Arts and Communications Division
ENGL 1301.41008  |  Fall 2018  |  3 Credit Hours

| Instructor: Professor Matthews | Office: C236 (CETL) |
| Classroom: G130 | Email Address: EliseMatthews@dccc.edu |
| Date/Times: TR 11:00 AM – 12:20 PM | Office Hours: by appointment only |

Textbooks and Other Course Materials

Course Description
ENGL 1301: Composition I
2014 Core Curriculum Foundational Component Area: 010 Communications
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.)

Course Co-requisite
Students should be registered for both DIRW 0315-41003 and ENGL 1301-41008.

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.
Grading Scale
A=90-100, B=80-89, C=70-79, D=60–69, F=0-59*

Evaluation Procedures
I will calculate your final grade for the course based on the following criteria:
Essay 1: Analysis 15%
Essay 2: Evaluation 20%
Essay 3: Argument 25%
Essay 4: Maus 15%
Quizzes 10%
Participation 15%

Course Requirements
1. Participation: Please note how heavily weighted class participation will be in this course. By this, I mean frequent, on-topic, spontaneous contribution to class discussion (either in the form of comment or questions); regular class attendance; prompt arrival to class; and compliance with all course requirements. Your participation grade will include participation in class discussion, group work, and short writing activities.

2. Readings: I will expect you to have the reading completed on the day it appears on the schedule. The schedule does not indicate the day you should start your assigned reading but the day you'll need to have it finished so you can take a quiz or participate in online discussion.

3. Quizzes: At the beginning of class, there will frequently be a brief quiz designed to ensure that you have completed and comprehended the assigned reading due that day. I will drop the lowest quiz grade for each student before calculating his/her end of semester average. Quizzes cannot be made up or retaken.

4. Essays: Students will produce four formal papers, of varying lengths, over the course of the semester, totaling a minimum of fifteen polished pages by the end of the semester. For this section of the course, students will practice writing as a process, and for each paper, will produce multiple drafts, exchange those drafts with peers, and work to develop their own sense of academic writing.

   All your essay assignments must be submitted in Times New Roman 12-point font with 1-inch margins. Your assignments should be double-spaced with no additional space in between paragraphs. I will not accept handwritten assignments. All typed assignments should be submitted in MLA format. Any assignment that does not meet these requirements could receive a failing grade.

Late Work Policy
No late work will be accepted for this course.
COURSE SCHEDULE OVERVIEW

This course calendar is for proposed due dates of major assignments, exam dates, projects, etc. Note that this syllabus and course schedule may change to meet the needs of the class. When changes occur, I will let you know by e-mail via a Blackboard announcement. This schedule is just a basic overview. I will also provide a more detailed schedule for each unit.

Week 1   Aug. 28, 30   Introductions, Rhetoric

UNIT 1: ANALYSIS

Week 2   Sept. 4, 6   Analysis
Week 3   Sept. 11, 13  Writing Strategies
Week 4   Sept. 18, 20  Sample Analyses, Essay 1 due

UNIT 2: EVALUATION

Week 5   Sept. 25, 27  Evaluation
Week 6   Oct. 2, 4    Plagiarism
Week 7   Oct. 9, 11   Sample Evaluations, Essay 2 due

UNIT 3: ARGUMENT & RESEARCH

Week 8   Oct. 16, 18  Argument, Conferences
Week 9   Oct. 23, 25  Research, Library Orientation
Week 10  Oct. 30, Nov. 1  Pathos & Ethos
Week 11  Nov. 6, 8   Sample Arguments
Week 12  Nov. 13, 15  Documentation, Essay 3 due

UNIT 4: MAUS: A SURVIVOR’S TALE

Week 13  Nov. 20   Maus
Week 14  Nov. 27, 29  Maus, Revisions due
Week 15  Dec. 4, 6    Maus
Finals Week  Dec. 9–13  Essay 4 due

Important Dates

September 10: Census Date
November 15: Last Day to Withdraw
November 22–25: Thanksgiving Holiday
December 9–13: Final Exams
COURSE POLICIES

Attendance
At the beginning of each class, I will take attendance. If you are not present at that point, you will be counted absent. If you are more than 10 minutes late, I encourage you to come in and learn, but you will still be counted absent for the day, and I will not spend class time catching you up on what you missed.

