

Betty Carroll

Office: Bea Wood 200

Email: [betty.carroll@msutexas.edu](mailto:betty.carroll@msutexas.edu)

Office hours: Tuesdays and Thursdays:

Open office: Tues/Thur. 3:30 – 5:00 p.m.

Wednesdays 10:00 – 12:00 a.m.

**Other office hours are by appointment only. You may request phone/computer tutorials if ill or have job related issues (with documentation)**

## Intermediate Composition & Grammar ENGL 2113-X25: Spring 2023

**“Learning is not attained by chance. It must be sought for with ardor and attended to with diligence.”**  
– Abigail Adams

### Syllabus

The primary objective of the course is to develop students’ skills in clear and effective composition and standard usage of the English language. In English 2113, students compose, convincingly support, and polish persuasive, thesis-driven essays. The course can be used to satisfy the Writing Proficiency Requirement. It is not, however, a self-paced class. You have deadlines. Please read, on D2L, the “**Read Me First**” section. Also, peruse throughout D2L to become familiar with the course. Read your syllabus and course schedule. There is a lot of important information for you in these documents.

**Course goals:** Students will

- write thesis-based essays that provide strong support and specific details
- engage in a writing process that includes invention, drafting, and revision
- demonstrate critical and creative thinking about a timely issue or debatable topic
- demonstrate proficient use of Standard Written English

**Prerequisites:** Completion of the Communication Core

**Mandatory Final Exam:** There is a mandatory two-part final exam at the end of the semester: a grammar exam and an essay. You will have three hours to complete both parts of the exam.

We will use both the Lockdown Browser and Respondus features that are embedded in D2L. It will have strict time limits. Download the latest update. Please sign up promptly for the final week offers.

**Required texts:** *The Little, Brown Brief* (LBB), 6th edition with MLA update. You may purchase an older/cheaper edition, but you will need to make any needed adjustments to chapters referenced in course content.

**Required software:** A word processor that allows you to save your written assignments as Word Documents, and an Adobe Reader to read my comments when I return the assignments to you.

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down or you not understanding the requirements are not valid excuses for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the Internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

**Access to Microsoft 365:** All students are able to download Office 365 free of charge using their MSU Texas student email address. To acquire it, please visit <http://www.microsoft.com/en-us/education/products/office?ms.officeurl=getoffice365> and create your account. I highly recommend you do this as it helps a lot.

**University Computer Labs:** MSU provides 4 open computer labs throughout the week. They feature access to Microsoft Office Suite for writing and the Internet for researching.

**Location:**

**Clark Student Center - 24 hours - Mon. – Sun.**

**Dillard 146 - Mon. – Thurs. 6am to 7 pm**

**Moffett Library - Mon. - Thurs. 8 am to 10 pm ; Fri. 8-5 ; Sat. 10 am to 6 pm ; Sun. 2 pm to 10 pm.**

**Legacy Hall - 24 hours – Mon. – Sun.**

## **Instructor Class Policies**

Plagiarism is the use of someone else's thoughts, words, ideas, or lines of argument in your own work without appropriate documentation (a parenthetical citation at the end and a listing in "Works Cited")—whether you use that material in a quote, paraphrase, or summary. It is a theft of intellectual property and will **not be tolerated**, whether intentional or not. *At the very least, plagiarism will result in an F on the assignment; at the worst, the consequence will be an F in the course. Offenders will be reported to the English Department Head and/or the Director of Student Conduct. A program called Turn it In is also used to check for plagiarism and other issues.*

## **Assignments:**

**Quizzes (10%):** There are ten quizzes. Before taking a quiz, read the associated chapter in the LBB and review all the material posted on the quiz topic in D2L. Quizzes must be taken during the week assigned (i.e., no make-up quizzes). If you take the quiz, you will receive a grade of "1 point," no matter your posted score on the quiz, so do not look up answers. You will be able to define your weaknesses, and you can work on strengthening them. Your final grammar exam will be based on these quizzes and will count heavily, so don't take the quizzes lightly! The week's quizzes are open 5 a.m. on Monday until 11 p.m. on the following Sunday.

**Writing assignments (50%):** You have five writing assignments: a simple thesis and topic sentence assignment (W1); an assignment in which you submit two body paragraphs (W2); and three complete essays (W3, W4, W5). Sample essays are in D2L in writing assignment descriptions.

**Final exam (40%):** The final exam will consist of two parts: a grammar exam (20%) and a thesis-driven essay (20%).

**Late assignment policy:** All assignments are due on the dates assigned. No late work will be accepted unless specific arrangements have been made prior to the due date. Students falling two assignments behind are subject to administrative withdrawal from the course by the instructor. **Remember: this is not a self-paced class: due dates are strict.**

**Acceptable submission format and process:** All formal writing assignments submitted for grading must conform to the *Writing and Formatting Your Essay* and *Essay Grading Guidelines* documents posted to D2L. Assignments are to be submitted to the Dropbox folders in the course D2L website. See sample essays in Writing Assignment Descriptions in D2L.

**Students with disabilities:** The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the Clark Student Center, 940-397-4140.

**Grading Scale:** A – 90-100; B – 80-89; C-70-79 ; D – 60-69 ; F below 60

**Required Contact:** Students are required to interact with the instructor within the D2L course management system at regular intervals during the semester or term. By completing your weekly quiz on time and submitting assignments on time usually helps you make this requirement unless I am trying to connect with you. Any student who fails to interact with an instructor via D2L, telephone, email, or in person during any one-week period of the term may be subject to administrative withdrawal from the course by the instructor. Email me or contact me in my office during office hours – that would be best. I may not always reply on weekends.

**Academic Dishonesty:** All students are expected to adhere to the Midwestern State University Student Honor Creed when completing any work for this course. A student's name on any assignment scheduled to be turned in is his/her pledge that all work contained therein is his/hers alone. When using the ideas of other published and unpublished sources, students must use accepted documentation conventions (MLA). See the MSU Student Handbook (attached to D2L course website) to read the creed and the university's policy on academic dishonesty.

**Professionalism:** Members of this class are expected to treat one another with courtesy, professionalism, and respect. Repeated unprofessional, rude, or inappropriate behavior can result in 50-100 points being deducted from a final grade for the course per instance of such behavior. Please ask for help when you need it. Do not procrastinate.

**Final Essay Exams:** 40 points.

**Essays:** W1 = 5 points ; W2 = 10 points ; W3 = 12 points ; W4 = 13 points ; W5 = 10 points =

Total of 50 points. I use a grade sheet – not the grade book on D2L. It is in the D2L class content under Intro to Class.

**Quizzes:** 10 points regardless of grade if you do them.

**\*\*\*FINALS:** Finals can be taken starting Monday, May 1<sup>st</sup> thru Thursday, May 4<sup>th</sup>. You can choose any day of this week to take your 2113 finals. You have a grammar final and an essay final to complete. Each day ends at 11 pm and requires an hour for grammar and 2 hours for the essay.