

## **English 1302 Spring 2025**

Instructor: Becky Alfaro

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Office hours: by appointment in Carthage or Marshall Center.

Course Text: None. All readings can be found online or in the modules.

### Resources:

#### ***The Student Handbook:***

<https://www.panola.edu/sites/default/files/2024-07/2024-2025%20Student%20Handbook.pdf>

Links to an external site.Open this document with ReadSpeaker docReader Links to an external site.

**College Store:** <http://www.panolacollegestore.com/home.aspx>Links to an external site.

**Testing Services:** <https://www.panola.edu/student-services/student-support/testing-services>Links to an external site.

#### **Accommodations and Disability Support:**

<https://www.panola.edu/student-services/student-support/disability-support-services>Links to an external site.

The name of the coordinator for students with disabilities is Dr. Stacy Gee. She can be found in the Student Success Center, email [sgee@panola.edu](mailto:sgee@panola.edu). Her phone number is: 903.693.2046

#### **Digital Learning Services / eLearning Support:**

<https://www.panola.edu/student-services/student-support/distance-learning-services>Links to an external site.

**Mental Health Services:** (903) 693-3014

**Pregnant & Parenting Student Services:** Panola College welcomes pregnant and parenting students as a part of the student body. This institution is committed to providing support and adaptations for a successful educational experience for pregnant and parenting students. Students experiencing a need for accommodations related to pregnancy or parenting will find a Pregnancy & Parenting Accommodations Request form in *The Student Handbook* or may request the form from the course instructor.

**Library Services:** <http://www.panola.edu/library/index.html>Links to an external site.

**Academic Tutorial Support:** Face-to-face tutoring of math and English is available upstairs in the library.

For online tutoring, book an appointment here: <https://panola.upswing.io/>

### Course Instructions:

This course will unfold according to the posted modules. Assignment links open on Monday and close at midnight on Sundays. This gives students seven days to complete work.

I advise students not to wait until the day something is due to try and get it submitted successfully. If in advance of a due date you experience a problem, please contact me as I will be happy to help you. Or, Panola College provides tech assistance to all students, free of charge. This service can be accessed on the bottom floor of the Gullette Building (walk-ins are welcome) or by emailing Panola's Webmaster, Texas Reardon, at [treardon@panola.edu](mailto:treardon@panola.edu).

All assignments must be dropped in the appropriate links. Please note: There are not any assignments in this course that can be sent to me via email. Work sent this way will not appear in my SpeedGrader and cannot earn credit.

The class will cover a number of pieces of literature, database articles, and videos at a fairly rapid pace. Most assigned materials have corresponding quizzes, freewrite responses, and/or discussion board posts. The assigned readings can be accessed through links in the modules; English 1302 does not have a textbook. The quizzes are set to two attempts so that students have ample opportunity to earn a high score. All quizzes are locked outside of the testing time frame.

There is not a midterm in this class. There are three tests, several major assessments, and a final exam. If a student misses any of the tests, s/he may contact me to reschedule. Missing the Final Exam, however, would result in a regrettable situation with an unknown outcome. The proctored Final Exam at the semester's end is comprehensive, meaning it covers all course material since Week 1. Therefore, it is in the student's best interest to keep up with the reading schedule.

Students will generate three essays, and we will be working with AI (artificial intelligence) on some of the essays.

Because AI tools will be integrated into the 1302 learning experience, clear guidelines will be provided to students regarding the specific assignments where they are encouraged to utilize AI resources. It is important to note that while AI will be used for designated assignments, students are routinely expected to produce original work without the assistance of bots. This balanced approach aims to enhance learning about AI while fostering individual creativity and critical thinking.

The official policy regarding AI tools in this English course is outlined in *The Student Handbook* and reads as follows: "There are situations throughout the course where you may be asked to use artificial intelligence (AI) tools to explore how they can be used. Outside of those circumstances, you should not use AI tools to generate content that will end up in any student work (assignments, activities, discussion responses, etc.). Use of any AI-generated content in this course without the instructor's consent qualifies as academic dishonesty and violates Panola College's standards of academic integrity." In short, the unauthorized use of AI is an infringement of ethics with undesirable consequences.

