Course Syllabus: English 1302 (Spring 2017)

**Liberal Arts Division Office:** A-310  
**Phone:** (972) 273-3480  
**Call the office for hours of operation.**

This course syllabus is intended as a set of guidelines for English 1302. Both North Lake College and your professor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

**Professor Information**

Professor’s Name: Brandi Harris  
Email: bxharris@dcccd.edu

Office Location/Hours: Monday-Thursday, 7:00AM-8:00AM  
By appointment  
North Campus Faculty Office Area (check in with the front desk)

**Course Information**

**Course Title/Credit Hours:** Composition II (3 cr.)

**Course Number-Section:** English 1302-73063

**Class Meeting Time:** TR 8:00AM – 9:20AM

**Course Description:** This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD. English 1302 is the second semester of freshman composition. The course focuses on student writing. It continues instruction in composition skills begun in English 1301, and it applies those skills to persuasive, argumentative, and research writing. **Coordinating Board Academic Approval Number 2313015112**

**Course Prerequisites:** successful completion (grade of D or better) of English 1301.
**Required Textbooks**


**Program Level Outcomes**

ENGL 1302 develops the following objectives from the Texas Higher Education Coordinating Board (THECB):

1. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
   
   - **Written**: Process and produce effective written communication adapted to audience, purpose, and time constraints.
   
   - **Visual**: Effectively interpret visual images or produce effective visual images.

2. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

3. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

4. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

**Course-Level Student Learning Outcomes**

ENGL 1301 supports the following learning outcomes from the Texas Higher Education Coordinating Board (THECB):

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., MLA, CMS, APA, etc.)
Student Learning Outcomes

All essays in this course comply with the five learning outcomes from the Texas Higher Education Coordinating Board (THECB):

1. Participate in a group activity that requires research, data collection, and written reflection, using the departmental assignment and/or a professor-approved list of tasks and questions. Students will demonstrate 75% proficiency. [P.L. 1, 2, 3, 4; C.L. 1 2, 3, 4, 5]

2. Complete a visual interpretation, analysis, or synthesis project in standard written American English. Specific occasion, audience, and purpose are clearly outlined. Students will demonstrate 70% proficiency as measured by the Visual Communication Rubric. [P.L. 1, 2; C.L. 1, 3, 4, 5]

3. Compose multiple drafts before submitting a developed research-based argument essay using proper research and substantiation. Research is delivered in standard written American English. Specific occasion, audience, and purpose are clearly outlined. Students will demonstrate 75% proficiency as measured by the English Research Rubric. [P.L. 1, 2, 4; C.L. 1, 2, 3, 4, 5]

Course Outline, Exams and Assignments, and Evaluation Procedures

Since 1302 is a composition course, students will be expected to write and to read on a regular basis. Written work will be submitted each week, though not all will be graded. Major class projects involve visual, literary, and research assignments. Papers written in English 1302 are expected to be substantially longer than those written in English 1301; in most cases, these papers will be a minimum of 750-1000 words (3-4 typed or word-processed pages). The professor will explain the specifics.

In addition to the exercises and quizzes that some professors may require, each student will write a minimum of four graded essays; the specific goals and suggested percentages for each unit are listed below. The grade earned in this course is a combination of the grades earned on the following assignments.

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Description</th>
<th>Required Readings</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance, Class Assignments, and Participation</td>
<td>The average of all in-class and non-essay homework assignments</td>
<td>Assorted readings throughout the term</td>
<td>Various dates throughout the term</td>
</tr>
<tr>
<td>Visual Analysis Unit</td>
<td>An argumentative visual rhetoric essay</td>
<td>Chapters from The Norton Field Guide to Writing</td>
<td>4/4</td>
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<tr>
<td></td>
<td></td>
<td>Example essays provided in class</td>
<td></td>
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Literary Analysis Unit | An argumentative literary analysis | Chapters from *The Norton Field Guide to Writing* | 4/18
---|---|---|---
| | Example essays provided in class | Literary pieces provided in class | ---

Research Unit | A argumentative research project with multiple components including an oral presentation | Chapters from *The Norton Field Guide to Writing* | 5/5
---|---|---|---
| | Example essays provided in class | --- | ---

Final Exam Essay | In-Class, Unannounced Topic | N/A | 5/9
---|---|---|---

**Evaluation Procedures**

The grade earned in this course is a combination of the following individual grades:

- Attendance, class assignments, and additional essay and/or participation: 10%
- Visual Analysis Unit: 20%
- Literary Analysis Unit: 20%
- Research Unit: 30%
- Final essay on an unannounced topic written in the final exam period: 20%

An A requires 90-100%; a B, 80-89%; a C, 70-79%; a D, 60-69%; an F, 0-59%. A grade of C or higher is required to earn a degree from North Lake College.

