English Composition I

Spring Semester 2015

Eastfield College – Arts, Languages and Literature Division
Dallas County Community College District

What’s there to know about my instructor and my class?

Class: ENGL 1301.43041  Credit Hours: 3 credit hours
Credit Hours: 3 credit hours
(class meets from Jan. 20-March 19, 2015)

Meeting Time: M/W 11:00 a.m. – 12:20 a.m.  Meeting Place: PG 221

Instructor: Sabine Winter  Office: N 204  Division: Literature and Language

Phone numbers, etc.:

office: 972-860-7362  Fax: 972-860-7248
division office: 972-860-7124  e-mail: swinter@dcccd.edu

What do I need for this class?

Author: Bullock, Goggin, and Weinberg
Publisher: W. W. Norton & Company

Supplies: College-level dictionary, published recently
device to save data from a computer
blue or black pen
binder with college-ruled paper or spiral notebook (perforated)

Computer: Access to the Internet,
Word processing software.

E-mail account:
For your own protection I can only accept electronic communication sent from a netmail account provided through the Dallas County Community Colleges. This service is included in your student fees and free. To obtain one, please go to https://www1.dcccd.edu/netmail/input_ssn.cfm fill in the requested information.

Once you have set up your netmail account, please go to http://www.dcccd.edu/netmail/ to check your messages.
You will be asked to communicate by e-mail and might submit material as attachment via e-mail.

What is this course's description in the college catalogue?:

ENGL 1301: Composition I
2014 Core Curriculum Foundational Component Area: 010 Communications
Course 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. (3 Lec.) Coordinating Board Academic Approval Number 23.1301.51 12

What are the Student Learning Outcomes for ENGL 1301?

Upon successful completion of this course, students will:
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.

What are the Core Objectives for ENGL 1301?

ENGL 1301 develops the following Core Objectives:
Critical Thinking - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
Communication - to include effective development, interpretation, and expression of idea through written, oral, and visual communication.
Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
Personal Responsibility - to include the ability to connect choices, actions, and consequences to ethical decision-making.

What are the Core Objective Development Statements for ENGL 1301?

ENGL 1301 develops Critical Thinking by requiring students to analyze a variety of texts in terms of audience, purpose and style. This analysis serves as the basis for written responses that require the justification of ideas through support and attribution.
ENGL 1301 develops Communication by requiring students to respond to a variety of texts in the form of revised and edited academic essays.
ENGL 1301 develops Teamwork by requiring students to engage in collaborative writing and editing processes such as peer review.
ENGL 1301 develops Personal Responsibility by teaching students the ethical and accurate use of research through proper citation and documentation.

Upon successful completion of this course, students will:
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.
What are this course’s prerequisites?

One of the following must be met: (1) Developmental Reading DREA 0093 AND Developmental Writing DWRI 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards.

How am I grades?

<table>
<thead>
<tr>
<th></th>
<th>possible points</th>
<th>total possible points</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Essays</td>
<td>(50 points each)</td>
<td>100</td>
<td>Essay 1: Feb. 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Essay 4: Mar. 5</td>
</tr>
<tr>
<td>2 Essays</td>
<td>(100 points each)</td>
<td>200</td>
<td>Essay 2: Feb. 16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Essay 3: Feb. 23</td>
</tr>
<tr>
<td>1 Essay</td>
<td>(150 points)</td>
<td>150</td>
<td>Essay 5: Mar. 18</td>
</tr>
<tr>
<td>1 Final exam</td>
<td>(75 points)</td>
<td>75</td>
<td>Mar. 18</td>
</tr>
<tr>
<td>5 Quizzes</td>
<td>(15 points)</td>
<td>75</td>
<td>As assigned</td>
</tr>
<tr>
<td>15 Weekly Folders</td>
<td>(points vary weekly)</td>
<td>350</td>
<td>Daily</td>
</tr>
<tr>
<td>Attendance &amp; Participation</td>
<td>(5 points per week)</td>
<td>75</td>
<td>Daily</td>
</tr>
<tr>
<td><strong>Total</strong>*</td>
<td></td>
<td>1025</td>
<td></td>
</tr>
</tbody>
</table>

* Final grades will be available only on e-connect and touchtone telephone at 972-613-1818 with student ID#.

Grading Scale:

A 900-1000 points  
B 899 – 800 points  
C 799 – 700 points  
D 699 – 600 points  
F 599 points and below

How will I achieve my goal?

