Instructor: Robert O’Bert  
Room: C224  
Date/Times: Tuesdays and Thursdays, 11:00 a.m. – 12:20 p.m.

Contact Information:  
Office: C236  
Phone: (972) 391-1047  
Email address: RobertObert@dcccd.edu  
Hours Available: By appointment.

Textbooks and Other Course Materials:  
Barnet and Bedau, Critical Thinking, Reading, and Writing: A Brief Guide to Argument, 8th ed.

Course Description:  
ENGL 1302: Composition II  
2014 Core Curriculum Foundational Component Area: 010 Communications  
Course Description: Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. (3 Lec.)  

Student Learning Outcomes:  
Upon successful completion of this course, students will:  
1. Demonstrate knowledge of individual and collaborative research processes.  
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.  
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.  
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.  
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)
Core Objectives:
ENGL 1302 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 1302 demonstrates **Communication** by requiring students to produce a clearly written research-based argumentative/persuasive college-level essay.

ENGL 1302 demonstrates **Critical Thinking** by requiring students to use effective research strategies, in the evaluation of sufficient, reliable, evidence-based library information sources to be incorporated into a research essay.

ENGL 1302 students demonstrate **Teamwork** through peer editing and peer review of research essay drafts and through the collaborative exploration of English components including logic, ethics, merit, credibility, synthesis, grammar, punctuation, etc., prior to final essay submission.

ENGL 1302 develops **Personal Responsibility** by requiring students to write multiple drafts, follow student codes of conduct in regards to plagiarism in the research essay writing process (e.g., summarizing, paraphrasing, directly quoting, parenthetical in-text citing, etc.), and to practice academic honesty as a standard for their academic rigor and a representation of themselves.

Method of Evaluation:

All assessments (including essays) must be submitted by the established due dates. Essays must be submitted in MLA format. Since the rules for MLA have recently changed, please follow the guidelines for MLA in pages 295-313 of your textbook to ensure consistency. *Any information about MLA that I announce in lectures will supersede the information on pages 295-313. However, I will be sure to provide documentation to the class about these changes, if and when they do occur.*

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A</td>
<td>90 – 100%</td>
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<tr>
<td>B</td>
<td>80 – 89%</td>
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<tr>
<td>C</td>
<td>70 – 79%</td>
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<tr>
<td>D</td>
<td>60 – 69%</td>
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<td>F</td>
<td>Below 60%</td>
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“I” Grades: I only use the grade of incomplete for cases involving extenuating circumstances.

There is no extra-credit
Assessment Categories and Percentage Distribution

<table>
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<tr>
<th>Percentage</th>
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<th>Details</th>
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<tr>
<td>10%</td>
<td>Essay #1</td>
<td>Persuasive Essay (in-class)</td>
</tr>
<tr>
<td>5%</td>
<td>Revision of Essay #1</td>
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</tr>
<tr>
<td>15%</td>
<td>Essay #2</td>
<td>Use of Visual Media in an Argument</td>
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<tr>
<td>15%</td>
<td>Essay #3</td>
<td>Analysis of an Argument</td>
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<tr>
<td>35%</td>
<td>Essay #4</td>
<td>Research-based Argument</td>
</tr>
<tr>
<td>10%</td>
<td>Participation</td>
<td>Attendance, active engagement in class activities, and punctuality.</td>
</tr>
<tr>
<td>10%</td>
<td>Quizzes and Final Exam</td>
<td></td>
</tr>
<tr>
<td><strong>100%</strong></td>
<td><strong>TOTAL</strong></td>
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**Late Submissions of Essays**
Late submissions of out-of-class essays are allowed. However, there is a penalty. If an assessment is turned in within seven days of the original deadline, it will be penalized by 10 percent, regardless of the reasons for failing to submit the assessment on time. Late assessments submitted more than seven days after the original deadline will be penalized by 50 percent. No late submissions will be accepted after May 4th. Failure to turn in all parts of an assignment (including required hard copies of sources) is the same as not submitting the assignment at all. Late submissions will receive minimal – if any – commentary.

**Quizzes and Final Exam**
Over the course of the semester, students will be introduced to a variety of topics connected to developing skills in critical thinking, rhetoric, and research. In addition, while MLA will be the focus for documenting use of sources and formatting assignments, other styles will be explored and significant differences mentioned. To help ensure that key concepts are understood and retained, students will be asked to complete reading assignments and take quizzes which will test their comprehension and ask them to think critically about a variety of current issues and how authors present their points of view about those issues. At the end of the semester, a final exam will ask students to recall and apply what they have learned. There are no make-ups of the quizzes or the Final Exam under any circumstances.

