Eastfield College  
Arts and Communications Division  
Spring 2017  
ENGL 1301-43437  
3 Credit Hours  
Flex Term II (8 Weeks)  
Online Course

Professor: Dr. Elaine Cho  
Contact Information:  
Office: N214  
Email: ElaineCho@dcccd.edu  
Phone: 972-860-7051  
(Please refer to the syllabus and online announcements prior to emailing the professor. Dr. Cho will reply to only DCCCD Student e-mail messages concerning the course. Please set up a DCCCD Student E-mail account prior to the second week of classes. Refer to page 9.)  
* I do not respond to e-mails and voicemails during weekends and holidays.

Office Hours: TBA  
Dept. Office: G138  
Dept. Phone: 972-860-7124  

*A textbook is not required for this course.

Course Description:  
ENGL 1301: Composition I  
2014 Core Curriculum Foundational Component Area: 010 Communications  
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. (3 Lec.)  
Coordinating Board Academic Approval Number 23.1301.51 12

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.

Core Objectives:
ENGL 1301 develops the following Core Objectives:

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

**Communication** - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.

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

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

**Core Objective Development Statements:**
ENGL 1301 develops **Critical Thinking** by requiring students to analyze a variety of texts in terms of audience, purpose, and style. This analysis serves as the basis for written responses that require the justification of ideas through support and attribution.

ENGL 1301 develops **Communication** by requiring students to respond to a variety of texts in the form of revised and edited academic essays.

ENGL 1301 develops **Teamwork** by requiring students to engage in collaborative writing and editing processes such as peer review.

ENGL 1301 develops **Personal Responsibility** by teaching students the ethical and accurate use of research through proper citation and documentation.

**ATTENDANCE AND PARTICIPATION:**
Attendance is based on your participation and submitting work on time. You must participate in the Discussion Board Forums, take the quizzes online, and submit all assignments on time. **Extra credit will not be offered for this course.**

**ASSIGNMENTS:**
Please read the assigned material prior to class because we will have a class discussion on the reading assignment. A total of Five Essays (includes Final Exam) will be completed before the end of this course. Essays are due on the day they are requested by the instructor. Quizzes will cover reading assignments, notes, and probably Grammar Exercises. **Extra Credit will not be offered for this course.** All students must access the course via e-campus for course announcements, assignment postings, and submitting majority of the assignments: [http://ecampus.dcccd.edu/](http://ecampus.dcccd.edu/).

**COURSE SCHEDULE:**
If you are repeating this course, please do not submit the same assignments from a previous course. Resubmitting work from another course will result in a failing grade.

*The Course Schedule with assignment due dates will be added.*
EVALUATION:
Your grade will be based on the following points:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Forums</td>
<td>5</td>
</tr>
<tr>
<td>Writing Exercises (Bibliography, in-text citations, etc.)</td>
<td>5</td>
</tr>
<tr>
<td>E-Mail Blogs 1 &amp; 2</td>
<td>5</td>
</tr>
<tr>
<td>Essay #1</td>
<td>10</td>
</tr>
<tr>
<td>Essay #2</td>
<td>10</td>
</tr>
<tr>
<td>Essay #3</td>
<td>15</td>
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<tr>
<td>Essay #4</td>
<td>15</td>
</tr>
<tr>
<td>Essay #5</td>
<td>20</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

COURSE GRADE:

<table>
<thead>
<tr>
<th>Points</th>
<th>Letter Grade</th>
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</thead>
<tbody>
<tr>
<td>90 -100 pts.</td>
<td>A</td>
</tr>
<tr>
<td>80-89 pts.</td>
<td>B</td>
</tr>
<tr>
<td>70-79 pts.</td>
<td>C</td>
</tr>
<tr>
<td>60-69 pts.</td>
<td>D</td>
</tr>
<tr>
<td>59 and below</td>
<td>F</td>
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</tbody>
</table>

***Essays and assignments sent via electronically (Designated Assignment) must be confirmed via email by the student. In other words, the student may check back with the instructor to make sure that the instructor did receive the essay electronically. Additionally, the instructor is NOT responsible for any problems with servers, electrical outages, non-responsive emails, or any other entity/activity that would interfere with the essay being emailed by the due date and time, as determined by the instructor. Attach your essay to the designated assignment via e-campus. Do not send your completed work via e-mail or digital drop box.***

*I do not provide make-up quizzes or exams. Late Assignments (Essays, quizzes, discussion board postings, presentations, and questions) will not be accepted. The due dates for the Assignments are listed on this syllabus. If you cheat or plagiarize at least one assignment, you will receive a grade of “F” for the assignment and a course grade of “F.”*