The following explains each item listed on the table above. Your writing will comprise approximately 75 percent of your grade, while the remainder will derive from your attendance, quizzes, and other assignments.

Essays: Each essay will explore different topics, strategies, and genres of writing. You will be responsible to read related assignments in advance. Most essays will be subject to peer review. The in-class essay and the final essay are mandatory, and failure to complete them will result in a failing grade for the semester.

<table>
<thead>
<tr>
<th>Essay</th>
<th>Essay type</th>
<th>Peer Review</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay 1</td>
<td>Descriptive Narration</td>
<td>Jan. 28</td>
<td>Feb. 2</td>
</tr>
<tr>
<td>Essay 2</td>
<td>Analytical Essay 1</td>
<td>Feb. 11</td>
<td>Feb. 16</td>
</tr>
<tr>
<td>Essay 3</td>
<td>Analytical Essay 2</td>
<td>Feb. 18</td>
<td>Feb. 23</td>
</tr>
<tr>
<td>Essay 4</td>
<td>In-class argumentative essay</td>
<td>N/A</td>
<td>Mar. 5</td>
</tr>
<tr>
<td>Essay 5</td>
<td>Research essay</td>
<td>Mar. 16</td>
<td>Mar. 18</td>
</tr>
</tbody>
</table>

Essays 1 and 4 can earn 50 points each; essays 2 and 3 can earn 100 points each; research essay 5 can earn 150 points.
Final Exam: The MANDATORY final exam will test your knowledge of material covered throughout the semester. This includes reading assignments, lectures, handouts, class discussions, and other materials. The date and time of the final exam will be announced at a later date. **You can earn up to 75 points for the final exam.**

Assignments: You will submit assignments in weekly assignment folders. You can earn points for weekly folders. **Points will be allocated according to difficulty and complexity.** Assignments will comprise individual or group exercises, and you may be required to complete them in class or outside. They may include writing exercises, group projects, or other activities. All assignments are designed to further your knowledge and skills. There will be a total of 15 assignment folders.

Quizzes: Quizzes test knowledge from material covered in class, in your reading assignments, handouts, and class discussions or other activities. You will take 5 quizzes throughout the semester. **You can earn up to 15 points for each quiz.**

Attendance and Participation: Each class period you attend and participate in will maintain your perfect score of **75 points for this area of evaluation.** (The last class period will be the final exam, and you will not receive an attendance/participation grade for that class period). You are expected to attend each class meeting, and to participate in all activities during said period. You will not be counted present if you choose to work on assignments other than the ones assigned. In other words, if you, for example, choose to complete a homework assignment for this class or another rather than participate in a class discussion or other assignment, then this will means that you are not actively participating in the assigned material, and you will not earn your attendance and participation grade for that class period. You are furthermore expected to arrive on time and to stay until class is dismissed. **You will lose 1 points for each unexcused tardy/early leaving.** You will be counted tardy if you arrive after roll has been taken, usually at the beginning of class. If you know you will be arriving late or leaving early, you must get approval from your instructor prior to the class period in question. **There are no excused absences.** Assignments and quizzes missed due to an absence cannot be made up at a later time.

Due Dates: Please refer to your class schedule for all major deadlines. Failure to submit each assignment by its due date will result in a failing grade for the assignment. Other due dates will be assigned during class for homework assignments, etc. Extensions for due dates may be given under extenuating circumstances at the discretion of the instructor. The student MUST seek instructor approval for an extension PRIOR to an assignment’s deadline; no extension will be approved retrospectively.

What else do I need to know about this course?

**Cooperative Learning** is practiced in this classroom. What then is Cooperative Learning? A Cooperative Learning class is group led and teacher facilitated. Students are expected to be fully involved in the learning process.

**Cooperative Learning** is a relationship with a group of students that requires:

- **positive interdependence** (a sense of sink or swim together)
  - In a cooperative learning situation, a student needs to be concerned with how he or she does the work and how well the other students in his or her group do the same work.

- **individual accountability** (each of us has to contribute and learn)
  - The student is held responsible by group mates for contributing his or her fair share to the group’s success. It is important that the group knows who needs more assistance, support, and encouragement in completing the assignment. It is also important that group members know they cannot "hitchhike" on the work of others.

- **interpersonal skills** (communication, trust, leadership, decision making, and conflict resolution)
The practice of social skills required for high quality collaboration and the willingness to be motivated to use them if cooperative groups are to be productive. The whole field of group dynamics is based on the premise that social skills are the key to group productivity.

