Welcome to English 1302.43435 (8 Weeks)

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

Larissa L. Pierce
Office: G-133
Office Hours: MW 9:30-10:30 a.m.; TR 8:15-9:15 a.m.; F (by appointment)
Phone: (972) 860-7315
Email: LarissaPierce@ dcccd.edu
Fax: 972-860-7248

For some students, English is not fun; nevertheless, think of it as being therapeutic. The more you read and write, the better you will become. Eventually, your comfort level will change. Please give yourself enough time to complete assignments. Please email me if you have a question or concern that cannot be answered by the course syllabus and calendar. Also, stop by during my office hours for a visit.
Student Learning Outcomes:
Upon successful completion of this course, students will be able to:
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 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.

Course Content:
This particular course deals argumentation and the content follows the basic order of the chapters (mostly 1-5 or 6); as we get closer to the research paper, we will deviate from the original structure because the eight-week session does not allow for this class to go through every chapter of this book.
Chapter 1: Inventing Arguments
- What is Argument?
- What is Academic Argument?
- What is Rhetoric?
- What is Invention?

Chapter 2: Claims
- What is a Claim?
- Types of Claims
- Characteristics of Claims

Chapter 3: Support
- Evidence
- Examples
- Appeals

Chapter 4: Opposition
- Counterargument
- Concession
- Qualifiers

Chapter 5: Hidden Layers
- Definition
- Argumentation

Chapter 6: Analyzing Arguments
- Analytical Posture
- Summary and Analysis
- Summary vs. Analysis
- Four Common Pitfalls
- Analyzing Visual Arguments

Chapter 7: Arguing Definitions
- What is it?
- Inventing Support
- Arrangement
- Audience and Voice

Chapter 10: Arguing Crisis
- Inventing Support
- Arrangement
- Audience and Voice
Chapter 13: The Research Guide
- Overview of Research
- Conducting Primary Research
- Conducting Secondary Research
- Evaluating Sources
- Integrating Sources
- MLA Documentation Styles

Required Textbook:

Course Materials
Green Pocket folder (no brads necessary)
Blue/black pen
Scantrons
Purple, green, or red pen
Loose-leaf paper/perforated line full-size notebook
General Course Policies

If you need accommodations due to a disability, please contact Disability Services in C-237. For any testing accommodations, you must go through the EFC Disability Services Office. Call (972) 860-8348 or email efcdso@dcccd.edu.

ATTENDANCE POLICY
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 25, 2017.

Attendance is mandatory for this course. If for some reason you are unable to attend a class, please e-mail me prior to class. Please do not make a habit of arriving to class late and leaving early. Habitual tardiness and leaving early are distractions and will not be tolerated; points will be deducted from the final grade. If you stay for less than 90% of the class period, you will be considered absent. Please let me know (ahead of time) if you need to leave class early. Arriving to class late is very disruptive and each tardy will be counted against you. Three tardies are equivalent to one absence. If you miss three days, you will fail the class. For each day missed, there will be a 5 point deduction from the cumulative class average.
DROP/WITHDRAWAL POLICY
If you decide to withdraw from this class for any reason, it is your responsibility to formally drop or withdraw from the course. Your instructor cannot withdraw you from the course. Failure to do so will result in your receiving a performance grade, usually a grade of “F.” You must withdraw through the Admissions/Registrar’s Office (C119) in person. You may also withdraw through eConnect. The last day to withdraw with a Grade of “W” is April 29, 2017. You will receive a “W” (“Withdraw”) in each class dropped. A “W” shows up on your transcript BUT does not hurt your GPA.

Important information you need to know about dropping courses. Under section 51.907 of Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that student drops is counted toward the six-course limit if“(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.”. Failure to withdraw before the deadline will result in receiving a performance grade, usually a grade of “F.”

STOP BEFORE YOU DROP
For students who are 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. Your 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.

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/.
RELIGIOUS HOLIDAYS/OBSERVANCES
Students who will be absent from class for the observance of a religious holiday must notify the instructor one to two weeks in advance. Please refer to the college catalog section on Student Responsibilities.

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.

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. All communication should be conducted through your official student email account.

CLASSROOM DECORUM
Review your student guide for an outline of proper student conduct. Physical or verbal violence toward another student or the instructor is never acceptable. If you have any concerns, please address them in an appropriate manner. Please treat your classroom environment with respect. Turn off or change the setting to vibrate on all pagers, cell phones, I-pods, walkmans, and any other electronic devices which cause distractions. If you have an important phone call, please remove yourself from the classroom and answer the call outside of the classroom. Refrain from utilizing social networking sites as well as other social media in the classroom. In addition, loud, profane, and excessive talking during lecture will not be tolerated nor will offensive comments about classmates or other professors. While lectures are in progress, any students who work on other assignments in class, surf the internet, watch movies/video games or play games on the computer and/or their cellphone will be asked to leave the class and will receive a ‘0’ on any work done in class that day.

