Southeastern Louisiana University Dual Enrollment Program

English 1010 Course Information Sheet/Sample Syllabus
2025-2026 Academic Year

Southeastern's English 1010 Dual Enrollment course provides high school students the opportunity to receive college credit for a Freshman English composition course while in high school. English 1010DE is an online hybrid course that meets the same standards in content and rigor as English 1010 courses offered on Southeastern's campus. While students will access course materials and complete much of the course work online, the Southeastern Instructor will also conduct periodic class visits with students. Southeastern's English 1010 Dual Enrollment course may be facilitated in a year-long format or in a semester-long format.

Please note: Schools wishing to offer English DE courses must provide DE students with a high school English teacher who regularly meets with students in class (according to the high school's class schedule) and has completed all required English DE facilitator training.

English DE students should expect to spend 7-9 hours per week on English DE course materials and assignments, and they should be provided adequate access to online materials and technology resources necessary for completing an online composition course. This includes, for example, access to printouts of assigned readings for exams, class time to complete coursework, and adequate access to resources that allow students to complete coursework at home. Schools may also have to adjust firewalls to accommodate student access to Southeastern's Library databases, including the ability to download articles or view videos found in the library databases.

Course Description:
Credit 3 hours. Required of all students who do not qualify for English 1020, 1210H or 1220H. Instruction and practice in the basic principles of expository writing: the paragraph and the whole composition-the methods of development, the thesis, the outline and organization, the structure and style. Instruction in functional grammar, sentence structure, diction and spelling, punctuation and mechanics, in direct relation to the student's writing.

Course Goals:
English 1010 course goals include the following:
- Students will read and write texts reflecting a variety of increasingly complex purposes and writer-reader relationships.
- Students will read and write texts representing a variety of increasingly complex non-literary, literary, and public genres.
- Students will read and write texts using a variety of increasingly complex strategies of development.
- Students will read, react to, and integrate into their writing a variety of pre- and self-selected texts utilizing increasingly complex interpretive and rhetorical strategies.

- Students will use increasingly complex and diverse information resources to develop their ideas for writing.
- Students will use computer technologies appropriate to their needs and purposes as writers, readers, and researchers.
- Students will read and write texts using language in ways that are grammatically, rhetorically, and stylistically increasingly accurate, complex, and effective.
- Students will write four to five formal and fully revised essays (rough and final drafts) ranging from three to seven pages in length, along with frequent informal and exploratory writing.

Required Textbooks:
- ***Writing Matters,*** by Rebecca Moore Howard, fourth edition, rental textbook and e-textbook. *Replacement cost for a lost or damaged book is $157.25*

Online Resource Materials:
McGraw Hill's *Connect* – access to *Connect* is included with the course and provides e-textbooks.

Course Requirements:
- **Four finished, revised essays:** revised essays are approximately 4-6 pages (minimum 850 words). Some essay assignments may include research with minimum source requirements.
- **Departmental diagnostic essay:** a timed essay response completed at the beginning of the course.
- **Departmental final exam:** a timed essay exam that will include an assigned reading related to the prompt. All English 1010DE students will take the final exam on the same day at the same time. Students will be provided assigned readings related to the exam prompts before the exam.
- **Three professional experience writing assignments:** students will attend three pre-approved events related to art, music, theater, or special presentation/lecture and produce a 300-500 word writing assignment related to the event.
- **Other assignments** related to learning objectives, such as journal writing assignments, reading and discussion forum assignments, quizzes, timed writing assignments, or annotated bibliography assignments. Students may also be required to complete assignments in *Connect* to reinforce writing skills.

Please note: Students must submit all major writing assignments, including four finished, polished, revised essays, the departmental diagnostic essay, and the departmental final exam in order to pass English 1010. *Failure to submit any essay assignment is automatic failure of the course.*

Grading:
English 1010 essays are graded holistically, based on the Freshman English Grading Scale.
For example, an "A" essay exhibits the following qualities:

> *Form and content demonstrate focused attention to purpose and audience. The writing exhibits all or most important formal and rhetorical characteristics of the genre(s) represented. Varied and complex strategies of development are used effectively. Few if any errors in grammar and mechanics occur. Style and usage are consistently effective, conveying a strong sense of clarity and coherence that enhances content. Research is well executed, with appropriate and varied source types and few if any errors in integrating and documenting sources. Critical reading of sources is consistently evident. Mastery of the technologies required for writing and research is shown. The writing is consistently well developed, meeting or exceeding all minimum length expectations.*

Dual enrollment students will receive a grade for their English 1010 course work, and they will receive a grade for their high school English III/IV course work – *these grades can be different*.

