ENGL 1301 – Composition I

Instructor: Dr. Jessica Oxendine
Office: Lavaca 231

Course: English 1301
Section: 83450

Virtual Office Hours: Monday and Friday, 12:00-1:30
Days/Times: MTWRFSU

On Campus Office Hours: Tuesday 1:00-2:00 (L231)
Thursday 1:00-2:00 (B228 for English Corner tutoring on 1st come/1st serve basis)

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Term: Spring 2017

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
No required textbooks. All course materials are available online.

To access the course material:
1. Go to: http://ecampus.dcccd.edu/
2. Click on "Access eCampus"
3. For Username, enter your student ID number preceded by an “e” (for example: “e1234567”)
4. Enter your password. The default password is the same as your username.
5. In the box on the right, you should see a list of courses in which you are enrolled. Click on English 1301—Composition I.
6. Use the menu on the left to navigate the site.

Email is the primary means of communication in this course. To update your email in eCampus:
1. Follow 1-4 above.
2. Under the “tools” box on the left, click on Personal Information.
3. Click on “Edit Personal Information.”
4. Provide a working email address in the space provided.
5. Click “Submit” at the bottom of the page.

Online Courses
The instruction for this course is entirely online. You will be asked to read texts, watch video clips, listen to audio clips, participate in discussion boards, write essays, and take quizzes—all online. The lessons and instructions are on our eCampus course page, which you should check every week day for announcements and to keep up with the course material. You must have access to the minimal technological requirements (listed on the “Getting Started” page on eCampus) to complete the course requirements, which include completing and submitting assignments in Microsoft Word (which you can access for free as a DCCCD student). You should also have some experience working on a computer, writing emails and essays, downloading and uploading files, using internet search engines (such as Google), and communicating online.

Course Outline
This course has five units. To access each unit, go to the eCampus page for this course, select the left course menu called “Lessons—Assignments,” and begin going through the units. This is not a self-paced course; all of the assignments have due dates, which are outlined in the assignment calendar located on the eCampus course page. Along with the syllabus, be sure to read or view the course orientation, which provides details about completing the assignments. Here is a basic outline of the units and the assignments in each unit:

Unit 1: Yourself as a Writer
This unit lays the groundwork for the reading and writing skills that will be developed throughout the course.

- Discussion Board 1.1
- Writer’s Notebook 1.1
- Writer’s Notebook 1.2
- Quiz 1.1
- Group interaction 1.1
- Grammar lesson 1.1
Unit 2: How We Use Language
In this unit, we will begin examining our use of language in different contexts. We will learn how voice, audience and purpose influence the way we speak and write to one another.
- Discussion Board 2.1
- Writer’s Notebook 2.1
- Writer’s Notebook 2.2
- Quiz 2.1
- Group interaction 2.1
- Grammar lesson 2.1

Unit 3: Joining the Conversation
In this unit, you will practice reading and responding to the writing of others with a focus on summarizing, quoting and paraphrasing.
- Writer’s Notebook 3.1
- Writer’s Notebook 3.2
- Discussion Board 3.1
- Quiz 3.1
- Grammar lesson 3.1
- Group interaction 3.1
- Peer Review 3.1
- Major Essay - Summary / Response

Unit 4: Analysis
This unit is an introduction to a skill we refer to as analysis. Analysis means breaking a subject or text down into its constituent parts so that one can understand how it functions or creates meaning. The "texts" that we will focus on in this unit will be visual texts.
- Writer’s Notebook 4.1
- Discussion Board 4.1
- Writer’s Notebook 4.2
- Quiz 4.1
- Group interaction 4.1
- Grammar lesson 4.1
- Peer Review 4.1
- Major Essay - Visual Analysis