(face-to-face) **promotive interaction** (efficiently processing information)

Promotive interaction may be defined as individuals encouraging and facilitating each other’s efforts to achieve, complete tasks, and produce in order to reach the group’s goals.

(group) **processing** (reflecting on how well the team is functioning and how to function even better)

Group processing may be defined as reflecting on a group session to: 1) describe what member actions were helpful and unhelpful, and 2) make decisions about what actions to continue or change. The purpose of group processing is to clarify and improve the effectiveness of the members in contributing to the collaborative efforts to achieve the group’s goals.

**Dropping this class:**

If you consider dropping this class, please come and see me immediately!

Many times, there might be a better alternative than dropping a class, and I will be glad to help you in any way I can, or put you in touch with someone who can.

If we cannot find a more satisfactory solution than dropping a class, then it is YOUR RESPONSIBILITY to withdraw formally from the course or courses. The last day to withdraw with a grade of “W” for the spring semester is April 16, 2015. Failure to drop or withdraw officially from a course will result in your receiving the grade you have earned. For more information, please follow this link:

http://www.eastfieldcollege.edu/ari/Drop.asp.

**What are the expectations and policies for this course?**

Your success in this course is my foremost goal, and to facilitate your personal and academic growth, please follow these policies:

- **Attend EACH CLASS MEETING.** Attendance means that you arrive on time with the required books and in-class materials and leave at the end of the class period. Studies have shown that there is a strong correlation between attendance and course grade. This means that students with good attendance will oftentimes complete their coursework with good grades, whereas students missing a large percentage of classes are more apt to earn a lower grade. Ten percent of your final grade will derive from your attendance. In other words, if you earned an “A” without attendance, you would receive the letter grade “B” because of your lack of being in class.

- You are required to read reading assignments before class meets. I will assume that everybody has knowledge of the assigned material. Failure to do so will result in a low participation grade for that class period, and will more than likely be reflected in other activities, including your essays.

- **Turn in assignments on time.** Failure to submit each assignment by its due date without prior approval will result in a failing grade for the assignment.

- You cannot make up in-class assignments or quizzes if you miss any of those.

- Please remember that both the in-class essay and the final essay are mandatory, and that failure to submit those will result in a failing grade for the semester.

- If you have questions regarding a grade you earned in this class, you will need to address this matter no later than the class period following the posting of said grade. Matters of grade concern must be addressed either in person or via email from your student netmail account.
Incompletes will only be assigned to students who find themselves in extenuating circumstances, who have completed at least 80 percent of the class, and whose grades so far indicate that this student would otherwise have completed this class with a passing grade of “A” or “B”.

- You are expected to share your opinions about reading assignments and other sources of information with your class.

- Adhere to the Code of Student Conduct, to be found in the current Eastfield College Catalogue, or on the web site https://www1.dcccd.edu/cat0708/ss/code.cfm.

- Do not plagiarize. You become guilty of plagiarism when you submit somebody else’s works and/or words as your own. Plagiarism is a serious violation of the student ethical code and will result in measures reaching from a grade “F” for the assignment in question to being failed in this class. Please see also the statement regarding academic honesty and plagiarism below, as well as the reference to plagiarism in the Student Code of Conduct under the Responsibility section, in the online version on the Eastfield College web page (see above for web address).

- Do not cheat. If you copy another student's work, then this will be treated in the same way as plagiarism. Please see also the statement regarding academic honesty and plagiarism below.

- This classroom serves as a learning environment for everybody participating in this class. To facilitate academic and personal growth for everyone, you are expected to be courteous and respectful toward the instructor and other students. While I encourage an informal and friendly classroom environment that facilitates discussion and exploration, we must still accommodate one another’s differing perspectives and opinions. Should a student cause disruption in the classroom, the student will be asked to come and see me before he or she is allowed back into the classroom. In extreme cases, the student will be removed from class by campus police and will not be allowed back into the classroom until the student has spoken to me or an administrator. For more severe penalties, see Student Code of Conduct in the current Eastfield College Catalogue on the web site https://www1.dcccd.edu/cat0708/ss/code.cfm.

- Turn off your cell phones, iPods, and other electronic devices during class and store them in your backpack. If you do not have a place to store the electronic device away from your desk and body, please bring it to my desk for the class period. You will be responsible to retrieve the device after class is dismissed. Remove amplification devices (e.g. headphones, BlueTooth) as well. Should a pressing matter require you to use any of the above, please alert me before class. If you expect an important phone call during class, please position yourself close to the door in order to minimize disruption of class.

