



## ENGL 1301 - Composition I .3H1 Course Syllabus

### Description

Intensive study of and practice in writing processes, from invention and researching to drafting, revising and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement and style. Focus on writing the academic essay as a vehicle for learning, communicating and critical analysis.

**Prerequisites** TSI Reading and Writing complete

**Credits** 3

**Lecture Hours** 3

**Lab Hours** 0

**Extended Hours** 0

**Contact Hours** 48

**State Approval Code** 23.1301.51 12

**Instructor Name** Rebecca (Becky) Alfaro

**Semester/Year** Fall 2025

### Meeting Time and Location

Tuesday Hybrid 4:15-5:35

MCC1102

### Alternate Operations During Campus Closure

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website ([www.panola.edu](http://www.panola.edu)) for instructions about continuing courses remotely, CANVAS for each class for course-specific communication, and Panola College email for important general information.

### Student Basic Needs

Unexpected circumstances may arise, but Panola College offers various resources to support students. If you need mental health services or are facing challenges with transportation, affording class materials and supplies, or accessing food regularly—issues that may impact your class performance—please visit [panola.edu/resources](http://panola.edu/resources).

### Class Attendance

Regular and punctual attendance of classes and laboratories is required of all students. When a student has been ill or absent from class for approved extracurricular activities, he or she should be allowed, as far as possible, to make up for the missed work. If a student has not actively participated by the census date, they will be dropped by the instructor for non-attendance. This policy applies to courses that are in-person, online, hybrid, and hyflex.

Attendance in online courses is determined by submission of an assignment or participation in an activity. According to federal guidelines, simply logging into a distance learning course without participating in an academic assignment does not constitute attendance. Distance learning is defined as when a majority (more than 50%) of instruction occurs when the instructor and students are in separate physical locations. Students must engage in an academic activity prior to the course census date.

When an instructor feels that a student has been absent to such a degree as to invalidate the learning experience, the instructor may recommend to the Vice President of Instruction that the student be withdrawn from the course. Instructors may seek to withdraw students for non-attendance after they have accumulated the following number of absences:

Fall or spring semesters:

3 or more class meeting times per week - 5 absences

2 class meeting times per week - 3 absences

1 class meeting per week - 2 absences

The student is responsible for seeing that he or she has been officially withdrawn from a class. A student who stops attendance in a class without officially withdrawing from that class will be given a failing grade; consequently, the student must follow official withdrawal procedures in the Admissions/Records Office.

Please note: Health Science and Cosmetology courses may require more stringent attendance policies based on their accreditation agencies. Please see the addendum and/or program handbook for further information concerning attendance.

### **Pregnant/Parenting Policy**

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 and Parenting Accommodations Request form in the Student Handbook or may request the form from the course instructor.

### **Artificial Intelligence (AI) Course Policy**

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.

### **Instructional Goals and Purposes**

The purpose of this course is to fulfill academic requirements of the Panola College Core Curriculum and an Associate of Arts or Associate of Science degree.

### **Learning Outcomes**

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

### **Course Content**

1. Students in English 1301 will be required to write a minimum of 3,500 words to be graded by the instructor according to the Panola College Minimum Grading Standards for English 1301 (see appendix at end of document).
2. The 3,500-word requirement includes both expository and argumentative writing. Expository modes may include a combination of some of the following: narration, description, process, definition, exemplification, division/classification, comparison/contrast, and cause and effect.
3. Students will be required to read both professional and student essays exemplifying each mode and to respond to these sample essays orally and/or in writing.
4. At the instructor's discretion, students may be required to complete exercises on grammar, punctuation, usage, etc. and to pass a test over this material as part of the course requirements.

### **Methods of Instruction/Course Format/Delivery**

English 1301 is taught in a writing lab for both face-to-face, hybrid, and hyflex classes. Online English 1301 classes are delivered through the Canvas learning management system. Face-to-face classes, hybrid, and hyflex classes include the use of Canvas as an enhancement to the course.

Students are instructed in methods of developing various types of essays, including both expository and argumentative essays. Instruction may include lecture, assigned readings, oral and/or written responses to readings, both in-class and out-of-class writing, peer evaluation, revising and editing, journal assignments, and practice exercises over grammar/punctuation/usage topics.

Instructor-assisted writing in a computer lab is an essential component of the course. Online students interact with the instructor and with other students through email, discussion boards, chat rooms, and peer editing requirements. Online instructors determine requirements and methods of submitting drafts of essays and receiving feedback on assignments

### **Major Assignments/Assessments**

The following items are assigned and assessed during the semester and used to calculate the student's final grade.

#### **Assignments**

##### **Assignments**

1. Essays: Essay assignments include expository essays consisting of narration, description, comparison/contrast, definition, or other expository forms, and an argumentative essay (minimum 3500 words combined for essay assignments).
2. Daily assignments: Daily work may include short in-class assignments/activities, oral and/or written responses to assigned readings, drills and/or quizzes over sentence mechanics, selfevaluations of essay assignments, peer evaluations of essay assignments, essay corrections, and other assignments/activities not included in the essay grade category.
3. Also, exercises in grammar and punctuation chosen by the instructor may be required.
4. Final exam: Essay and/or grammar/punctuation test. A final exam is required.

#### **Assessments**

##### **Assessments**

Students will write a minimum of 3,500 words consisting of essay assignments to be graded by the instructor according to the Panola College Minimum Grading Standards for English 1301 (see appendix at end of document). At least 70% of the course grade will be based on essay assignments. At least 20% of the course grade will be based on daily assignments. A final exam (10% of course grade) is required. All testing not administered by the instructor must be proctored at a Panola College testing site or by proctoring software stipulated by the instructor.

#### **Course Grade**

1. Essays – 70%
2. Daily grade – 20%
3. Final exam – 10%

#### **Texts Materials, and Supplies**

No text is required for English 1301.

#### **Required Readings**

The college supports the use of Open Educational Resources (OER) to ensure accessible and affordable learning. Required readings and resources are selected by individual instructors and may vary by course section. Instructors may choose from a range of OER materials or other resources that best support the course objectives.

#### **Recommended Readings**

Recommended readings for this course may vary by instructor, as the college encourages the use of Open Educational Resources (OER) and supports faculty autonomy in selecting materials that best align with course objectives. Instructors may choose from a variety of OER and other resources to ensure that required readings meet the academic and educational needs of the students.

#### **Other**

- Courses conducted via video conferencing may be recorded and shared for instructional purposes by the instructor.
- For current texts and materials, use the following link to access bookstore listings: <https://www.panolacollegestore.com>.
- For testing services, use the following link: <https://www.panola.edu/student-services/student-support/academic-testing-center>.
- The Accommodations & Disability Support (A&DS) Office at Panola College provides and facilitates support services and accommodations for students with disabilities. The A&DS office works under the federal guidelines included in Section 503 of the Rehabilitation Act of 1973 and the American with Disabilities Act. Please contact the Accommodations & Disability Support (A&DS) Office located in the Charles C. Matthews Student Center or go to <https://www.panola.edu/disabilitysupport> for more information.
- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook: <https://www.panola.edu/> (located on at the bottom under student)