

Instructor: Betty Carroll

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**Office Hours:**

Tues./Thur. Open office: 1:00 – 3:00 p.m.

Wednesdays: 10 am – 12 pm (please make appointment for a selected time to save that time for you). Other hours by appointment only.

**Fall 2023 English 0043 1R3 (in-class) and XR9 (online) Syllabus Integrated Reading and Writing**

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

This 3 hour **rigorous** course ties in with 1143 and provides instruction and practice in analyzing and evaluating textual information and in composing clear and logical texts. The course is required of those students who have not met TSI readiness standards in reading, writing, or both. This class has **STRICT** guidelines- make sure **you understand and accept them.** Course changes in syllabus, procedure, assignments and schedule may be made at my discretion as I see as needed, usually based on progress.

Take notes. D2L is where your quizzes are and due dates – mark your calendar!

**Text and Materials**

Langan, John. *Clear Thinking and Writing*. Townsend Press, 2019. ISBN: 9781591945659.

In addition to the textbooks, you need the following supplies: a college-appropriate dictionary, 1 folder with brads and 2 pockets, notebook paper (preferably wide-ruled), black or blue ink pens, highlighters (a yellow, pink, green and blue). **If you come unprepared for class, you can be dismissed, counted as absent, and given zeros for that day’s assignments. If you fail to do four assignments in the online class, you can be dropped.**

**Course Goals**

- Acquire vocabulary skills necessary for college-level coursework.
- Identify the structural elements of written materials.
- Practice strategies for note taking and test preparation
- Demonstrate ability to think critically.
- Write paragraphs and thesis-based essays that provide strong support and specific details
- Engage in a writing process that includes invention, drafting, and revision
- Demonstrate proficient use of Standard Written English

You can find additional information about course objectives on the department webpage: <http://libarts.mwsu.edu/english/>.

**Contacting Your Instructor**

I prefer face-to-face and phone contact during office hours. Other contact information is on page 1. When writing a message, follow conventions of standard written English. Do not use text-codes when you write any professor, and be sure to include a greeting (Mrs. Carroll) and your Name, and the class you are in even when leaving a message by phone.

**Final Examinations**

Reading/Grammar Final on Saturday, Dec. 10<sup>th</sup> from 10:30 – 12:30.

	<u>Assignment</u>	<u>% of Grade</u>
	Homework/Classwork/Attendance and Participation	25 %
<b>Course Requirements</b>	Writing Assignments /Reading Assignments	40%
	Quizzes	25%
	Final Exams	10 %

**Grading Policies**

**You must earn a final grade of C/70 or better to pass this course in 1143.** This course will not use the plus/minus grading system. The following numerical equivalents for grades are used: A = 100-90%; B = 89-80%; C = 79-70%; D = 69-60%; F = 59-0%. According to *MSU Catalog 2012-2014* page 77, an A indicates excellent work, a B indicates good work, a C indicates satisfactory work, a D indicates passing work (but you will repeat as a C is required), and an F indicates failing work. This 0043 helps you build skills to pass 1143.

**Submission Format and Policy**

When completing the assigned textbook pages and exercises in *Clear Thinking and Writing*, write answers in your book unless I instruct you otherwise.

All writing assignments (paragraphs and essays) must follow MLA format as well as assignments in *Clear Thinking* and print all writing assignments. Use the **MLA format** template that I have posted on D2L.

Each writing assignment includes prewriting or brainstorming, outlining, drafting, and revising. Follow MLA formatting, including these conventions:

- use **double-spacing and a Times Roman size 12 font only**
- include in the upper left-hand corner your name, course and section number, date, and both the name and version of the assignment (draft, revision) See example in D2L.
- for additional pages, include your last name and page number in the upper right-hand corner.
- **I WILL NOT GRADE PAPERS NOT PREPARED IN MLA FORMAT!**
- Rough drafts must also be turned in with revisions. No drafts – no grade!

**Note:** You may not submit a paper for a grade in this class that already has been or will be submitted for a grade in another class, unless you obtain *in advance* my and the other instructor’s explicit written permission.

### **Late Paper/Assignment Policy**

**Your homework is due at the beginning of class on its assigned date. I do not accept late work. You may take a missed quiz or test in my office (BW 201) during my office hours with a valid excuse. You have two class days after absence to make up this work. For example, if you miss a test on Tuesday, you must take the exam by class time the following Thursday. A quiz or test not completed within this time frame earns a zero. If you serve on a team of any kind, you must do your work **ahead** to stay up with the class. You must, however, make arrangements with me. Do not send assignments to me in an email or put them under my door. Submit work at the beginning of class on its due date. Keeping communication open with me is vital. Also, Pulse is an app for your phone that will notify you about tests and assignment dates. Try it!**

### **Plagiarism Policy**

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. Plagiarism is a theft of intellectual property and will **not be tolerated**, whether intentional or not. I may use the **TurnItIn** program as well to check plagiarism and the use of AI (Artificial Intelligence). At the least, plagiarism results in a 0 on the

assignment; at worst, the consequence is an automatic F for the course. I follow the reporting procedures required by the Dean of Students. Academic dishonesty also includes cheating and collusion – guidelines can be found in the Office of Student Conduct. More information about this policy and appeal procedure can be found on page 55 of the *Student Handbook* <https://msutexas.edu/student-life/assets/files/handbook.pdf>

**Attendance Policy** You must attend class regularly and arrive on time. One absence can set you back – please stay on task. It is your responsibility to be present, to be prepared, and to succeed. Coming to class provides you with the tools you need to meet the objectives and requirements of this course. There are timed writings as well. If you do not attend – you lose that grade. It helps your participation grade as well. Please make sure you are in your assigned seat as I will take roll each class day and enforce the following:

**Attendance:** Attendance/working in this course is mandatory. You're allowed **4 absences in 1143. However, 4 unfinished assignments/works in 0043 can result in a drop as well** in a TU/TR class/dropped on the fourth unfinished work. That is 2 full weeks of classes—too much to miss in college. An additional absence earns an F in the course and the lost opportunity to continue attending. Don't miss out on an education due to absences. In case of an emergency, such as severe illness requiring a doctor's visit, your hospitalization, or a family member's death, contact [Dean of Students](#) at [student.affairs@msutexas.edu](mailto:student.affairs@msutexas.edu) or 940.397.7500. The dean will then send me a memo, and I will evaluate your absence if not abused.

You will lose ten points for each absence off your participation grade. **Each tardy counts as a ½ absence (5 pts.).** Again, for every absence you have, 10 points will be deducted from your participation grade "Authorized Absences" (see MSU Student Bulletin) will not be counted in this total. Such absences, though, do not excuse students from turning in required work on time. Please be aware that instructors may drop students from class rolls for lack of appropriate participation (See MSU Student Bulletin and Student Handbook). You may also see the Dean of Students.

If you miss work for whatever reason, it will be your responsibility to find out what you have missed and how **or if** it can be made up. Missing work will be averaged as a zero. Being absent will not be considered sufficient reason to excuse you from completing required work.

**Attendance Policy  
continued**

Dropping this course with a W can only be done the week preceding the university's official drop date **Monday, October 30th by 4 p.m.** Drops after **this date result in an "F."** You may drop the course with a grade of W at that time if you have not exceeded the number of absences allowed in the course and if reducing your course load does not affect your enrollment at MSU. Remember this is a 3 hour course.

If you are enrolled in this course on the basis of required remediation, you will not be permitted to drop the course unless you are enrolled in another developmental course. A student in need of developmental education must be enrolled in developmental education each semester.

The MSU Undergraduate Catalog states, "An instructor may drop a student anytime during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct." MSU's policy for developmental education requires an instructor to drop a student with an F.

Students who withdraw themselves from the course or who are dropped by the instructor or who do not pass the course with a grade of C/70 or better in 1143 must repeat the course.

**Classroom  
Policies**

**Be on time:** Being late is irresponsible. If extenuating circumstances prevent you from arriving on time, please let me know. You can fail this class for being late. (See the *Attendance Policy*.) **Practice courtesy:** When I am speaking to the class, do not leave your seat or walk in front of me unless you are ill. If you arrive late to class and I have begun teaching, please enter and sit quietly. When another student is speaking, listen. Leaving the classroom over 10 minutes or repeatedly will result in an absence.

All cell phones and other electronic devices are disruptive, so silence and put them away during class. If you use one of these devices during class, I will dismiss you and mark you as absent. Disruptive behavior, which prevents me from teaching or your peers from learning, is grounds for being asked to leave the room and being counted absent. If you leave the classroom for more than 10 minutes, you are considered absent. If you begin leaving the classroom daily, you must provide a doctor's note explaining the condition that makes sitting for 1 hour and 15 minutes impossible for you. See the Dean of

Students about your issue. Eating is not allowed, but you may drink from a spill-proof container. **NO SMOKING IN CLASS – INCLUDING VAPOR CIGARETTES!**

**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, 397-4140.

**Writing Proficiency Requirement**

**Writing Proficiency Requirement:** All students seeking a Bachelor's degree from Midwestern State University must satisfy a writing proficiency requirement once they have 1) completed 6 hours of Communication Core and 2) earned 60 hours. Students may meet this requirement by passing the Writing Proficiency Exam, passing two Writing Intensive courses, or passing English 2113. If you have any questions about the exam, visit the [Writing Proficiency Office website](#) or call 397-4131.

**Writing Center**

*Tutoring and Academic Support Programs (TASP) provides free drop-in tutoring for MSU students. Located on the first floor of Moffett Library, TASP's Learning Center provides tutoring support in a number of core courses and subject areas. Writing tutors are available Monday through Thursday from 11:00am to 6:00pm and Sunday 2:00pm to 9:00pm. Remember that you don't need an appointment to utilize these services. For Distance Education students, TASP has partnered with Thinkingstorm, an online tutoring company that provides you with high-quality, 24/7 tutoring support. Located at the top of your D2L course page, select the tutoring tab to book an appointment with a tutor.*

**The labs are not an editing service;** instead, assistants provide instruction and support to writers who want to become more effective communicators. Please work with lab tutors when you have a writing task to complete. Know your assignment's objectives. You can learn more about how to prepare for a session by following the link. Take advantage of this service.

I consider the classroom to be a place where you will be treated with respect as a human being – regardless of gender, race, ethnicity, national origin,

**Safe Zones Statement**

religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, I appreciate and encourage diversity of thought, provided you can agree to disagree. It is my expectation that ALL students consider the classroom a safe environment.

ENGL  
Carroll

Label 1 folder with brads and pockets accordingly:

Front \* USE YOUR SECTION NUMBER

Name ENGL 0043- 1R3* Fall 2023 Carroll  Note Folder
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The folder will be labeled as Note Folder  
\*Place your class number after the course number.

Inside of Note Folder

	Notes	
handouts	o	Graded work in Date order Aug. – Dec.

Make sure your folder is legible. Choose light colored PAPER folders – **no plastics** – no binders. Dark folders will need a white label if that is all you have. Put notebook paper in the note folder – used only for taking notes. You will also need highlighters – various colors are yellow, blue, pink and green: Blue or black ink pens are needed. This folder will be asked for when you come to my office for help. Your folders are a part of discipline and organization for yourself. They also represent your progress and provide a good study guide. You may also submit your folder at the end of the semester, at your request, to replace a failing homework grade. You will need a prep (W1 & outline) for the final sent in to D2L prior to finals. Be prepared!

**\*\*\* (With the exception of tests grades/quizzes/finals – meaning writing assignments, you may re-do work below a 70 if you set up a tutorial, too. The grade can be upgraded to a 70 if it meets the standards or shows significant improvement. You must set this opportunity up within the time limit as well).**

### **WARNINGS AND OTHER INFORMATION**

You will also need to check D2L daily – a required class supplement. If you fail to do this, I cannot communicate with you. Your MSU email is what I use to talk to you. If you are not available after two attempts, I stop. Many tools are also in D2L for you to use on your own if you need extra help with certain concepts. I will address certain sections for the class. Peruse at your own pace to familiarize yourself with the program. MLA is crucial and must be done according to instructions given in class. A template and examples are also provided for you and sources are given to help you. The reading and writing lab can also offer assistance. I will assist you up to three times. After the third attempt at MLA and you fail to master it – I will stop grading your work. If you stop typing or writing in MLA at any time during the semester, I WILL NOT GRADE YOUR WORK. REMINDER: YOU are also responsible for dropping this class if you decide not to attend anymore. Simply not showing up does not mean that you are dropped from the course, and you may discover an F on your transcript if you do not drop by the appropriate deadline. I am not responsible for making sure that you are dropped properly from this class. I will drop you at the 4th absence if you do not drop properly as well. **The infamous question: Can I get a good grade?**

If you are here every class day, turn in all your work on time, and put an honest effort into every assignment, you are likely to pass. To get good grades, you must work hard. Doing the opposite pretty much guarantees failure. There is no extra credit; if you do the work that you are assigned and supposed to do, you won't need it. This is a rigorous and demanding class. That is why you need to attend in 1143– absences will only cause you to get behind. IT IS TIME CONSUMING! You must discipline yourself to be successful.

Classes Begin: August 29th (mine is a Tu/Th class though – we start the 29th)

Last Day to Drop with a W is October 30th (by 4 p.m.)

Classes End: December 7th for Tu/Th classes : FINALS BEGIN: Saturday, December 9<sup>th</sup> Grammar final is on Saturday, Dec. 9<sup>th</sup> from 10:30 – 12:30.



*“The roots of education may seem bitter, but the fruit is sweet.” - Aristotle*