Arts and Communications Division
English Composition II 1302.43207
Flex II: Spring 2017 (3 Credit Hours)

Flex II Course:  
March 20 to May 11, 2017  
**Tuesdays and Thursdays 11:00 to 12:20**  
Eastfield Campus Room: G131

**Instructor:** Prof. Kelly Savage  
**Contact Information:**  
Office: N209  
Office Hours will be posted in our eCampus course Contacts menu section.  
Phone: (972) 860-7092  
Email address: KellySavage@dcccd.edu

The best way to reach me is by email. Please include your **course number (1302.43207)** and **full name** in all emails. I will do my best to respond within 24 hours.

If you have a time-sensitive issue, you are welcome to **text me at 214-403-1060** or call and leave a message that I will return as soon as possible. Please remember to include your name and the class number in the text. You are also welcome to come by my office during office hours or call me to set up a time to meet.

**Required Textbook and Other Course Materials:**


- **Microsoft Word** – essays and other assignments that are required to be submitted through eCampus course links must be saved and sent as Microsoft Word files. No other file types will be accepted. As a student of DCCCD, you are eligible for a free Microsoft Office account; just follow the link in the “Student Email” section below.

**Student Email:**  
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](http://www.dcccd.edu/MSOffice).

**Mission:**  
Eastfield College English faculty help students become confident, competent writers who can communicate effectively in diverse situations to a variety of audiences, using writing skills as well as critical thinking to develop and express their ideas.
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. Approval Number: 23.1301.51 12

Course Prerequisites:
English 1301 and have met Texas Success Initiative (TSI) standard in Reading and Writing.

English 1302 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.
English 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.
English 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.
English 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.
EVALUATION PROCEDURES

Overview: You will be required to complete three argumentative essays and a longer, more in-depth research paper. The research project will include an annotated bibliography and a short presentation. You will also be responsible for completing four exercises, taking three video quizzes, and writing seven short journal responses. The class will end with a final exam. Please also note that you are responsible for reading all assigned pages and documents, including sample essays, textbook pages, announcements posted on our course site, and feedback given to you on graded assignments.

ASSIGNMENT DETAILS

Essays 1-3:
You will be given an assignment sheet that lists the particulars for each of the 3 argumentative essays. You are also required to read the chapters that correlate to the assigned essay type and sample essays from the textbook and/or the supplemental readings section of our course. These reading assignments will develop both your argumentative strategies and critical thinking related to the various essay genres. You will be able to choose your own topics relative to the assignment requirements. Each of these 3 essays will be 2 to 4 pages long and will require a specific number and type of sources. Essay 2 will undergo a peer review; instructions and prompts for the peer review will be given to you in class. All essays must follow MLA format requirements and must not contain plagiarism in any way. Each essay is worth 100 points.

Essays will be submitted through the course links on eCampus as Microsoft Word documents with the extension .docx or .doc. No other file types will be accepted. If you are asked to submit an essay in print, you will also be required to submit the electronic file through the eCampus course links. Please keep a copy of all essays in case of technical difficulties. The instructor reserves the right to run any and/or all essays through the SafeAssign plagiarism checking system.

Research Project:
You will be given an assignment sheet for the research paper project that gives you the details about length and number of required sources as well as details about each assignment related to the project. You should start thinking about a topic that interests you, that you feel a certain passion for, right away. The research paper project will be stronger and more fun to complete if you choose a topic you really care about. You must demonstrate an understanding of MLA formatting and source documentation strategies in the research paper in order to receive a passing grade. It must have a works cited page and in-text citation parentheticals. You will hopefully already be familiar with source documentation, but we will review and practice those skills throughout the course. In addition to the research paper itself, which is worth 150 points, the project includes an annotated bibliography worth 100 points and a short presentation of your argument and findings worth up to 75 points.

