ENGL 1301 – Composition 1

Instructor: Rachel Clark  
Term: Spring 2015

Course: English 1301  
Course Duration: January 20-April 17

Section: 83428/93417  
Last Day to Withdraw: March 27

Delivery: Online (no on-campus meetings)  
Email: RachelClark@dcccd.edu

Office Hours (Virtual): 10:00-11:30 A.M. (W/F)

Course Communication:
Email is the primary method of communication for this online class. All inquiries must be submitted via email. The instructor responds to most student emails within twenty-four hours on working days. Students must include this information in each email: student’s name, course name, and course section number. Emails must be appropriately detailed and must show sensitivity to audience. If students have follow-up questions for the instructor after communicating their specific concerns via email, they may write to request phone conferences.

Course Description:
This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes.

DCCCD Catalog Information:
ENGL 1301 - Composition 1 (3 Lec.)  
This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD. 
Prerequisite: One of the following must be met: (1) DREA 0093 AND DWRI 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards AND the college Writing score prerequisite requirement. 
Coordinating Board Academic Approval Number 2313015112

ENGL 1301 Learning Outcomes:
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.
**Required Textbook(s) and Course Materials:**
No textbook purchase is necessary in this course. All materials are free and available online.

**Recommended Textbook:**

**Course Outline:**
This calendar provides due dates for graded written assignments. For complete information regarding reading and writing assignments, click on the learning units on the course menu. There you will find step-by-step instructions for all reading and writing assignments. All assignment dates are subject to change with appropriate notice to students via announcement and/or e-mail.

<table>
<thead>
<tr>
<th>Date Due (by 11:59 P.M. C.S.T.)</th>
<th>Written Assignment</th>
<th>Category</th>
<th>Unit</th>
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<tbody>
<tr>
<td>Tuesday, 1/20</td>
<td>Orientation Quiz</td>
<td>Quiz</td>
<td>1</td>
</tr>
<tr>
<td>Wednesday, 1/21</td>
<td>Class Discussion 1 (Initial thread)</td>
<td>Discussion</td>
<td>1</td>
</tr>
<tr>
<td>Thursday, 1/22</td>
<td>Class Discussion 1 (2 replies)</td>
<td>Discussion</td>
<td>1</td>
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<tr>
<td>Monday, 1/26</td>
<td>Journal Writing 1</td>
<td>Journal</td>
<td>1</td>
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<tr>
<td>Tuesday, 1/27</td>
<td>Class Discussion 2 (Initial thread)</td>
<td>Discussion</td>
<td>1</td>
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<tr>
<td>Wednesday, 1/28</td>
<td>Class Discussion 2 (2 replies)</td>
<td>Discussion</td>
<td>1</td>
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<tr>
<td>Thursday, 1/29</td>
<td>Class Discussion 3 (Initial thread)</td>
<td>Discussion</td>
<td>1</td>
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<tr>
<td>Monday, 2/2</td>
<td>Class Discussion 3 (2 replies)</td>
<td>Discussion</td>
<td>1</td>
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<tr>
<td>Tuesday, 2/3</td>
<td>Journal Writing 2</td>
<td>Journal</td>
<td>1</td>
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<td>Wednesday, 2/4</td>
<td>Review Quiz 1</td>
<td>Quiz</td>
<td>2</td>
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<td>Thursday, 2/5</td>
<td>Journal Writing 3</td>
<td>Journal</td>
<td>2</td>
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<td>Class Discussion 4 (Initial thread)</td>
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<td>Class Discussion 4 (2 replies)</td>
<td>Discussion</td>
<td>2</td>
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<td>Wednesday, 2/11</td>
<td>Essay 1 Working Draft</td>
<td>Assignment</td>
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<td>Thursday, 2/12</td>
<td>Introduction to Small Group</td>
<td>Group Participation</td>
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<td>Monday, 2/16</td>
<td>Essay 1 Group Work</td>
<td>Group Participation</td>
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<td>Wednesday, 2/18</td>
<td>Essay 1 Final Draft</td>
<td>Essay</td>
<td>2</td>
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<td>Journal Writing 4</td>
<td>Journal</td>
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<td>Tuesday, 2/24</td>
<td>Class Discussion 5 (Initial thread)</td>
<td>Discussion</td>
<td>3</td>
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<td>Class Discussion 5 (2 replies)</td>
<td>Discussion</td>
<td>3</td>
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<td>Thursday, 2/26</td>
<td>Journal Writing 5</td>
<td>Journal</td>
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<td>Monday, 3/2</td>
<td>Class Discussion 6 (Initial thread)</td>
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<td>Tuesday, 3/3</td>
<td>Class Discussion 6 (2 replies)</td>
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<td>Essay 2 (Timed Writing)</td>
<td>Essay</td>
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<td>Review Quiz 2</td>
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<td>Class Discussion 7 (Initial thread)</td>
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<td>Wednesday, 3/18</td>
<td>Class Discussion 7 (2 replies)</td>
<td>Discussion</td>
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<td>Thursday, 3/19</td>
<td>Class Discussion 8 (Initial thread)</td>
<td>Discussion</td>
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<td>Monday, 3/23</td>
<td>Class Discussion 8 (2 replies)</td>
<td>Discussion</td>
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<tr>
<td>Tuesday, 3/24</td>
<td>Essay 3 Working Draft</td>
<td>Assignment</td>
<td>4</td>
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Overview of Types of Assignments:

Orientation Activities: All students must read the orientation information and complete the Orientation Quiz posted in the “Getting Started” menu button by the assigned due date.

Class Discussion Forums: These forums are designed to build community among online classmates as well as encourage reflection and thought about the reading assignments and activities. Each discussion activity will begin with a discussion prompt. Students will be expected to think about the topic, review course materials, and post a “NEW THREAD” of the minimum length indicated. Then students will be required to read all posted threads and provide at least two thoughtful replies by the reply due date. Due dates are indicated in the Assignment Calendar. No credit is given to late postings on these forums because of the time-sensitive nature of the assignments.

Review Quizzes: There are only two review quizzes in the course. These objective quizzes will test the student’s understanding of the information on some of the more detailed reading assignments.

Journal Writings: In addition to the “public” conversations that students will have via class discussion forums, journal writings will offer students opportunities to reflect, experiment, and/or brainstorm specific topics as they work through activities that build up to each essay.

Working Drafts: The process of crafting an essay involves working through specific stages towards a final, polished draft. An important stage is the initial effort of the writer to organize, focus, and develop the essay. Receiving feedback and responses at this stage is crucial, and each student will receive instructor feedback as well as responses from fellow group members.

Final Drafts: Five of the six lesson units provide readings and activities that result in finished essays. The final draft of each essay reflects the writer’s efforts to shape, develop, revise, edit, and proofread a finished essay that uses MLA Format and Standard Edited American English.

Participation and Attendance:
Students are expected to access and utilize the course materials and activities in eCampus on a frequent basis. As a minimum expectation, students should access the course website daily.

As a general guideline, the student should be actively learning through working with the online lesson materials for about 3 hours per week (the same as attending class on the college campus) and dedicate at least the same amount of additional time for studying and reviewing the lesson materials either offline or online. The student should be actively writing, revising, and editing for about 3-6 hours each week. In total, to be successful, students should spend a minimum of 9-12 hours working on course materials each week of the regular, 16-week semester.

Students should also pay close attention to course announcements and emails. It is the student’s responsibility to maintain a working email address in eCampus. The instructor is not responsible for updating the student’s email address in eCampus, nor is she responsible for maintaining the student’s email settings. For example, students’ email accounts must not filter out class emails.

**Late-Work Policies:**

Ample time has been allotted to complete each assignment. All assignments are expected on or before the deadlines indicated in the Assignment Calendar, which is available from the beginning of the semester. Students are expected to plan in advance to allow time to complete all graded assignments by their due dates/times. Tip: do not wait until the last minute to submit work.

Technical problems should first be reported to Technical Support; then the instructor should be informed of the situation. Technical issues do not guarantee late-work approval.