*SCO (Second Chance Opportunity) – Unexpected things happen during the semester (e.g. family/personal emergency, confusion of due dates because of multiple courses, temporary forgetfulness, writer’s block, sudden changes in work schedule, etc.). Therefore, you are allowed to submit only one of the late/missing essays within 48 hours of the due date if you agree to certain conditions. Example: If the essay is due before on Monday, then you may submit the assignment by Wednesday via DCCCD Student Email because the ecampus assignment link will not be available after the due date. A reduction of a letter grade, equivalent to 1 or 2 points, will be applied to the final grade of the late essay. Since it is not fair to those students who have submitted their essay on time, you will not earn full credit for the late essay.
Example: If you earned 8.0 (B) for the late essay, your final grade for the essay will be changed to 7.0 (C). The SCO will be applied to only one late/missing essay. Each additional late or missing essay will result in a grade of zero. If you miss a quiz, the grade for the missed quiz will be dropped as the lowest quiz grade. If you miss a writing exercise, draft and peer review session, and/or final exam, SCO does not apply. Eventually, the updated grade for the late essay will replace the zero grade in “My Grades,” so please be patient. Before the final exam week, you must have completed at least 60% of the coursework and acquired less than 3 absences in order for Dr. Cho to apply the SCO to the submitted late/missing assignment. SCO will not be given to students who completed less than 60% of the coursework and acquired more than 2 absences before the final exam week. **If the student agrees to these conditions, then he or she may request for the SCO by contacting Dr. Cho via DCCCD Student email or meeting in person on the day the assignment is due or the day before the assignment is due. SCO is a privilege not a right, so please do not negotiate for more SCOs.**

* Please note that SCO is Dr. Cho’s policy, so she will not offer it if the student does not agree to the above conditions or decides to manipulate it for his or her advantage. No other exceptions and negotiations allowed. Each professor conducts his or her class differently.

**CLASSROOM ENVIRONMENT:**
In Discussion Forums, peer review, virtual classroom, and e-mail communication, please be courteous to the student and professor. Please do not e-mail crude or hostile messages to your fellow classmates and professor. Crude or inappropriate language will not be tolerated. Please see the “Orientation” document for more information regarding classroom environment.

**ACADEMIC HONESTY & PLAGIARISM—English Departmental Policy**
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 at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college. In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences or words without quotation marks. For such an offense, a student will receive a **zero** on the assignment and could even receive an **F** for the course. You
cannot mix the author’s words with your own or “plug” your synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write, unless you are using a direct quote. The author’s words, phrases, sentences must be put in your words, in your way of writing. When you do this, you are demonstrating the ability of understanding and comprehension.

Please be advised that academic dishonesty and plagiarism are serious issues that may result in serious consequences. Students should be aware that they are responsible for their behavior concerning these issues. This class will adhere to the student’s “Responsibility” as detailed in the DCCCD district-wide statement and the Eastfield College Student Code of Conduct explained in the Eastfield College and district catalogs or on-line at the district website (https://www1dcccd.edu/cat0608/ss/code.cfm).

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this English class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document) will receive one or more of the following penalties:
- The grade of zero (0) on that particular assignment.
- A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).
- The professor may request that the student drop the class.

Plagiarism is taking ownership of someone else’s published or unpublished work, ideas and etc. Basically, plagiarism is WRONG. The act of Plagiarism displays academic dishonesty, and it will result in failure of the course. **If you plagiarize an assignment, you will fail the assignment and fail the course. Please be careful.**

**INSTITUTIONAL POLICIES**

**DROP / WITHDRAWAL POLICY AND SEMESTER DROP DATE**
If you are unable to complete this course, it is your responsibility to withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. You must withdraw through the Admissions/Registrar’s Office (C119) in person or by mail by TBA. You may also withdraw through eConnect. Failure to withdraw before the deadline will result in receiving a performance grade, usually a grade of “F.” You will receive a “W” (“Withdraw”) in each class dropped. A “W” shows up on your transcript BUT does not hurt your GPA.

**CERTIFICATION POLICY AND CERTIFICATION DATE**
You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course 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 video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, 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. Failure to do so will prevent you from being certified and will affect your financial aid. The certification date for this course is **TBA**.

***STOP BEFORE YOU DROP: THE 6 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 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).

**DISTRICT THIRD ATTEMPT POLICY/ REPEATING A COURSE**
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. 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/Current+Students/Paying+for+College/Third+Course+Attempt/](http://www.dcccd.edu/Current+Students/Paying+for+College/Third+Course+Attempt/).

**FINANCIAL AID STATEMENT**
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not withdraw or stop attending any class without first consulting the Financial Aid Office (C237). Non-attendance or withdrawals may affect your eligibility to receive further financial aid and could cause you to be in a position of repayment for the current semester. Also, students who do not withdraw from a class but fail to attend or participate after the drop date are also subject to this policy, that is, may be in a position of repayment for the current semester.

