Professor: Nancy Evans  
Email: levans@dcccd.edu  
Meeting Days & Time: MW 2:00 p.m. to 5:00 p.m.  
Room Number: W114  
Division: Communication & Social Sciences (COSS)  
Office Hours: 7:30 a.m. - 7 p.m.  
Office Phone: 214-860-8831  
Office Location: W279B

Course Description: This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Other course topics include building reading skills, using resources, developing thinking skills, and improving attitudes toward writing. A learning lab is available to provide additional assistance.

Course Pre-requisites: by test

Student Learning Outcomes: Upon successful completion of this course, students will:
1. Compose a variety of texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer’s purpose.
2. Determine and use effective approaches and rhetorical strategies for given writing situations.
3. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
4. Evaluate relevance and quality of ideas and information to formulate and develop a claim.
5. Develop and use effective revision strategies to strengthen the writer’s ability to compose college-level writing assignments.
6. Edit writing to conform to the conventions of standard English.

Course Outline: This will be handed out separately and is subject to change.

Evaluation Procedures: This class is pass/fail based on attendance and participation.

Instructor Attendance Policy: Students are expected to attend all classes. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. If for some reason you must leave
class early, you should inform the instructor prior to the start of class of your reason for leaving early. Punctual attendance at every class is a necessity. If you arrive late, leave early, or leave class for more than 5 minutes, you will be marked absent. If it is absolutely necessary to miss class, it is your responsibility to find out what you missed and come to the next class fully prepared, with all assignments complete. If homework has been assigned and you haven’t done it, you may not be permitted to attend class. Because of the strict policy on late/make-up work, absence will almost certainly affect your grade.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

College Sponsored Events: The instructor must be informed ahead of time if you need to miss class for participation in a college-sponsored event. Attendance at that event does NOT excuse you from responsibility for work done and/or homework assigned.

Electronic Devices: If any electronic device interferes with your complete attention to this class, you will be dismissed from this class. Set phones to SILENT during class time. If you are off-task on the computers, you will be dismissed from class.

The withdraw date for this class is Thursday, April 16.

Academic Dishonesty: Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

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 published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.

Institution Policies: Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).

Course Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 20</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Mar. 9 – 13</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 3</td>
<td>Good Friday</td>
</tr>
<tr>
<td>April 13 – 17</td>
<td>Writing Festival</td>
</tr>
<tr>
<td>April 16</td>
<td>Last Day to Withdraw</td>
</tr>
<tr>
<td>May 4 – 7</td>
<td>Exit exams</td>
</tr>
<tr>
<td>May 11</td>
<td>No class; instructors are grading exit exams</td>
</tr>
</tbody>
</table>