

ENGL 1010
Freshman English
Policy Statement and Syllabus
[semester]

Instructor's

Name

Email Address

Class Meeting

Time

Class Location

Office Phone No.

Office Location

Office Hours

**[may be included on a
separate document]**

Official Course Description

ENGL 1010 Freshman English I (3). An introduction to the fundamentals of written composition and communication through the study of illustrative essays, as well as an introduction to the reading and critical analysis of essays. Grammar and mechanics, insofar as they are an integral part of developing proficiency in writing, are covered in the course. Those students who do not demonstrate satisfactory performance in the use of grammar and mechanics are required to attend the Writing Center. Successful completion of 1010 is a prerequisite for English 1020. All degree-seeking students must earn at least a C in this course. (*Tennessee State University Undergraduate Catalog 2015-17, 182*)

Rationale

Freshman English I and II help students learn to write clearly, concisely, and professionally and teach them to give constructive feedback on writing. These skills are essential to college coursework and indispensable in the workplace.

Prerequisites

None.

Official Learning Competencies

As a student completing 1010 with a C or better, you will be able to:

1. Demonstrate understanding of and ability to read and respond to the demands of the rhetorical situation (author, audience, and subject) in both oral and written communication.
2. Read critically and analyze various types of assigned readings on the basis of structure, pattern, and meaning in order to produce original papers that show development of topic through organization (such as topic sentence, support of the central idea through details, and rhetorical patterns).
3. Invent, write, revise, edit, and rewrite formal essays in response to readings which develop appropriate rhetorical patterns (i.e., narration, example, process, comparison/contrast, classification,

cause/effect, definition, argumentation) and other special function(s) (i.e., literary analysis or research) while demonstrating writing skills from process to product.

4. Produce final papers that show growth in principles of good writing, such as organization (e.g., introduction/body/conclusion or outlining), development (clarifying transitions between sentences and paragraphs), unity (connected ideas), and which demonstrate an understanding of the substance of the topic.
5. Complete at least one writing assignment that demonstrates a limited use of MLA documentation form and basic research ability.
6. Participate in collaborative work with other students via small group discussions and presentations, workshop-style classes devoted to particular issues (such as paragraph structure or voice and tone), and produce, accept, and use constructively feedback from writing instructors, other students, and other university writers/instructors to take control of your own writing.
7. Create mechanically sound papers relatively free of errors in grammar and mechanics.

In order to attain these competencies, you will:

1. Write and revise essays and other documents which reconstruct and critically analyze the writings of others.
2. Write and revise several documents for a total of approximately 4000-5000 words (including exercises, drafts, and revisions). These documents will often respond to texts. Your documents will respond appropriately to the rhetorical situation by developing rhetorical patterns (i.e., narration, example, process, comparison/contrast, classification, cause/effect, definition, argumentation) and other special function (s) (i.e., literary analysis or research) while demonstrating writing skills from process to product and an awareness of the audience for the documents. Some shorter documents may be revised and included as part of longer documents.

Your final documents should show growth in principles of good writing, such as organization (i.e., introduction/body/conclusion or outlining), development (clarifying transitions between sentences and paragraphs), and unity (connected, guided ideas), and demonstrate an understanding of the substance of the topic. *At least one document will demonstrate a limited use of MLA documentation form.*

Review the Course Outline and specific assignment sheets for particular requirements and expectations from your instructor.

3. Collaborate with other students, in peer responses, small group discussions and presentations, and workshop-style classes devoted to particular issues (such as paragraph structure or voice and tone). These will be used, as necessary, to support the writing process.
4. Create mechanically sound papers relatively free of errors in grammar and mechanics. Attention to style may occur through references to and/or assignments in the handbooks.

5. Revise, edit, and rewrite papers to show growth in your writing abilities through process and development to final product. Feedback from writing instructors, other students, and other University writers/instructors will help you take control of your own writing.

The Writing Center (615-963-5102, <http://www.tnstate.edu/aeao/tutoring/writing.aspx>) supports students who want to better their writing. You may attend writing workshops or schedule one-on-one sessions with the Writing Center staff. You do not need your instructor's recommendation to use the Writing Center. By looking critically at your own writing and the writing of others, you should see improvements in individual style and rhetorical abilities.