- You are paying for this class, and so are your fellow classmates. For that reason, do not disrupt class by coming and going, or by engaging in private discussions. If medical or other reasons require you to leave class often, please position yourself close to a door and leave in a manner that does not disrupt class.

**What are good ways to get in touch with my instructor?**

- You are always welcome to come and see me in person. I will be in my office (N204) or our classroom (PG 221) during office hours (Please see schedule below for times and places. If you cannot meet at those times, please contact me so we can make an appointment.

- The quickest way to get a response is to email me at swinter@dcccd.edu. If you do not get a response to an email from me within a day or two at the most, please call and leave a message. Some email messages do not make it through anti-virus protection, and I may not receive your message.

- I usually respond to phone messages within 48 business hours after receiving them.
When can I reach my instructor in her office (N204)?

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday/Wednesday</td>
<td>12:30 p.m.-1:30 p.m.</td>
<td>PG 102</td>
</tr>
<tr>
<td>Tuesday/Thursday</td>
<td>3:30 p.m.-4:30 p.m.</td>
<td>N 204</td>
</tr>
<tr>
<td>Friday</td>
<td>By appointment only</td>
<td></td>
</tr>
</tbody>
</table>

Other times by appointment only.

What resources and services are available to YOU?

- **The Link - TBA**
- **Instructional Computing Lab** - provides direct support to students in an open lab environment. Programs available for word processing and spreadsheets.
  - Location: L-108
  - Hours: M-F 7:00 a.m. - 10:00 p.m., Sat. 9:00 a.m. - 4:00 p.m.
- **Library** - Offers a wide variety of resources for research, recreational, and educational use, including books, magazines, videos, computer databases, and internet has computers for student use.
  - Location: L Building, 2nd floor
  - Hours: M-Th 7:30 a.m. - 10:00 p.m., F 7:30 a.m. - 4:30 p.m., Saturday 9:00 a.m.- 2:00 p.m.
- **Advisement Center** - provides advisors and counselors to help you plan your class schedule and develop a specific two-year educational plan that will maximize the benefits of your courses and maintain course equivalency if you intend to transfer to a four-year institution.
  - Location: C-120
  - Hours: M-Th 8:00 a.m. - 7:00 p.m., F 9:00 a.m. - 4:30 p.m.

What are the campus policies I need to be aware of?

**Academic Honesty and Plagiarism**

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences, words. For such an offense, a student will receive a zero on the assignment and can receive an F for the course. You cannot mix the author’s words with your own or “plug” your synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write. The author’s words, phrases, sentences must be put in your
words, in your way of writing. When you do this, you are demonstrating the ability of understanding and comprehension. **If you summarize, paraphrase or directly quote from an author, you must use the appropriate documentation because the ‘idea(s)’ still belong to the author.**

Please be advised that academic dishonesty and plagiarism are serious issues that may result in serious consequences. Students should be aware that they are responsible for their behavior concerning these issues. This class will adhere to the student’s “Responsibility” as detailed in the DCCCD district-wide statement and the Eastfield College Student Code of Conduct explained in the Eastfield College and district catalogs or on-line at the district website (https://www1.dcccd.edu/cat0608/ss/code.cfm).

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this **English 1301** class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document, student “Responsibility”) will receive one or more of the following penalties:

- The grade of zero (0) on that particular assignment.
- A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).

The professor may request that the student drop the class.

**INSTITUTIONAL POLICIES**

**DROP / WITHDRAWAL POLICY AND SEMESTER DROP DATE**

If you are unable to complete this course, it is your responsibility to withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. You must withdraw through the Admissions/Registrar’s Office (C119) in person or by mail by **November 13, 2014**. You may also withdraw through eConnect. Failure to withdraw before the deadline will result in receiving a performance grade, usually a grade of “F.” You will receive a “W” (“Withdraw”) in each class dropped. A “W” shows up on your transcript BUT does not hurt your GPA.

*****STOP BEFORE YOU DROP: THE 6 DROP RULE*****

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop **no more than six courses during your entire undergraduate career** unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops).

**DISTRICT THIRD ATTEMPT POLICY/ REPEATING A COURSE**

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: [http://www.dcccd.edu/Current+Students/Paying+for+College/Third+Course+ Attempt/](http://www.dcccd.edu/Current+Students/Paying+for+College/Third+Course+Attempt/).