Grading Scale:

90-100: A   80-89: B   70-79: C   60-69: D   Below 60: F

Students should expect that essay assignment grades will be weighted more heavily than other assignments. All assignment grades will be posted in Canvas. Students should regularly check their gradebook in Canvas to see their standing in the class.

Grade Feedback Expectations:

In a writing class, students should adjust their expectations for how quickly they will receive feedback on essay assignments. It takes considerably longer to grade an essay and provide adequate feedback to help students improve their writing skills, so students should expect it to take as long as two weeks from the date of submission to receive grades with feedback.

Grade Appeals:

Students should refer the University's Appeal and Change of Grade policy should they wish to appeal their final course grade. The policy is located at https://www.southeastern.edu/resources/policies/policy_detail/appeal_grade.html.

After a final course grade is recorded in the Records and Registration Office, a change of grade must be approved in sequence by the instructor of record, the instructor's department head, and the academic dean of the College of Arts, Humanities, and Social Sciences. In the event of a contested final course grade, a student's written appeal of the grade must be submitted to the instructor **within thirty (30) calendar days** of final grades for the term being due. The grade appeal should also be submitted to Dr. Jeffrey Temple, Assistant Vice President for Academic Programs.

FERPA Guidelines:

Dual enrollment students are enrolled in a college course at Southeastern, with the same rights and responsibilities as any other Southeastern student. This includes the privacy protections afforded by the Family Educational Rights and Privacy Act. Students are free to share their progress in the course with their parents if they choose. However, course instructors cannot speak with parents about student progress in the course without the student first waiving their FERPA rights. All course work and grades will be posted in the Canvas gradebook.

Southeastern's FERPA policy: http://www.southeastern.edu/resources/policies/policy_detail/ferpa.html .

Academic Integrity/Policy on Plagiarism:

Anytime students quote, paraphrase, summarize, or otherwise make use of the written work of another person, no matter what the source of information is (e.g., the Internet), it must be clearly acknowledged. Failure to cite sources is plagiarism, and plagiarism is a serious offense with serious academic consequences. Students committing plagiarism may receive a "0" F for the assignment and could receive an "0" F for the course. Students committing plagiarism will be reported to the Office of Student Conduct, which may result in disciplinary action at the discretion of the university. Southeastern's Academic Integrity policy can be found at http://www.southeastern.edu/resources/policies/policy_detail/acad_integrity.html

By enrolling this in course, students agree to have all required papers reviewed for textual similarity by plagiarism checking software (for example, Turnitin) for the detection of plagiarism. Submitted papers will be included as source documents in a reference database solely for the purpose of detecting plagiarism of such papers. Use of the plagiarism checking software service is subject to the terms and conditions of use posted on the plagiarism checking software website.

AI and Academic Integrity Policy:
Southeastern's Department of English policy states:

> Freshman English courses are composition courses. As such, all writing must be the student's own new, original content specific to this course. Use of previous assignments, writing for hire services, and AI generated writing are not allowed. The use of AI generated information as a source, if allowed, must be documented via MLA citation, cannot be counted toward the minimum number of required sources, and may not comprise more than 10% of the total assignment. A copy of the AI generated information must be submitted to the instructor in full. Any use of AI in the course must be transparent. Each use must be indicated in a notation on the assignment stating that AI was used, how it was used, and why it was used.

Attendance:

With online courses, student participation in course activities and assignments constitute attendance and participation in the course. Students are also required to attend online live video class meetings when scheduled by the course instructor. Students are strongly encouraged to regularly check Canvas and their University email account several times a week for assignments and complete them by the deadline. While students may be able to complete course work in their high school English class during school hours, *they should also expect to have to complete work at home, after school hours.*

Student Behavior/Online Classroom Behavior:

"Free discussion, inquiry, and expression is encouraged in this class. Classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of students to benefit from the instruction is not acceptable, … [including]. arguing in a way that is perceived as "crossing the civility line." Classroom behavior which is deemed inappropriate and cannot be resolved by the student and the faculty member may be referred to the Office of Judicial Affairs for administrative or disciplinary review as per the Code of Student Conduct which may be found at http://www.selu.edu/admin/stu_affairs/handbook/."
Students are required to use appropriate netiquette when communicating with each other online, as well as when communicating with the course instructor.

