Welcome to Composition I – ENGL 1302.43440

Thank you for enrolling in this course. Over the coming semester, we will explore different aspects of argument. You will be asked to inform yourself about a variety of topics, analyze the information, form an opinion based on the information, and present your thoughts using critical thinking.

This course is a ScholarMester, which means it contains the same material a 16-week course does, but is fast-tracked over three weeks. You will earn the same number of credits by the end of the semester.

To facilitate a clear understanding of the course, how you will be graded, and what expectations your instructor has, and in order for you to be able to succeed and earn the best possible grade, please review this document carefully. The syllabus holds many answers to those questions, and it is the document that guides our educational journey this semester. Please let me know if you have any questions or concerns.

The syllabus is divided into seven different areas, and you can click on the links to your left to access each area. The subtitles below each area list the specific information provided under each. You can also just start reading the syllabus from beginning to end, starting on the next page.

The course schedule is located at the end of the document, and it contains an outline and some of the due dates for this course. As stated in the syllabus, some things are subject to change, but any change will be announced via e-Campus if necessary.

Best wishes for this course and your other classes, and I look forward to working with you these coming three weeks.
Instructor & Course Information

ABOUT YOUR INSTRUCTOR:
Instructor: Sabine Winter
Office: N 204
Email address: swinter@dcccd.edu
Office phone: 972-860-7362

ABOUT YOUR COURSE:
Class: ENGL 1302.43440
Meeting Time: online
Meeting Place: online
Duration: Mar. 20-Apr. 9, 2017
Credit Hours: 3 credit hours

CONTACTING YOUR INSTRUCTOR:
You can contact me in person, via email, or by phone.

- You are always welcome to come and see me in person. I will be in my office (N204) or our classroom (PG 117) during office hours (Please see schedule below for times and places. If you cannot meet at those times, please contact me so we can make an appointment.
- The quickest way to get a response is to email me at swinter@dcccd.edu. If you do not get a response to an email from me within a day or two at the most, please resend the message or call and leave a message. Some email messages do not make it through anti-virus protection, and I may not receive your message.
- I usually respond to phone messages within 48 business hours after receiving them.

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<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Place</th>
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<tbody>
<tr>
<td>Monday &amp;</td>
<td>11:30 am-12:30 pm</td>
<td>N 204</td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
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<tr>
<td>Tuesday &amp;</td>
<td>11:00 am-12:00 pm</td>
<td>PG 117</td>
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<tr>
<td>Thursday</td>
<td></td>
<td></td>
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<tr>
<td>Friday</td>
<td>By appointment only</td>
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</tbody>
</table>

FINALS WEEK:
Appointments only during the week of May 8-11 due to irregular finals week schedule.

CONTACTING THE DIVISION OFFICE:
Division: Arts & Communication
Phone: 972-860-7124
Fax: 972-860-7248

Course Requirements

PREREQUISITES:
One of the following must be met: (1) Developmental Reading DREA 0093 AND Developmental Writing DWRI 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards.

TEXTBOOK(S):
*Critical Thinking, Reading and Writing – A Brief Guide to Argument, 9th ed.*
Author: Sylvan Barnet, Hugo Bedau, and John O’Hara
Publisher: Bedford/St. Martin’s
SUPPLIES:
- College-level dictionary, published recently
- Device or site to save data from a computer
- Blue or black pen
- Binder with college-ruled paper or a perforated spiral notebook

TECHNOLOGY:
- Access to the Internet
- Word processing software
- E-mail account: For your own protection I can only accept electronic communication sent from a netmail account provided through the Dallas County Community Colleges. This service is included in your student fees and free. To obtain one, please go to https://www.dcccd.edu/SS/OnlineSvs/Pages/MSOffice.aspx fill in the requested information. Once you have set up your netmail account, please go to http://outlook.dcccd.edu/ to check your messages.
- E-Campus account: You will need access to the Blackboard e-Campus account the college provides.
  If you experience any technical problems accessing your email account, e-Campus account, or e-Connect account, contact technical support immediately. It is your responsibility to ensure access, and technical problems will not be accepted as an excuse for late assignments unless the site is down, thus prohibiting access for all users. You can contact tech support at 1-866-374-7169 or 972-669-6402. You can also access them online via this link: http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8023 If a resolution to your concern cannot immediately be found, then be sure that tech support creates a ticket.

