

LeMoyne-Owen College
Fine Arts and Humanities Division
College Writing Prep, ENGL110 (A)
Fall, 2025

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Office Hours: MWF 10:00 AM-12:00 PM; TTH 10:00 AM-12:00 PM
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Credit Hours: 3

Prerequisite(s): N/A

Syllabus

Texts: *Evergreen: A Guide to Writing with Readings*, Susan Fawcett, 11th Edition, 2018, Cengage

CENGAGE LEARNING PLATFORM

Cengage contains the e-book and MindTap learning platform where the grammar assessment and corresponding practice homework lessons. Videos, study tools, and activities create a learning path designed by your instructor to guide you through the course and focus on what's important.

How to access your course materials:

Step 1: Sign into Canvas and click on the course's name.

Step 2: Click on the Cengage link provided in the assigned module.

Step 3: Create or sign into your Cengage account to access the materials for this course.

In addition, please visit the following link for a video to help you register for Cengage:
[MindTap in Canvas Resources with IA - Start Strong \(cengage.com\)](https://www.cengage.com/student/mindtap-in-canvas-resources-with-ia-start-strong)

To access Cengage, click on the link: <https://www.cengage.com/student/>

Course Description:

This course is designed to provide intensive practice and interactive discussion in the fundamentals of grammar and syntax usage and in writing with a focus on organization and purpose. (A grade of C or better is required to proceed to ENGL 111.)

College Graduate Competencies:

The two college graduate competencies (CGC) that are directly addressed in College Writing Prep are:

1. Think creatively, critically, logically, and analytically using both quantitative and qualitative methods for problem solving (CGC#1)
2. Communicate effectively (listen, speak, read, and write) on formal and informal levels (CGC#2)

*The class may have up to four College Graduating Competencies. See the divisional requirements for confirmation.

**Accounting for tardies is at the instructor's discretion. Feel free to delete if not applicable.

Student Learning Outcomes: *General Education/CORE II

*** Specify if the course is a required General Education CORE II or Major Area Course**

By the end of this course, students should attain the following proficiency at the freshman level:

- SLO #1 Exhibit critical thinking skills by exploring diverse topics and writing conventions for composing essays (quizzes and exercises) (CGC #1)
- SLO #2 Demonstrate strong writing skills in developing structured paragraphs and a short essay (rubrics) (CGC #2)

Attendance Policy: In accordance with college policy, classroom attendance is required. The following standard will be applied:

1. If unexcused absences total 15% of the regularly scheduled class meetings, the instructor has the authority to lower the final grade by one letter.
2. If unexcused absences total 20% of the regularly scheduled class meetings, the instructor has the authority to give a failing grade.
3. Five tardies—arrival to class five minutes after class has begun—will equal one unexcused absence.**
4. [REMOTE CLASSES ONLY] Students must attend at least 90% of class the session to be considered present.

ALL STUDENTS MUST ATTEND THE CLASS IN PERSON.

Special Notice on Attendance Policy

The U.S Department of Education policies regarding financial aid have become strict on student attendance. It is therefore essential that LeMoyne-Owen College enforce attendance standards in order not to jeopardize the aid for all students. The following policies and procedures will therefore be enforced beginning in January 2013. Students who do not meet the attendance standards, in line with federal requirements, will not receive refund checks and part of their financial aid award may be returned to the Department of Education. The “WF” grade will count as an “F” on the transcript for grade point average (GPA) and hours attempted purposes.

Attendance Policy and Procedures

1. Students who never attend class (“No Shows”) during the first fourteen days of class will be purged from the class roster. There will be no academic penalty or impact on the GPA or hours attempted, but if it reduces the hours of enrollment to part-time status, it may have financial aid implications.
2. Students who fail to meet the academic attendance standards and have left a class at the mid-semester mark will receive a grade of “WF.” These are students in regular 3 credit hour classes who have 8 unexcused absences in an MWF class and/or 6 unexcused absences in a TTH class and have essentially left the class as of mid-semester. This means that for MWF classes, they have not been in class 4 or more class meetings in a

row ending at the report date, and for TTH classes they have missed 3 or more class days in a row, ending at the report date.

Technology Use: LeMoyne-Owen College is committed to enhancing student learning using a variety of applicable technology. In this course, students will be exposed to Canvas, Cengage, and Microsoft Office, as well as interactive, computer, recording, and cloud technology.

Student Use of AI

Students are encouraged to use AI tools for research, idea generation, and enhancing their understanding of course materials. However, students must follow these guidelines:

- Students are not permitted to use AI tools to generate assignments, papers, or other academic work without proper attribution and authorization. Plagiarism or misrepresentation of AI-generated work as one's own is strictly prohibited and subject to the college's academic integrity policies.
- Students should use AI tools to complement their learning and must ensure their work reflects their own understanding and efforts.

AI Use Policy Overview

This policy outlines acceptable AI use in this course while maintaining academic integrity.

Acceptable Uses of AI:

1. Research & Learning: Use AI to gather information, summarize research, and explain topics.
2. Brainstorming: AI can help generate ideas and understand complex concepts.
3. Writing Assistance: Use AI for grammar checks, style editing, and content organization. The final content must be original.

