ENGL 1301 – Composition I

Instructor: Rachel Maverick  
Course: English 1301
Office: L222  
Section: 83451
Virtual Office Hours (Email): MT 9-11am & W 10-11am  
Days/Times: Online
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Room: Online
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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 1 (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/](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.

**Course Communication:** Email is the method of communication for this online class. All inquiries must be submitted via email. The instructor responds to most student emails within twenty-four hours on working days (M-F). Students must include this information in each email: student’s name, course name, and course section number. Emails should be clear/detailed and show sensitivity to audience. **Students must email the instructor through the eCampus system.**

To update your email:
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 daily 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. You should also have some experience working on a computer, writing emails and essays, and communicating online.

**Course Outline:** This course has five lessons. To access each lesson, go to the eCampus page for this course, select the left course menu called “Lessons and Assignments,” and begin going through the lessons. 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. Here is a list of the lessons in this course:

- Lesson 1: Yourself as a Writer
- Lesson 2: How We Use Language
- Lesson 3: Joining the Conversation
- Lesson 4: Write Your Story
- Lesson 5: Introduction to Argument and Research

**Participation and Attendance:** Students are expected to access and utilize the course materials and activities in eCampus on a frequent basis. As a minimum expectation, students should access the course website daily. As a general guideline, the student should be actively learning through working with the online lesson materials for a minimum of 3 hours per week (some weeks will require more time) and dedicate at least the same amount of additional time for studying and reviewing the lesson materials either offline or online. The student should be actively writing, revising, and editing for at least 3-6 hours each week. In total, to be successful,
students should spend a minimum of 9-12 hours working on course materials each week of the regular, 16-week semester. Flex Term students should expect to spend substantially more time. For example, in an 8-week flex term, double the time estimations listed above to get a sense of how much time is involved, and, in a May or Winter Term, expect to work on the course daily—often for many hours at a time. Students should also pay close attention to course announcements and emails. It is the student’s responsibility to maintain a working email address in eCampus. The instructor is not responsible for updating the student's email address in eCampus, nor is she responsible for maintaining the student’s email settings. For example, students’ email accounts must not filter out class emails.

**Late Work:** Submit assignments on or before calendar deadlines. Try to stay a day or two ahead. Careful planning will ensure that your experience is positive. Remember to email me if you need help. No credit is given for late submissions of discussion posts or group work. I’ll consider other kinds of late work on a case-by-case basis. Technical problems should first be reported to Technical Support; then inform me of the situation. Technical issues do not guarantee late-work approval. Please do not submit late assignments without first emailing me for approval. I don’t “automatically” look for or grade work. It’s important that you contact me if you fall behind. No individual extra credit is provided in this course.

**Assignment Calendar:** This calendar provides due dates for graded written assignments. For detailed assignment information, access the related lessons from the course menu. There you will find step-by-step instructions for all reading and writing assignments, including working drafts. Assignments and due dates are subject to change with appropriate notice to students via announcement or email. No credit is given for late discussion or group work. Detailed late-work policies are listed in the course syllabus and at the end of this document. Please review these policies carefully. Assignments are due by 11:59 P.M. (Central Standard Time).

