitin.com enrollment key/password: 1101
By taking this course, you agree that all required papers may be subject to submission of textual similarity review to Turnitin.com. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in other papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site http://www.turnitin.com/static/usage.html.

According to the Family Compliance Office of the U.S. Department of Education, your papers are education records within the meaning of the Family Educational Rights and Privacy Act of 1974 (FERPA) (http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). Education records may not be disclosed to third parties in a form that identifies you without your consent. Since Turnitin.com is a third party, you must choose one of the two ways below (not both) to submit papers to Turnitin.com in order to comply with FERPA.

1. YOU CONSENT TO DISCLOSE PERSONAL IDENTIFICATION TURNITIN.COM

You may consent to release your personal identification to Turnitin.com by establishing an account and uploading your paper. Your professor will give you instructions on how to set up your Turnitin account.

OR

2. YOU DO NOT CONSENT TO DISCLOSE PERSONAL IDENTIFICATION TO TRUNITIN.COM

If you choose not to consent to release your personal identification to Turnitin.com, you must send your paper to your professor by email as an electronic attachment that can be opened by Microsoft Word, by the deadline given on the syllabus. Your identifying information will be removed and the paper uploaded to Turnitin.com for you. Because your paper will not be in a Turnitin.com account that is accessible to you, you will not be able to view your report on-line. Instead, after the deadline has passed and all papers have been processed by Turnitin.com, your instructor will email an electronic copy of your paper’s report to you.

Your paper will be processed by Turnitin.com whichever option you choose. The different options simply determine how the paper is submitted to Turnitin.com whether the paper has your name on it, and how you receive the Turnitin.com report.

Please note that in Turnitin.com there is a “test upload” assignment area for your paper. Because test uploads are not required or graded, and need not be a sample of your own work, they are not “education records.”

IMPORTANT NOTE: If you upload an early draft of your paper to the test upload assignment, and then upload the final assignment, the final originality report will show that a substantial part of your paper is identical to your draft. That is expected.

You can read more about Turnitin.com here: http://www.turnitin.com