

INSTRUCTOR CONTACT INFORMATION

Instructor: Daniel J. Valdez, M.A.
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Office Location: Technology Center Room 222
Office Hours: By appointment in Blackboard Collaborate

CREDIT

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

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

TSI Complete in 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.

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.

Core Objectives

1. Critical Thinking Skills: To include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. Communication Skills: To include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Personal Responsibility: To include the ability to connect choices, actions and consequences to ethical decision-making.

REQUIRED TEXTBOOK AND MATERIALS

An electronic device with access to the Internet.

ATTENDANCE POLICY

This is an online course. Students are not required to attend any online class. However, students are expected to check BlackBoard and their LIT e-mail **daily**. Students who do not engage with the class daily **will fall behind**.

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

DATE	TOPIC	READINGS	ASSIGNMENTS (Due on this Date)
Week 1 AND Week 2 Part I (07/08 – 07/14)	<i>Syllabus Overview</i> <i>Introduction to</i> <i>Composition I</i> <i>MLA Formatting</i> <i>Works Cited Page and In-</i> <i>Text Citations</i> <i>AI Ethics</i>	"English Is Not Normal" by John McWhorter	- Informative Essay Outline (07/12) - Orientation Quiz - Professional Introductions Forum - Send Me and Formal Email

	<i>Informative Essay (and the Writing Process)</i> <i>Nouns and Pronouns</i> <i>Verbs and Adverbs</i>		- MLA Template Assignment - Create a Works Cited Page Assignment - AI Ethics Discussion - Nouns and Pronouns Quiz - Verbs Quiz (07/13)
Week 2 Part II – (07/12 – 07/18)	<i>Thesis Statements</i> <i>Peer Review</i> <i>Common Errors to Avoid</i> <i>Proofreading and Revising</i> <i>What is a Good Essay, Anyway? (The 7 Cs)</i> <i>Adjectives</i> <i>Conjunctions and Prepositions</i> <i>Diction and Syntax</i> <i>The Research Essay</i>	“What is the Language of the Future?” by Henry Hitchings	- INFORMATIVE ESSAY ROUGH DRAFT (07/14) -- Informative Essay Peer Review (07/15) - INFORMATIVE ESSAY FINAL DRAFT (07/17) - Thesis Statement Practice - Participation Journal 1 - Adjectives and Adverbs Quiz - Common Mistakes Quiz - Conjunctions and Prepositions Quiz - Diction and Syntax Quiz (07/18)
Week 3 - (07/19 – 07/25)	<i>Confidence in Writing</i> <i>How to Persuade and Influence People</i> <i>Logical Fallacies</i> <i>Avoiding Bias</i> <i>Finding Good Sources</i> <i>Annotated Bibliography</i> <i>Punctuation</i> <i>Phrases</i> <i>Hyphens, Dashes, Parentheses, and Brackets</i>	“Your Ability to Can Even: A Defense of Internet Linguistics” by Tia Baheri	- Research Essay Outline (07/20) - RESEARCH ESSAY ROUGH DRAFT (07/23) - Research Essay Peer Review (07/24) - Participation Journal 2 - Punctuation Quiz - Phrases Quiz - Punctuation Quiz 2 - Fallacious Reasoning Quiz - In-Text Citation Quiz (07/25)

Week 4 - (07/26 – 08/01)	<i>Persuasive Research Essay Rhetoric Syntax and Spelling</i>		- RESEARCH ESSAY FINAL DRAFT (07/27) - ANNOTATED BIBLIOGRAPHY PREWRITING (07/29) - Participation Journal 3 - Rhetoric Quiz (08/01)
Week 5 – (08/02 – 08/08)	<i>Persuasive Research Essay Peer Review Grammar Review What You Can Do With Your Writing</i>		- PERSUASIVE RESEARCH ESSAY ANNOTATED BIBLIOGRAPHY (08/02) - Persuasive Research Essay Outline (08/05) - Participation Journal 4 - EXTRA CREDIT: Rhetorical Analysis Assignment (08/08)
Week 6 and Final Exam – (08/09 – 08/16)	<i>Persuasive Research Essay Drafts Final Exam</i>		- PERSUASIVE RESEARCH ESSAY ROUGH DRAFT (08/09) - Persuasive Research Essay Peer Review (08/10) - PERSUASIVE RESEARCH ESSAY FINAL DRAFT (08/13) - OPTIONAL FINAL EXAM DUE BY 5 PM (08/16)

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Participation 10%
- Short Writing Assignments 15%
- Daily Assignments 15%
- Essay One – Informative 10%

- Essay Two – Research 15%
- Essay Three – Common Core: Persuasive Research Assignment 20%
- Final Exam 15%
- Total 100%
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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. 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. 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 ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

ADDITIONAL COURSE POLICIES/INFORMATION:

- **Personal Responsibility:**
 - It is *my* responsibility to convey the course information to students in a clear and concise manner that is aligned with the course objectives. It is *the student's* responsibility to interact with the material, ask questions as needed, complete assignments in a timely manner, and check Blackboard and their email **daily**.
 - It is the student's responsibility to reach out to me with any questions or concerns they may have. As I have told many students before: If I am not told, then I do not know about it.
 - Students *must* listen to lectures and take notes in this course. Failure to do so will result in the student falling behind, and *if a question is asked that has been mentioned in the lecture, I will simply refer the student to the lecture*.
 - **Technical issues are not a valid excuse for not completing an assignment if the student waits until the day the assignment is due.** The student should work on assignments before the day they are due. I will not accept the work, and the

student will receive a 0. This is especially true if one does not stay up-to-date with one's LIT passwords. Forgetting one's log-in information is not a valid excuse for missing an assignment. I make certain exceptions for power going out or some kind of technological disaster.