Unit 5: Introduction to Research & Argument
In the final unit of the course, you will learn how to write an argumentative research essay. You will practice how to conduct research, evaluate sources, integrate quotations, and make arguments.
- Discussion Board 5.1
- Writer’s Notebook 5.1
- Writer’s Notebook 5.2
- Quiz 5.1
- Grammar lesson 5.1
- Group interaction 5.1
- Peer Review 5.1
- Major Essay - Argument

**Evaluation Procedures**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Quiz</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board Participation (5 x 20pts)</td>
<td>100</td>
</tr>
<tr>
<td>Writer’s Notebook (10 x 10pts)</td>
<td>100</td>
</tr>
<tr>
<td>Essay 1 - Visual Analysis</td>
<td>100</td>
</tr>
<tr>
<td>Essay 2 - Summary / Response</td>
<td>200</td>
</tr>
<tr>
<td>Essay 3 - Argument</td>
<td>300</td>
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<tr>
<td>Group interaction (5 x 10pts)</td>
<td>50</td>
</tr>
<tr>
<td>Peer Reviews</td>
<td>30</td>
</tr>
<tr>
<td>Course Reflection</td>
<td>10</td>
</tr>
<tr>
<td>Grammar Exercises (5x10 pts)</td>
<td>50</td>
</tr>
<tr>
<td>Unit Quizzes (5 x 10 pts)</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total points possible</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

Your final grade will be calculated as a percentage based upon your total points earned divided by 1000 (the total points possible):

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = 59% and less

**Rubrics and Grading**

Most assignments, including the essays, discussion boards, and writer’s notebooks, will be graded using rubrics. To access the rubrics, follow the link used to submit the particular assignment and click “View Rubric.” You may also view the rubrics by selecting “My Grades” in the left course menu and clicking on “View Rubric” under each assignment. Once the assignment has been graded, you will be able to view your points on the rubric to see where you earned credit and where you lost points. You will also be able to view comments on the assignments.

**Late Work Policy**

Every assignment in this course has a specific due date. These due dates help keep the course running in an organized fashion, provide you time to work on the assignments at a reasonable pace, and help me keep up with students and assignments. Missing the due dates causes problems for both the student and the instructor. I do not feel it is my job to ascertain whether one excuse for late work is more “valid” than another excuse, so I will strictly abide by the following late work policy:
You may submit ONE of the first two major essays (the final draft of the visual analysis or the summary/response essays) up to ONE week late with no questions asked and with no point deductions. Because all work must be submitted before the last day of the semester, the final essay (the argument essay) cannot be submitted late unless you receive special permission before the assignment is due. Please use this one “freebee” wisely. If you use it on the first essay, then you may be in trouble if something comes up later in the semester.

Discussion board posts, peer reviews, and group interaction assignments require communication with people in your class, so they cannot be submitted late for a grade.

I might allow quizzes and writer’s notebooks to be submitted late if you receive permission from me ahead of time or if you are undergoing the most extreme circumstances (i.e. you’re in the hospital, a member of your immediate family has died, or something absolutely terrible and earthshattering has happened). These circumstances must be documented. Generally, the smaller assignments are not worth enough points to be worth the extra hassle of submitting them late. Missing one or two will not significantly affect your grade. However, missing a lot of them may damage your grade a lot, so try to keep up with everything.

If you’re having trouble submitting work on time, please let me know ahead of time. I am much more likely to work with you if I am aware of a situation before it becomes a problem in the course.

Course Communication (In Person, Email, and Phone)

In person: I am able to meet with any of my online students in my office (Lavaca 231) or at the Richland College coffee shop to discuss course material, to go over the essays, or to resolve grade issues. Please schedule an appointment to meet with me.

