

Austin Peay State University: Spring 2022

Languages/Lit office: 931.221.7891

English 1010-03 (3415); Claxton 303; MWF 9:05 a.m.- 10:00 a.m.  
English 1010-38 (3385); Harned 240; TR 11:10 a.m.- 12:35 p.m.

Professor: R. Dale McCarver

### **How to contact me:**

I am accessible by email ([mccarver@apsu.edu](mailto:mccarver@apsu.edu)) and usually respond quickly. You may also use the closed email system in D2L, but it is not advised. I do not check it daily, and it may be unreliable.

My personal phone is 615.545.8787. Feel free to call or text.

I do not have a campus office. However, I can arrange to meet in person (at the library or student center) if you desire. I can also arrange a Zoom meeting—if requested.

### **How to stay informed:**

Please activate your APSU email account and check this class section on D2L regularly. We actively use Desire 2 Learn (D2L) – access through your OneStop account or <https://elearn.apsu.edu/>. Please check the D2L announcements for this class for important updates/changes/reminders.

The syllabus, assignments, and schedule are posted in D2L. Most assignments will be uploaded to D2L and will be graded through [turnitin.com](https://turnitin.com). Quizzes and tests are taken and graded on D2L.

### **Course Description and Goals:**

Welcome to English 1010.

The goal of English 1010 is to develop the student's writing skills through a process of thinking, researching, planning, writing, reviewing, and revising expository essays. The course provides many opportunities for students to write essays, which increase in content difficulty and length, while reading and examining essays by

professional writers. Students will also study their classmates' essays and will offer suggestions for improvement.

### **Learning Outcomes:**

By the end of the term, students who successfully complete the class will demonstrate the ability to:

At the end of this course, you should be able to do the following:

- ☑ write well-developed essays that advance a clearly articulated thesis;
- ☑ edit your own writing for structure, style, and grammatical and mechanical correctness;
- ☑ perform effective searches for information from a variety of sources;
- ☑ incorporate appropriate research into an argumentative essay;
- ☑ correctly document any information you have received from outside sources.

### **Course Texts (optional):**

*How to Write Anything, with Readings. 4th ed.* John J. Ruszkiewicz and Jay T. Dolmage. Bedford/St. Martin's, 2019.

*Rules for Writers, 9th ed.,* Diana Hacker and Nancy Sommers. Bedford/St. Martin's, 2016.

We will NOT refer to these texts in class, but you may find them useful in this class and your future college classes.

### **File format/style requirement:**

APSU students have free access to Microsoft Office. Essays and most other assignments must be turned in as .doc, .docx, or .PDF files into the Dropbox on D2L **by the due date**. Other file formats (e.g., Google Docs, Pages) cannot be opened or graded. After the due date has expired, the Dropbox closes, and no points will be given.

Assignments should follow MLA guidelines for presentation. I will discuss these elements in depth before the first MLA-formatted assignment is due.

**Coursework and grades:**

Full explanations of each assignment will be given when assigned. You can also review assignments, rubrics, etc., on D2L.

This is a writing class. By the end of the semester, you will have mastered a writing process that will allow you to write college-level papers.

Each week you will submit an assignment designed to help you master the writing process. By the end of the semester, you will be writing completed essays.

**MINI ESSAYS/ASSIGNMENTS: approximately 500 points**

**Deadlines for essay submissions are never extended.**

**ATTENDANCE/PARTICIPATION: approximately 40 points**

You earn about three points/week—**IF you arrive on time, sign the attendance book, stay until the end of class, and participate (pay attention, contribute to class)**. If APSU or the professor cancels class, everyone will receive the points for that class.

Students are counted present for university-mandated absences (e.g., Covid quarantine or participation in athletic events, etc.).

**IMPORTANT:** You must attend at least 60% of the classes to receive credit for the class.

**Grade Scale (in points):**

A = 450-500

B = 400-449

C = 350-399

D = 300-349

F = <300

**IMPORTANT NOTE ABOUT GRADES:**

Grades are not “averaged” in the traditional sense. You are amassing points throughout the semester. For example, if you make five points out of ten on an

assignment worth ten points, it is best not to think of that grade as a 50. Instead, think of that grade as five points toward your goal of 300 (to pass) or 450 (to earn an A). I compute grades this way to help you; the downside is that it makes it more challenging to determine a “current” grade before the semester ends.

**Please do not stress about grades.** Almost without exception, students in my class make the grade they need/want to make. **Contact me** if you feel overwhelmed or confused or lost.