Exercises:
There are 4 exercises you are required to complete during the course. They range from 15 to 30 points each for a grand total of 100 points of your final grade. The orientation/syllabus quiz is the first of these. The second exercise will give you practice with developing claims for argumentative papers. Exercises 3 and 4 are related to practicing MLA source documentation with in-text citation parentheticals and works cited page entries.
Journals:
In addition to writing essays, you are required to do the assigned reading that is listed in your schedule. This will include chapter readings that explain various genres and writing strategies, student and professional essays, and/or short stories. Throughout the semester, you will be asked to write journal entries in the designated section of our course website on eCampus. Some of the journal prompts will relate to one or more of the assigned readings. The journals should show that you are reading the assignments and thinking critically about the information contained in the essays and stories. Usually 2 to 3 FULL paragraphs will be sufficient to get your points across in the journal entries; you will not earn credit for journals that are only a few sentences long. Some of the journals are based on other prompts, such as argumentative questions that give you an opportunity to consider controversial issues and offer your opinions and arguments about them. Please note that ALL Journals must be written directly into the assignment textbox; they cannot be submitted as file attachments. There are 7 assigned journals worth 20 points each for a total of 140 points.

Video Quizzes:
Three videos will be posted in our course and assigned to be viewed on dates noted in the Course Schedule. Additional videos will be posted in the course that may not be assigned or connected to a quiz; those are just extra resources for you should you choose to take advantage of them. After viewing videos that are specifically assigned in the Course Schedule, you are asked to complete corresponding multiple-choice or short answer quizzes. These 3 quizzes will be worth 20 points each for a total of 60 points.

Final Exam:
This will be a timed, cumulative exam that will be related to arguing the future along with a film that you will watch at the end of the semester. You will be given a list of films to choose from. The exam will consist of general questions about the topics we cover during the semester (writing arguments, claims and thesis sentences, source documentation, etc.) and essay writing based on the film. The exam is worth 50 points of your final grade.

GRADING SYSTEM
Here is the breakdown of how your final grade for the course will be determined:

**Essays:**
- Essay 1: The Definition Argument 100 pts.
- Essay 2: The Value Argument (Pop Culture) 100 pts.
- Peer Review for Essay 2 25 pts.
- Essay 3: The Visual Argument 100 pts.

**The Research Project:**
- Annotated Bibliography 100 pts.
- Research Paper 150 pts.
- Presentation of RP 75 pts.

7 Journals @ 20 pts. each 140 pts.
3 Video Quizzes @ 20 pts. each 60 pts.
4 Exercises to total 100 pts:
Ex. #1: Orientation/Syllabus Quiz 15 pts.
Ex. #2: Claims 25 pts.
Ex. #3: In-text Citation Parentheticals 30 pts.
Ex. #4: Works Cited Page Practice 30 pts.
Final Exam 50 pts.

TOTAL POINTS POSSIBLE: 1000

Course Grading Scale:
A = 900-1000  B = 800-899  C = 700-799  D = 600-699  F = anything below 600

NOTE: Scores will NOT be rounded up. If your total is 799, you will still receive a C for the class. Please keep track of your point totals on the grade center in eCampus. You can click on the section “My Grades” to see what your grades are. If it looks like you are only a point or two away from a higher letter grade, please talk to me about extra credit work or opportunities to raise your grade BEFORE the last week of the semester. I do not like to see effort go unrewarded and will be happy to work with anyone who is truly driven to succeed in this class.

General Writing Expectations:
Students will compose essays that adhere to grammatical and stylistic standards of academic American English and that follow Modern Language Association (MLA) formatting and documentation style. Essays will need to adhere to stylistic, topic, and length requirements designated for each assignment. Essays will be graded according to students’ ability to follow specific assignment guidelines, grammatical instruction, and MLA style requirements.

MLA FORMATTING REQUIREMENTS

All essays must be submitted in MLA format. If by the second essay, you are still not in compliance with MLA standards, I reserve the right to not accept your paper for grading until it is corrected (late penalties will apply). Please be aware of the following basic requirements for your essays:

- Typed with Times New Roman set at 12-point size
- Double-spaced with margins set at 1-inch
- Heading on the top left of the first page ONLY, which should include your name, the class name (English Comp II 1302-43207), my name, and the date due or the date of submission. The heading should be double-spaced but cannot have extra spaces between the lines.
- Your last name and page number should be in the upper right-hand corner of each page of the essay (you do NOT have to put it on the first page, but you will not lose points for that either way).
- The first line of each paragraph should be indented the length of one tab (one-half inch).
- Do NOT skip lines between paragraphs. No lines should be skipped anywhere in the essay unless you choose to insert one line ONLY between the title and the first line (though I don’t recommend even skipping that one unless you have a lengthy title). NOTE: Some computers add an extra line
automatically in the default template settings; in Microsoft Word, it is easy to take that space out by going to the Line and Paragraph Spacing button in the Paragraph section at the top of the page (the same place you go to change the spacing to single or double – it usually has a blue up and down arrow pictured on the button) and clicking on “Remove Space Before/After Paragraph.” When you look at that section of the Word menu, the last two items in the pull-down menu should both give you the option to “Add Space Before/After Paragraph” which is an option you do NOT want to click on. If it says “Remove” instead of “Add,” you must click on the “Remove” to get rid of the extra spaces between paragraphs or you will not be in compliance with MLA format.

- The whole document should be set to align left; do not justify any paragraphs.
- The title of your paper must be centered and must be original – do not title it with the name of the assignment; instead, choose a title that reflects the content of the essay and shows some creativity. Do NOT use bold, italics, underlining, increased font, or any other special effects on your title unless you are including a title within the title or have another specialized reason.

Other issues that may cause you to do a mandatory re-write before the essay is accepted for grading include:

- An excessive amount of run-on sentences or fragmented/incomplete sentences
- Excessive misspellings (especially with words like it’s/its, they’re/their/there, too/to, and others of a similar nature)
- Use of second person “you” – you are allowed to use first person or third person in this class, but second person “you” or “your” is NOT allowed in academic writing! (Note: Many English instructors are uncomfortable with the use of first person “I” or “we” also, but I’m fine with it IF you deem it appropriate for the voice and style of your essay)
- An obvious lack of proofreading and editing effort that makes your work difficult to understand
- Missing core requirements for the assignment (for example, submitting an essay with no sources when sources are required or not coming close to the required minimum page length on an assignment, etc.)

If you format your work correctly and take the time to revise, edit, and proofread drafts before they are submitted, you can avoid losing points unnecessarily. Any work that you are asked to re-write that is not submitted in the three-day period that follows the return or by an otherwise mutually agreed upon time will not be accepted. This is a college-level writing class, and I will expect professionalism and effort to be reflected in all of your work.

*It is critical that you work with a rough draft and revise and edit it more than once before submitting a final draft.*

**ATTENDANCE, LATE PAPERS, EXTRA CREDIT**

**Attendance Policy/Participation:**
Regular class attendance and participation in class discussions are important parts of the learning experience in this class. **Students should come to class having done the reading assigned for the day and be prepared to discuss their thoughts and ideas.** It is difficult to improve your ability to express
yourself through your writing if you do not practice your speaking skills and participate in intellectual debates and conversations.

**Attendance is particularly important since this is a flex class that only meets for half of the semester.** Therefore, a point-penalty will be applied to your final grade if you are absent for more than THREE class sessions. In other words, you can miss 3 classes throughout the semester without any explanation or documentation without your grade being affected. Your 4th absence will cause a 25-point deduction, and every absence after that will cause an additional 25 points to be deducted from your final grade. Absences can be excused with no point-penalty only if documentation from an official source (such as a doctor) is provided. Notes from family members cannot make an absence excused.

Additionally, students who attend class but do not participate (meaning they do not speak or contribute to discussions, have not read assignments, are consistently unprepared, and/or they spend time in class sleeping, going to non-related websites on the computer or phone, or texting) can also be counted as absent (and will be notified of such).

