This is a fast-track class which meets for eight weeks instead of the usual 16. A regular fast-track meets for six hours each week.

Instructor: Professor Amy Boltrushek  
Office: WH 227  
Class Time: I-net  
Phone: 972-238-6040  
E-mail: Aboltrushek@dccc.edu  
Office Hours: TBA

INSTRUCTOR AVAILABILITY:  
My goal is for you to be successful in this class; therefore, I am here to assist you in any way that I can. Although I am not on campus full time nor do I have an office on campus, I can be reached by voicemail, by email, and before or after class.

Required Materials: No Textbooks Required

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

DWRI 0305 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.

DWRI 0305 COURSE PREREQUISITES: An appropriate assessment test score.

COURSE UNITS  
UNIT ONE The Writing Process  
UNIT TWO Paragraph Structure  
UNIT THREE The Illustration Paragraph  
UNIT FOUR The Comparison-Contrast Paragraph (or the Classification Paragraph)  
UNIT FIVE The Persuasive Paragraph  
UNIT SIX The Essay

In addition, grammar lessons are included with each of the above units throughout the semester.
Your final course grade will come from several sources:

**Attendance** 10%

**Homework, Quizzes, Classwork and Other Assignments** 25%

**Two Paragraphs and One Essay (rough and final copies)** 60%

**Final Exam** 5%

**Grading Scale:**
- **A** = 90-100
- **B** = 80-89
- **C** = 70-79
- **F** = below 70

*Throughout the semester, I may require you to visit The Learning Center for tutoring if additional help is needed.

**PLAGIARISM POLICY**

Plagiarism is a serious academic offense, and it violates the Code of Student Conduct (See link at the end of this document). All final drafts will be submitted in eCampus and checked for plagiarism via SafeAssign. **All plagiarized work will receive a zero.**

**ATTENDANCE AND MAKE-UP POLICY**

In order to be successful, students must attend and participate in enrolled courses. To help you meet the course objectives, this class includes regular writing assignments both in and out of class, group activities, and exercises. This means that being in class and on time is required.

There is a strong correlation between class attendance and college success. Your class involvement enables you to learn more actively and effectively; therefore, class attendance is essential and is counted a percentage of your final grade.

I take roll at the beginning of class. Avoid arriving late to class to avoid disrupting our learning session. If you are late, it is your responsibility to be sure your attendance record has been changed in order to avoid being marked absent. **Two tardies equal one absence.** Once you are absent, it is your responsibility to obtain the missed class lecture information from me or a classmate.

If you become seriously ill and have to miss several classes, please make an appointment with me so we can determine if you can successfully complete the course.

If you miss a quiz, you must make arrangements with me to take it outside of class time.

**LATE WORK POLICY**

I expect all work to be turned in on time. However, illnesses, death in the family or other traumatic events unfortunately are part of life. A make-up assignment or an extended date will be given if you contact me within 24 hours and provide documentation.

**DEADLINE FOR WITHDRAWAL**

If you are unable to complete this course, it is your responsibility to withdraw formally. Dropping a course requires paperwork that you must initiate and complete. **The withdrawal request must be received in the Registrar’s**
Office by (TBA). Failure to do so will result in 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.

OTHER ITEMS OF INTEREST

1. **CLASSROOM ETIQUETTE:** Prepare for class. Have all your materials ready, and arrive on time. Treat your instructor and fellow students with courtesy and respect. If you are unavoidably absent, email your instructor and take responsibility for catching up on the work you missed. Cell phone use is not permitted in class.

2. Ask for help when you need it and get help as soon as you realize there is a problem. We’ve all needed help in something at some point in our lives. If you find yourself not understanding the assignments, please set up an appointment with me. You can drop by during my office hours or arrange a mutually convenient time if you can’t make my office hours.

   In addition, Richland College offers free tutoring services through The Learning Center (TLC), located in Medina 216. You must have a valid Richland I.D. to use the tutoring services. Call 972-238-6226 or stop by Medina 216 to schedule an appointment. Hours for the Writing Center are posted in the TLC. Computers for your use are available in the TLC; however, you must have a pay-per-print account set up.

3. **Resolution of Classroom Problems:** Students who have concerns that are not resolvable with the instructor should contact Amy Boltrushek, Developmental Writing Program Coordinator at 972-238-6040.

4. **The Learning Center (Room M216):** This facility provides free tutoring and workshops to help Richland students be successful in all their studies. A schedule for workshops and drop-in help is available at the front counter in room M216.

5. **Grade Reports:** Final grade reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu or by telephone (972-613-1818). Use your student identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record, or call DCCCD Touch Tone Services. Your grades will also be printed on your **Student Advising Report**, which is available in the Admissions and Student Records Office, T170.

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

7. **Inclement Weather Statement:** In case of inclement weather, you may call 972-238-6196 or visit the Richland College website (www.rlc.dcccd.edu) to learn if the campus is closed.

8. Do not bring food or drinks into the classroom.

9. Computers are to be used for class activities only.

10. Richland College Institution Policies: [https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/](https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/) and below:

    **Six 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 6 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 6 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/6drop](https://www1.dcccd.edu/6drop).