- It is the student's responsibility to provide evidence of some kind (screenshot or something similar) if they are experiencing technical difficulties and are unable to submit assignments or check their Blackboard/email.
- Students must advocate for themselves in this course. Please, always contact me first if there is any issue involving something in the course, whether that be grades, content, or anything else.

- **Grading:**

- For essays: If a student receives their rough draft and does not correct any of the suggestions from the instructor for the final draft, their grade will be 10 points lower than the rough draft. If they only corrected half of their work from the instructor, then their grade will be at least 5 points lower than the rough draft. More points could be deducted based on what the student needed to do for the rough draft.
- After the first 2 weeks of class, I will begin taking off 5 points automatically for improper MLA format. For Summer: This applies after the 1st Week.
- Assignment due dates are subject to change at instructor discretion.
- Any assignment containing *any* AI generated work will receive a zero. I do not recommend using AI for grammar correction, as it is sometimes flagged as AI generated content by the checkers I use (ZeroGPT, QuillBot, Scribb, GPTZero, and Undetectable). However, if you need to use it to help you understand a grammatical error, please make sure you are the one typing in the correction, not the AI itself.
- I understand that not website AI-checkers are not 100% accurate. I make sure to read through things myself and have experience what is and is not AI. That being said, sometimes I still make mistakes. Therefore, if I suspect something is created with AI, then I will ask the student to then share their "Version History" with me to prove that they wrote it themselves. Therefore, I do not recommend you delete your documents after submitting them.
- After a student turns in an assignment, they must be sure to download and keep the submission receipt Blackboard gives them in case there is some kind of glitch and their assignment does not show up. It proves it was turned in.
- Plagiarized assignments will receive a 0.
- Students who collude on assignments will receive zeroes.
- I do not mark every little error on a students' essay. I mark the most frequent errors I notice a student is committing, leave feedback for correction, and it is then up to the student to go through their own essay and find errors on their own.

- Gradebook will be updated weekly, but essays may take up to 2 weeks to grade. For summer: I will try and have all assignments returned as quickly as possible.
 - I will not reopen quizzes for any reason. Students are to pay close attention to all directions, questions, time limits, and buttons for all quizzes and tests. This includes “accidentally” submitting the quiz.
- **Contact:**
 - I am out of the office during the summer. Therefore, if you have something pressing that you need a response to, email me and place “URGENT” in the subject line. I reserve the right to determine what matters are urgent or not.
 - If you email me after 3 PM on Friday, you will most likely not receive a reply until the following Monday unless the matter is urgent.
 - Please use my LIT email address to contact me, **not Blackboard messenger**.
- **Miscellaneous Policies:**
 - Students are to keep their “Version History” on throughout the course whether they are using Microsoft Word, Google Docs, Apple Pages, or any other document software. If I suspect plagiarism or AI use from the student, I will ask for his or her document to be shared with me through email. The student will then have to “share” his or her document with me, so I am able to search through his or her version history. The student is given 24 hours for this to be done. The student is to make sure that they are using different documents for different assignments to avoid any kind of suspicious activity. Lastly, one should not write his or her work on one document and then “copy and paste” it to another document. The student will be suspected of cheating and will receive a 0 if this occurs.
 - Students are to save all submission receipts.
 - Students who collude with each other on discussion boards, quizzes, or essays will receive automatic zeroes.
 - I allow 2 attempts on certain assignments. However, once the 1st attempt has been graded the student may no longer submit a 2nd attempt. It will be deleted if the student does so.
 - Going out of town, leaving one’s electronic device used for schoolwork somewhere, and working late are not valid excuses for not turning in one’s work. The student will need to contact me if they are going out of town so that we can work on getting his or her work completed early.
 - If the student has a job, please note that I am not unsympathetic to those that are working while pursuing an education. However, as stated, the student will need to keep up with due dates. Failure to do so will result in a 0. The student should let me know if his or her work schedule hinders them from completing an assignment on time at least 24 hours prior to the assignment’s due date.

- **I reserve the right to update my syllabi as needed throughout the semester.**

LATE WORK

All late work will receive a zero. Students must tell me **at least twenty-four hours before the due date** if they are going to miss work. The assignment must *only* be turned into Blackboard. Once the student turns in the assignment, they *must* immediately email me, or I will not know to look at the assignment. **Students who turn in late assignments but do not notify me will not get the chance to have their assignments re-graded.**

Some assignments may be turned in late if approved because of extenuating circumstances, but the student will have to reach out to me so we can discuss them. I reserve the right to define what counts as an extenuating circumstance.

Approved late assignments will be re-graded for full credit. Students who turned in assignments late may not get detailed feedback on how to improve their assignments. Depending on the excuse, I will most likely ask for some kind of proof that the excuse is valid. Extenuating circumstances such as severe illness or death of a loved one are valid excuses for missing assignments.

Extenuating circumstances do **not** include going out of town, going on vacation, Internet/technology issues that can quickly be solved by IT/Blackboard support, time management issues, etc.

RETAKING ASSIGNMENTS

Other than late work and the major assignments I allow remediation for, I do not allow students to retake assignments. However, I may ask students to resubmit assignments if they do them incorrectly. Once an assignment is graded, it cannot be revised and resubmitted.