

ENGL 4345

Spring 2018 Syllabus



Dr. Blackwell-Starnes
Office: Maes 03
Office Phone: 880-8589
Office Hours: 1:30-3:30 PM Daily
ablackwellst@lamar.edu

You Will Learn:

- ▶ to compose informative, argumentative, or analytical essays with a clear thesis and introduction.
- ▶ to compose informative, argumentative, or analytical essays with organized supporting paragraphs.
- ▶ to use standard conventions of English grammar and punctuation and write clear and efficient sentences
- ▶ to maintain a style and persona appropriate for a particular purpose and audience
- ▶ to participate in class or group discussions.
- ▶ to compose and sustain an argument.
- ▶ to show an understanding of the complexities and dynamics of personal (the self) and social responsibilities (one's family, culture, country, politics, society, etc.).
- ▶ to consider audience, purpose, and persona.
- ▶ to actively contribute to the progress of the group or class as a whole.

You Will Complete:

- ▶ **Journal Reviews** to investigate possible venues for publishing your work
- ▶ **Journal Readings** to familiarize yourself with the style and discourse of your selected journal
- ▶ A **Journal Submission** article written or revised throughout the semester with the purpose of submitting to the journal you are studying
- ▶ **Course Paper Submissions** for each scheduled conference throughout the semester.
- ▶ Participation in a **Writing Accountability Group** to assist you in developing strong writing habits and goals.

Course website: <https://kattstarnes.com/navigation/students/academic-writing>

Grading for this course is based on an accumulated number of points. The majority of your points (60 points) will come from your final journal submission, assessed both on the progress made throughout the semester and the article's readiness for publication. Other points in the course are earned on an all or nothing on the assignment. These include participation in your Writing Accountability Group (15 points), satisfactory completion of all course paper submissions (15 points), and attending all of your course paper conferences (10 points).

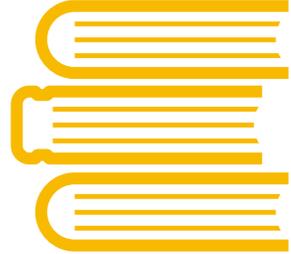
The total number of points possible is 100. Letter grades correspond to a 10 point scale: A= 90-100; B=80-89; C=70-79; D = 60-69; F= Below 50 points.

Succeeding in the Course



Attend class. Regular attendance is required for success in this course. Succeeding means that you can miss no more than 20% of the total days a class meets, or you automatically fail the class; this is the Department of English and Modern Languages policy. For this course, you are allowed 6 unexcused absences. Read the full policy on page 4.

Purchase course materials. Success in this course depends on your ability to complete *all* coursework. To do so, you need to purchase the materials necessary for success. You can find a list of required and recommended texts on the Resources page of the course website. In addition, you will need to purchase a 2-pocket folder (without prongs)



Be conscientious of your deadlines. Every assignment, whether homework or a major writing assignment, furthers your success in this course. I do not accept late work without a one-on-one conference and a valid reason, so be certain to know when all work is due and meet that deadline.

Be active with your writing accountability group. Writing groups, established during the first two weeks of class, will assist you throughout the semester, but you must actively participate with the group to succeed in the course. You will work with your group in a variety of ways during the semester to better improve your writing skills.



Maintain academic honesty. The only way to truly succeed in college is to do your own work and learn from areas you need improvement. An earned C in a course will benefit you more than a dishonest A. We take academic honesty seriously at Lamar, and you will be penalized for academic honesty in this course. Read the full policy on page 4.



Seek help. Success in this course, in your entire college career, and in your professional life depends upon you asking for help when you need help. I am available to help you with questions, concerns, and problems with this course. The Writing Center is available to help you with your writing. Counseling services are available if you need assistance transitioning to college or coping with mental health. The Disability Resource Center is available to assist you with accommodations should you need them. You can find information on each of these services in the Resources section of this syllabus, but you must ask for help when you need help.



Resources for Success

Lamar University Writing Center is available to assist you with your writing needs in either the main location (inside the Mary and John Gray library) or the annex (inside Morris Hall). You can schedule an appointment through their website: <http://artssciences.lamar.edu/writing-center/>

***You may receive a one-class-period extension on each major writing assignment if you visit the Writing Center 48 hours before the assignment due date.**

Counseling Services offers mental health and psychological counseling services at the Student Health Center to currently enrolled students. You can set up an appointment by calling 409-880-8466.

Disability Resource Center (DRC) is committed to providing equitable access to learning opportunities for all students. The DRC is located in the Communications building room 105.

If you have, or think you may have, a disability (e.g., mental health, attentional, learning, chronic health, sensory, or physical), please contact the DRC at 409-880-8347 or drc@lamar.edu to arrange a confidential appointment with the Director of the DRC to explore possible options regarding equitable access and reasonable accommodations.

If you are registered with DRC and have a current letter requesting reasonable accommodations, please contact me early in the semester to review how the accommodations will be applied in the course.

I want to be clear that neither the DRC nor myself considers registering for accommodations as a sign of weakness nor as a plea for special treatment. Rather, course accommodations for special needs make the course equally accessible for special needs students and students who need no accommodations.

