ENGL 1301.41010 - 3 Credit Hours

Instructor: Laura Cathrine

Office Phone: 972-391-1047
Office Location: C236

Email Address: lauracathrine@dccc.edu
Office Hours: By Appointment

Class Meeting Time and Location
1302.41010  Tue/Thur  2:30pm-3:50pm, Room L305

Textbooks and Other Course Materials

Author: Bullock, Goggin, Weinberg ISBN: 978-0393655803
Publisher: W. W. Norton & Company, 2016

The Ultimate Hitchhiker's Guide to the Galaxy* - (Referred to in this syllabus as H2G2)
Author: Douglas Adams ISBN 978-0345453747
Publisher: Del Ray, 2002

*You will be provided access to a digital copy of H2G2 for use during this course. If you would like to purchase a hard copy for your own use throughout the semester, they are available at major book sellers such as Barnes and Noble/Half Priced Books and online at retailers such as Amazon. Prices for paperback copies of H2G2 start at around $12.00. You are not required to have a hard copy of H2G2, but it is highly recommended so that you can take notes and do not have to rely on electronic equipment in order to read your assignments within the text.

Other readings will be made available to you online or through email by the professor.

You will also need the following supplies and will need to bring them with you to every class:
(1) paper ~ You may use a spiral notebook as long as you are able to NEATLY tear out sheets to turn in when required
(2) highlighter or colored pen other than blue or black
(3) pen or pencil

In addition to the supplies you will bring to class, you will also need:

(1) a valid, working DCCCD email address that you check often (everyday).
   I send out email updates regarding due dates, assignments, changes in the course or syllabus, and class cancellations. You are responsible for accessing the information sent via email and should check for any updates and reminders at least once per day.

(2) regular, reliable internet access (additional readings available online)
   A large portion of this class will require internet access as all of your major assignments will be accessed and submitted online. Internet access is provided on campus for all students.
Due to the heavy online presence of this course, you will need to have access to a reliable, working computer. Computers are provided to students on campus for free.

The ability to access Google docs

**Course Description:**

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.) **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 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.
Classroom Etiquette

Students will comply in the classroom with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, in our classroom, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained and offensive comments will not be tolerated.

Additionally, all cellular telephones and electronic devices should be turned off or set to silent before entering the classroom. Headphones or ear buds should also be removed before entering the classroom.

Cell phones should be put away and out of reach during class. If you are expecting a phone call due to a personal issue, family illness, etc., please let me know at the beginning of class that you may receive a phone call. Please sit as close to the door as possible and quietly step outside in the hall to take any emergency phone calls in order to disrupt the class and your classmates as little as possible.

Loud, profane, or excessive talking during class is not permitted. As well, any students who makes offensive comments about classmates or other professors/staff will be asked to leave the classroom immediately and will receive a zero on any work/quizzes done in class that day.

Etiquette Basics

1. Please turn off your phones and other electronic devices and put them away during class. There will be times when we will use phones and/or computers in class. Electronics are to be out ONLY when we are using them for a classroom activity.
2. When we are using electronics during class, please stay focused on the course-related work. Do not surf the internet or look at websites that are unrelated to our class.
3. Small snacks and drinks are permitted in class. However, please be mindful of your responsibilities and of your classmates. In other words, it's difficult to take notes when your desk is covered in pizza. You can't share your thoughts or participate in the discussion if your mouth is full of food. Also, as good as grandma's tuna tetrazzini or your dad's sauerkraut was last night for dinner, be aware that others might not share your adventurous culinary enthusiasm. So, please limit in-class food items to small snacks without a strong smell.
4. Come to class on time and come to class prepared.
5. Most of all... be nice. Maintain a respectful tone toward those around you. Our classroom is a place to discuss ideas. You may be exposed to ideas and arguments that are completely new to you and you will not always agree with the ideas of others. That is OK. We're not here to agree with everyone. We're here to learn and explore. We will all express opinions and we will work together to examine and explain those opinions in an intelligent, non-confrontational way.

Contacting the Instructor

When you send any email, you should consider carefully your tone and the words you choose. This is especially true when you are sending an email that relates to a business or professional matter. In every correspondence you send to me via email, please include an appropriate title (referencing the reason for your email) in the subject line, use appropriate professional language, and include a salutation.

Also:
Use complete sentences.
Be mindful that my name is not “Hey” or “What’s up” so your email should begin appropriately.
When you send an attachment, include an explanation as to what you’re sending and why.
Email Response Times: Mon-Fri, please allow 24 hours for a reply; Sat/Sun, please allow 48 hours for a reply.
I use my faculty email account for class since it allows me to access my email across multiple devices and it acts as an “official” transcript of our correspondence. My email account (lauracathrine@dcccd.edu) is the best way to reach me.