No credit is given for late submissions of discussion posts or group responses to working drafts under any circumstance. Do not request the submission of late discussion or group assignments, and do not expect late discussion or group work to be read by the instructor or by other students. Other types of late work will be considered on a case-by-case basis; a student’s request must be submitted via email and in a timely manner (no more than three days after a missed assignment).

Do not submit late assignments (in eCampus or via email) without permission. The instructor will not read or accept work that is posted after a due date has passed unless the student has the written permission of the instructor. In other words, the instructor does not automatically look for and grade late assignments, and students should not call to request late work. Email instead.

No individual extra credit is provided in this course.

Students must contact the instructor during the first week of the course if they have questions about these late-work policies. Students should not wait until the end of the term to inquire.

**Grading:**

All assignments are graded on a 100 point scale with A = 90 - 100, B = 80 - 89, C = 70 - 79, D = 60 - 69, F = 59 and below.
The final course grade is calculated by weighted percentages in the following categories:

Orientation and Review Quizzes (3): 3% of final course grade
Journal Writings (7): 7% of final course grade
Working Drafts of Essays (3): 15% of final course grade
Final Drafts of Essays (5, including timed writings): 40% of final course grade
Class Discussions and Blog (10): 20% of final course grade
Group Participation (Responses to Working Drafts): 15% of final course grade

Important Note: Number grades are rounded to the nearest whole number (0.50 rounds up, 0.4999 rounds down). Grades will not be curved or adjusted for a student close to a cut-off between letter grades. Students may contact the instructor if they discover calculation errors in their grades, and students may certainly ask for clarification. However, please note that the instructor does not, under any circumstance, “negotiate” individual or final course grades.

Netiquette:
As part of the online orientation information for this class, the student will review online practices for civil and appropriate communication with other students and with the professor.

Richland College Quality Enhancement Plan (QEP):
Richland College’s QEP is called Learning to Learn: Developing Learning Power. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto http://www.richlandcollege.edu/qep/

Academic Honesty:
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 http://www.richlandcollege.edu/conduct. Works that are plagiarized will receive scores of zero. If a student plagiarizes, he or she may fail the course, and a plagiarism notice may be added to that student's permanent college record. Even if a student paraphrases or summarizes from another writer’s work, if the student does not give credit where it is due, he or she is still committing plagiarism. If a student tacks on a works cited entry at the end a discussion thread, journal, or essay draft, but does not show where he or she used the source in the body of the writing, the student is still committing plagiarism. If in doubt, ask your instructor before submitting an assignment. Some instances of plagiarism are unintentional; however, intentionality does not factor into the plagiarism policy for this course.

Help with Writing:
- The Writing Center is located in Medina 216. There students can receive free tutoring by appointment or on a drop-in basis. Phone: 972-238-6226. More information is available at http://www.richlandcollege.edu/writing/.
- The English Corner is located in Bonham 228. There students can receive supplemental instruction and tutoring from qualified English instructors. No appointment is necessary. Ask your instructor about the current the schedule, or see the schedule on the door of B228.
- Students can receive online tutoring through Richland’s Online Writing Lab. To access online tutoring, go to the “Community” tab in eCampus then click on the link to “TLC-Writing-Lab” under “My Organizations.”
- Additional help is available online at http://www.owl.english.purdue.edu.

**Academic Progress:**
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. For more details, check the following: www.richlandcollege.edu/admissions/process.php.

**Obtaining Final Course Grades Using eConnect**
Final Grade Reports are no longer mailed; they are available online at www.econnect.dcccd.edu or by telephone at 972-613-1818. Students’ grades will also be printed on their Student Advising Reports, which are available in the Admissions and Student Records Office (T170).

**Course Drop Date:**
If a student is unable to complete this course, it is the student’s responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by the official drop date for this course. Please see the list of Important Dates on the Academic Calendar webpage: http://www.richlandcollege.edu/academiccalendar/.
The last day to withdraw from this course with a “W” is May 6, 2014.

**Institutional Policies**
Please see this document: www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf.

**Disclaimer**
The instructor reserves the right to amend this syllabus and as necessary.