### Evaluation & Grades

<table>
<thead>
<tr>
<th></th>
<th>possible points</th>
<th>total possible points</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Essays</td>
<td>100 points each</td>
<td>300</td>
<td>Essay 1: Mar. 27</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Essay 2: Mar. 30</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Essay 3: Apr. 3</td>
</tr>
<tr>
<td>1 Essay</td>
<td>150 points</td>
<td>150</td>
<td>Essay 5: Apr. 6</td>
</tr>
<tr>
<td>1 Final exam</td>
<td>100 points</td>
<td>100</td>
<td>Apr. 7</td>
</tr>
<tr>
<td>5 Quizzes</td>
<td>15 points</td>
<td>75</td>
<td>See class schedule</td>
</tr>
<tr>
<td>20 Assignments (this number is approximate and may vary)</td>
<td>points vary by assignments</td>
<td>275</td>
<td>As assigned</td>
</tr>
<tr>
<td>10 Synopses</td>
<td>10 points each</td>
<td>100</td>
<td>See class schedule</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1000</strong></td>
<td></td>
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</tbody>
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* Final grades will be available only on e-connect and touchtone telephone at 972-613-1818 with student ID#.

**GRADING SCALE:**
- A: 900-1000 points
- B: 899 – 800 points
- C: 799 – 700 points
- D: 699 – 600 points
- F: 599 points and below
**PATHWAY TO SUCCESS AND RESPONSE TIME FOR GRADED MATERIAL:**
The following explains each item listed on the table above. Your writing will comprise approximately 75 percent of your grade, while the remainder will derive from exercises, quizzes, and other assignments. I strive to return major essays to you within two weeks from their due date. Other assignments will be graded according to their importance to your success. This means that some will be graded within two days while others will take longer.

**Essays:** Each essay will explore a form of argument, using different topics and requiring varying strategies and genres. You will be responsible to read related assignments. The final essay are mandatory, and failure to complete them will result in a failing semester grade.

<table>
<thead>
<tr>
<th>Essay</th>
<th>Essay type</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay 1</td>
<td>Literary Argument</td>
<td>Mar. 27</td>
</tr>
<tr>
<td>Essay 2</td>
<td>TBA</td>
<td>Mar. 30</td>
</tr>
<tr>
<td>Essay 3</td>
<td>Visual Rhetoric</td>
<td>Apr. 3</td>
</tr>
<tr>
<td>Essay 4</td>
<td>Logical Argument</td>
<td>Apr. 7</td>
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Essays 1 through 3 can earn 100 points each; research essay 4 can earn 150 points.

**Final Exam:** The MANDATORY final exam will test your knowledge of material covered throughout the semester. This includes reading assignments, lectures, handouts, class discussions, and other materials. The comprehensive final exam will be administered in class on the day designated for this course. **You can earn up to 75 points for the final exam.**

**Assignments:** You will earn over 25 percent of your grade from assignment grades. **Points will be allocated according to difficulty and complexity.** Assignments will comprise individual or group exercises, and are designed to further your understanding and application of concepts discussed throughout the course. They may include writing exercises, group projects, or other activities. All assignments are designed to further your knowledge and skills.

**Quizzes:** Quizzes test knowledge from material covered in class, in your reading assignments, handouts, and class discussions or other activities. You will take five (5) quizzes throughout the semester. You will be able to take each quiz three (3) times, and only the highest grade will count toward your semester grade. **You can earn up to 15 points for each quiz.**

**Synopses:** You will be responsible to create ten (10) synopses about sources pertaining to your research essay. This will generate a wealth of information and sources you will be able to use when writing your research essay. You will be responsible to locate credible, valuable sources for your topic. You then want to read, understand and analyze these sources. In your synopses, you will present a bibliographical entry in accordance with MLA style, a brief summary of the content, and an analysis of the material. Your synopses should be between two and three pages long. Your synopses must also analyze sources of information stipulated on the list posted on e-Campus. Please refer to the schedule for due dates. All entries must be typed to ensure legibility and kept in a folder with brats and pockets. No late submissions will be allowed.

**DUE DATES & LATE SUBMISSIONS:** Please refer to your class schedule for all major deadlines. You can also reference the “Due Dates” tab on e-Campus for due dates. Failure to submit each assignment by its due date will result in a failing grade for the assignment. Extensions for due dates may be given under extenuating circumstances at the discretion of the instructor. The student MUST seek instructor approval for an extension PRIOR to an assignment’s deadline; no extension will be approved retrospectively.
Course Outcomes

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:
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.

Important & Helpful

EXPECTATIONS:
Your success in this course is my foremost goal, and to facilitate your personal and academic growth, please follow these policies:

- Attend EACH CLASS MEETING. Attendance means that you arrive on time with the required books and in-class materials and leave at the end of the class period. Studies have shown that
there is a strong correlation between attendance and course grade. This means that students with good attendance will oftentimes complete their coursework with good grades, whereas students missing a large percentage of classes are more apt to earn a lower grade. Nearly ten percent of your final grade will derive from your attendance. In other words, if you earned an “A” without attendance, you may receive the letter grade “B” because of your lack of being in class.