If you have an urgent matter, you can text me directly using the Remind app. Remind is a free app available in the app store on both iOS and Android devices.

Some Email Limitations and Requirements:

Due to privacy issues, **I will not accept any assignments or discuss grades via email.**

**You are required to use your DCCCD email account for this course.** Any emails from other accounts (including a work email address and any free email hosting sites such as Gmail and Yahoo) will not be opened or answered.

**Per DCCCD: Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts.** All communication should be conducted through your official student email account which is provided free through the college. You may set up your student account by going to [http://www.dcccd.edu/MSOffice](http://www.dcccd.edu/MSOffice). PLEASE NOTE: Grades will not be discussed via email. If you would like to discuss grades, please use the [online scheduler](https://lcdcccd.as.me/) to request a student conference.

**Evaluation Procedures**

Here’s a breakdown of how your grade will be calculated and the grading scale that explains how your score will translate to a final letter-grade at the end of the semester:

<table>
<thead>
<tr>
<th>Attendance/Participation</th>
<th>10%</th>
<th>Rhetoric Examination Portfolio</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro/Point-of-view Essay</td>
<td>10%</td>
<td>In-class Brainstorming, Project Projection, and Research Essay</td>
<td>10%</td>
</tr>
<tr>
<td>Writing Journals (4)</td>
<td>10%</td>
<td>Script and Preliminary Visuals for Final Project</td>
<td>15%</td>
</tr>
<tr>
<td>Visual Analysis Essay</td>
<td>15%</td>
<td>Final Video Project</td>
<td>20%</td>
</tr>
</tbody>
</table>

Please note: Quizzes and In-class activities count toward your attendance and participation grade. Please see important information regarding attendance under the Attendance Policy.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>90-100</th>
<th>89-80</th>
<th>79-70</th>
<th>69-60</th>
<th>59 and below</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
</tr>
</tbody>
</table>
**Attendance Policy**

Part of the learning process is communication and if you’re not in class, you’re not contributing to the ongoing discourse of the classroom. Class time is used to discuss the thoughts and questions you and your classmates may have about the reading material and assignments.

The point in all of this is for you to THINK and to LEARN! In order to do that, you need to be present and ready to participate in the ongoing discussion.

Attendance will get you to the well. Participation is the cup you use to drink. I expect all of you to contribute your ideas to the conversation and to listen and respond respectfully to me and to your classmates. The idea isn’t for everyone to be right; it is for everyone to be heard. So, read the material. Thoughtfully process what you’ve read. Write a reflective response when required. Then, come to class prepared to share your ideas and to listen to others’ opinions and points-of-view with an open mind.

**How Attendance and Tardiness Affect Your Grade**

For each class meeting, attendance will be taken via a sign-in sheet. Each student is required to sign-in in order to be counted present for the day. It is your responsibility to (1) sign in and (2) monitor your attendance.

Any student who is late to class (up to fifteen minutes) will sign-in as tardy. Three tardies equal one absence. Any student arriving more than fifteen minutes late will be counted absent for the day.

Given the importance of attendance, please be aware that absences will affect your grade in the following ways:

<table>
<thead>
<tr>
<th>Three (3) Tardies</th>
<th>= One Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3 Absences</td>
<td>No effect on overall grade. You are responsible for checking the online course folder in order to access the material you missed. Any assignment that is due on the day you are absent is still due on time. Please make arrangements to get your assignments turned in on time even if you will not be present in class.</td>
</tr>
<tr>
<td>Student is absent for the 4th time</td>
<td>Overall grade is lowered by one letter grade</td>
</tr>
<tr>
<td>Student is absent for the 5th time</td>
<td>Overall grade is lowered by two letter grades</td>
</tr>
<tr>
<td>Student is absent for the 6th time</td>
<td>Student can no longer pass the class and will receive a grade of ‘F’</td>
</tr>
</tbody>
</table>

**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.
Late Work Policy

All major assignments, including all of your Writing Assignments will be turned in through Blackboard/eCampus. No late work will be accepted. You should assume that any assignment turned in after the deadline will be counted as a zero.

PLEASE NOTE: Blackboard will record the time that your assignment has fully uploaded and is posted to the system. Most assignments are due at 11:59pm on the due date. If Blackboard records your assignment at 12:01, Blackboard will mark your assignment as late. One minute late is still late. So, PLEASE give yourself enough time to sign into Blackboard, attach any documents, and upload the assignment. You should also figure in any delays due to internet connection or technical issues. In other words, don’t wait until 11:00pm+ to log in and start uploading.

Also, if you have technical issues with Blackboard that result in a late assignment, you MUST have a valid ticket number from IT that notes the date, time, and issue with Blackboard in order for a late assignment to be reconsidered for grading. Again, your IT ticket will note the date and time of the issues. Having technical issues with Blackboard on Wednesday does not excuse a late assignment that is due or is turned in on Friday.