**Participation**
The participation grade reflects attendance, punctuality, and constructive engagement in class activities. In each class, students will be asked to work together in groups to discuss material presented in readings and lectures. An active engagement in these group discussions, and the whole-class discussions that follow, is necessary to fully understand course concepts and their skillful application. Listening carefully to what one’s peers say in these discussions is just as important as contributing one’s own ideas and observations.
Attendance Policy:
Attendance is crucial to your success in this class. If you miss class, you are missing material that you will be responsible for in your essays. It is your responsibility to be in class, and, on those rare occasions when you are legitimately unable to attend, it is in your best interest to ask a friend in the class to share her notes with you. This friend should be someone you can trust to have accurate notes that you can rely upon. In those situations when you are the one sharing your notes with someone else, take steps to ensure that you will get those notes back in time to properly complete your assessments.

Tardiness
Late arrival to class is a distraction. To minimize these kinds of disturbances, the late policy is as follows:

- Your first tardy will result in a warning. Each subsequent tardy will result in a deduction in the daily participation grade.
- If you are late and a quiz is taking place, you will be asked to wait outside of class until the quiz has been completed.
- Each time you are late, you are asked to explain the reason. This should be done immediately after class.

Make-Up Work:
Daily participation grades, quizzes, and the final exam cannot be made up under any circumstances. In-class essays cannot be made up except in extreme circumstances such as hospitalization of the student or a death in the student’s immediate family (parent, child, sibling, significant other), with proper documentation. Excused and/or unexcused absences will be determined at the discretion of the instructor.

Course Outline:

This course outline is for proposed due dates of major assignments, exam dates, projects, etc. Note that this syllabus and course schedule may change to meet the needs of the class. When changes occur, I will let students know in writing, in class or by e-mail.

<table>
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<tr>
<td>March 21st</td>
<td>First day of classes.</td>
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<tr>
<td>March 28th</td>
<td>Essay #1 will be done in-class.</td>
</tr>
<tr>
<td>April 4th</td>
<td>Revision of Essay #1 is due by midnight. Submit through Blackboard.</td>
</tr>
<tr>
<td>April 13th</td>
<td>Essay #2 is due by midnight. Submit through Blackboard.</td>
</tr>
<tr>
<td>April 22nd</td>
<td>Essay #3 is due by midnight. Submit through Blackboard.</td>
</tr>
<tr>
<td>May 4th</td>
<td>Essay #4 is due by midnight. Submit through Blackboard.</td>
</tr>
<tr>
<td>Finals Week</td>
<td>Final Exam (details to be announced).</td>
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Reading assignments for homework are announced in class. Please remember to bring your textbook to every class.
Classroom Etiquette:

Certain behaviors disrupt the educational process of the class and will not be tolerated. These include verbal outbursts, talking during class, text-messaging, arriving after class has begun, leaving before class is dismissed, getting up in the middle of a lecture or discussion to go to the bathroom or to toss something in the trash can or to sharpen a pencil, etc. When a student engages in disruptive behavior, he/she should expect the instructor to:

1. make a note of it,
2. pull him/her aside to discuss the disruptive behavior,
3. ask the student to leave the class, and /or
4. report the disruptive behavior to the Dean of Students who will evaluate the situation and take appropriate disciplinary action.

Note: All cell phones, laptops, and other electronic devices must be turned off and put away in a purse, backpack, or pocket before class begins. These devices should never be in your hand or on your desk during class.

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, and 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://www1dccc.edu/cat0608/ss/code.cfm).

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this English class found responsible for cheating on an examination or of plagiarism (using the definitions given for both terms in this 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).
- A request by the professor that the student drop the class.

**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 **April 29**th. 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 **March 25th**.

***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.

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/.

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.

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.
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/](http://econnect.dcccd.edu/). Telephone number: 972-613-1818.

**DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE**

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

**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/DSOfices or contact the 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) 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
<table>
<thead>
<tr>
<th>College</th>
<th>Contact</th>
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<tr>
<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dccc.edu">TitleIX-EFC@dccc.edu</a></td>
<td>972-860-7325</td>
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<tr>
<td>El Centro</td>
<td>Shanee' Moore</td>
<td><a href="mailto:TitleIX-ECC@dccc.edu">TitleIX-ECC@dccc.edu</a></td>
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<tr>
<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MYC@dccc.edu">TitleIX-MYC@dccc.edu</a></td>
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<tr>
<td>North Lake</td>
<td>Francyenne Maynard</td>
<td><a href="mailto:TitleIX-NLC@dccc.edu">TitleIX-NLC@dccc.edu</a></td>
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<tr>
<td>Richland</td>
<td>Bill Dial</td>
<td><a href="mailto:TitleIX-RLC@dccc.edu">TitleIX-RLC@dccc.edu</a></td>
<td>972-238-6352</td>
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<tr>
<td>Dallas Colleges Online</td>
<td>La’Kendra Higgs</td>
<td><a href="mailto:TitleIX-LFC@dccc.edu">TitleIX-LFC@dccc.edu</a></td>
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**District Title IX Coordinator**

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<th>Office of Institutional Equity</th>
<th>LaShawn Grant</th>
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