ENGL 1301 – Composition I
Mar. 20th-May 11th
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.

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Professor Amy Boltrushek</th>
<th>Course:</th>
<th>ENGL 1301</th>
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</thead>
<tbody>
<tr>
<td>Office:</td>
<td>WH 227</td>
<td>Section:</td>
<td>83207</td>
</tr>
<tr>
<td>Hours:</td>
<td>Mondays: 9:05 a.m. – 11:05 p.m.</td>
<td>Days/Times:</td>
<td>MWF</td>
</tr>
<tr>
<td>Phone:</td>
<td>972-238-6040</td>
<td>Room:</td>
<td>D 252</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:ABoltrushek@dccc.edu">ABoltrushek@dccc.edu</a></td>
<td>Term:</td>
<td>2017SP</td>
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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. I am on campus full time, and do I have an office on campus; I can be reached by voicemail, by email, and before or after class.

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.

DCCCD Catalog Information
ENGL 1301 - Composition I (3 Lec.)
This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD. Prerequisite: One of the following must be met: (1) DREA 0093 AND DWRI 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards AND the college Writing score prerequisite requirement.
Coordinating Board Academic Approval Number 2313015112

ENGL 1301 Learning Outcomes
Upon successful completion of this course, students will be able to do the following:
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.

Required Texts
Bundled with Connect ISBN 9781259958212

Criterion (ISBN 0-88685-382-6)

Required Course Materials
- any standard English dictionary and Thesaurus
- 1 packet of Scantrons (Form 882-E)
- 1 folder
• 1 spiral notebooks— for class notes and journal
• a USB/jump drive
• 3 different colored highlighters and/or markers

Keep this number handy:

• Dallas County Community College District eCampus Support: 972.669.6402 (For DCCCD eCampus system only)

**Email Correspondence**

Any correspondence outside of class must be submitted in the following format and from a DCCCD Email Account:

In the Subject line (type): Your Last Name, First Name (insert a hyphen) Course Number, Section and [Purpose].

Example: Doe, Jane – ENGL 1301. 8XXXX [Question about Essay #1]

**Course Outline & Assignments**

Please see the course calendar that appears at the end of this syllabus. It details all reading and writing assignments for this semester as well as the due dates for all homework, essays (in class and out class), quizzes, and journal writing that all students will complete this semester.

**Participation & Attendance**

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, fail to turn in a homework assignment, or miss an essay deadline, you will receive a zero.**

**Late Work Policy & Extra Credit Policy**

No late work is accepted. All assignments are due on the dates indicated on the course calendar. No exceptions. There is no extra credit in this course. No exceptions

**Essays**

You will submit 3 out-of-class essays. Both rough and final drafts must be typed, in 12-point & Times New Roman font and MLA format. **PLEASE NOTE:** **Final drafts of out-of-class writings will not be accepted without the prior submission of a rough draft both via Criterion and peer review.**

All in class-writings will be completed during class; therefore, you must be in class to complete these assignments as they cannot be made-up.
Grading

Your final course grade in ENGL 1301 will be determined by several factors:

<table>
<thead>
<tr>
<th>Essays:</th>
<th>60%</th>
<th>A = 90-100%</th>
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<tbody>
<tr>
<td>3 Out of Class finalized essays, including rough drafts, peer &amp; teacher rough draft review/Criterion revisions/English Corner tutoring review</td>
<td></td>
<td>B = 80-89%</td>
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<tr>
<td>• Summary/Response</td>
<td></td>
<td>C = 70-79%</td>
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<tr>
<td>• Critical Analysis</td>
<td></td>
<td>D = 60-69%</td>
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<tr>
<td>• Argument</td>
<td></td>
<td>F = 59% or less</td>
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</tbody>
</table>

| Homework assignments: annotations, quizzes, daily class activities, journal writing, and short writing assignments (in-class) & final exam | 20% |
|LearnSmartAchieve (Connect Bundle) | 10% |
|Attendance & Participation | 10% |

Classroom Etiquette

1. Students are required to purchase all required materials within the first week of class. Failure to do so will make success in this course difficult, as all of our assignments and some activities will take place online in areas where you must have these materials to gain access.

2. All assignments must be typed and follow MLA guidelines, e.g., double-spaced, 1” margins, 12-point font, etc. All writing assignments will be submitted on their assigned due dates. ***Final Drafts of writings will not be accepted without the prior submission of a Rough Draft***

3. In consideration of the other students in the class, please turn off your cell phones while you are in the classroom. I rarely become rude in the classroom setting, but ringing cell phones and text messaging during lecture/classroom activities are behaviors for which I have ZERO tolerance. If you are caught texting in class, you will be asked to leave and you will not receive participation points for attendance that day.

4. During class session that occur in a computer lab are for perform course-related tasks (e.g. research, etc.). If I catch you using the computers for other purposes than class work (such as checking your email, logging onto Facebook, Twitter, etc.), I will ask you to leave—this means you will be counted absent for the day and will lose participation points.

5. Participation is computed as part of your final grade. To earn your participation grade, stay present during class—offer observations, share ideas, and explore thoughts. This requires not only active, vocal participation but also good listening skills.

I respect students who make an honest effort to participate in class; actually, I depend on it. However, I do not respect people who talk while others are talking. Please be mindful of your peers and of your professor, this is the only way to guarantee they will be mindful of you.

Richland College Quality Enhancement Plan (QEP)
Richland College’s QEP is called Learning to Learn: Developing Learning Power. 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 http://www.richlandcollege.edu/qep/

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. 
http://www.richlandcollege.edu/conduct.

**Help with Writing**
- The English Corner is located in Bonham 228. There you can receive supplemental instruction and tutoring from qualified English instructors. You may also use the Corner as a study area to complete your homework. No appointment is necessary. The Corner is open from 9AM – 6PM. 
  http://www.richlandcollege.edu/englishcorner/
- The Writing Center is located in Medina 216. There you can receive free tutoring by appointment or on a drop-in basis. Phone: 972-238-6226. More info online at http://www.richlandcollege.edu/writing/
- Additional help is available on-line at http://www.owl.english.purdue.edu

**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.

**Obtaining Final Course Grades Using eConnect**
Final Grade Reports are no longer mailed; they are available online at www.econnect.dcccd.edu or by telephone at 972-613-1818. Your grades will also be printed on your Student Advising Report, which is available in the Admissions and Student Records Office, T170.

**Course Drop Date**
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by the official drop date for this course. The drop date for this course is TBA. Please see the list of Important Dates on the Academic Calendar webpage at http://www.richlandcollege.edu/academiccalendar/

**Disclaimer**
The instructor reserves the right to amend this syllabus as necessary.

Richland College Institution Policies: http://www.richlandcollege.edu/syllabusinfo/ AND posted below:

1. Richland College Institution Policies: 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

**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 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/](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](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](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/](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/](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/](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/](https://richlandcollege.edu/police-department/)

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

To familiarize yourself with these procedures, please take time to watch the overview video: [http://media.dcccd.edu/video.php?vid=1735](http://media.dcccd.edu/video.php?vid=1735). The complete Emergency Operations Plan can be viewed and printed at the following website: [https://richlandcollege.edu/emergency](https://richlandcollege.edu/emergency). If you have questions or concerns, please contact the Richland College Office of Emergency Management. This office can be reached by phone (972-238-3794) or by e-mail at BOrton@dcccd.edu.

**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/](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.