You are expected to attend all classes and to arrive on time. There is no way to make up what goes on in class. I may give additional assignments in any given class period, depending on what we’ve accomplished that day. You are allowed 5 absences during the semester for any reason. All absences are treated equally—it doesn’t matter what the reason for the absence is. Emailing me the reason does not mean the absence is excused. Any student who has 6 or more absences will receive a grade of F for the course.

Please Note:
● Sleeping in class does not count as attendance (neither does texting or surfing the internet or anything like that). If I see this happening, I will mark you absent.
● If you miss a class, I suggest you contact a classmate to find out what we covered. I will not go over in-class material with someone who misses class.
● Because you have an extremely high number of possible absences, I do not excuse any (non-college-sanctioned) absences. It will be in your best interest to save your absences and use them only in emergency situations.
● If you need to miss class for a college-sanctioned event, military service, or religious holiday, you need to notify me in writing and provide any necessary documentation before the absence.

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.

Class Cancellation
In case of class cancellation (due to weather, illness, or any other reason) keep up with the assigned reading and check our Blackboard course page and your DCCCD email account for assignments so that you don’t get behind. (Be aware that sometimes students don’t get group emails I send to the class from home, so make sure you check for announcements on Blackboard and check your “spam” email box.) You will be responsible for keeping up with the required work regardless of class cancellation. Papers submitted via Blackboard will be due regardless of class cancellation.
Email
I will check my email at least once a day during the week. If you do not receive a response to an email within 24 hours on weekdays, you should assume I did not receive the message and send it again. On the weekends (Friday–Sunday), please allow me 48 hours to respond.

You must use your DCCCD email address to contact me, and you should check that account regularly, as that is where I will contact you if I need to do so outside of class for some reason. I cannot respond to emails sent from personal email accounts. Likewise, I will not respond to emails sent to any account but the one listed here in the syllabus.

Do not send me an attachment with an otherwise blank email or with only your signature. If you want me to look at a rough draft or some other work, then you need to explain that in the email and include specific questions about the draft (or whatever it is you want me to review).

Your emails to me should be professional. I am your professor; consequently, you should not send me emails lacking capitalization or punctuation. Your emails should be professional and proofread. Your emails must have a specific subject line that lets me know what the email is about. Your emails must also include your first and last name in the signature of the email.

Disruptions and Technologies
Disruptions: The following actions are considered acts of misconduct and may subject a student to university discipline: obstruction or disruption of teaching, physical or verbal abuse, threats, and disruptive activities. Any student engaging in these activities will be asked to leave class.
Cell Phones: Please silence your cell phones or turn them off before class starts and do not text message or do anything else on your phone during class. I reserve the right to count you absent or to ask you to leave if I see you on your phone.
Classroom Computers: Computers are to be used in the classroom only when the instructor has made a specific assignment. They are not to be used to check e-mail, surf the internet, work on non-related papers, etc. unless permission is given. Consistent disregard of this rule will result in computer privileges being taken away, a possible lowering of grades, or I may count you absent for the day.
Laptops: No laptops or tablets should be out during class.

Turning in your work
All formal assignments are due by 11:59 pm on the due date and should be submitted electronically through our course Blackboard page. You may submit your papers more than once before the due date, but after the due date, you may no longer submit anything. I do not accept papers via email. I will not grade assignments that do not follow these instructions, and I do not accept late work.

Exceptions to this will only be granted in cases of genuinely extenuating circumstances. You must contact me as soon as possible in the case of an emergency. Last-minute computer problems, oversleeping, etc. do not qualify as extenuating circumstances. If there are technical issues which prevent uploading the paper, contact the Help Desk. You are encouraged to save a receipt after uploading in case of technical issues.
ACADEMIC HONESTY & PLAGIARISM—English Departmental Policy

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at [http://www1.dcccd.edu/cat0506/ss/code.cfm](http://www1.dcccd.edu/cat0506/ss/code.cfm)

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

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

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

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 Nov. 15. 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.

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.