**FINANCIAL AID STATEMENT**

If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not withdraw or stop attending any class without first consulting the Financial Aid Office (C237). Non-attendance or withdrawals may affect your eligibility to receive further financial aid and could cause you to be in a position of repayment for the current semester. Also, students who do not withdraw from a
class but fail to attend or participate after the drop date are also subject to this policy, that is, may be in a position of repayment for the current semester.

**TEXAS SUCCESS INITIATIVE (TSI)**
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at [https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm](https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm).

**ADA STATEMENT—STUDENTS WITH LEARNING, MENTAL, OR PHYSICAL DISABILITIES**
Students requesting accommodations due to the presence of a disability must identify themselves in a timely fashion and demonstrate/document the need for accommodation through the Disability Services Office (DSO). For information regarding the rights and responsibilities of students with disabilities, contact (DSO) at (972) 860-8348 voice/TDD.

**FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT of 1974 (FERPA)**
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name. (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

**ACADEMIC HONESTY POLICY/Code of Conduct**
Academic honesty is expected, and integrity is valued in the Dallas County Community College District. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at [https://www1.dcccd.edu/cat0406/ss/code.cfm](https://www1.dcccd.edu/cat0406/ss/code.cfm). In this course, violators of the Academic Honesty Policy will receive an “F” for the work done under academic dishonesty and cannot be made up.

**PRINTING ON CAMPUS**
Printing in the Computer Lab (L108), Library, and Learning Assistance Center (LAC) will cost 10 cents a page. You must bring a one, five, ten, or twenty dollar bill to the lab to create a print account before you can print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. No cash refunds are possible. An account stays active (and therefore, you can print) as long as the account has value (that is, has money in it).

**RELIGIOUS HOLIDAYS/OBSERVANCES**
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the college catalog section on Student Responsibilities.
STUDENT E-MAIL:
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send assignments/drafts as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to https://www1.dcccd.edu/netmail/activate.cfm. All students receiving financial aid must open a student NetMail account. You can check your NetMail by going to http://www.dcccd.edu/netmail/home.html

INCLEMENT WEATHER STATEMENT
In the event there is inclement weather that affects regular scheduled classes and events on the Eastfield College campus, the Dallas County Community College District and Eastfield College web pages will display a notification of any closings or delays. If there is no notice of changes or delays, then classes are in session as usual. You also may refer to announcements on major television and radio stations (like KEOM-FM radio 88.5) in the event that the DCCCD or Eastfield College Internet sites cannot be accessed.

OBTAINING GRADES AT THE END OF THE SEMESTER
Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Web site address: http://econnect.dcccd.edu/. Telephone number: 972-613-1818.

SEXUAL HARASSMENT
Eastfield College has a zero tolerance policy on sexual harassment. All students shall report complaints of sexual harassment informally to the college Human Resources Director or formally to the Vice Chancellor of Educational Affairs.

DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE
The instructor reserves the right to amend this syllabus including the course schedule as necessary.

Is there any other information I should know?
You are invited to submit entries for The Et Cetera, the student publication, or The Alternative, the literary magazine, and you have the opportunity to earn extra credit for articles published under your name. If you wish to be a part of our paper, please contact me for more information.

Semester Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Reading Assignment</th>
<th>Testing</th>
<th>Assignments</th>
<th>Essays</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Jan. 20-25</td>
<td>Syllabus Purpose Audience Genres Stance Modes Writing Process Research Part I: Developing Idea Evaluating Narration Description</td>
<td>Package Week 1 • Modes, etc. • Blog 1: Ethics •Narration and Description • Blog 2: Story Corp</td>
<td>Topic Essay 1</td>
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<td>Dialogue</td>
<td>Quiz 1</td>
<td>Quiz 2</td>
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<td>Handbook MLA Format</td>
<td>Package Week 2 • MLA Format • First Draft Essay 1 • Peer Review Essay 1 • The Link</td>
<td>Package Week 3 • Classifications &amp; Definitions • Comparison &amp; Contrast • Cause &amp; Effect • Thesis Statements • In-Text Citations • Works Cited Page</td>
<td>Package Week 5 • First Draft Essay 3 • Optional: Peer Review Essay 3 • Appeals</td>
<td>Package Week 6 • Fallacies • Practice Opinion Pieces 1 through 3</td>
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