6. Maintain an eportfolio of writing projects for the class. Your instructor will designate one project that must be included in the eLearn eportfolio with the grading rubric.

Gathering work into an eportfolio will help you reflect on the changes in your writing. As you progress through your studies as TSU, you will collect writing samples and other work (artifacts) in your eportfolio. You can then show potential employers the work you have collected.

Textbooks, Tools, and the Electronic Environment

Required/Recommended Textbooks

Wyrick, Jean. *Steps to Writing Well with Additional Readings, 2016 MLA Update*. 10th ed., Cengage, 2017.

[This book should be available in IncludED, the electronic book bundle.]

The required text may be supplemented with computer-assisted writing, media, outside readings, oral presentations, guest speakers, and more to complement the strengths of your instructor.

Tools

- A computer. (Many of the campus labs are open until 10 pm; many off-campus resources provide 24/7 access. Not having access is no longer an excuse.)
- A USB drive or other storage media for saving files. ALWAYS save in 2 places (for example, a USB drive and emailing the work to yourself). A lost file is not an excuse.
 - Many (if not all) of your writing assignments will be completed using a computer or other device that allows you to save the file electronically. ***Be prepared to submit your work electronically.***
 - Use the filename convention established for the class. For example, *lastnameXXXX.xxx*, for example *smithdraft1.doc* or *smithessay2.doc*
 - Keep all of your electronic files for possible inclusion in your eportfolio.
 - **Check with your instructor to see if you also need to submit a hardcopy.**
- Blue or black ink pens and loose-leaf paper for in-class writing

Electronic Environment

- *eLearn Access*
Assignments, discussion notes, additional readings, and other information *may* be posted on the class eLearn website (Desire2Learn)→ <http://elearn.tnstate.edu>. Check with your instructor about the eLearn requirements for your class. **Your eportfolio will be constructed using eLearn.**
- *email*
Identify an email address you check frequently for use in class communication.
- *Internet*
Be prepared with resources you find helpful (for example, Google search and dictionary.com) and be ready to explore other websites, apps, ebooks, and more.

Required Work

[Insert details of assignments for the course.]

Evaluation

Final evaluation will be determined by:

- Completion of all assigned papers, exams, and class activities.
- Regular and timely class attendance and participation.
- Successful organization of your eportfolio and revision of class assignments as assigned.
- Attendance at supplemental class activities in University areas, such as the Library, the Writing Center, the Media Center, and Academic Computer Center.
- If you are enrolled in the ENGL 1011 Freshman English Workshop, your work and attendance will be reviewed as part of the evaluation for ENGL 1010.

[Insert details of grade calculation.]

Grading Policies

- [Insert your grading policies.]
- **Grading Criteria are posted on the LLP website www.tnstate.edu/llp and class eLearn site.**

Class Policies

Academic and Classroom Conduct and Dress

Conduct yourself as an adult who understands the responsibilities of a TSU student.

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order temporary removal or exclusion from the

classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the institution. (*Tennessee State University Undergraduate Catalog 2011-2013*, 45)

Your use of electronic devices falls within your instructor's responsibilities for maintaining academic integrity. If your use of a cell phone or other electronic device distracts the instructor or another class member, the instructor will ask you to meet to discuss the problem. You will have opportunities during class activities to use the device as a calendar or calculator, save files, gather information from the web, send emails, develop electronic-delivered documents, and more.

ADA Awareness and Accommodation

Contact the Director of Students with Disabilities—Disabled Student Services Office, at 963-7400, preferably before the fourth class meeting, if you need accommodation. The Department of Languages, Literature, and Philosophy, in conjunction with the Office of Disabled Student Services, make reasonable accommodations for qualified students with medically documented disabilities. Let your instructor know your status if it will affect your class activities and assignments—*before* assignments are due.

