Eastfield College
Arts and Communications Division
Fall/2018
ENGL 1301.41002. MW: 9:30-10:50
3 Credit Hours

Instructor: Timothy Treder
Room/Date/Times: L302 MW 9:30-10:50

Contact Information:
Office: C236
Phone: (972) 391-1047
Email Address: tdtreder@dcccd.edu
Hours Available: by appointment

Textbooks and Other Course Materials:
ISBN:978-0-393-61739-9

Other Handouts and Online Material.

Course Description:
ENGL 1301: Composition I
2014 Core Curriculum Foundational Component Area: 010 Communications
Prerequisite Required: College level ready in Reading and Writing.
Course Description: Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. (3 Lec.)

Coordinating Board Academic Approval Number 2313015112

Student Learning Outcomes:
Upon successful completion of this course, students will:
1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use edited American English in academic essays.

Core Objectives:
ENGL 1301 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 1301 develops **Critical Thinking** by requiring students to analyze a variety of texts in terms of audience, purpose and style. This analysis serves as the basis for written responses that require the justification of ideas through support and attribution.

ENGL 1301 develops **Communication** by requiring students to respond to a variety of texts in the form of revised and edited academic essays.

ENGL 1301 develops **Teamwork** by requiring students to engage in collaborative writing and editing processes such as peer review.

ENGL 1301 develops **Personal Responsibility** by teaching students the ethical and accurate use of research through proper citation and documentation.

**Evaluation Procedures:**

**Major Essays**
- Unit 1: Academic Integrity 100 points (5%)
- Unit 2: Literacy Narrative/Memoir 150 points (15%)
- Unit 3: Visual Analysis 200 points (20%)
- Unit 4: Intro to Academic Research 200 points (20%)
- Unit 5: Revision/Revision Memo 100 points (5%)

**Other Assignment/Requirements**
- Discussion Boards 200 points (20%)
- Final 50 points (5%)

A: 900-1000 points (90-100%)
B: 800-899 points (80-89%)
C: 700-799 points (70-79%)
D 600-699 points (60-69%)
F: Below 599 points (0-59%)

* Late work will not be accepted. *
* All work must be new and original work produced by the student for the purpose of meeting the requirements of the class. Assignments (in full or partial form) submitted to other classes for credit will not be accepted and will result in a zero for the assignment. *
**Attendance Policy:**
You are expected to be present every day your class meets, but we do allow a specific number of absences without penalty for unavoidable circumstances that may occur. Absences beyond the limit are considered excessive and result in grade reductions. The only absences that do not count toward the total allowed are those taken for mandatory military service and activities required for classes or scholarships. **No other absences will be considered excused, including absences due to illnesses, doctor’s appointments, and emergencies.** Reductions will be taken on a percentage basis from the total number of points possible in the course. Students are expected to arrive in class on time in order to be counted present. Requests for exemption from this policy must be made in writing to the Program Director. However, exemptions are extremely rare and have been granted only for the most extraordinary circumstances.

4 absences without automatic grade reduction, 5 absences = a final grade reduction of 5% of the total points possible for the course, 6 absences = a final grade reduction of 10%, 7 absences = a final grade reduction of 15%, and 8 or more absences = failure of the course.