The first two essay assignments can be revised for higher marks but other major assignments cannot. All assignments that fall under this category (freewrites, quizzes, response pieces, and discussion board posts) are not graded with the same academic rigor or rubric as the three, formal essays. On weekly assignments, I am primarily interested in whether student writing demonstrates engagement with the text.

Please *never* leave messages to me in the Comments section of the essays where I leave feedback and comments for you. You must email me as I never go back and scroll through Essay Comments again after my own have been posted. I would hate to miss an important message from you because it was left there.

Regarding Late Work: The first two essays may be submitted past the due date with a 10-point late penalty, and all tests can (and should) be taken late if missed. (This assumes the instructor deems the reason for missing the test to be a valid one.) Other assessments must be on time, for closed links cannot be reopened, even for good reasons.

E-mail is my preferred method of contact ([balfaro@panola.edu](mailto:balfaro@panola.edu)). Please get in the habit of checking Panola email as I rely on it far more than the Inbox. I try my best to respond to all emails within a 24-hour period. Should your inquiry remain unanswered after one full business day, kindly give me a second email nudge. Every question is significant, and I do not like to keep my students waiting.

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**This English 1302 course is based on the following principles:**

- \* Reading and writing are shaped by individual, social, political, and historic contexts.
- \* Writing is a social practice through which humans act and make meaning.
- \* Writing is a primary medium of knowledge construction.
- \* *The best way to learn how to write, edit, and embellish is to write, edit, and embellish.*
- \* Writing is a process.
- \* Writing is both an individual (private) and social (public) activity.
- \* *There are no right/wrong rules in writing, only conventions.*
- \* No writing advice is always valid.
- \* Revision and editing are separate stages.

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**Final Course Grades Will Be Determined As Follows:**

- **Tests I and II:** 10%
- **Daily Work:** 20%
- **Formal Essays & Major Assignments** 60%
- **Comprehensive Final Exam:** 10%

**Attendance / Tardy Policies:** Good attendance and overall professionalism are two components that are critical to success in English 1302. Regular attendance in 1302 is required, expected, and recorded. Attending regularly or not, you are responsible for keeping up with assignments announced in your absence. You will not be able to make up or receive credit for work specifically designed to be done in class for I cannot replicate group work or duplicate classroom discussion. The attendance requirements for this course are strictly aligned with the policy stated in *The Student Handbook*. Students are allowed five absences in classes that meet three times per week, three in classes that meet twice weekly, and two in classes that meet once weekly. There is no differentiation between excused and unexcused absences with the exception of those due to college-related business. Therefore, after exceeding the number of allowed absences in the

course, your final course grade will begin to suffer. *\*Your final course grade may be lowered by one point for each absence after the permissible number.*

Additionally, please be advised that three tardies are the equivalent of one absence, and absences accrued due to tardies are subject to the same one-point policy outlined above. Therefore, if you arrive after I have called the roll, please see me after class to be sure your absence is changed to a tardy. Whatever I have recorded in the Canvas gradebook when I leave the classroom will be the final authority.

Creating a professional and secure learning environment is my utmost priority across all class formats: online, hybrid, or face-to-face. Students are kindly requested to be respectful of the beliefs of others, and this includes sensitivity to cultural ideologies, familial dress, and language indicative of a global community.

Several parts of the course work will require that you work with a partner or group. Please be aware that each member of the group will have a different schedule and different obligations. Be sure that your participation is prompt so that others are not stressing to get their work done.

In addition to courtesy and respect, being professional in the academic world entails other things too. For example: avoiding plagiarism or “the presentation of the work of another as one’s own work.” Plagiarized work earns the grade of zero because it is not original and was stolen from another writer. Theft of intellectual property is a serious violation of professional and academic standards at every college, so please be careful.

Finally, if you experience an emergency that necessitates a review of any of the aforementioned policies, I may, with the permission of the Dean, be willing to consider specific circumstances.

In summary, keep up with the Course Modules and a favorable outcome can be expected.