**Late Papers:**
Students sometimes come to me with creative and interesting reasons to miss a due date for an essay. While these can be entertaining, they will not be considered relevant. Computer problems, technical difficulties, errors with saving, confusion about formatting, not understanding what the essay was supposed to be about, not being able to think of a topic, etc., are not reasons that will dismiss the late point penalty. If you’re having trouble with an essay, please talk to me, read the assignment sheet and textbook chapter(s), and/or take the paper to the Writing Skills Center (which is called “The Link,” and is located in the Eastfield library) for help BEFORE the paper is due. All papers should be submitted through the corresponding assignment link in eCampus no later than midnight (technically 11:59 PM) of the due date (or earlier if stipulated in the schedule) AND submitted in print at the beginning of class IF the assignment sheet calls for it. **Late papers will receive 10 points off for each day they are late,** including weekend and non-school days, unless prior arrangements have been made. Extensions for the due date will only be given in special circumstances; and students may only request ONE extension during the semester. **Any essay not turned in within three days of the due date will receive a zero.**

**NOTE:** Please be advised that absolutely NO research papers will be accepted after the due date listed in the schedule. Any research papers submitted after that due date will receive a grade of 0/F. **No exceptions will be given to this deadline for any reason!**

Exercises, journals, and quizzes submitted late will receive a point-penalty at the discretion of the instructor; if these assignments are submitted more than three days late OR if answers to the assignments have been posted, they will not be accepted or graded.

**Extra Credit:**
Extra credit can be earned by visiting Eastfield’s Writing Center, which is called “The Link” and working on an essay draft. The Link is located on the right side of the Eastfield library. It offers tutoring services to students at no charge and with no appointment necessary. Bring a printed copy of your essay to The Link, and a tutor will sit down with you and offer advice and suggestions. The tutor will give you a paper that verifies your session, and you can turn that in with your essay for 5 points extra credit added to the essay’s grade.
The Link also offers online tutoring. Hyperlinks and information for using that service are posted in our class site. If you submit your draft to the online tutors at least 48 hours before the paper is due, they should be able to return the draft with comments to you in time for you to make corrections. You can then send me an email notifying me of your use of the online tutoring service and attach the files they sent to you OR forward the email The Link tutors sent you to my email address. I will add 5 points to your paper’s final grade if you use The Link’s online tutoring service or see them in person. These points will be added to individual essay grades and will not be part of the maximum number of points allowed for extra credit (you can do it once for each essay). No extra credit is given for working with tutors on the exercises or journals.

Another way to earn extra credit points is to attend any cultural event and turn in a typed, double-spaced, two-page response to it. Cultural events papers should be written in paragraphs, have original titles, and be in MLA format (double-spaced, Times New Roman font, etc.). Each response can earn up to 20 points that will be added to your final grade-point total for the semester. You can attend and then write about multiple events for a maximum of 50 extra points. A cultural event can be any event that is out of the ordinary and in which you can find a cultural viewpoint to discuss. Most school-sponsored activities can qualify as a cultural event. Things like plays, concerts, performances, readings, etc., are excellent sources for observation and can be both easy and fun to write about. Your response should clearly explain the circumstances-setting/details of the event, describe the sights, sounds, activities, and/or people that were seen, and should explain what your experience was like in general.

I encourage you to attend Eastfield events related to this year’s Common Book, The Immortal Life of Henrietta Lacks, by Rebecca Skloot. All common book events qualify as appropriate “cultural events” to use as the basis of an extra credit paper. Other occasions for extra credit may arise during the semester. For example, if there is a relevant event or workshop offered at Eastfield, I will do my best to let you know about it via the Announcements section of our course. If you hear of something at our school or an event you feel is noteworthy outside of our school, please let me and/or your peers in the class know about it; the Discussion Board’s General Forum would be a great way to communicate about cultural event opportunities.

You may do any or all of the extra credit options listed above; however, the maximum number of points that can be added to your final grade is 50 (this does NOT include the extra credit points that are added to individual essays taken to The Link, discussed above). There is NO link for you to submit extra credit papers on the course site. You must submit them to me in class OR email them to me as Microsoft Word attachments to KellySavage@dcccd.edu or submit them in print at the beginning of a class meeting. Remember to include your full name and class information in all email and/or text correspondence.

PLAGIARISM

The biggest error you can make in any paper is to commit plagiarism, which carries severe penalties even when the plagiarism may be unintentional. To protect yourself, read what your book says about plagiarizing, pay attention to class discussions we have about it and/or announcements and documents posted, and read up on the terms and explanations given on the informative and helpful website Plagiarism.org. Claiming that you didn’t realize you were plagiarizing will NOT be a valid excuse; you are expected to understand what plagiarism is and avoid it at all costs. Plagiarism will receive an automatic zero and could lead to your dismissal from the class or suspension from the college, so please, BE
ORIGINAL. Have fun writing what YOU like, saying what YOU want to say, and developing the skills to get your own thoughts, opinions, wisdom, and experiences across to others.