- You are required to complete assignments before class meets. I will assume that everybody has knowledge of the assigned material. Failure to do so will result in a low participation grade for that class period, and will more than likely be reflected in other activities, including your essays.
- You are expected to share your opinions about reading assignments and other sources of information.
- Turn in assignments on time. Failure to submit each assignment by its due date without prior approval will result in a failing grade for the assignment.
- You cannot make up assignments or quizzes after the due date.
- Please remember that the final essay is mandatory, and that failure to submit it will result in a failing grade for the semester.
- If you have questions regarding a grade you earned in this class, you will need to address this matter no later than the class period following the posting of said grade. Matters of grade concern must be addressed either in person or via email from your student netmail account.
- Incompletes will only be assigned to students who find themselves in extenuating circumstances, who have completed at least 80 percent of the class, and whose grades so far indicate that this student would otherwise have completed this class with a passing grade of “A” or “B”.
- Adhere to the Code of Student Conduct, to be found in the current Eastfield College Catalogue, or on the web site https://www1.dcccd.edu/cat0708/ss/code.cfm.
- Do not plagiarize. You become guilty of plagiarism when you submit somebody else's works and/or words as your own. Plagiarism is a serious violation of the student ethical code. For consequences reference the Academic Honest and Plagiarism statement below on p. 7.
- Do not cheat. If you copy another student's work, then this will be treated in the same way as plagiarism. See also the statement regarding academic honesty and plagiarism below.

CLASSROOM ETIQUETTE:
This classroom serves as a learning environment for everybody participating in this class. To facilitate academic and personal growth for everyone, you are expected to be courteous and respectful toward the instructor and other students. While I encourage an informal and friendly environment that facilitates discussion and exploration, we must still accommodate one another's differing perspectives and opinions. Should a student cause disruption, I will contact the student to discuss the matter. In extreme cases, the student will not be allowed to participate further in the course until the student has communicated with me or an administrator. For more severe penalties, see Student Code of Conduct in the current Eastfield College Catalogue on the web site https://www1.dcccd.edu/cat0708/ss/code.cfm.

Furthermore you are prohibited to record portions of a class or the entire class unless you have PRIOR approval from the instructor. You may at no time share a portion of a class or the entire class, including but not limited to online content, in a private or public forum outside class.

Should you at any time during the semester observe any behavior that makes you feel uncomfortable, please see me immediately so we can find a solution. While I will try to accommodate your wishes, please understand that there are circumstances that will force me to report certain actions and behaviors to our Title IX Coordinator. I will make you aware of this possibility and your options should the situation arise.

COOPERATIVE LEARNING:
Cooperative Learning is practiced in this classroom. What then is Cooperative Learning? A Cooperative Learning class is group led and teacher facilitated. Students are expected to be fully involved in the learning process.
Cooperative Learning is a relationship with a group of students that requires:

- **positive interdependence** (a sense of sink or swim together)
  In a cooperative learning situation, a student needs to be concerned with how he or she does the work and how well the other students in his or her group do the same work.

- **individual accountability** (each of us has to contribute and learn)
  The student is held responsible by group mates for contributing his or her fair share to the group's success. It is important that the group knows who needs more assistance, support, and encouragement in completing the assignment. It is also important that group members know they cannot "hitchhike" on the work of others.

- **interpersonal skills** (communication, trust, leadership, decision making, and conflict resolution)
  The practice of social skills required for high quality collaboration and the willingness to be motivated to use them if cooperative groups are to be productive. The whole field of group dynamics is based on the premise that social skills are the key to group productivity.

- **face-to-face promotive interaction** (efficiently processing information)
  Promotive interaction may be defined as individuals encouraging and facilitating each other's efforts to achieve, complete tasks, and produce in order to reach the group's goals.

- **group processing** (reflecting on how well the team is functioning and how to function even better)
  Group processing may be defined as reflecting on a group session to: 1) describe what member actions were helpful and unhelpful, and 2) make decisions about what actions to continue or change. The purpose of group processing is to clarify and improve the effectiveness of the members in contributing to the collaborative efforts to achieve the group's goals.