Make Up Work and Late Papers:

Students are responsible for regularly checking Canvas and meeting assignment deadlines. Students with a university-approved excuse (severe illness, for example) should contact the Southeastern Instructor to provide details and appropriate documentation. Unexcused late work may result in a *deduction of ten points per class day* that the essay is late and must be received no later than ten days from the assignment due date. *Students having difficulty with completing an essay assignment should immediately contact their Southeastern instructor.*

Technology Requirements:

- ***Students must have adequate access to technology to complete online course work.*** This includes access to a computer/laptop and the Internet.

- ***Students should regularly check Canvas and their University e-mail account for information and updates on class assignments.*** Students are responsible for reading emails. Announcements sent to the class are also posted in Canvas (under Announcements). Students are responsible for regularly checking Canvas for updates with course materials, assignments, and assignment due dates and instructions.
- ***Students are responsible for familiarizing themselves with Canvas.*** Students will receive instructions on logging into Canvas at the beginning of the course. Students should access Canvas via Chrome or Firefox web browsers, and pop-up blockers for Canvas should be disabled. Canvas help can also be found at the Student Technology Center website, vias Student Help Desk and online chat service: http://www.southeastern.edu/admin/sps/index.html.
- ***Students are responsible for familiarizing themselves with textbook software tools.*** Instructions will be provided in class and posted in Canvas on how to log into any required textbook software tools, as well as how to complete assignments. Students should access textbook software tools via Chrome or Firefox, and make sure that the pop-up blocker for the software took has been disabled. Online help and training are also available via the publisher's Student Help.
- ***Students are required to submit assignments in file formats compatible with a PC.*** **Acceptable file formats may include:** ***.doc, .docx, .rtf,*** **and** ***.pdf.*** All Southeastern students have **Free Access to Microsoft Office 365 ProPlus Products** for personal devices, including PCs, Macs, and iPads. There are also available free mobile office applications for iPhones and Androids. Please go to http://www.southeastern.edu/admin/cc/msoffice/ for more information and the links to download the software on your personal device.

Communication Policy:
Students are encouraged to email their Southeastern instructor anytime they have questions. Students should expect to receive a reply to emails within 24 hours, except during weekends or holidays. As per university policy, *students are required to use their Southeastern email account to communicate with instructors*. Please be aware, Southeastern instructors must also adhere to this policy and cannot respond to emails from personal accounts.

Withdrawal Policy:
Students will not be automatically withdrawn for non-attendance or non-participation. Students wishing to withdraw from a dual enrollment course are responsible for completing withdrawal forms and filing them with the high school dual enrollment coordinator before the deadline. The withdrawal deadline for the course is based on format (yearlong or semester long) and is posted below under Important Dates and on Southeastern's Dual Enrollment Academic Calendar.

English DE Mid-Semester Course Transfer Policy:
Due to the nature of English DE courses, students cannot transfer from one English DE course to another after enrollment and drop date deadlines. Students who anticipate transferring from one high school to another during the school year should take this into consideration when registering for English DE courses.

Course Syllabus, Online Learning, and other Academic Policies:
Students are required to complete the Course Syllabus and Policy validation. All students must read the course syllabus and University Policies page located in Canvas, and then complete the "Course Policy and Syllabus Validation."

Accommodations for Disability:

"If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Office of Student Accessibility Services, Tinsley Hall, Room 102. No accommodations will be granted without documentation from the Office of Student Accessibility Services. The deadline for registering or making accommodation changes is two weeks prior to the start of the Final Exam period. Any requests received after the deadline will generally be considered for the following semester."

Dual Enrollment students with disabilities should self-identify to their High School Dual Enrollment Coordinator. The High School Dual Enrollment Coordinator will forward the appropriate paperwork to the Assistant Vice President for Academic Programs, Dr. Jeffrey Temple, who will then file the request for accommodations with Southeastern's Office of Student Accessibility Services.

Title IX Statement:

Southeastern faculty and staff are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Please be aware that if you choose to confide in a faculty or staff member regarding an issue of sexual misconduct, dating violence, or stalking, we are obligated to inform the University's Title IX Coordinator or Deputy Title IX Coordinator, who can assist you in connecting with all possible resources both on- and off-campus. Students who would like to speak with someone confidentially, the Student Counseling Center (985-549-3894) and the Student Health Center (985-549-2242) are both confidential resources.

Other Requirements and University Policy Statements:

Please see **University Policy Statements** posted in Canvas. In addition, students should see the University *General Catalog*, and the *Student Handbook* (including the Student Code of Conduct) for additional information on other important University policies and requirements.