There is no makeup for in-class assignments, quizzes, or homework. The two lowest grades from the following categories are dropped at the end of the semester before final grades are figured: quizzes, participation assignments.

Tentative due dates for major assignments are posted below. However, those dates are subject to change due to student learning needs, schedule changes, etc. If any due date for a major assignment is changed, the change will always be in your favor, meaning you will get MORE time to complete the assignment, not less.

You will also find due dates for assignments listed on the “Due Dates” document within the online Google Docs folder. Everyone will receive a link to this folder at the beginning of Week Two. The “Due Dates” document will be your go-to for the most up-to-date information regarding assignment deadlines. Please check it regularly as it will change throughout the semester based on the progress we are making together in class.

The deadline for writing assignments is 11:59pm on the day each assignment is due. Homework assignments are due at the beginning of class. You should assume that any homework assignment not turned in at the beginning of class the day it is due will receive a zero.

Extenuating circumstances that warrant an extension on any assignment are something I do not wish on anyone. However, we all encounter things beyond our control at times. So, please come see me BEFORE THE DUE DATE if you have an issue that prevents you from turning in an assignment the day it is due. Please Note: If you know you will miss class ahead of time, it is expected that any assignment due that day will be turned in before the class meets. Contact me to arrange submitting any assignment before the due date.

I cannot stress to you enough the importance of preparing ahead in case you encounter any unforeseen issues. If you have a special circumstance that keeps you from turning in an assignment at the beginning of class on the day it is due, talk to me before that day. Please remember that your printer deciding to not work or not having money left on your print account* are not “special circumstances” and procrastination will not be a legitimate reason for an extension.

*Neither is having to go to court, your brother's wedding, a scheduled doctor or dentist appointment, having wet hair and not wanting to go outside in the cold, a hangover, your dog eating your flash drive (use the cloud to back up EVERYTHING), or forgetting that you had to pick up your aunt at the airport.
Be mindful and keenly aware of deadlines.
Be prepared. Be organized. Be on time.
If you can't be on time, be early.

**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](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**

Please review the Institutional Policies for DCCCD and Eastfield College at the following link: [https://www.eastfieldcollege.edu/syllabipolicies](https://www.eastfieldcollege.edu/syllabipolicies)
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 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.

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).

DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE
The instructor reserves the right to amend this syllabus as necessary.

Information Regarding Major Assignments

Major assignments, basic length requirements, and tentative due dates are listed below. You will receive a link to a more detailed and up-to-date course calendar in class.

Essay Assignments:
Detailed instructions and assignment guidelines will be handed out in class when each essay is assigned.

Writing Journals (4) – Approximately 2 pages each – Due at various times throughout the semester.
  Tentative due dates for your Writing Journals are as follows: Sep 9, Sep 16, Nov 11, Dec 9
Introduction and Point-of-view Essay – Approximately 2 pages – Due Sep 2
Visual Analysis Essay – Approximately 3 pages – Due Sep 23
Rhetoric Examination Portfolio – Approximately 6 pages – Due Oct 21
In-class Brainstorming, Project Projection, and Research Essay – Approximately 4 pages – We will complete this assignment in class on Nov 1 and Nov 5. (This assignment cannot be made up if you are absent.)
Script and Preliminary Visuals for Final Project – Approximately 6 pages – Due Nov 24
Final Project – Approximately 8 pages (or 6 minutes) – Due Dec 7
Course Outline and Important Dates
Below, you will find the tentative dates pertaining to this course. These dates may change in order to accommodate students’ learning needs. We will discuss assigned readings, specifics about writing assignments, and class discussion changes during class meetings. You will also receive adequate notice of all due date changes via email and Blackboard/eCampus/Google Folder updates.

Note: Reading Responses and other assignments will be assigned throughout the semester.

Aug 28  First Day of Class
Sep 2     Introduction and Point-of-view Essay due by 11:59pm – **Bring a clean copy to class on Sep 4!**
Sep 11    Have your textbook no later than this date. If you are using financial aid to get your books, the college bookstore can assist you in doing so.
Sep 9     Journal 1 Due
Sep 16    Journal 2 Due
Sep 23    Visual Analysis Essay
Oct 21    Rhetoric Examination and Writing Portfolio
Nov 1&5   In-class Brainstorming and Research Essay
Nov 11    Journal 3 Due
Nov 22    Thanksgiving Holiday – No Class Meeting/EFC Campus will be closed until Monday, Nov 26
Nov 24    Script/Preliminary Images and Video Clips for Final Project
Nov 30    All Reading Comprehension Quizzes are due by this date.
Dec 7     Final Video/Visual Project Due
Dec 9     Journal 4 Due