<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
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<tbody>
<tr>
<td><strong>Course Title:</strong> Composition I</td>
<td><strong>Instructor:</strong> Professor Mittal</td>
</tr>
<tr>
<td><strong>Semester/Year:</strong> Spring 2015</td>
<td><strong>E-Mail Address:</strong> <a href="mailto:ajohnston@dcccd.edu">ajohnston@dcccd.edu</a></td>
</tr>
<tr>
<td><strong>Course number:</strong> ENGL-1301</td>
<td><strong>Telephone:</strong> 972-860-2976</td>
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<tr>
<td><strong>Section number:</strong> -93480, -93481, -33424, and -33425</td>
<td><strong>Online Office Hours:</strong> See eCampus</td>
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<tr>
<td><strong>Credit Hours:</strong> 3</td>
<td><strong>Campus Office Hours:</strong> See eCampus</td>
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<tr>
<th>Course Prerequisites</th>
<th>Required materials</th>
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<tr>
<td>• Developmental Reading (DREA) 0093 AND Developmental Writing (DWRI) 0093</td>
<td><strong>See Getting Started section of class website for more details of how you can obtain these materials.</strong></td>
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<tr>
<td>• English as a Second Language (ESOL) 0044 AND 0054</td>
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<tr>
<td>• have met Texas Success Initiative (TSI) standard in Reading and Writing standards AND the college Writing score prerequisite requirement</td>
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**NOTE:** ENGL 1301 is a pre-requisite for all 2000-level literature courses.

### 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.

### Participation Policy
Since this is an online class, no on-campus attendance is required. However, students are expected to log in and participate actively via eCampus. [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu)

Try to check emails daily and access the class at least 3 times per week. You must show participation in this class prior to the certification date, January 27, 2015 by contributing to the first discussion board assignment and completing the orientation quiz.

### Core Competencies
This class is designed to help you develop a selection of the following competencies (see items marked with X):

- **Critical Thinking Skills:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.  
  - X
- **Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication.  
  - X
- **Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.  
  - X
- **Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.  
  - X
- **Personal Responsibility:** to include the ability to connect choices, actions and consequences to ethical decision-making.  
  - X
**Social Responsibility:** to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

**Student 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.

**Course Outline**

This course consists of 12 lessons:

- Lesson 1: The Writer in You
- Lesson 2: The Writing Process
- Lesson 3: The Rhetorical Situation
- Lesson 4: The Essay
- Lesson 5: The Art of Observing Details
- Lesson 6: The Observation Essay
- Lesson 7: Planning a Narrative Essay
- Lesson 8: Preparing an Evaluation Essay
- Lesson 9: Writing an Evaluation Essay
- Lesson 10: Analyzing Visual Images
- Lesson 11: Writing a Visual Analysis Essay
- Lesson 12: The Reflective Essay

**Evaluation Procedures**

<table>
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<tr>
<th>Category</th>
<th>Percent of Final Grade</th>
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<tbody>
<tr>
<td>Class Discussions (11)</td>
<td>20%</td>
</tr>
<tr>
<td>Journal Writings (7)</td>
<td>7%</td>
</tr>
<tr>
<td>Review Quizzes (including Orientation Quiz) (3)</td>
<td>3%</td>
</tr>
<tr>
<td>Working Drafts (3)</td>
<td>15%</td>
</tr>
<tr>
<td>Group Participation (Responses to drafts)</td>
<td>15%</td>
</tr>
<tr>
<td>Essays (including timed essays) (5)</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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**Extra Credit**

No extra credit work is available in this course.

**Grading Scale**

All assignments are graded on a 100-point scale, but assignments are weighted in terms of the categories indicated above. To determine final grade, add all graded assignments in each category, determine the average grade in each category, and then multiply the average category grades by the percentage weighted. Add all the totals to see final grade.

- A = 89.5 – 100
- B = 79.5 – 89.4
- C = 69.5 – 79.4
- D = 59.5 – 69.4
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 begins with a discussion prompt. Students are expected to think about the topic, review course materials, and post a “NEW THREAD” of the minimum length indicated. Then students are required to read all posted threads and provide at least two thoughtful replies by the reply due date. Due dates are indicated in the Class Outline. 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 test students’ understanding of the information on some of the more detailed reading assignments.

Journal Writings: In addition to the more “public” conversations that students have on the class discussion forums, the journal writings offer students an opportunity to reflect, experiment, or brainstorm on specific topics as they work through activities that build skills for an essay.

Working Drafts: Crafting an essay involves working through specific stages toward a final, polished draft. One important stage is the initial effort of the writer to organize, focus, and develop the essay. Receiving feedback and responses at this stage is most crucial. Each student receives instructor feedback as well as responses from members of a small work group on the working draft.

Final Drafts: Five lessons develop readings and activities that result in a finished essay. The final draft of the essay reflects the writer’s efforts to shape, develop, revise, edit, and proofread a finished essay that uses MLA Essay format and Standard Edited American English.

Course Policies

Student-Instructor Contact
To create a course environment focused on understanding of the course content, application to the student’s life, and fostering student responsibility, both instructor and student will attempt to follow these guidelines: The instructor agrees to provide timely responses to student requests or inquiries and communicate frequently through email, online chat, course announcements, and timely grading with feedback. In return, the student agrees to devote a reasonable amount of time and energy to successful completion of the course, to meet all deadlines, to avoid plagiarism and other forms of cheating, and to communicate frequently and clearly with the instructor, particularly when difficulties arise.

| Grading Scale | F = 59.4 and below. An F may also be given for flagrant plagiarism. Current grade average based upon completed assignments is available at all times in the MY GRADES area of the course eCampus site. |
Attendance and Participation
Students are expected to login and utilize the course materials and activities in eCampus on a regular basis. As a minimum expectation, you should login to the course at least three times per week.

As a general guideline, you should be actively learning through working with the online lesson materials for about 3 hours per week (the same as attending class) and dedicate at least the same amount of additional time to studying and reviewing the lesson materials either offline or online. You should also 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 semester.

Late Work and Make-up Policy
Ample time has been allotted to complete each assignment. All assignments are expected on or before the deadline indicated in the Class Outline available from the beginning of the semester. Students are expected to plan in advance to allow time to complete all graded assignments by the due date and time. No credit is awarded for late submissions to class discussion forums and small group activities. These assignments involve necessary timely interaction with classmates. Other assignments may be submitted late with a minimum penalty of one grade letter per day late.

No extra credit work is offered in this course.

Problems and Emergencies: If a medical or other serious situation arises that will prevent the student from completing one or more assignments or an exam by the due date, the student must contact the instructor immediately to request approval to submit an assignment late. Technical problems should be reported to Technical Support, and the instructor should be informed of the situation.

Communication
The primary means of communication for this class is email. You are responsible for ensuring that your email address is correctly listed in the course (check this on the first day!) and that you are receiving emails from the instructor. To ensure you receive all notices from the instructor in a timely manner, check your email frequently (at least 3-4 times per week).

If you send the instructor an email with a technical problem or other request that requires a rapid response to meet a deadline, make sure to use the correct subject line and then check your email frequently between the time you send your request/problem and the due date. Extensions will NOT be granted in situations where the instructor responded before the due date with instructions, but the student did not check frequently enough to see the response.

The instructor will reply to all emails sent in the proper format within 24 hours, so double check your format and re-send your email if you do NOT hear back from the instructor within this time frame. Do NOT assume that an unanswered email was received – ALWAYS RE-SEND if you do not receive a reply in 24 hours!

REQUIRED SUBJECT LINE FORMAT: When contacting the instructor, the SUBJECT LINE must contain the course ID (ENGL 1301-**section #**) AND the student’s first and last name. The email itself (the body/message) must ALSO contain course ID and the student’s first and last
name at the end of the message. Emails sent without this format will either receive no reply or a reply telling the student to re-send in proper format, which slows down response time.

**NOTE:** The instructor reserves the right to modify any course requirements and due dates as necessary to manage and conduct this class. The intent of the instructor is to promote the best education possible within prevailing conditions affecting this class. You are responsible for contacting the instructor and seeking clarification of any requirement that is not understood in the syllabus.

### INSTITUTIONAL POLICIES

| **Stop Before You Drop** | 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) |
| **Withdrawal Policy** | If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar's Office by February 28, 2015. Failure to do so will result in your receiving a performance grade, usually an "F." If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped. Students sometimes drop a course when help is available that would enable them to continue. Before you make the decision to drop this course, please contact the instructor by email. |
| **Financial Aid** | Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy. To speak with someone, please contact the Financial Aid Call Center at 972-587-2599 or by email at facc@dcccd.edu |
| **Academic Honesty** | Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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 which is available from the Student Services website: [http://www.dcccd.edu/SS/](http://www.dcccd.edu/SS/) |
| **Repeating this Course** | Effective Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class **may not** be repeated for the third or subsequent time without paying the additional tuition. 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/thirdcourseattempt/](http://www.dcccd.edu/thirdcourseattempt/) |
| **Religious Holidays** | Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence. |
| **Final Course Grades** | Final Grade Reports are not mailed. Convenient access is available online at [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu). Use your identification number when you log onto eConnect. |
| ADA Statement | If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-238-6180 (Voice/TTY). More information is available about Disability Services from the Student Services website: [http://www.dcccd.edu/SS/](http://www.dcccd.edu/SS/). |