ENGLISH 1301.63216
SPRING FLEX 2017
MARCH 22-MAY 10

Professor: Paul Benson
Email: leebee@dcccd.edu
Office Phone Number: 214-860-8738
Office Number: W277
Office Hours: Monday & Wednesday 8:30-10:00 AM & Friday 9:00-11:00
Room Number: W279A
Credit Hours: 3

Division: COSS
Office Hours: 8AM -5 PM
Office Phone: 214-860-8783
Office Location: W279B

Course Description:
ENGLISH 1301 Composition and Reading
This course focuses on student writing. It emphasizes reading and analytical thinking and introduces report and essay writing skills. Students practice writing for a variety of audiences and purposes

Course Pre-requisites:
Developmental Reading 0093 and Developmental Writing 0093 or meet TASP/Alternative Assessment Standard in Reading and Writing. This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes.
Course Materials/Supplies Needed
Dodge, Tom. Tom Dodge Talks About Texas
Kirszner/Mandell. The Pocket Wadsworth Handbook
English 1301 or English 1302 Study Guide

To access your Study Guide online:
Go to this web address:
http://www.mountainviewcollege.edu
Click on Classes & Degrees
Click on Instructional Divisions
Click on Academics
Click on Academic Divisions
Click on Arts & Communications
Click on English
Click on Faculty and Staff
Click on Paul Benson
Click on Study Guides and Syllabi
Click on ENGL 1301 or ENGL 1302 Study Guide

Student Learning Outcomes
After successful completion of this course the student should be able to: Increasing Writing Skills
1) recognize that writing is a process involving generating ideas, drafting, revising, and editing, and to use these elements of the writing process appropriately.
2) set appropriate priorities at each point in the writing process.
3) adapt your writing process to different time constraints, such as a class period, several weeks, or a semester.
4) write for a variety of audiences, not just your instructor.
5) adapt your language, sentence structure, and organization to fit the audience, purpose, and topic of the writing task.
6) write for a variety of purposes.
7) focus on a central idea that controls and unifies the whole piece of writing.
8) support your ideas with details (illustrations, examples, descriptions) that will make them clear to your readers.
9) demonstrate a sense of personal voice in your own writing and the ability to vary it accordingly.
10) produce effective and mature papers of several paragraphs.

Increasing Reading Skills
1) identify the main ideas and supporting details in variety of reading selections, ranging from student to professional works.
2) analyze how the work of student and professional writers achieves the writer’s purpose.
3) produce writing based upon your synthesis of written material with your own knowledge and opinions.

Introducing Research Skills
1) locate and evaluate sources for writing tasks.
2) demonstrate preliminary research skills: summarize, paraphrase, synthesize, and document information.

Building Analytical Thinking Skills
1) demonstrate maturity of thought by analyzing, questioning, and reflecting on ideas.
2) understand the relationship between oral and written communication.

Improving Attitudes towards Communications Skills
1) develop confidence in yourself as a writer.
2) understand the value of writing in your life as a way to learn, record, communicate, and understand.
3) have more awareness of your own writing process.

Course Outline:

English 1301 March Term

<table>
<thead>
<tr>
<th>Date</th>
<th>Lesson</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 29</td>
<td>Lesson #1</td>
<td>(One letter grade off if late)</td>
</tr>
<tr>
<td>April 5</td>
<td>Lesson #2</td>
<td>(One letter grade off if late)</td>
</tr>
<tr>
<td>April 12</td>
<td>Lesson #3</td>
<td>(One letter grade off if late)</td>
</tr>
<tr>
<td>April 19</td>
<td>Lesson #4</td>
<td>(One letter grade off if late)</td>
</tr>
<tr>
<td>May 3</td>
<td>Lesson #5</td>
<td>Paper written at the Final</td>
</tr>
<tr>
<td>May 10</td>
<td>Course Wrap-Up</td>
<td></td>
</tr>
</tbody>
</table>

Evaluation Procedures:
Each student will be carefully evaluated in this course on each of the course’s five (5) Lessons. Tests and exams are not included in this course.

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.

_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._

Grading Scale:
100%-90% = A
89%-80% = B
79%-70% = C
69%-60% = D
59%-0% = F

Grading Distribution:
Lesson 1 = 100 points
Lesson 2 = 100 points
Lesson 3 = 100 points
Lesson 4 = 100 points
Lesson 5 = 600 points

**Late Work Policy:** Any Lesson may be made up with a one letter grade off penalty as long as it is turned in **BEFORE** the Final is taken.

**Makeup Exam Policy:**
This course has no exams,

**Electronic Devices:**
All electronic devices must be off during class time.

**Withdraw Date:** April 29, 2017

**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](https://www1.dcccd.edu/catalog/ss/code.cfm).*

**Institution Policies:** Please visit [http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf](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.).

**Special Note #1:** No paper/assignment for this course will be accepted after the Final!

**Special Note #2:** No E-Mail assignments are accepted in this course.

**Special Note #3:** No more than one Lesson may be turned in per week day or TWO LETTER GRADES will be taken off each of the subsequent Lessons. No Lessons are to be turned in over the weekend. This Rule does not apply to revisions.

**Special Note #4:** The first four Lessons for this course may be revised, for up to a one letter grade improvement, **ONLY ONCE** and **ONLY IF** the paper is returned with the original, graded assignment. No paper may be revised unless the grade is below a B- and NO REVISION will be accepted after the Final.

**Special Note #5:** If more the 5 words are quoted directly from any source without proper documentation, the assignment in question will automatically receive a zero and it will be impossible for the student to pass the course with a C or better grade.
The **Office of Institutional Equity**, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act 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 provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

**College Disability Services Offices**
Brookhaven  
972-860-4673
Cedar Valley  
972-860-8119
Eastfield  
972-860-8348
El Centro  
214-860-2411
Mountain View  
214-860-8677
North Lake  
972-273-3165
Richland  
972-238-6180

**A 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, stalking), 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 non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the 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 the student 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 www.dcccd.edu/titleIX.

**College Title IX Coordinators**
Brookhaven  
4825  
Terri Edrich  
TitleIX-BHC@dcccd.edu  
972-860-4673
Cedar Valley  
8181  
Grenna Rollings  
TitleIX-CVC@dcccd.edu  
972-860-8119
Eastfield  
7358  
Rachel Wolf  
TitleIX-EFC@dcccd.edu  
972-860-8348
El Centro  
2138  
Shanee’ Moore  
TitleIX-ECC@dcccd.edu  
214-860-2411
Mountain View  
5861  
Regina Garner  
TitleIX-MVC@dcccd.edu  
214-860-8677
North Lake  
3992  
Rosemary Meredith(acting)  
TitleIX-NLC@dcccd.edu  
972-273-3165
Richland  
6386  
Bill Dial  
TitleIX-RLC@dcccd.edu  
972-238-6180
Dallas Colleges Online  
6672  
Le’Kendra Higgs  
TitleIX-LEC@dcccd.edu  
972-238-6691

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