FOOD AND DRINK POLICY
Please be advised that if your class is being held in a computer lab, small snacks are allowed. Please be cautious about the use of food/beverage. You will be responsible for damage that you have caused to the computer. If your class is not in a computer lab, small snacks, as well as non-alcoholic beverages are still permissible.
DIVERSITY POLICY
The course content and the course environment are dedicated to an understanding of an acceptance of all people. Disparaging remarks in relation to others’ ethnic or racial background, sex, sexual orientation, age, disability, socioeconomic background, et cetera, will not be tolerated.

SEXUAL HARASSMENT
Eastfield College has a zero tolerance policy on sexual harassment. All students shall report complaints of sexual harassment informally to the college Human Resources Director or formally to the Vice Chancellor of Educational Affairs.
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). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please 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: dcccd.edu/DSO Offices or contact 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, 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.

**College Title IX Coordinators**

<table>
<thead>
<tr>
<th>College</th>
<th>Title IX Contact</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Brookhaven</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a> 972-860-4588</td>
<td></td>
</tr>
<tr>
<td>Cedar Valley</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a> 972-860-5222</td>
<td></td>
</tr>
<tr>
<td>Eastfield</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a> 972-860-7325</td>
<td></td>
</tr>
<tr>
<td>El Centro</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a> 214-860-2626</td>
<td></td>
</tr>
<tr>
<td>Mountain View</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a> 214-860-5675</td>
<td></td>
</tr>
<tr>
<td>North Lake</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a> 972-860-3980</td>
<td></td>
</tr>
<tr>
<td>Richland</td>
<td><a href="mailto:TitleIX-RLC@dcccd.edu">TitleIX-RLC@dcccd.edu</a> 972-238-6352</td>
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<tr>
<td>Dallas Colleges</td>
<td><a href="mailto:TitleIX-LEC@dcccd.edu">TitleIX-LEC@dcccd.edu</a> 972-669-6590</td>
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**District Title IX Coordinator**

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Office of</td>
<td>LaShawn Grant</td>
<td>214-378-1633</td>
</tr>
<tr>
<td>Institutional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity</td>
<td><a href="mailto:District@dcccd.edu">District@dcccd.edu</a></td>
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</table>

**CHANGE OF ADDRESS**

If your address changes, you must immediately notify (in person or in writing) the campus admissions office where you are enrolled in order to be certain that you received all necessary information. This is important. If you have enrolled before and your address has changed since then, please point this out to the registrar. In addition, please notify your instructor of any change of address or change of e-mail address.

**FINANCIAL AID**

If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial
aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee.” Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

**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.

**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).
Grading Policies & Grading Scale

GRADE OF N= given to students who do not attend class regularly after the official drop date yet remain registered in the course. The “N” will affect the student’s ability to receive financial aid, and the student may be asked to return funds received for the course not being attended.

LATE ASSIGNMENTS
Please note that no make-up quizzes or exams will be given. All assignments, including essays and the research paper, are due by the end of the class period on the date assigned. Late assignments (essays, responses, take-home quizzes, research paper) will not be accepted.

ACADEMIC HONESTY & PLAGIARISM
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, words. 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. 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://www1.dcccd.edu/cat0608/ss/code.cfm).
Consequences for Academic Dishonesty and/or Plagiarism: Any student in this
English 1301 class found guilty of cheating on an examination or of Plagiarism (using
the definitions given for both terms in the attached document, student “Responsibility”)
will receive one or more of the following penalties:
  o The grade of zero (0) on that particular assignment.
  o A course grade of F (depending on the severity of the student’s dishonesty or
    plagiarism).
  o The professor may request that the student drop the class.

INCOMPLETE GRADES
An incomplete grade of “I” may be given when an unforeseen emergency prevents you
from completing the work in a course. The “I” must be converted to a performance grade
(A-F) within 90 days after the first day of classes in the subsequent regular semester. If
the work is not completed after 90 days, the “I” is converted to a performance grade,
usually an “F.” Incompletes will be given to students who have successfully
completed 75% of the coursework. An Incomplete Contract is used to assign an
incomplete grade and states the requirements for the satisfactory completion of the
course. The Incomplete Contract must be agreed upon and signed by the instructor, you,
and the appropriate division dean and submitted with the final grade report. When an
Incomplete Contract must be submitted without your signature, the instructor must
include a statement indicating that you are aware of and agree with the contract.

END OF SEMESTER GRADES
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 at
http://econnect.dcccd.edu/ or call DCCCD Touch Tone Services at 972-613-1818.
COURSE ASSIGNMENT GRADES
Your assignments will be evaluated using the following percentages:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Essays</td>
<td>25%</td>
</tr>
<tr>
<td>Responses/Projects</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Research Paper</td>
<td>30%</td>
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<tr>
<td>Discussion Threads</td>
<td>15%</td>
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</tbody>
</table>

Total: 100

90-100=A  80-89=B  70-79=C  60-69=D  0-59=F
Assignment Category Overview

ESSAYS
Students will be required to write a few essays during the course of the semester. Unless otherwise directed, all essays must be in MLA format, typed, double-spaced, 900-1600 words. Pay attention to spelling, punctuation, and grammar. Please note that I do not read drafts. If you need assistance, solicit your classmates, schedule an appointment (three days before the due date) or visit the “Link” (EFC Writing Center in the Library). Feedback is provided on essays and journals; it is important that you read all comments and implement those ideas on your succeeding assignments. Use Times New Roman or Courier font and point size 12. Consult an updated MLA 2009 handbook, the Purdue University OWL (Online Writing Lab), or the MLA section in another handbook.

RESPONSES/PROJECTS
Journals are additional writing assignments; they are shorter in length yet the topics provided are designed to help you develop your writing skills. Journals and essays are not synonymous. They are also to be typed in Times New Roman or Courier.

Projects may/may not involve community service or something more creative. This area is tentative and may change. If the latter is the case, you will be informed of this change; however, please note that you will have to write responses.

Please follow these instructions when writing your papers:

- Essay assignments must be 900-1600 words in length.
- Use a standard font (Times New Roman or Courier) point size of 12 for both journals and essays.
- Use MLA heading (1” margins) and double-space paper. Please insert page number and last name in header for both journals and essays.
- Each paragraph in the intro, body, and conclusion should be five or more sentences in length.
- Unless otherwise notified, all journals and essays are due on the given date by 11:50 p.m.
- Unless being utilized in dialogue or a direct quote, second person is never acceptable.
- All Journals are to be a minimum of two pages in length; do not exceed two and ½ pages. They are to be typed, double-spaced.
- Pay attention to spelling, grammar, punctuation, point of view, coherence, unity, organization, and development.
If you are required to upload assignments into blackboard, please make sure that you have attached your assignments in a Doc. Docx, or RTF format.
Follow MLA (Modern Language Association) Format; this also includes documentation.
Please make sure that you submit the correct document when you upload your assignment; you will only get one opportunity.

QUIZZES
Quizzes in English 1302 will cover information from the chapters as well as MLA format. They may be short answer, fill in the blank, multiple choice or even essay.

RESPONSES/PROJECTS
Journals are additional writing assignments; they are shorter in length yet the topics provided are designed to help you develop your writing skills. Journals and essays are not synonymous. They are also to be typed in Times New Roman or Courier.

Projects may/may not involve community service or something more creative. This area is tentative and may change. If the latter is the case, you will be informed of this change; however, please note that you will have to write responses.

RESEARCH PAPER
Weighted 30%, the research paper covers a topic that is open to debate and provides evidence and reasons to support one’s claim (thesis). Not only does it help demonstrate the student’s ability to effectively write, but it also depicts the appropriate use of the MLA format as well as knowledge, comprehension, and critical thinking.

**The instructor reserves the right to amend this syllabus.**
Acknowledgment**

I, _____________________________, do hereby acknowledge that I have received the syllabus for English 1301, and I understand my responsibility as well as the grading scale, methods of evaluation, attendance policy, assignment policy, classroom decorum, student email, and academic honesty/plagiarism. I dually note that any act of plagiarism or academic dishonesty or lack of attendance may result in my failing the class.

_________________________________  ____________
Signature  Date

**Please note that it is not necessary for you to sign and return this form. By remaining in the class, you adhere to all of the aforementioned policies. This contract becomes null and void when you withdraw/drop the class.
# Campus Support

<table>
<thead>
<tr>
<th>Area</th>
<th>Type of Service</th>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Link</strong></td>
<td>Tutoring (English, Writing, Language, Reading, and Study Skills)</td>
<td><strong>L-200</strong></td>
<td>Megan Horlander/Cindy He 972-860-7026</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>FAFSA, Student Loan, Grants, Scholarships</td>
<td><strong>C-100</strong></td>
<td>Financial Aid Call Center 972-587-2599 Email: <a href="mailto:EFCFA@dcccd.edu">EFCFA@dcccd.edu</a></td>
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| **TRIO**            | • Individualized Tutoring  
                      |          |                                                          | **C-237** | 972-860-8353                                               |
| **Disability Services** | sign language interpreters, computer aided real-time translation (CART) services, note taking services tutoring referral, alternate format textbooks, testing accommodations | **C-237** | 972-860-8348                                               |
| **Academic Advisement** | Course load, probation, academic suspension and dismissal, testing referral, degree planning, academic planning | **C-120** | 972-860-7106                                               |
| **Veterans Affairs** | The purpose of the Veteran Affairs office is to assist students with the completion of proper forms and to | **C-132** | 972-860-7323                                               |
| **Campus Bookstore** | Purchase new and used textbooks and other school utensils and/or small reference sources, order textbooks; purchase EFC paraphernalia; sell textbooks and purchase snacks | N-Bldg. next to Campus Police | 972-860-3660 |
| **Campus Police** | Handles Criminal (Theft, Vandalism, Violence) and ‘Suspicious’ Activity. Offers Police Escort | N-112 | 972-860-4290 |
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Tuesday & Thursday 12:30-1:50 (L302)