### **Policies and procedures:**

#### Classroom civility:

- Please demonstrate respect towards your fellow classmates and to me. A few ways that you can do this: Prepare for class by having the proper mindset. Stay focused on the work for this class. Discuss the material (and freely disagree) in a constructive, mature way.
- This classroom is a safe space for intellectual work. Aggressive, hateful speech will not be tolerated. Disrespectful, inappropriate, or downright rude comments or actions make a positive environment difficult, and I ask you to refrain from such behavior.
- This list does not cover every possibility for classroom incivility, of course. I reserve the right to define disruptions and to insist on proper decorum within our classroom. Those who violate these policies will no longer be welcome in the class. Please read the “Code of Student Conduct” in the new Student Handbook for further information about conduct expectations.
- Some discussions allow you to share personal stories/experiences. Never share anything that makes you feel uncomfortable. Please do not use names of family or friends.
- Unnecessary Technologies: NO cell phones, text messaging, earpieces, etc., in class. Students who are text messaging, checking for text messages, talking on cell phones, or doing anything else even remotely related to their cell phones or similar devices, even if they think nobody can tell, may be asked to leave immediately and will receive a very low participation grade. Relatedly, you may not make any audio or video recording of the class activities. Unless you provide evidence of a documented need, you may not take notes on your laptop or other electronic device. Notes (slides) are available in D2L.

**Late and missed work:**

- Assignments are due in D2L by their announced dates/times. It is a good idea to upload the assignment a few hours before the deadline, just in case there are problems.
- Though this class does not emphasize grammar/usage, Turnitin will assess your paper for potential grammar/spelling/usage/ mechanics problems. It will also let you know whether there is a potential plagiarism issue. Before the due date, you may submit a rough draft of your paper multiple times without penalty to allow Turnitin to give suggestions about grammar/usage/spelling, etc. Turnitin is far from a perfect tool. Do not rely on it too much!

**Plagiarism:**

Plagiarism is copying, paraphrasing, or rephrasing another's ideas without giving credit to the author(s). It may be just one sentence or the entire paper or somewhere in between – plagiarism is a serious academic offence. Plagiarism may result in one of the following: failure of the paper in question, a failing grade in the course, probation, or dismissal from APSU. When in doubt, document first and ask questions later.

**Specific examples of plagiarism are:**

- copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;
- summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);
- borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);
- collaborating on a graded assignment without the instructor's approval; submitting work, either in whole or in part, created by another person, a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

Please be aware that it is possible to self-plagiarize. Do not turn in a paper in this class that you wrote for another high school or college class.

APSU uses Turnitin to check for plagiarism. I set the program to alert you of potential issues.

**Technical Support:**

APSU Help Desk: For Austin Peay email and OneStop login issues please call (931) 221-HELP (4357) or [helpdesk@apsu.edu](mailto:helpdesk@apsu.edu).

Distance Education Helpdesk: For technical issues within the course itself please call (931) 221-6625 or [d2lhelp@apsu.edu](mailto:d2lhelp@apsu.edu).

**Class Cancellation Policy:**

Campus closures on account of weather, power outages, etc., may affect our class. Of course, unanticipated schedule changes may occur. Students are responsible for checking D2L and their email for further instructions and adjustments. If the university or this class is canceled for any other reason, students must check D2L for instructions.

**COVID-19 Syllabus Supplement – UPDATED January 10, 2022 for Spring ‘22**

**We should all continue to take steps to mitigate the spread of COVID-19. Masks are recommended for all faculty, staff, and students while indoors. To help keep our university community safe, vaccination and boosters are strongly encouraged and readily available, including at APSU’s Boyd Health Services. Contact them at (931) 221-7107.**

**Any student exhibiting symptoms of COVID-19 should seek a test. If any student tests positive for COVID-19, or if an unvaccinated student is exposed to someone who has tested positive, that student is required to fill out the [COVID-19 Self-Reporting Form](#) and isolate for five days from the onset of symptoms. If fever-free without medication, and if other symptoms are improving, the student can return to normal activities on Day 6. The student is strongly encouraged to wear a mask through Day 10. To help prevent further spread, students who test positive should notify anyone with whom they were within six feet for more than fifteen minutes. Students missing class should email their instructors when possible. The COVID-19 vaccine, booster, and testing are still free and widely available through Boyd Health Services. Visit the [APSU Coronavirus Dashboard](#) webpage for more information.**

**Please let me know if Covid affects you or your family.**

**Disability Policy:**

Any student who has a disability that may affect his/her academic performance is encouraged to make an appointment with me to discuss this matter. To receive accommodation, students must be registered with the Office of Disability Services. Please contact the Coordinator of Disability Services at 221-6230 (voice) or 221-6278 (voice tty).

**Minors:**

Minors (any non-student under the age of 18) accompanying staff, faculty, students or visitors on campus are not permitted in the classroom.

**Caveat:**

My goal is to stick with the announced schedule, but as we know from painful recent experience, the schedule and procedures are subject to change in the event of extenuating circumstances. Always check the ANNOUNCEMENT SECTION OF D2L for the latest info/deadline/class changes, etc. The Announcements in D2L override the schedule in the syllabus. PLEASE be flexible.

I am here to help you. **Please do not hesitate to contact me** with any issues that prohibit you from passing/enjoying this class.

NOTES: