This course syllabus is intended as a set of guidelines for English 1302. Both North Lake College and your professor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Professor Information

Professor’s Name: GREGORY SCHWEERS Email: fr-gregory@cistercian.org
Office Location/Hours: MON-FRI – 12PM – 1PM Office Phone: 469-499-5426

Course Information

Course Title/Credit Hours: Composition II (3 cr.)

Course Number-Section: English 1302-73289

Class Meeting Time: MTWRF

Course Description: English 1302 is the second semester of freshman composition. The course focuses on student writing. It continues instruction in composition skills begun in English 1301, and it applies those skills to persuasive, argumentative, and research writing.

Course Prerequisites: successful completion (grade of D or better) of English 1301.
Required Textbooks


Program Level Outcomes

ENGL 1302 develops the following objectives from the Texas Higher Education Coordinating Board (THECB):

1. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
   - **Written:** Process and produce effective written communication adapted to audience, purpose, and time constraints.
   - **Visual:** Effectively interpret visual images or produce effective visual images.

2. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

3. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

4. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

Course-Level Student Learning Outcomes

ENGL 1301 supports the following learning outcomes from the Texas Higher Education Coordinating Board (THECB):

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., MLA, CMS, APA, etc.)
Student Learning Outcomes

All essays in this course comply with the five learning outcomes from the Texas Higher Education Coordinating Board (THECB):

1. Actively participate in reading, responding, and demonstrating knowledge of individual and collaborative writing processes using Enhanced InSite, MindTap, Blackboard and/or professor-approved peer review questions. Proficiency measurement: 80% [P.L. 1, 2, 3; C.O. 1, 4]

2. Complete a visual interpretation, analysis, or synthesis writing project in standard written American English. Specific occasion, audience, and purpose are clearly outlined. Students will demonstrate 70% proficiency as measured by the Visual Communication Rubric. [P.L. 1, 2, 4; C.O. 3, 4, 5]

3. Write a research-based argument essay using proper research and substantiation. Research is delivered in standard written American English. Specific occasion, audience, and purpose are clearly outlined. Students will demonstrate 75% proficiency as measured by the English Research Rubric. [P.L. 1, 2, 3, 4; C.O. 2, 3, 4, 5]

Course Outline, Exams and Assignments, and Evaluation Procedures

Since 1302 is a composition course, students will be expected to write and to read on a regular basis. Written work will be submitted each week, though not all will be graded. Major class projects involve visual, literary, and research assignments. Papers written in English 1302 are expected to be substantially longer than those written in English 1301; in most cases, these papers will be a minimum of 750-1000 words (3-4 typed or word-processed pages). The professor will explain the specifics.

In addition to the exercises and quizzes that some professors may require, each student will write a minimum of four graded essays; the specific goals and suggested percentages for each unit are listed below. The grade earned in this course is a combination of the grades earned on the following assignments.

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Description</th>
<th>Required Readings</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual Analysis Unit</td>
<td>Visual Analysis / Rhetorical Situation</td>
<td>Chapter 1: Communication and Persuasion: Logos, Pathos, Ethos Chapter 6: Visual Arguments</td>
<td>Pre-write due 1/21; Final Essay due 1/26</td>
</tr>
</tbody>
</table>

Last Updated 26-Jan-15
Evaluation Procedures

The grade earned in this course is a combination of the following individual grades:

| Attendance, class assignments, and additional essay and/or participation | 10% |
| Visual Analysis Unit | 20% |
| Literary Analysis Unit | 20% |
| Research Unit | 30% |
| Final essay on an unannounced topic written in the final exam period | 20% |

An A requires 90-100%; a B, 80-89%; a C, 70-79%; a D, 60-69%; an F, 0-59%. A grade of C or higher is required to earn a degree from North Lake College.

Institutional Policies for Student Success

Academic Dishonesty

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty," includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion."

Academic dishonesty may result in the following sanctions, including, but not limited to:

1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

Check Appendix A for your professor’s policy re: academic dishonesty.

Notification of Absence because of Religious Holy Days

If you will be absent from class for the observance of a religious holiday, you must notify your professor in advance. You are required to complete any assignments or take any examinations you miss because of your absence within the time frame specified by your professor. Please refer to the Student Obligations section of the DCCCD catalog for more explanation.

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**Requirements of the Americans with Disabilities Act**

North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165. [http://www.northlakecollege.edu/resources/disability.html](http://www.northlakecollege.edu/resources/disability.html)

**Stop before You Drop**

If you enrolled in college-level courses for the first time in the fall of 2007, the Texas Education Code 51.907 allows you to drop no more than six courses during your entire undergraduate career unless the drop qualifies as an exception. The Counseling/Advising Center will give you more information about allowable exceptions.

Once you have accumulated six non-exempt drops, you cannot drop any other courses with a “W.” Therefore, you need to exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. More information is available at [https://www1.dcccd.edu/6drop](https://www1.dcccd.edu/6drop).

**Drop Policy**

If you are unable to complete this course, you must officially withdraw by **Thursday, April 16, 2015**. Withdrawing is a formal procedure which you must initiate; your professor cannot do it for you.

**Early Registration Permission Form**

During priority registration, a student may request a permission form from his or her instructor to register early. However, **only** the instructor may determine whether the student will pass. A student must submit this form to an advisor upon registering for the next course. An instructor may also email an advisor directly to approve a student’s early registration, but this must be done on NLC Outlook.

**Financial Aid Statement**

If you receive any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could require you to repay the financial aid for this semester. **If you fail to attend or participate after the drop date, you are also subject to this policy.**

**Counseling Services**

If you are a currently enrolled student, you are eligible for free counseling services. You may schedule an appointment by calling 972-273-3333 or going to A-311. For additional information
The Academic Skills Center (ASC)

The ASC provides a variety of services designed to help students develop and improve their writing and language skills. In the ASC, we have:

- The iRead Lab which offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.

- The ESOL lab, with computer access, is open for students to work on assignments or homework.

- Free tutoring for students enrolled in foreign language courses at North Lake.

- The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.

- The Online Writing Lab (OWL) for students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  
  o After logging on to eCampus, click on the Community Tab at the top.
  o Type “Owl” in the search field and click “Go.”
  o Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  o Once enrolled, students can receive services from the OWL.

- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

Department of English Policies

Attendance Policy

The correlation between attendance and success in the course is strong because class participation is part of the learning process and can affect your final course grade. You are expected to arrive on time for all classes. If you miss all or part of a class, you should not expect your professor to repeat a lecture given during your absence. Check Appendix A for your
professor’s policy because some professors deduct points when students miss class or are late to class. Absences and/or tardiness can affect the grade you earn in this course.

Policy On Late Papers

You are expected to hand in papers on time. Your professor is not required to accept late papers, and no late paper will be considered for full credit unless you discuss with your professor why the paper will be late prior to its due date. Check Appendix A for your professor’s policy on accepting late papers.

Student Responsibilities

1. Attend all classes.
2. Read the textbook selections that are assigned and be prepared to discuss them.
3. Hand assignments in on time and in the format designated by your professor.
4. Ask for help when needed.
5. Do not expect your professor to repeat a lecture given during an absence.
6. Visit the Writing Center (A-332) or meet with your professor when you need help or when you are directed to do so by your professor.

Classroom Etiquette

1. Follow your professor’s rules for acceptable classroom behavior.
2. Arrive on time.
3. Remain the entire time.
4. Turn off and put away all personal electronics.
5. Practice active listening (i.e., one voice at a time).
6. In short, treat your classmates and professor with respect.

Your professor will use and provide Learning Activities customized for your course.
Appendix A: Professor’s Personal Policies

Participation & Attendance

Since our time limited, it is crucial that you come to class on time and prepared. Preparation consists of reading all assigned essays, writing sufficient notes for discussion, and completing all homework prior to class time. It is important that you have read, researched, and documented any concerns or questions you may have about the assigned readings and/or assignments.

Policy on Late Papers (submissions and word limit)

You will submit all of your papers as both a hard copy and an online copy to www.turnitin.com. As a general rule, late papers/work are not accepted. NB: Students who feel that their circumstances deserve a modification of this policy should address the instructor in a timely manner (before the deadline, if possible) and an amicable solution will be found.

Academic Integrity

Throughout this course, you will pursue your studies with integrity and honesty; this means any words, thoughts, ideas, and data that are not your own will be given appropriate credit as to authorship. If you are caught plagiarizing, you will receive a zero.

Grading Scale & Assessment

You will write (at a minimum) three (3) essays, not including the final exam, this semester all requiring documentation and research. You will participate in numerous exercises, quizzes, oral inquiries, and other assessment tools, so it is imperative that you are present and on time.

Grading goes as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class assignments</td>
<td>100</td>
</tr>
<tr>
<td>Visual Analysis</td>
<td>200</td>
</tr>
<tr>
<td>Research Unit</td>
<td>300</td>
</tr>
<tr>
<td>Literary Analysis Unit</td>
<td>200</td>
</tr>
<tr>
<td>Final essay on an unannounced topic written in the final exam period</td>
<td>200 points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>

Thus, your final semester grade is computed as follows:

An **A** represents 90-100% (1000-900); a **B**, 80-89% (899-800); a **C**, 70-79% (799-700); a **D**, 60-69% (699-600); an **F**, 0-59% (599 below).

Supplemental Comments

From time to time, students may be provided by the instructor with additional ‘outside’ readings as supplements to the main course. Deadlines and other pertinent items stated herein may be altered to assist in the outcome of the course, to help the students, and to better conform to the spirit of the class’s goals.

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