- **Southeastern's *General Catalogue*:**
  http://www.southeastern.edu/admin/rec_reg/university_catalogue/
- **Southeastern's *Student Handbook*:**
  https://www.southeastern.edu/admin/stu_affairs/handbook/

Dual Enrollment Policies:

For Dual Enrollment Program information, including transcript requests (please note, only students can request their college transcript), password resets, academic dishonesty, student eligibility, and tuition costs, see: https://www.southeastern.edu/dual-enrollment-program/.

Transferability of Course Credit – Louisiana Statewide Articulation Matrix:

It is incumbent upon all students and parents to determine the transferability of Dual Enrollment course credit to other institutions. For in-state institutions, Southeastern courses can be cross-referenced using the Statewide Articulation Matrix to determine transferability (https://www.laregents.edu/articulationandtransfer/). *Out-of-state institutions should be consulted to determine course credit transferability.*

Student Resources:

- **Library Services**
  Southeastern's Sims Memorial Library offers students online resources, including Reference Librarian help via email, text, chat or even by telephone. Students have online access to the Library catalogue and Library resources. The Sims Memorial Library website is located at:

http://www.southeastern.edu/library/ Dual Enrollment students may also visit Southeastern's Library and check out books. Students should ask their Instructor of Record for a Library Borrower's Card.

- **Southeastern's Writing Center**
Students are encouraged to make use of services provided by the SLU Writing Center, where trained student writing consultants offer individual help and tutoring on a full range of topics and issues. Students can contact the Writing Center to make an appointment with a tutor at writing@selu.edu or 985-549-2076.

- **Student Help Desk**
Students experiencing technology difficulties can contact the Student Help Desk for assistance. Southeastern's Student Help Desk provides around-the-clock technology support by telephone at 985-549-2700, by chat, or by email. See Student Help Desk website at https://www.southeastern.edu/admin/student-technology-center/helpdesk/.

- **Free Access to Microsoft Office Products**
All Southeastern students have free access to Microsoft Office 365 ProPlus for personal devices, including PCs, Macs, and iPads. Free mobile office applications for iPhones and Androids are also available. For more information and the links to download the software on your personal device, please go to http://www.southeastern.edu/admin/cc/msoffice/

- **Southeastern's Common Read Program:**
Each semester, the Southeastern English department chooses a common text and invites the author to campus to read and discuss the work. Dual Enrollment students are encouraged to read these works and participate in events on campus. Visit the Common Read website for information about the author each semester: https://www.southeastern.edu/acad_research/programs/writing_center/common_read/.

- **Southeastern's Literary Journals:**
The *Manchac Review* and *The Pick*, Southeastern's literary journals of outstanding graduate and undergraduate student work, accept submissions of student writing year-round. Each publication offers students the opportunity to build their resumes, create an online presence for their work, and win prizes. Students interested in publishing their creative writing, art, music, and videos can find more information at The *Manchac Review*'s website (https://www.southeastern.edu/acad_research/programs/writing_center/manchacreview/). Students interested in publishing their essays can find more information at *The Pick*'s website (https://www.southeastern.edu/acad_research/programs/writing_center/pick/).

Important Dates:

See the **Academic Calendar posted in the Dual Enrollment website** for important calendar dates, including the start of classes, enrollment deadlines, drop date deadline, roster confirmation, and withdrawal deadlines: https://www.southeastern.edu/future_students/dual_enrollment/ .

Class Schedule:

The course instructor will provide a class schedule with assignment deadlines in the course syllabus, based on whether the course is being delivered in a yearlong format or semester long format. Course instructors work with high school facilitators on assignment deadlines, paying attention to both the high school calendar and Southeastern's calendar, including Southeastern's academic checkpoint policies. DE departmental final exam dates reflect accommodation for high school graduation dates. ***All English DE students must take the departmental final exam on the same day, at the same time.***

Dates	Learning Unit
	Orientation

	See Canvas for Reading and Writing Assignments
	Diagnostic Writing *See Canvas for Reading and Writing Assignments*
	Essay 1 *See Canvas for Reading and Writing Assignments*
	Essay 2 **Professional Experience Writing Assignment #1** *See Canvas for Reading and Writing Assignments*
	Essay 3 **Professional Experience Writing Assignment #2** *See Canvas for Reading and Writing Assignments*
	Essay 4 **Professional Experience Writing Assignment #3** *See Canvas for Reading and Writing Assignments*
	Departmental Final Exam *All English 1010DE students take the Departmental Final Exam on the same day at the same time. See Canvas for Reading and Writing Assignments*