Email: Most communication for this course will be via email. During virtual office hours, I will be online ready to answer any questions you have, but I will also be available via email at other times. If you have questions about the course material or expectations or want to discuss something you found interesting about a text, you may send me an email. Please adhere to the following email etiquette:

- In the subject line, please include your first and last name, the course name and number, and the section number.
  - Example: Jessica Oxendine English 1301-XXXX [use your section number]
- In the body of the email, please address your instructor:
  - Good example: Dear Dr. Oxendine,
  - Bad example: Yo Jess! What’s up?
- In the body of the email, please tell me why you are writing:
  - Example: I am writing because I have a question about the reading.
- In the body of the email, please include your name.
When writing emails, always consider how your reader will perceive your email. Make sure your readers' action items are clear: if I need to answer a question, I need to know specifically what the question is. If I need to make arrangements for specific issues, I need to know what those are. Please be polite to me in your emails, and I will endeavor to do the same for you.

I respond to emails within 24 hours (usually sooner) on every week day (I often but don't always check email on Saturday as well). If you do not receive a response within 24 hours, please send a polite reminder. I make it a priority to answer ALL student emails. If I don’t respond, I may not have gotten your email, or I may have somehow skipped over it. Please politely remind me if necessary.

Phone: You are always welcome to call me, and I’m happy to talk about course issues over the phone rather than meeting in person if that is more convenient for you. Please schedule an appointment time via email and provide a phone number, and I will call you at the appropriate time. You may also call and leave a message on my voicemail, but, if possible, please also send an email just in case I’m out of the office. I check email from home more often than I check in with my office voicemail.

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.

In this class, the penalty for violations of academic honesty include
- A failing grade on the assignment for the first offense
- A failing grade for the course for the second offense

Below are brief definitions of plagiarism, collusion, and recycling.

Plagiarism is using someone else's words or ideas without giving credit and is a serious academic offense. It can range from:
- Turning in a paper any part of which you did not write,
- Cutting and pasting a paper together from various sources without attributing the sources correctly,
- Changing a few words but basically keeping most of the words and sentence structure of the original,
- Using the ideas of another without giving credit to the person who originally had the idea,
- Using the exact words of the source without using quotation marks even if you give the name of the source.

Note: You must be able to demonstrate that written work submitted is original. This means that it is your responsibility to maintain copies of drafts, notes, and any other materials that can demonstrate the original nature of the writing. If you edit
and revise on a computer, it will be necessary occasionally to save drafts of an assignment as it is revised in order to show how the final draft evolved.

*Collusion* is working with someone so closely on your paper that large sections have been reworded by someone other than you. Collaboration with others is encouraged in the writing process (getting ideas, planning, revision, editing), but the final paper should be entirely your own writing, and edited mostly by you.

*Recycling* occurs when someone submits an essay for one class that was written for another class without prior permission from both instructors. Recycling will not be accepted without permission. The purpose of a writing course is to practice your writing. Turning in old work tends to defeat that purpose.

**Help with Writing**

- The English Corner is located in Bonham 228. There you can receive supplemental instruction and tutoring from qualified English instructors. No appointment is necessary. Ask your instructor about the current the schedule, or see the schedule on the door of B228.
- The English Corner now has an online component. To access the Online English Corner, go to the “Community” tab in eCampus and find the appropriate tab. Instructions for receiving tutoring should be clear. Let me know if you have problems.
- 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/](http://www.richlandcollege.edu/writing/)
- Additional help is available on-line at: [http://www.owl.english.purdue.edu](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](http://www.richlandcollege.edu/admissions/process.php) for more details.

Additionally, visiting with your advisor during the advising period (rather than during registration) can help ensure that you are taking the correct courses for your academic goals. To make an appointment with an advisor, visit [http://richlandcollege.edu/advising/](http://richlandcollege.edu/advising/).

**Obtaining Final Course Grades Using eConnect**

Final Grade Reports are no longer mailed; they are available online at [www.econnect.dcccd.edu](http://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. Please see the list of Important Dates on the Academic Calendar webpage at [http://www.richlandcollege.edu/academiccalendar/](http://www.richlandcollege.edu/academiccalendar/).
The last day to withdraw this semester is 4/12.

**Institutional Policies**
Please see the following website for institutional policies:
https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/

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