**Institutional Policies for Student Success**

**Academic Dishonesty**

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty," includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.

Academic dishonesty may result in the following sanctions, including, but not limited to:

1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.
Check Appendix A for your professor’s policy re: academic dishonesty.

Notification of Absence because of Religious Holy Days

If you will be absent from class for the observance of a religious holiday, you must notify your professor in advance. You are required to complete any assignments or take any examinations you miss because of your absence within the time frame specified by your professor. Please refer to the Student Obligations section of the DCCCD catalog for more explanation.

Requirements of the Americans with Disabilities Act

North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165. http://www.northlakecollege.edu/resources/disability.html

Stop before You Drop

If you enrolled in college-level courses for the first time in the fall of 2007, the Texas Education Code 51.907 allows you to drop no more than six courses during your entire undergraduate career unless the drop qualifies as an exception. The Counseling/Advising Center will give you more information about allowable exceptions.

Once you have accumulated six non-exempt drops, you cannot drop any other courses with a “W.” Therefore, you need to exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. More information is available at https://www1.dcccd.edu/6drop.

Drop Policy

If you are unable to complete this course, you must officially withdraw by Saturday, 4/29/17. Withdrawing is a formal procedure which you must initiate; your professor cannot do it for you.

Early Registration Permission Form

During priority registration, a student may request a permission form from his or her instructor to register early. However, only the instructor may determine whether the student will pass. A student must submit this form to an advisor upon registering for the next course. An instructor may also email an advisor directly to approve a student’s early registration, but this must be done on NLC Outlook.
Financial Aid Statement

If you receive any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could require you to repay the financial aid for this semester. If you fail to attend or participate after the drop date, you are also subject to this policy.

Counseling Services

If you are a currently enrolled student, you are eligible for free counseling services. You may schedule an appointment by calling 972-273-3333 or going to A-311. For additional information go to: http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx

The Academic Skills Center (ASC)

The ASC provides a variety of services designed to help students develop and improve their writing and language skills. In the ASC, we have:

- The iRead Lab which offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.

- The ESOL lab, with computer access, is open for students to work on assignments or homework.

- Free tutoring for students enrolled in foreign language courses at North Lake.

- The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.

- The Online Writing Lab (OWL) for students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  
  o After logging on to eCampus, click on the Community Tab at the top.
  o Type “Owl” in the search field and click “Go.”
  o Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  o Once enrolled, students can receive services from the OWL.

- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

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**Department of English Policies**

**Attendance Policy**

The correlation between attendance and success in the course is strong because class participation is part of the learning process and can affect your final course grade. You are expected to arrive on time for all classes. If you miss all or part of a class, you should not expect your professor to repeat a lecture given during your absence. Check Appendix A for your professor’s policy because some professors deduct points when students miss class or are late to class. Absences and/or tardiness can affect the grade you earn in this course.

**Policy on Late Papers**

You are expected to hand in papers on time. Your professor is not required to accept late papers, and no late paper will be considered for full credit unless you discuss with your professor why the paper will be late prior to its due date. Check Appendix A for your professor’s policy on accepting late papers.

**Academic Integrity**

Throughout this course, you will pursue your studies with integrity and honesty; this means you will provide the appropriate credit for any words, thoughts, ideas, and data that are not your own. Plagiarism includes the following:

- Failure to cite the source of any material borrowed from an outside source properly, including failure to use quotation marks, paraphrases, and bibliographic information.
- Submitting any assignment that you did not write for this class without consulting your instructor (this includes assignments written for another class, essays purchased online or written by someone else).

If you are caught plagiarizing, you will receive a zero, but for any subsequent incidents, you will fail the course and be reported to the dean.

**Student Responsibilities**

1. Attend all classes.
2. Read the textbook selections that are assigned and be prepared to discuss them.
3. Hand assignments in on time and in the format designated by your professor.
4. Ask for help when needed.
5. Do not expect your professor to repeat a lecture given during an absence.
6. Visit the Writing Center (A-332) or meet with your professor when you need help or when you are directed to do so by your professor.