A plagiarized paper will be given a grade of zero. Depending on the severity of the plagiarism offense, you may also receive a Failing grade for the entire course. Intentional plagiarism may carry heavier penalties and will be reported to school officials. If you are unfamiliar with what offenses constitute plagiarism, please refer to the Eastfield College Student Code of Conduct as explained in the Eastfield College and the district catalogs. In addition to obvious plagiarism such as copying another student’s work or buying papers from individuals or from the internet, plagiarism also occurs in the following circumstances:

- Writing quotations that do not give credit to the original author, either student or professional, either in print or from electronic sources; quotations must be clearly indicated by quotation marks or indentions (in the case of block quotes) and not only by in-text citations.
- Using material that is so closely paraphrased that it includes the original author’s exact words or order of sentences, or writing ideas and concepts that come from source material and are not your original thoughts; even writing just a few words that are copied directly from the source without proper documentation is plagiarism. When paraphrasing from a source, try to write from memory and avoid reading the source as you write to avoid this problem. When you take notes from a source, include quotation marks around the source’s language so you do not make mistakes as you include the information in your essays.
- Using summary information without giving credit to the source or substituting words for some of the specific language and not crediting the source for the basis of the information;
- Including facts, statistics, or other research information without citing the source;
- Citing a source in the in-text citation but not in the works cited page or failing to include a works cited page;
- Listing sources in a works cited page but not citing the source in the body of the paper.

If you have any doubt about whether your work could qualify as plagiarism, ask! Do NOT take a chance on being charged with this serious offense. I reserve the right to submit any paper to the college’s SafeAssign website to check for plagiarism.

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 un-administered 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, words, without proper documentation. For such an offense, a student will receive a zero on the assignment and can 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 that you put in quotation marks. The author’s words, phrases, 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. If you summarize, paraphrase or directly quote from an author, you must use the appropriate documentation because the “idea(s)” still belong to the author.

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 guilty of cheating on an examination or of Plagiarism 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).
- The professor may request that the student drop the class.

INSTITUTIONAL POLICIES

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 SATURDAY, MARCH 25.

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 **SATURDAY, APRIL 29.** 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.

Incompletes:
Incompletes are reserved for emergency situations only. Students who request an incomplete must have proof of an emergency extenuating circumstance and must have the majority of course work completed. (Please do not request an incomplete if you have not done well on a particular assignment or on your course grade.) Students requesting the grade of I will be asked to provide appropriate documentation to demonstrate proof. A grade of incomplete is only given rarely and only under the most serious of circumstances, so be prepared to provide evidence of the situation if you make that request.

***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 6 courses during your entire undergraduate career** unless the drop qualifies as an exception. Our 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/coursedrops](https://www1.dcccd.edu/coursedrops).

District Third Attempt Policy / Repeating a Course:
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition 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 additional 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/](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.

Financial Aid Statement for Distance Learning Classes:
If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.
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.

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 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 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 that work cannot be made up.

DCCCD INSTITUTIONAL EQUITY
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/DOSOffices or contact the DCCCD Office of Institutional Equity at 214-378-1633.