    **Withdrawal Policy:** If you are unable to complete this course, it is your responsibility to officially withdraw by the official drop date for this course. Failure to do so will result in a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop deadline, you will receive a “W” (withdraw). For more information about withdrawal procedures access the [Admissions page on policy/procedures](http://www.admissions.richland.edu) or contact the Admissions/Student Records office at 972-238-6948 (Thunderduck Hall, T170).

    **Repeating a Course:** Dallas County Community Colleges charge additional tuition to students registering the third or subsequent time for a course taken at any of the DCCCD colleges since the fall 2002 semester. All third and
subsequent attempts of the majority of credit and continuing education/workforce training courses will result in an additional tuition charge. Developmental Education and some other courses will not be charged a higher tuition rate. See Third Attempt to Enroll in a Course at http://www.dcccd.edu/thirdcourseattempt/

Texas Success Initiative Assessment Requirements and Course Placement Guidelines: The Texas Success Initiative Assessment (TSIA) was 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 TSIA requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. Passing the TSIA is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, and Math 1414. Students who do not meet assessment standards must complete developmental courses in the deficient area with a grade of C or higher. Additional information is available from the TSI Office in T170T or T170S (phone no. 972-238-6115 or 972-238-3787) or at https://richlandcollege.edu/texas-success-initiative-tsi.

Financial Aid Attendance and Participation Requirements: Your instructor is required by law to validate/certify your attendance in your on-campus or online course(s) in order for you to receive financial aid. To meet the attendance requirement, you must attend and participate in your on-campus or online course(s) prior to the course certification date and continue beyond the course withdrawal date. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

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 available at https://richlandcollege.edu/conduct.

Americans with Disabilities Act: 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), visit Thunderduck Hall, suite T120, or go to https://richlandcollege.edu/dso/.

Discrimination and Sexual Misconduct Reporting Information and Requirements: Richland College is committed to ensuring that all community members learn and work in a welcoming and inclusive environment. We support the well-being and development of our students. Richland College prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, national origin, age, disability, sex, sexual orientation, gender, gender identity, gender expression, or any other basis prohibited by law. Title VII of the Civil Rights Act of 1964 prohibits retaliation or discrimination based on race, color, religion, age, and national origin. Title IX prohibits discrimination based on sex, sexual orientation, gender identity, and/or gender expression (failure to conform to stereotypical notions of masculinity or femininity); sexual misconduct (including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation); and sex/gender-based harassment.

Richland College faculty and staff members, unless deemed a confidential resource by law, have an obligation to report and respond to certain issues relating to the health and safety of college community members. This includes information shared with faculty and staff members in person, through electronic communications, or in class assignments. Faculty and staff members must report to the appropriate college officials any allegation of discrimination or harassment. In addition to reporting all discrimination and harassment claims, faculty and staff members are required to report allegations of dating or domestic violence, stalking or retaliation, child abuse or neglect, and/or credible threats of harm.

After receiving a report made by an employee, a Richland College official may want to contact the individual who initially shared the information with the employee. In almost all cases, the individual who shared the information with an employee may choose whether or not to speak with the Richland College official. The college does not guarantee the confidentiality of a report of sexual misconduct or discrimination unless the report is made to a Richland College Licensed Professional Counselor https://richlandcollege.edu/counseling-services/, who does not have this reporting responsibility. Limits to counselor confidentiality are available at https://richlandcollege.edu/counseling-services/confidentiality/.
A report may also be made directly to the Richland College Title IX/EO Coordinator or Deputy Coordinator:
Bill Dial, PhD, PHR, SHRM-CP
Executive Director of Human Resources
Title IX Coordinator
bdial@dcccd.edu
972-238-6386

Ms. Gloria Williams
College Director of Employee Relations
Deputy Title IX Coordinator
https://richlandcollege.edu/police-department/

Further information may be found on the College website: https://richlandcollege.edu/human-resources/title-ix-sexual-misconduct/

Religious and Ethnic Holiday Observance: Richland College honors the right of each student to observe the practices of their belief system. It is the student’s responsibility to provide their instructors a written justification for a religious accommodation by the third class meeting or the fourth day after the course begins for online courses. It is the responsibility of the instructor and student to negotiate completion of all missed assignments prior to the absence, if possible.

Campus Emergency Operation Plan and Contingency Plan: Campus Emergency Operation Plan: Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus.

Contingency Plan: Richland College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. Please discuss this contingency plan with your instructor. For distance learning courses, your instructor will use email to contact students in the event of extended technology downtime. To assure work in the class continues, it is important for all students to have an accurate email address recorded in both eCampus and eConnect.

Richland College’s Quality Enhancement Plan: Richland College is implementing its Quality Enhancement Plan (QEP) in select classes. 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 https://richlandcollege.edu/qep/.

Syllabus Change Disclaimer: Instructors reserve the right to amend a syllabus as necessary.

Student Survey of Instruction: The Student Survey of Instruction (SSI) is designed to acquire information on the student perception of the quality of courses, faculty, and instruction, and to provide feedback information for improvement. In order to minimize the disruption in the classroom, the SSI is now being administered online in select courses. Students will take the survey through a link in eCampus. If you receive a request to complete the SSI, please do so as soon as possible. By completing this questionnaire, you will help the college and your instructors determine how we might improve your educational experiences. Your identity will remain strictly confidential and anonymous.