Military Community Members: I recognize the complexities of being a member of the military community and also a student. If you are a member of the military community, please inform me if you are in need of special accommodations. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you make me aware of a complication, I will do everything I can to assist you or put you in contact with university staff who are trained to assist you. I encourage veterans to stay in contact with the **Veterans Affairs Office** (VA@lamar.edu), and active duty military to stay in contact with the **Center for Military Services** (military@lamar.edu). These offices have Dedicated Military Officers who can further assist you with questions and complications that may arise as you pursue your education.

Course and University Policies

Attendance Policy: Regular attendance is required for success in this course, and I take attendance at the beginning of each class meeting. The Department of English and Modern Languages absence policy states that if you miss more than 20% of the total days a class meets, you will fail the course. For this course, you are allowed 6 unexcused absences. If you must be absent, please get the notes from your peer leader and make an appointment to meet with me to cover any information you do not understand. An absence does not excuse you from assignments and due dates. The only excused absences I accept are those involving participation in university- sanctioned events and activities. To receive an excused absence, you must present proper documentation prior to the absence and complete all assignments in advance of the absence.

Academic Honesty: Students are specifically warned against all forms of cheating and plagiarism. The Lamar University Student Handbook clearly reads: “Any student found guilty of academic dishonesty in any phase of academic work will be subjected to disciplinary action. Punishable offenses include, but are not limited to, cheating on an examination or academic work which is to be submitted, plagiarism, collusion, and the abuse of source materials.” One aspect of the Handbook’s definition of cheating includes “purchasing or otherwise acquiring and submitting as one’s own work any research paper or other writing assignment prepared by an individual or firm.” Plagiarism is defined as “the appropriation and the unacknowledged incorporation of another’s work or ideas into one’s own and submitted for credit.” Faculty members in the College of arts and Sciences investigate all cases of suspected plagiarism.

Course Policy In this course, your first instance of academic dishonesty will result in a zero for the course and a required conference.

I expect, at this point in your college career, you know how to prevent plagiarism in your writing. Claiming to not know what plagiarism and academic honesty are is not a defense. We will discuss appropriate citation methods in your writing, and I expect you to discuss with me any concerns you have about your citations.

Statement of Safe Learning Environment
Lamar faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you (or someone you know) have experienced any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking, know that help and support are available. The University strongly encourages all members of the Lamar community to report incidents of sexual misconduct to the Title IX Coordinator. Please be aware that under Title IX of the Education Amendments of 1972, I am required to disclose information about such misconduct to the Title IX Coordinator. You can find more information at www.lamar.edu/titleix

Any student seeking to drop after 04 April must submit a fairly thorough written explanation, including supporting documents if applicable, of the extenuating circumstances for which the action is being requested. The explanation must be shared with and approved by the Instructor, the Department Chair, and the Dean of the college before the drop form will be sent to the Senior Associate Provost for a final review and decision.

Link to Academic Calendar

<http://events.lamar.edu/academic-calendar-listing.html>

Emergency Procedures

In the event of an announced campus closure in excess of four days due to a hurricane or other disaster, students are expected to login to Lamar University's website's homepage (www.Lamar.edu) for instructions about continuing courses remotely.

Many types of emergencies can occur on campus; instructions for severe weather or violence/active shooter, fire, or chemical release can be found at: <http://www.lamar.edu/about-lu/administration/risk-management/index.html>. Following are procedures for the first two:

Severe Weather

- ▶ Follow the directions of the instructor or emergency personnel.
- ▶ Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside.
- ▶ If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building.

Violence/Active Shooter (CADD)

- ▶ CALL - 8-3-1-1 from a campus phone (880-8311 from a cell phone). Note: Calling 9-1-1 from either a campus phone or cell phone will contact Beaumont City Police Dispatch rather than University Police.
- ▶ AVOID- If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- ▶ DENY- Barricade the door with desks, chairs, bookcases or any other items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it is safe.
- ▶ DEFEND- Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

Classroom Management

Throughout this course, we will maintain a classroom culture of inclusion, civility, and respect. Each of us will do our part to maintain this classroom culture, from the moment we enter the classroom until the end of the class period. To create this environment, we will all:

- ▶ arrive prior to the start time of class and prepare for the class, including silencing all electronic devices, removing sunglasses and earbuds/headphones, and storing all non-class related items in your backpack or purse
- ▶ refrain from eating foods that make noise or require utensils during class time
- ▶ respect the opinions and thoughts of others during class discussions
- ▶ actively listen to participants in class dialogues and wait until a speaker is finished before offering our own insights without antagonistic, threatening, or abusive remarks
- ▶ refrain from making any race, gender, or sex-based discriminatory or harassing comments

I will ensure we maintain this classroom culture by addressing any disruptive behavior immediately. I will address disruptions as follows:

- ▶ A first instance of disruptive behavior will be addressed verbally and expectations for appropriate behavior will be clarified.
- ▶ If a student continues to be disruptive during a class period, that student will be excused from the classroom for the remainder of the course period.
- ▶ A student who continues to be disruptive in subsequent class periods will be reported to the department chair and/or the Dean of Students.
- ▶ Any student who exhibits extreme behavior or makes threats against members of the classroom community will immediately be reported to LUPD.

If you experience or witness any form of discrimination or harassment you should report the incident directly to me and together we will discuss the appropriate next steps. If you wish to remain anonymous in your report, you may send me an anonymous message via campus mail (Box 10023) or leave a voice mail at my office (409-880-8589).