**College Disability Services Offices**

<table>
<thead>
<tr>
<th>College</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>972-860-4673</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>972-860-8119</td>
</tr>
<tr>
<td><strong>Eastfield</strong></td>
<td><strong>972-860-8348</strong></td>
</tr>
<tr>
<td>El Centro</td>
<td>214-860-2411</td>
</tr>
<tr>
<td>Mountain View</td>
<td>214-860-8677</td>
</tr>
<tr>
<td>North Lake</td>
<td>972-273-3165</td>
</tr>
<tr>
<td>Richland</td>
<td>972-238-6180</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a></td>
<td>972-860-4825</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>Grenna Rollings</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a></td>
<td>972-860-8181</td>
</tr>
<tr>
<td><strong>Eastfield</strong></td>
<td><strong>Rachel Wolf</strong></td>
<td><strong><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></strong></td>
<td><strong>972-860-7358</strong></td>
</tr>
<tr>
<td>El Centro</td>
<td>Shanee’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2138</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a></td>
<td>214-860-8561</td>
</tr>
<tr>
<td>North Lake</td>
<td>Francynne Maynard</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
<td>972-860-3992</td>
</tr>
<tr>
<td>Richland</td>
<td>Bill Dial</td>
<td><a href="mailto:TitleIX-RLC@dcccd.edu">TitleIX-RLC@dcccd.edu</a></td>
<td>972-238-6386</td>
</tr>
<tr>
<td>Dallas Colleges Online</td>
<td>Le’Kendra Higgs</td>
<td><a href="mailto:TitleIX-LEC@dcccd.edu">TitleIX-LEC@dcccd.edu</a></td>
<td>972-669-6672</td>
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</tbody>
</table>

**District Title IX Coordinator**

<table>
<thead>
<tr>
<th>Office of Institutional Equity</th>
<th>LaShawn Grant</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><a href="mailto:TitleIX-District@dcccd.edu">TitleIX-District@dcccd.edu</a></td>
<td>214-378-1633</td>
</tr>
</tbody>
</table>
**Printing on Campus:**
Printing in the Computer Lab (L108) or Library will cost 10 cents a page. You must bring a one, five, ten, or twenty-dollar bill to the lab or library to create a print account before you can print. No change is made in the lab or library. 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:**
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within at a mutually agreed upon time after the absence. Please refer to the college catalog section on Student Responsibilities.

**Obtaining Your Grades at the End of the Semester:**
Eastfield College is doing its part to be green. Grade reports are no longer mailed. Convenient access is available online on eConnect or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Website address: http://econnect.dcccd.edu/. Telephone number: 972-613-1818.

Grades are also always available on the class eCampus website; you can view them in the "My Grades" tab in the main menu. Please do NOT email the instructor to ask for your semester grade.

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**CLASS POLICIES**

**Classroom Environment:**
The academic environment is a serious one whether students and the professor interact virtually or on campus. Therefore, **inappropriate behavior will not be tolerated**. Students MUST follow all rules of Netiquette (see the Rules of Netiquette document in the “Start Here/Orientation” section) when communicating with the professor and when interacting with other students online; and students must be respectful and considerate to each other and to the professor when working together on campus.

This class will focus on developing your skills related to argument and persuasion, so healthy intellectual debates will be a major component of our class. One important part of argumentation is examining all sides of an issue, so it is great when students can disagree and offer different perspectives and opinions on issues. However, the disagreements must be handled in an intelligent, adult, mutually respectful manner. There cannot be any name-calling or snide comments such as “people who think that are …………” (fill in the insult). Instead, consider what others say and think through why you should or should not agree with it. **Comments that are derogatory towards people based on race, gender, religion, or sexual preference will NOT be tolerated.** Please be polite to your instructor and your peers even when you disagree with them!

Students who choose to write or behave inappropriately will be prevented from entering the course until they have met with the professor to discuss the infraction and methods for improving online interaction. In addition, students exhibiting inappropriate behavior may be asked to drop the class.
Use appropriate, academic language in all emails, texts, discussions, and group activities (no abusive language or name-calling EVER).

Be respectful of the professor and the other class members at all times.

In Conclusion:
This class is designed to develop your writing skills, which can only be done with practice, so get ready to write, write, write. Together we will explore issues that have meaning in our lives and learn about new people, places, and things that may affect how we view the world. The more personal and adventurous you can get with your writing, the more we will all enjoy it and the more everyone’s writing will improve. Because we want to have the freedom to get personal, however, I’ll expect everyone here to be considerate at all times. Being open-minded will help you learn more about the way other people think; and being objective will make you better at recognizing opportunities for improvement in your writing. It is important to use your own voice in your writing and to use your position and experiences in life to express your views through your writing. As we delve into discussions that may be controversial at times, arguing and expressing opposing views will be expected and even appreciated; but disagreements must be voiced appropriately. Reasoning and academic words are the only weapons welcome in this class. We are now a community of writers, so let’s be supportive of each other’s efforts!

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