Disability Accommodation Statement

TSU is committed to creating inclusive learning environments and providing all students with opportunities to learn and excel in their course of study. Any student with a disability or condition which might interfere with his/her class performance or attendance may arrange for reasonable accommodations by visiting the Office of Disability Services (ODS). ODS is located in Kean Hall, room 131 and can be reached at 963-7400 or www.tnstate.edu/disabilityservices. You will be required to speak with ODS staff and provide documentation of the need for an accommodation. If you qualify for an accommodation you will be provided with a document stating what type of classroom accommodations are to be made by the instructor. It is your responsibility to give a copy of this document to the instructor as soon as you receive it. Accommodations will only be provided AFTER the instructor receives the accommodation instructions from ODS; accommodations are not retroactive. You must follow this process for each semester that you require accommodations.

Sexual Misconduct, Domestic/Dating Violence, Stalking

TSU recognizes the importance of 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 is experiencing any of these incidents, there are resources to assist you in the areas of accessing health and counseling services, providing academic and housing accommodations, and making referrals for assistance with legal protective orders and more.

Please be aware that most TSU employees, including faculty and instructors, are “responsible employees”, meaning that they are required to report incidents of sexual violence, domestic/dating violence or stalking. **This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must report the information to the Title IX Coordinator.** Although I have to report the situation, you will still have options about how your situation will be handled, including whether

or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

You are encouraged to contact TSU's Title IX Coordinator to report any incidents of sexual harassment, sexual violence, domestic/dating violence or stalking. The Title IX coordinator is located in the Office of Equity and Inclusion, McWherter Administration Building, Ste. 260 and can be reached at 963-7494 or 963-7438. For more information about Title IX and TSU's SART or policies and procedures regarding sexual, domestic/dating violence and stalking please visit: www.tnstate.edu/equity.

If you wish to speak to someone confidentially, who is not required to report, you can contact the TSU Counseling Center, located in the basement of Wilson Hall, at 963-5611 or TSU Student Health Services, located in the Floyd Payne Campus Center room 304, at 963-5084. You may also contact the following off campus resources: Sexual Assault Center of Nashville at 1-800-879-1999 or www.sacenter.org or the Tennessee Coalition to End Domestic & Sexual Violence at 615-386-9406 or www.tncoalition.org.

Harassment & Discrimination

Tennessee State University is firmly committed to compliance with all federal, state and local laws that prohibit harassment and discrimination based on race, color, national origin, gender, age, disability, religion, retaliation, veteran status and other protected categories. TSU will not subject any student to discrimination or harassment and no student shall be excluded from participation in nor denied the benefits of any educational program based on their protected class. If a student believes they have been discriminated against or harassed because of a protected class, they are encouraged to contact the Office of Equity and Inclusion at McWherter Administration Building, Ste. 260, 615-963-7494 or 963-7438, www.tnstate.edu/equity.

Attendance

The University guidelines for attendance are given below. Your instructor will review the requirements for attendance and for excessive lateness.

Students are expected to attend regularly all courses in which they are enrolled for credit and to complete all work required in such courses. . . . Irregular attendance or any substantial number of unexcused absences may weigh adversely in the consideration of grades or any petition for a special academic privilege such as make-up assignments and/or examinations. To be allowed to make up work, students must present appropriate documentation to the classroom instructor. Students who have excused absences must arrange with the instructor to make up class and laboratory work immediately. . . . Students are expected to attend classes regularly and on time. . . . "Excessive" absence is defined as no less than one more than the number of times a class meets per week. It is the student's responsibility to withdraw from a course in which excessive absences have been incurred. A student with excessive absences may only be readmitted to class by the instructor. (*Tennessee State University Undergraduate Catalog 2011-2013*, 45)

Plagiarism

Submit original work or you will receive a 0 on the writing project or an F in the course.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to the other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an 'F' or a zero for the exercise or examination, or assign an 'F' in the course. (*Tennessee State University Undergraduate Catalog 2011-2013*, 45)

[It is recommended, though not required, that instructors also include policies on

- **Late work**
- **Make-up work**
- **Electronics**
- **Email**
- **Discussion of grades**
- **Note-taking, textbooks, eating / drinking, and other class activities]**

Your instructor will give you a class meeting schedule and instructions for each class assignment and activity. This may be included in the syllabus or in a separate document, or posted on the eLearn calendar.
