Instructor: Emily Merritt

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Office Hours: Mon. & Wed. by virtual appointment from 4-5 pm; schedule min. 2 days in advance

Course Description: This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

Course Transferability: This course has been approved for transfer under the CAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.

Course Competencies: Student Learning Outcomes (SLOs) for this course include the following:

1. Demonstrate writing as a recursive process.
2. Demonstrate writing and inquiry in context using different rhetorical strategies to reflect, analyze, explain, and persuade in a variety of genres and formats.
3. Students will reflect upon and explain their writing strategies.
4. Demonstrate the critical use and examination of printed, digital, and visual materials.
5. Locate, evaluate, and incorporate relevant sources with proper documentation.
6. Compose texts incorporating rhetorically effective and conventional use of language.
7. Collaborate actively in a writing community.


Career KEYS Student Learning Outcomes: Upon completion of this course, students will demonstrate a strong general education background by

GE1. Reading for information.
GE2. Locating information.
**Grades:** Assignments will earn a letter and number grade based on TCCC’s ten-point scale (90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D). Grade categories are weighted as follows:

- Essays and Quizzes 65%
- Final Essay (Persuasive) 15%
- Forums 20%

**Essays:** This course requires five essays. The subject of these writing assignments will vary, but all will use the major developmental strategies that we will discuss. Assignment sheets and grading rubrics are provided for each essay.

**Quizzes:** Four quizzes will be given during the semester. They will cover concepts from reading materials and class discussions. Review sheets will be provided online for students to use as study tools.

**Forums:** Four forums will be assigned to give students extra practice in writing or to assess their understanding of the reading and/or class discussion. Class activities also include essay draft writing/revising/feedback activities. All

**Essay Revision Policy:** Students may rewrite ONE essay on which they have earned less than an B (80 or below) to earn an additional essay grade of up to 90. To earn back points, all revision criteria must be met, including submission of the original graded essay with all points/comments addressed and changed in the revised copy.

**Late Work & Attendance Policy:** Students are expected to login to Moodle at least three times weekly and be prepared for all assignments ahead of time. Students are also expected to attend all class meetings, whether in-person or online via Zoom or other video conferencing platform. Please arrange to complete your work BEFORE the due date, and make arrangements to work ahead if you know you will be out of town or another situation arises in which you know you will be pressed for time.

If you know that you will not be able to attend a scheduled class meeting you must contact the instructor ahead of time and make alternate arrangements. Missing 20% of scheduled class time can be grounds to be administratively withdrawn from the course. In this class, missing 20% equates to missing 2 scheduled class meetings.
Late work will not be accepted unless there is a legitimate reason (not excuse) and the student has contacted the instructor ahead of time to either discuss an extension or a way to make-up the assignment. That being said, students may turn in ONE assignment with no late penalty because life happens to the best of us. The late work may not be turned in during the last two weeks of the semester.

**Electronic Submission of Assignments:** Students will be required to submit all assignments on Moodle, and it is the responsibility of each student to be familiar with and proficient in the operation of Moodle and all its functions.

**Academic Ethics:** In addition to good academic performance, students should exhibit honesty and integrity. Plagiarism or cheating will result in the following penalties: An F on the assignment in question, dismissal from the class with an F, and/or academic suspension. Please see the "Student Rights and Policies" section of the current General Catalog and Student Handbook for details about TCCC’s policy on academic misconduct. The General Catalog and Student Handbook is available at http://www.tricountycc.edu/about-tccc/publications/catalogs/.

**Student Rights, Standards of Student Conduct, Discipline, Appeal, and Grievance Procedures** Please see the "Student Rights and Policies" section of the current General Catalog and Student Handbook for details about TCCC’s procedures. The General Catalog and Student Handbook is available at http://www.tricountycc.edu/about-tccc/publications/catalogs/.

**Adverse Weather Policy Where Can I Hear the Announcement?** In the event of adverse weather, students should tune in to local news outlets for the status of the college’s operation. Students can also hear the status of the college’s operation on our answering machine (828-837-6810). Websites that are useful include the following:

- www.1320am.com (WKRK)
- www.tricountycc.edu (TCCC)—you can sign up to be added to a text message alert system
- www.facebook.com/tricountycc (Facebook; if students have a Facebook account, they can “like” the TCCC page to receive updates in their news feed)

**What Will the Announcement Be?** The announcement will be one of the following: a. TCCC is open and operating on a normal schedule. b. TCCC is closed. c. TCCC will operate on a delayed schedule. In some cases, the operation status of the Graham County Center may differ from that of the main campus. Listen carefully for the announcement pertaining to the campus you attend.

**If College Is Delayed, What Time Do I Attend Class?** If TCCC is operating on a delayed schedule, classes will begin at the time of opening at their scheduled time. The delayed hours are cancelled hours. For example, if the college is delayed two hours, classes will begin at 10 a.m.; at 10 a.m. you will attend your 10 a.m. class. Any other scheduled class time before 10 a.m. is cancelled. If you have a class that meets 9-12, you will miss the first hour of that class, arriving at 10 a.m. Also, if you have an 8 or 9 a.m. class that only meets for an hour, it is cancelled. The
instructors of the cancelled classes will inform you of how the time missed will be made up.

**What Is My Personal Responsibility in the Event of Adverse Weather?** If the college is open, yet conditions in your area are still poor, please use cautious, responsible judgment in deciding whether you will attempt to travel to campus. You *will not* be penalized for class time missed if conditions in your area are too treacherous for travel. If you must miss class, notify your instructor as soon as possible.

**Disabilities Policy** TCCC complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. If students have a documented disability that may require special accommodation, they should contact the Coordinator of the Career, Counseling, and Testing Center for assistance at the beginning of the course. This information will be kept confidential.

**Copyright Policy** All copyrighted materials for this course shall remain in the possession of the instructor or Tri-County Community College for distribution to students enrolled in this course. You may not redistribute, sell, or gain personally from these materials under penalty of US copyright law. Copyright of the material is not transferable and may only be used by the student for educational and reference purposes. If you have further questions, please consult the Tri-County Copyright Policy at [http://www.tricountycc.edu/uploads/library/TCCC%20Copyright%20policy%20revised.pdf](http://www.tricountycc.edu/uploads/library/TCCC%20Copyright%20policy%20revised.pdf).