**RESOURCES OUTSIDE THE CLASSROOM:**

- **The Link** – This free academic skills center for students enrolled in English, reading, writing, or language courses provides on-site and virtual services. Follow this link for more information: [http://www.eastfieldcollege.edu/thelink/](http://www.eastfieldcollege.edu/thelink/)

- **Instructional Computing Lab** - provides direct support to students in an open lab environment. Programs available for word processing and spreadsheets.
  Location: L-108
  For hours and other information, follow this link: [http://www.eastfieldcollege.edu/ITC/COMPCNTR/index.asp](http://www.eastfieldcollege.edu/ITC/COMPCNTR/index.asp)

- **Library** - Offers a wide variety of resources for research, recreational, and educational use, including books, magazines, videos, computer databases, and internet has computers for student use.
  Location: L Building, 2nd floor
  For hours and other information follow this link: [http://www.eastfieldcollege.edu/er/Library/index.asp](http://www.eastfieldcollege.edu/er/Library/index.asp)

- **Academic Advisement Office** - provides advisors and counselors to help you plan your class schedule and develop a specific two-year educational plan that will maximize the benefits of your classes and maintain course equivalency if you intend to transfer to a four-year institution.
  Location: C-120
  For hours and other information follow this link: [http://www.eastfieldcollege.edu/Advisement/index.asp](http://www.eastfieldcollege.edu/Advisement/index.asp)

- **Student Publications** - You are invited to submit entries for *The Et Cetera*, the student publication, or *The Alternative*, the literary magazine, and you have the opportunity to earn extra credit for articles published under your name. If you wish to be a part of our paper, please contact me for more information.
Policies

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 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:

- 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 APRIL 4, 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 MARCH 21, 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 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/.

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.
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 study 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 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 5 cents a page. You must bring a one, five, ten, or twenty dollar bill to the lab to create a print account before you can print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. No cash refunds are possible. An account stays active (and therefore, you can print) as long as the account has value (that is, has money in it).

RELIGIOUS HOLIDAYS/OBSERVANCES

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

STUDENT E-MAIL:

Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send assignments/drafts as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to http://www.dcccd.edu/MSOffice. All communication should be conducted through your official student email account.

INCLEMENT WEATHER STATEMENT

In the event there is inclement weather that affects regular scheduled classes and events on the Eastfield College campus, the Dallas County Community College District and Eastfield College web pages will display a notification of any closings or delays. If there is no notice of changes or delays, then classes are in session as usual. You also may refer to announcements on major television and radio stations (like KEOM-FM radio 88.5) in the event that the DCCCD or Eastfield College Internet sites cannot be accessed.

OBTAINING GRADES AT THE END OF THE SEMESTER

Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Web site address: http://econnect.dcccd.edu/. Telephone number: 972-613-1818.
DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE
The instructor reserves the right to amend this syllabus as necessary.

INSTITUTIONAL EQUALITY:
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/DSOffices or contact the DCCCD Office of Institutional Equity at 214-378-1633.

College Disability Services Offices
Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
El Centro 214-860-2411
Mountain View 214-860-8677
North Lake 972-273-3165
Richland 972-238-6180

A Note on Harassment, Discrimination and Sexual Misconduct
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence) or retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity and/or gender expression, please contact your college Title IX coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students and are available to discuss any concerns. There are both confidential and nonconfidential resources and reporting options available to you. If you wish to keep the information confidential, please contact college Counseling or student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the college Title IX coordinator or district Title IX coordinator. The Title IX coordinator will contact you and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX coordinator or visit dcccd.edu/TitleIX.

College Title IX Coordinators
Brookhaven     Terri Edrich    TitleIX-BHC@dcccd.edu  972-860-4588
Cedar Valley   Grenna Rollings  TitleIX-CVC@dcccd.edu   972-860-5222
Eastfield      Rachel Wolf    TitleIX-EFC@dcccd.edu   972-860-7325
El Centro      Shanee’ Moore  TitleIX-ECC@dcccd.edu   214-860-2626
Mountain View  Regina Garner  TitleIX-MVC@dcccd.edu   214-860-5675
North Lake     Francynne Maynard TitleIX-NLC@dcccd.edu   972-860-3980
Richland       Bill Dial      TitleIX-RLC@dcccd.edu   972-238-6352
Dallas Colleges Online La’Kendra Higgs TitleIX-LEC@dcccd.edu   972-669-6590

District Title IX Coordinator
Office of Institutional Equity LaShawn Grant  TitleIX-District@dcccd.edu   214-378-1633
### Semester Schedule

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<tr>
<td><strong>MARCH 20</strong></td>
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<td><strong>Synopsis 1</strong></td>
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<td>Literary Argument – Theorizing, Effects of Literature</td>
<td>Using Sources (Chapter 7), Finding Material-Evaluating Sources</td>
<td>Using Sources (Chapter 7) – Quoting from Sources-Documentation</td>
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<td>Using Sources (Chapter 7) – Why Use Sources, Choosing a Topic</td>
<td>Evaluating Sources Case Study</td>
<td>Developing an Argument of Your own (Chapter 6)</td>
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