Prohibited Uses of AI:

1. Completion: Submitting AI-generated work as your own, including discussion posts and projects, is prohibited.
2. Assessments: Using AI to generate answers for quizzes or exams is not allowed.
3. Plagiarism: Do not rephrase or paraphrase sources using AI without proper citation. Attribute any AI-generated text appropriately (see my example below).
4. Misrepresentation: Presenting AI-generated ideas or analysis as your own is considered academic dishonesty.

Academic Integrity

Adhere to the college's academic dishonesty policy. Misuse of AI tools will result in disciplinary action.

Demeanor: Suitable demeanor, posture, and attire are required. For guidelines and the dress code, please refer to the current Student Handbook.

Classroom Policies and Procedures:

The classroom learning experience provides opportunities for faculty and students to engage in interactive exchanges of course content. To facilitate this exchange, the following guidelines are provided:

1. Because each class session covers vital material and information, it is important that students arrive on time for each class session.
2. In order to enhance students' performance and confidence in acquiring the material, it is critical that students come to each class session prepared. This includes bringing to class required texts, supplemental materials, and assigned work, which is provided in the course outline.
3. In order to limit unnecessary distractions which would deter learning, cell phones, multi-media devices, and laptops are required to be turned off or on vibrate when class is in session, except by permission of the faculty.

Faculty reserves the right to apply penalties for noncompliance to the above guidelines.

FLIPPED CLASSROOM EXPERIENCE

A flipped classroom is a teaching method where students engage with new material (like lectures or readings) outside of class time, and then use class time for active learning, problem-solving, and discussions, rather than traditional lectures.

The purpose of flipping the course is to provide opportunities for you to do the following:

- **Become more responsible in managing the course materials**
- **Enhance your analytical and critical thinking skills**
- **Increase your retention of materials**
- **Help you understand challenges to the way you study and encourage you to develop better study skills**

CANVAS

To access this course on Canvas you will need access to the Internet and a supported Web browser (Chrome, Firefox, and Safari are recommended). Students will access Canvas, the college's learning management system (LMS) through their single sign on (sso.loc.edu). All assignments will be submitted via the LMS. Students will also have access to other resources that will enhance their classroom experience. Contact the LOC Helpdesk for support using the email: helpdesk@loc.edu.

MICROSOFT TEAMS

For remote classes or at the instructor's discretion.

Students will access the Teams meeting through a link. Though the main objective for remote students accessing Teams is to attend class sessions, other instructors may use Teams for communication.

Assignments and Submission Requirements:

Homework:

Practice exercises are essential for building strong grammar skills and for practicing efficiency. Therefore, students will access grammar exercises using the Cengage MindTap platform. All exercises will be available for you to complete at your own pace. It is important that you complete all the assigned exercises by the due date included in the course outline. **The homework exercises will not be reopened after the due date.**

Chapter readings are critical for increasing your knowledge base related to writing and producing effective paragraphs and essays. Therefore, it is important that you access Cengage to read the assigned chapters by the due dates included in the course outline.

The chapter quizzes will not be reopened after the due date.

Classwork:

Classwork will include discussion, writing assignments, and oral presentations. You will be provided with more detailed directions for each of the areas as they are assigned.

Writing Assignments:

The paragraphs are designed to allow you to express your voice and thoughts using various writing patterns. The due dates for the paragraphs are included in the course outline.

The essay is designed to allow you to extend an idea you first expressed in a paragraph, using one of the writing patterns. The due dates for the essay's first draft and final draft are included in the course outline.

Assessment and Submission Requirements:

Quizzes:

The quizzes are designed to assess your recall and retention of critical information. Most of the quizzes will be assigned through Cengage MindTap. Some quizzes may be provided that are not included in MindTap. The due dates for the quizzes are included in the course outline.

The quizzes will not be reopened after the due date.

Policies Related to Students with Disabilities:

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If you need course adaptations or accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please make an appointment with James Durant, Director of Student Services as soon as possible at (901) 435-1727 or james_durant@loc.edu.

Grade Scale: 90-100 A; 80-89 B; 70-79 C; 60-69 D; 59 & Below F

Student Performance Evaluation:

Writing Assignments	20%
Classwork	20%
Homework	20%
Chapter Quizzes	20%
Essay	<u>20%</u>
	100%

LeMoyne-Owen College Graduate Competencies (CGC)

CGC	Category	LeMoyne-Owen College graduates should be able to:
1	Critical Thinking	Think creatively, critically, logically, and analytically using both quantitative and qualitative methods for problem solving
2	Communication	Communicate effectively (listen, speak, read, and write) on formal and informal levels
3	Values	Distinguish, clarify, and refine personal values for the attainment of richer self-perception and relate those values to the value system of others.
4	Sense of Heritage	Appreciate, understand, and know the foundations of the Afrocentric perspective
5	Global Perspective	Appreciate, understand, and know the foundations of diverse cultures in the context of a global community
6	Relative to Major	Appreciate, understand, know and pursue the principles, methods, and subject matter that underlie the major discipline(s)
7	Social Responsibility	Accept social responsibility and provide service to humankind
8	Technology	Maintain levels of literacy that allow them to understand the impact of science and technology on individuals, society, and the environment
9	Lifelong Learning	Attain motivational, personal management, interpersonal skills, professional development, and research experience, as well as resourcefulness that will form the basis for a career and/or further educational experiences
10	Aesthetic Engagement	Attain critical skills, frame of reference, and understanding needed to appreciate and discriminate between artistic achievements