<table>
<thead>
<tr>
<th>Date Due (by 11:59 P.M. C.S.T.)</th>
<th>Assignment</th>
<th>Category</th>
<th>Lesson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 3/20</td>
<td>Class Discussion 1 (initial thread)</td>
<td>Discussions</td>
<td>1</td>
</tr>
<tr>
<td>Tuesday, 3/21</td>
<td>Class Discussion 1 (peer replies)</td>
<td>Discussions</td>
<td>1</td>
</tr>
<tr>
<td>Tuesday, 3/21</td>
<td>Lesson 1 Reading Quiz</td>
<td>Quizzes</td>
<td>1</td>
</tr>
<tr>
<td>Tuesday, 3/21</td>
<td>Class Discussion 2 (initial thread)</td>
<td>Discussions</td>
<td>2</td>
</tr>
<tr>
<td>Wednesday, 3/22</td>
<td>Class Discussion 2 (peer replies)</td>
<td>Discussions</td>
<td>2</td>
</tr>
<tr>
<td>Wednesday, 3/22</td>
<td>Lesson 2 Reading Quiz</td>
<td>Quizzes</td>
<td>2</td>
</tr>
<tr>
<td>Thursday, 3/23</td>
<td>Class Discussion 3 (initial thread)</td>
<td>Discussions</td>
<td>3</td>
</tr>
<tr>
<td>Friday, 3/24</td>
<td>Class Discussion 3 (peer replies)</td>
<td>Discussions</td>
<td>3</td>
</tr>
<tr>
<td>Monday, 3/27</td>
<td>Lesson 3 Reading Quiz</td>
<td>Quizzes</td>
<td>3</td>
</tr>
<tr>
<td>Monday, 3/27</td>
<td>Essay 1: optional instructor copy</td>
<td>(ungraded)</td>
<td>3</td>
</tr>
<tr>
<td>Thursday, 3/30</td>
<td>Essay 1 Group Work (draft + initial post)</td>
<td>Group Work</td>
<td>3</td>
</tr>
<tr>
<td>Monday, 4/3</td>
<td>Essay 1 Group Work (peer replies)</td>
<td>Group Work</td>
<td>3</td>
</tr>
<tr>
<td>Mon., 4/10* (see “grace due date”)</td>
<td>Essay 1 Final Draft</td>
<td>Essays</td>
<td>3</td>
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<td>Tuesday, 4/11</td>
<td>Lesson 4 Reading Quiz</td>
<td>Quizzes</td>
<td>4</td>
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<tr>
<td>Wednesday, 4/12</td>
<td>Class Discussion 4 (initial thread)</td>
<td>Discussions</td>
<td>4</td>
</tr>
<tr>
<td>Thursday, 4/13</td>
<td>Class Discussion 4 (peer replies)</td>
<td>Discussions</td>
<td>4</td>
</tr>
<tr>
<td>Thursday, 4/13</td>
<td>Essay 2: optional instructor copy</td>
<td>(ungraded)</td>
<td>4</td>
</tr>
<tr>
<td>Monday, 4/17</td>
<td>Essay 2 Group Work (draft + initial post)</td>
<td>Group Work</td>
<td>4</td>
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<tr>
<td>Wednesday, 4/19</td>
<td>Essay 2 Group Work (peer replies)</td>
<td>Group Work</td>
<td>4</td>
</tr>
<tr>
<td>Wed., 4/26* (see “grace due date”)</td>
<td>Essay 2 Final Draft</td>
<td>Essays</td>
<td>4</td>
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<td>Friday, 5/5</td>
<td>Class Discussion 5 (initial thread)</td>
<td>Discussions</td>
<td>5</td>
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<tr>
<td>Monday, 5/8</td>
<td>Class Discussion 5 (peer replies)</td>
<td>Discussions</td>
<td>5</td>
</tr>
<tr>
<td>Tuesday, 5/9</td>
<td>Lesson 5 Reading Quiz</td>
<td>Quizzes</td>
<td>5</td>
</tr>
</tbody>
</table>
**Grace Policy:** Alternative due dates are given for Essays 1-2 (Final Drafts). To garner feedback beyond a letter grade, please meet the original due dates. Use “grace” due dates for emergencies.

* Essay 1 Final Draft Alternative Due Date: Thursday, 4/13
* Essay 2 Final Draft Alternative Due Date: Monday, 5/1

**Working Drafts:** Working drafts submitted to me are *ungraded*; however, I encourage you to submit your working drafts for my review using the links provided in your lessons. Working drafts submitted to your group members are required; these peer copies are *graded* insofar as your small-group draft submissions counts contribute to your group-work grades. You will submit working drafts of Essays 1-2 to your group members. Use the File Exchange feature in your Group Page to submit working drafts to your peers.

**Grading:** All assignments are graded on a 100 point scale with A = 90 - 100, B = 80 - 89, C = 70 - 79, D = 60 - 69, F = 59 and below. An F may also be earned for flagrant plagiarism.

The final course grade is calculated by **weighted percentages** in the following **categories**:

- Reading Quizzes (5): **15%** of final course grade
- Class Discussions (5): **15%** of final course grade
- Essay 1-2 Group Work: **10%** of final course grade
- Final Drafts of Essays 1-2: **50%** of final course grade
- Essay 3 (Timed Essay): **10%** of final course grade

Your current grade average, which is based upon completed and graded assignments, is available at all times in the My Grades area of the course eCampus site. Your final course grade will be available in eCampus at the completion of the course. To determine your final grade manually, add all of the graded assignments in each category, determine the average in each category, and then multiply the average category grades by the percentage weighted. Add all of the totals. **Important Note:** Number grades are rounded to the nearest whole number (0.50 rounds up, 0.4999 rounds down). Grades will not be curved or adjusted for a student close to a cut-off between letter grades. Certainly ask for clarification if you suspect calculation errors in your grades. However, please note that I don’t “negotiate” individual or final course grades.

**Bonus credit opportunity:** In addition to constituting 10% of your course grade, you score for Essay 3 can replace your lowest grade for Essay 1 or Essay 2.

**Classroom Etiquette:** As part of the online orientation information for this class, the student will review online practices for civil and appropriate communication with other students and with the professor.

**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/](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: Located in Bonham 228, you can receive supplemental instruction and free tutoring from qualified English instructors. No appointment is necessary. The English Corner is also a study area. Check the website for hours and more information. http://www.richlandcollege.edu/englishcorner/
- The Writing Center: Located in Medina 216, you can receive free tutoring by appointment or on a drop-in basis. Phone: 972-238-6226. http://www.richlandcollege.edu/writing/
- Online Writing Lab (OWL) at Purdue University: Visit OWL for additional help with writing. https://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 the following link for more details. http://richlandcollege.edu/admissions/advise-register/

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. Please see the list of Important Dates on the Academic Calendar webpage at http://www.richlandcollege.edu/academiccalendar/ The last day to withdraw with a “W” is April 29, 2017. (The course certification date is March 25, 2017.)

Institutional Policies: https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/

Disclaimer: The instructor reserves the right to amend this syllabus and the assignment calendar as necessary.