Instructor: Prof. Andrew Tolle
Meeting Times: eCampus/Blackboard MTWRFS / 8-week accelerated
Contact Information:
- Office: C209
- Phone: 972-860-7666 | Email: andrewtolle@dcccd.edu
- Office hours: see schedule posted in eCampus
- Please stay in contact! Don’t hesitate to get in touch with me after reading the syllabus.

Textbooks and Other Course Materials:
*Note: If you buy the book new, it will come with LaunchPad access. This is not required for your course. If you rent the book or buy it used, you do NOT need to purchase a separate code for LaunchPad.*

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.)
- **Coordinating Board Academic Approval Number 23.1301.51 12**

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:
- **Critical Thinking** - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
- **Communication** - to include effective development, interpretation, and expression of idea 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 (in other words, how you get your semester grade):**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FE1 Formal Essay 1:</td>
<td>10%</td>
<td>(due 3/31)</td>
</tr>
<tr>
<td>FE2 Formal Essay 2:</td>
<td>10%</td>
<td>(due 4/7)</td>
</tr>
<tr>
<td>FE3 Formal Essay 3:</td>
<td>15%</td>
<td>(due 4/21)</td>
</tr>
<tr>
<td>FRP Final Research Paper:</td>
<td>25%</td>
<td>(due 5/10)</td>
</tr>
<tr>
<td>QA Quiz Average:</td>
<td>20%</td>
<td>average of all quiz grades</td>
</tr>
<tr>
<td>DBA Discussion Board Average:</td>
<td>20%</td>
<td>average of all DB grades</td>
</tr>
</tbody>
</table>

**Description of grading categories:**

● **FE1, FE2, and FE3**: These are formal compositions using academic format, style, and tone. Some outside research is required for each of these assignments. Follow essay guidelines carefully! I grade strictly to the assignment requirements.

● **Research Paper**: Also a formal composition, the research project is the culmination of the writing skills and strategies honed throughout the semester. It is a longer essay that breaks free from the “five-paragraph” structure used in the previous shorter essays. Significant outside research is required for this assignment.

● **Quizzes**: Quizzes cover reading assignments and they demonstrate your knowledge of the topics covered. Unlike the Discussion Boards, only you and I can see your quizzes (your classmates cannot). The average of your quiz grades is worth 20% of your overall grade in the class. You are allowed (and encouraged) to use the readings during your quizzes; but since they are timed, you should read them **before** starting the quizzes.

● **Discussion Boards**: These are the online equivalent of class discussions in a face-to-face class. Common courtesy and etiquette should be followed in these posts. There are two kinds:
  - Informal writing assignments through Blackboard Discussion Board tool (posts still require proper composition in standard, edited American English). Post your responses to prompts and reply to classmates’ posts with feedback and opinions.

**Course structure:**

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1 Built-in extra credit opportunity: One of these three essays may be revised and resubmitted for a higher grade. After FE3, see eCampus/Blackboard for the revise-and-resubmit option (“R&R”) guidelines.
Every Sunday I will post a “weekly announcement” describing all assignments due that week. Sometimes I post this announcement earlier. Aside from the major deadlines listed above, you can expect one or two assignments per week (a quiz, a discussion, or both). Quizzes and DBs are usually due by 11:59 pm on Wednesdays and/or Fridays, with some exceptions.

**COURSE POLICIES:**

- **READ COURSE ANNOUNCEMENTS REGULARLY.** You must regularly check eCampus announcements.
- **This is not a self-paced class.** Assignments have due dates (see eCampus/Blackboard) and they must be completed in a specified order. You must build on previous information to prepare for subsequent assignments.
- **Attendance policy:** your participation in discussion forums and quizzes constitutes your attendance.
- **Communicate all extenuating circumstances to me as soon as possible;** the earlier you contact me, the better it will be for you and your grade.
- **Written assignments must be submitted on Blackboard by the due date/time specified.** NO late work will be accepted unless I deem the situation/circumstances to be extenuating. Computer, internet, and technology problems do not excuse you from due dates.
- **All email communication about grades or course progress must be through your DCCCD Office365 email.** per Eastfield's confidentiality policies. Go here to activate it: [http://www.dcccd.edu/SS/OnlineSvs/Pages/MSOffice.aspx](http://www.dcccd.edu/SS/OnlineSvs/Pages/MSOffice.aspx)
- **Follow proper e-mail etiquette: this establishes your ethos.** See this article from Purdue OWL: [https://owl.english.purdue.edu/owl/resource/694/1/](https://owl.english.purdue.edu/owl/resource/694/1/)
  - Provide a subject, a salutation, a body, and a signature.
  - NEVER send an email with just an attachment (you should always explain the purpose of your writing, including—and especially—in emails to professors). Sending a blank email with an attachment is considered rude in the professional world.
  - Complete, edited sentences are expected.
  - Remember what you should think about in all writing: audience (in this case, a college professor) and purpose (whatever your email is about).
- **Plagiarism is not tolerated in this course (nor in any course at Eastfield!).**
- **Respectful etiquette is expected of students at all times.**
- **The instructor reserves the right to make changes to the syllabus and course agenda.** These will be announced in class and updated on eCampus/Blackboard.
- **All grades are posted on eCampus.**
- **I will provide feedback on your essay draft if you send it to me via email 48 hours in advance.** If you send it to me 24-47 hours in advance, I will check it for MLA formatting issues only.

**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](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, 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://www1dcccd.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 (using the definitions given for both terms in the attached 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).
- The professor may request 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 Thursday, April 29, 2017. 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 **Saturday, March 25, 2017.**

***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](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/](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](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
DCCCD OIE STATEMENT
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act 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) at 972-860-8348 (for the Eastfield campus). Please note that all communication with DSO is confidential. If you are eligible for accommodations, provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website or contact DCCCD Office of Institutional Equity at (214) 378-1633.

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, stalking), 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 non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the 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 the student 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 www.dcccd.edu/titleIX.

The Title IX Coordinator for Eastfield College is Rachel Wolf, whom you may reach at TitleIX-EFC@dcccd.edu and 972-860-7358. The Title IX Coordinator for the District is LaShawn Grant, whom you may reach at TitleIX-District@dcccd.edu and 214-378-1633.

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

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2 https://www.dcccd.edu/SS/OnCampus/DisSvs/DisSvsOffices/Pages/default.aspx/
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 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

**DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE**
The instructor reserves the right to amend this syllabus as necessary. It is your responsibility to go over the contents of the syllabus carefully in order to understand what is expected of you in order to be successful in this class.