**Course Outline:**

Fall 2018 English 1301 16 week

<table>
<thead>
<tr>
<th>Unit 1: Introduction to Academics</th>
<th>Week 1: Monday, Aug 27</th>
<th>Class Introduction Syllabus</th>
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<tbody>
<tr>
<td></td>
<td>Wednesday, Aug 29</td>
<td>Academic Integrity</td>
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<tr>
<td></td>
<td></td>
<td>Have Read The Fundamental Values of Academic integrity (Handout)</td>
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<td>Have Read How is College Different (Handout)</td>
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<thead>
<tr>
<th>Week 2: Monday, Sept 3</th>
<th>No Class: Labor Day Holiday</th>
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<tbody>
<tr>
<td>Wednesday, Sept 5</td>
<td>Have Read Norton Field Guide pp. 3-52</td>
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<td></td>
<td>Academic Integrity Response Essay Assignment Discussed</td>
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<td>Date</td>
<td>Unit 2: Literacy Narrative</td>
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<tr>
<td>Friday, Sept 7</td>
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<tr>
<td>Wednesday, Sept 12</td>
<td>Elements of Narrative</td>
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<td><strong>Week 4:</strong> Monday, Sept 10</td>
<td>Narrative Continues</td>
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<tr>
<td>Wednesday, Sept 12</td>
<td>Structure and developing significance</td>
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<td><strong>Week 5:</strong> Monday, Sept 17</td>
<td>Peer Review</td>
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<tr>
<td>Wednesday, Sept 19</td>
<td>Unit Review</td>
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<td>Friday, Sept 21</td>
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<td><strong>Unit 3: Visual Analysis</strong></td>
<td><strong>Week 6:</strong> Monday, Sept 24</td>
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<tr>
<td>Wednesday, Sept 26</td>
<td>Elements of Visual Rhetoric</td>
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<tr>
<td><strong>Week 7:</strong> Monday, Oct 1</td>
<td>Thesis Development</td>
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<td>Wednesday, Oct 3</td>
<td>Paragraph Development. MLA Works Cited</td>
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<td>Week 8: Monday, Oct 8</td>
<td>Intro to Academic Argument</td>
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<td>Wednesday, Oct 10</td>
<td>Classical Structure:</td>
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<td>Introduction, Middle,</td>
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<td>conclusion</td>
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<td>Week 9: Monday, Oct 15</td>
<td>Peer Review</td>
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<td>Wednesday, Oct 17</td>
<td>Unit Review</td>
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<td>Friday, Oct 19</td>
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<td>Unit 4:</td>
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<tr>
<td>Introduction to</td>
<td>Week 10:</td>
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<td>Academic Research</td>
<td>Monday, Oct 22</td>
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<td>Communicating in</td>
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<td>Communities</td>
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<td>Have Read *The Concept of</td>
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<td>Discourse Community* by</td>
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<td>John Swales</td>
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<td>Research Assignment</td>
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<td>Discussed</td>
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<tr>
<td>Wednesday, Oct 24</td>
<td>Library Research</td>
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<td>&quot;We will meet in the library L208. Have selected a community topic to research. You will need to decide on a topic in order to complete library instruction.&quot;</td>
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<td>Week 11: Monday, Oct 29</td>
<td>Summary vs. Analysis</td>
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<td>Wednesday, Oct 31</td>
<td>Sources Discussion</td>
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<td></td>
<td>Have Read Norton Field Guide pp.445-472</td>
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<td>Unit 4: Grammar Quizzes Due</td>
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<tr>
<td>Week 12: Monday, Nov 5</td>
<td>Synthesizing Research</td>
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<td></td>
<td>Have Read Norton Field Guide pp. 473-477</td>
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<td>Unit 4: Grammar Quizzes Due</td>
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<tr>
<td>Wednesday, Nov 7</td>
<td>MLA Documentation</td>
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<td></td>
<td>Have Read Norton Field Guide pp. 491-498</td>
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<td></td>
<td>Unit 4: Grammar Quizzes Due</td>
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### Units:
The course is divided into five units. Detailed instructions and assignment guidelines will be handed out during class and discussed in detail at the start of each unit. Throughout the course of the unit, we will work at developing an understanding of the specific criteria and expectations for each essay. Classroom work will include a variety of different activities including, but not limited to, lecture, class discussion, in-class writing exercises, video clips, group work, etc. Detailed class schedules will be handed out at the start of each unit as well. All course information and supplemental readings (those not in out textbook) will be posted on our Blackboard online classroom. Please check the online classroom for regular classroom updates.

### Discussion Boards:
Discussion boards are a significant part of almost any hybrid class. Therefore, it is important you practice proper discussion board etiquette at all times. When posting to the discussion board, you are expected to:

- Participate a minimum of three times per discussion board.
- Read and follow all directions carefully.
- Title your thread appropriately (meaning title it something that has to do with the prompt or topic).
- When responding to classmates or your instructor, include a greeting or salutation as you would with an email. This is both professional and courteous.
- Use tactful/courteous language with fellow students.
- Create an atmosphere where other students feel comfortable posting their responses.
- Provide constructive criticism to fellow classmates’ responses and essays.
- Refrain from using profanity or disrespectful language.
- When responding to classmates or your instructor, sign your name at the bottom of your response. This is both professional and courteous.
- Proofread assignments BEFORE posting.
- Respect the opinions of others even if you do not agree.
- “Flaming” or derogatory comments will not be tolerated. NO EXCEPTIONS.