**Classroom Etiquette**

1. Follow your professor’s rules for acceptable classroom behavior.
2. Arrive on time.
3. Remain the entire time.
4. Turn off and put away all personal electronics.
5. Practice active listening (i.e., one voice at a time).
6. In short, treat your classmates and professor with respect.

Your professor will use and provide Learning Activities customized for your course.

**DCCCD OIE - FALL 2016**

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

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

| Office of Institutional Equity | LaShawn Grant | TitleIX-District@dcccd.edu | 214-378-1633 |

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Appendix A: Professor’s Personal Policies

**Attendance Policy**

Argument requires people; therefore, attendance in this class is essential and required. I require your attendance in both of its senses; not only your physical presence, but your mental attendance as well. You will not sleep or do other activities in class besides what I have asked you to do. Likewise, being unprepared for class is unacceptable.

You are expected to attend all classes. If you miss class, do not expect me to repeat a lecture given during your absence. Group work and daily writing grades cannot be made up. Likewise, being on time to class is important. Furthermore, attendance affects your grade. *Any student arriving ten minutes or more late to class, sleeping, using their phone, or talking amongst themselves in class will be counted absent for the day. Any student who is absent for three classes will incur a ten point penalty on their overall course grade; there will be a further ten point penalty for each additional absence.*

Your participation in Peer Review is also required and is part of your grade for each unit. Peer review will happen outside of class on your own time. Once you have completed your rough draft, you must have three people review it and provide feedback on the provided peer review worksheets. The reviewers can be fellow classmates or any other people qualified and willing to read your essay. *Failure to have your essays reviewed and submit those reviews in class on the day they are due will result in a ten-point penalty on the final essay grade for that unit IN ADDITION TO zeros for daily grades for review itself.*

**Policy on Late Papers**

I don’t accept late work; any essay not turned by its assigned due date will not receive credit. If you have extreme extenuating circumstances (personal hospitalization, immediate family hospitalization, death in the family), talk to me as soon as possible, and we will work something out. Procrastination and voluntary obligations are not extenuating circumstances. I reserve the right to ask for documentation.

You must submit your assignments essays through Turnitin; I do not accept e-mailed essays or those turned in to my mailbox unless it is an emergent situation or Turnitin is down. Follow the submission instructions in the assignments. Any assignment received outside of eCampus/Turnitin without prior approval will receive a zero.

**Classroom Etiquette**

This is a learning environment, so please silence all electronic devices (i.e. phones, laptops, tablets, etc.). Unless you or someone in your immediate family suffers from a life-threatening disease or faces a catastrophic event, phone calls and text messages will not be tolerated during the time you are in this classroom. *If a student’s phone rings in class, they must make a decision: dance in front of the class for sixty seconds, or take an absence and a zero for the day.*

Each student is required to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and
learn (and are kind of the point of higher education). We may disagree sometimes, but we will always be respectful of one another—I will accept nothing less.

**Academic Dishonesty Policy**

Plagiarism is using the words or ideas of another person without giving that person credit. Your professor and North Lake College takes plagiarism very seriously.

Plagiarism is the wrongful act of taking the product of another person’s mind and presenting it as your own.

It may take these forms:

- Cutting and pasting information from any source—including the internet—into a paper without credit to the source
- Copying a direct quotation without putting it in quotation marks and giving credit to the source
- Paraphrasing another person’s ideas without giving credit
- Buying papers from web sites or other people
- Submitting your own essays that have been written/submitted to other classes or previous classes
- Submitting someone else’s paper as your own
  - This gives the impression that you have written or thought something that you have in fact borrowed from another without any acknowledgement.

Everything you write in this class must be your own original writing. **You may not submit assignments used for other classes or previous ENGL classes.**

On essays where research is required, you must adhere to current (2016) 8th edition MLA documentation practices (i.e. internal documentation through parenthetic references/attribution and external documentation through a works cited page). If you have questions regarding this expectation/material, discuss them with me.

The penalty for plagiarism—regardless of how much or little you plagiarize—is as follows:

- **First Incident:** an F for the course and notification to college authorities

**Last semester, six students failed due to plagiarism/collusion. Don’t try me.**

If you have any questions, please let me know.

**To reiterate:** If you commit academic dishonesty in any of its forms you will fail the entire course.

Seek help from the writing center or me before you make a bad decision.