**TEXAS SUCCESS INITIATIVE (TSI)**
The Texas Success Initiative (TSI) is a statewide program 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 TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at [https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm](https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm).
ADA STATEMENT—STUDENTS WITH LEARNING, MENTAL, OR PHYSICAL DISABILITIES

Students requesting accommodations due to the presence of a disability must identify themselves in a timely fashion and demonstrate/document the need for accommodation through the Disability Services Office (DSO). For information regarding the rights and responsibilities of students with disabilities, contact (DSO) at (972) 860-8348 voice/TDD.

DCCCD Office of Institutional Equity Syllabi Statement - Spring 2017

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and carrying out compliance policies and procedures. The institutional equity and compliance officer and the Office of Institutional Equity make sure that college district policies and federal and state laws related to sexual assault, Title IX, Title II (Americans With Disabilities Act) and the Military Veterans Full Employment Act are followed to support diversity and inclusion.

Students With Disabilities: If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please inform DSO to forward your accommodation request to your instructor as soon as possible, preferably at the start of the semester or program. For more information about the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSOffices or contact the DCCCD Office of Institutional Equity at 214-378-1633.

College Disability Services Offices

<table>
<thead>
<tr>
<th>College</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>972-860-4673</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>972-860-8119</td>
</tr>
<tr>
<td>Eastfield</td>
<td>972-860-8348</td>
</tr>
<tr>
<td>El Centro</td>
<td>214-860-2411</td>
</tr>
<tr>
<td>Mountain View</td>
<td>214-860-8677</td>
</tr>
<tr>
<td>North Lake</td>
<td>972-273-3165</td>
</tr>
<tr>
<td>Richland</td>
<td>972-238-6180</td>
</tr>
</tbody>
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Note on Harassment, Discrimination and Sexual Misconduct

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence) or retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity and/or gender expression, please contact your college Title IX coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students and are available to discuss any concerns. There are both confidential and nonconfidential resources and reporting options available to you. If you wish to keep the information confidential, please contact college
Counseling or student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the college Title IX coordinator or district Title IX coordinator. The Title IX coordinator will contact you and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX coordinator or visit dcccd.edu/TitleIX.

College Title IX Coordinators

Brookhaven  Terri Edrich  TitleIX-BHC@dcccd.edu  972-860-4588
Cedar Valley  Grenna Rollings  TitleIX-CVC@dcccd.edu  972-860-5222
Eastfield  Rachel Wolf  TitleIX-EFC@dcccd.edu  972-860-7325
El Centro  Shanee’ Moore  TitleIX-ECC@dcccd.edu  214-860-2626
Mountain View  Regina Garner  TitleIX-MVC@dcccd.edu  214-860-5675
North Lake  Francyenne Maynard  TitleIX-NLC@dcccd.edu  972-860-3980
Richland  Bill Dial  TitleIX-RLC@dcccd.edu  972-238-6352
Dallas Colleges Online  Le’Kendra Higgs  TitleIX-LEC@dcccd.edu  972-669-6590

District Title IX Coordinator

Office of Institutional Equity  LaShawn Grant  TitleIX-District@dcccd.edu  214-378-1633

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT of 1974 (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

ACADEMIC HONESTY POLICY/CODE OF CONDUCT

Academic honesty is expected, and integrity is valued in the Dallas County Community College District. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but it 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/cat0406/ss/code.cfm. In this course, violators of the Academic Honesty Policy will receive an “F” for the work done under academic dishonesty and cannot be made up.

PRINTING ON CAMPUS

Printing in the Computer Lab (L108), Library, and Learning Assistance Center (LAC) will cost 10 cents a page. You must bring a one, five, ten, or twenty dollar bill to the lab to create a print account before you can print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. No cash refunds are possible. An account stays active (and therefore, you can print) as long as the account has value (that is, has money in it).
RELIGIOUS HOLIDAYS/OBSERVANCES
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the college catalog section on Student Responsibilities.

STUDENT E-MAIL:
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send assignments/drafts as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to http://www.dcccd.edu/MSOffice. All communication should be conducted through your official student email account.

INCLEMENT WEATHER STATEMENT
In the event there is inclement weather that affects regular scheduled classes and events on the Eastfield College campus, the Dallas County Community College District and Eastfield College web pages will display a notification of any closings or delays. If there is no notice of changes or delays, then classes are in session as usual. You also may refer to announcements on major television and radio stations (like KEOM-FM radio 88.5) in the event that the DCCCD or Eastfield College Internet sites cannot be accessed.

OBTAINING GRADES AT THE END OF THE SEMESTER
Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Web site address: http://econnect.dcccd.edu/. Telephone number: 972-613-1818.

DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE
Dr. Cho reserves the right to amend this syllabus as necessary.