**Participation:**
Participation includes coming to class on time, coming to class prepared to critically discuss outside readings, and coming to class with written assignments and drafts in hand. But, also, think of participation broadly, since some of us are more vocal than others, and the less vocal do not always gain less. Think also of our class as that which is set aside for useful collaborative learning; participation concerns honoring the space and time we share together. Disruptions in its myriad forms will not be tolerated and will reduce your final grade accordingly. The bulk of our class sessions will consist of critical discussion, group activities, and the discussion of the work of well-established writers. Participation demands attention. Cellphone use is prohibited for these reasons and will significantly affect your participation grade.

**Classroom Etiquette:**
I personally view that classroom as a forum of guided production. I encourage you to think of the University, and everything affiliated with it (including myself, your peers, and our class) as a resource for the improvement of your own work. There is a lot to be learned, but that choice is yours to make. I make myself available every time I step into the classroom or my office hours, and I expect you to do the same. If you need a behavior monitor, then you may need to reconsider this section. I conduct a pretty casual atmosphere, but disrespectful behavior or a hostile classroom environment will not be tolerated. So please turn off your cell phones, open your minds, and do not interrupt or speak out of turn. If you cannot be respectful and come to learn on a given day, then don’t come. Repeated disturbances and problems will likely affect your grade. That being said, let’s create a positive environment where we can all experience the enrichment that a university setting has to offer. Please don’t hesitate to see me about anything that you think would improve your experience.

**ACADEMIC HONESTY & PLAGIARISM—English Departmental Policy**
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college. In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences or words without quotation marks. For such an offense, a student will receive a zero on the assignment and could even receive an F for the course. You cannot mix the author’s words with your own or “plug” your synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write, unless you are using a direct quote. The author’s words, phrases, sentences must be put in your words, in your way of writing. When you do this, you are demonstrating the ability of understanding and comprehension.

Please be advised that academic dishonesty and plagiarism are serious issues that may result in serious consequences. Students should be aware that they are responsible for their behavior concerning these issues. This class will adhere to the student’s “Responsibility” as detailed in the DCCCD district-wide statement and the Eastfield College Student Code of Conduct explained in the Eastfield College and district catalogs or on-line at the district website (https://www1.dcccd.edu/cat0608/ss/code.cfm).

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this English class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document) will receive one or more of the following penalties:

- The grade of **zero (0)** on that particular assignment.
- A course grade of **F** (depending on the severity of the student’s dishonesty or plagiarism).
- The professor may request that the student drop the class.

**INSTITUTIONAL POLICIES**

Click here for Eastfield College’s Institutional Policies: [https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx](https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx)
DROP / WITHDRAWAL POLICY AND SEMESTER DROP DATE
If you are unable to complete this course, it is your responsibility to withdraw. Withdrawing is a
formal procedure which you must initiate; your instructor cannot do it for you. You must
withdraw through the Admissions/Registrar’s Office (C119) in person or by mail by Thursday,
November 15, 2018. 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 September 10, 2018.

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 it not limited to, cheating on a test, plagiarism, and collusion. As a
college student, you are considered a responsible adult. Your enrollment indicates acceptance of
the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is
available at https://www1.dcccd.edu/cat0406/ss/code.cfm. In this course, violators of the
Academic Honesty Policy will receive an “F” for the work done under academic dishonesty and
cannot be made up.

PRINTING ON CAMPUS
Printing in the Computer Lab (L108), Library, and Learning Assistance Center (LAC) will cost
10 cents a page. You must bring a one, five, ten, or twenty dollar bill to the lab to create a print
account before you can print. No change is made in the lab. Once the money is in the bill
acceptor, it cannot be retrieved. No cash refunds are possible. An account stays active (and
therefore, you can print) as long as the account has value (that is, has money in it).

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.

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.