A note about the format/instructional mode for this course:
This is a hybrid course, which means half of the work is completed in class and half is completed online in eCampus. You are expected to have computer access and a basic working knowledge of technology in order to complete the online component of this course. All formal written assignments must be submitted as Microsoft Word documents, so Word is required (and free to DCCCD students). Please also note that this is an eight-week course, which means that all of the work for sixteen weeks is being done in eight weeks; you will be working twice as fast as a regular course.


Course Description:
ENGL 1301: Composition I
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.

Course Evaluation:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Essay #1—Narrative Diagnostic</td>
<td>5%</td>
</tr>
<tr>
<td>Essay #2—Literary Analysis—focus on Organization</td>
<td>10%</td>
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<tr>
<td>Essay #3—Rhetorical Analysis of Advertisement</td>
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<tr>
<td>Essay #4—Resume—focus on Ethos</td>
<td>10%</td>
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<tr>
<td>Essay #5—Research/Classical Argument Outline/Draft—5% Final—20%</td>
<td>25%</td>
</tr>
<tr>
<td>Grammar/Punctuation Unit</td>
<td>20%</td>
</tr>
<tr>
<td>MLA/Classwork/In-class Assignments</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total: 100%</strong></td>
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</tbody>
</table>

“I” Grades: I only use the grade of incomplete for cases involving extenuating circumstances.

Grading Scale:
- A=90-100
- B=80-89
- C=70-79
- D=60-69
- F=0-59

Course Policies:
1) **Attendance Policy:** You are expected to be in attendance for every class meeting, on time, with text and materials, and prepared to participate. Please read the following carefully.
   a. Tardy is tardy.
   b. Three tardies constitute one absence.
   c. No more than two absences are permitted—excused, unexcused, emergencies or not—two are permitted. More than two absences will result in a deduction of five points from your final average for each subsequent absence.
   d. Late arrivals or early departures in excess of ten minutes count as absences.

2) Reading and writing assignments are expected to be completed prior to the beginning of class, unless otherwise indicated on assignment; therefore, you will be able to participate fully in class discussion.

3) **Written assignments** are expected to be submitted on the Blackboard, as instructed in class, by the due date/time—not emailed later that day/night. Only essays that are uploaded to the plagiarism scanner in eCampus (SafeAssign) will be accepted. NO late work will be accepted unless I deem the situation/circumstances to be extenuating. Please communicate such circumstances prior to the absence when possible. Computer, Internet, technology problems due not excuse you from due dates. Work situations, funerals, routine doctor/dentist appointments, transportation do not constitute extenuating circumstances. For such matters, turn your work in prior to its due date. Extenuating circumstances include serious issues, such as hospitalizations and medical emergencies (with documentation).

4) All email communication MUST be through your school email account per Eastfield’s confidentiality policies. To log into your school email account, go to: [http://outlook.dcccd.edu](http://outlook.dcccd.edu)

5) There are no make-ups on quizzes.

6) No photographs or video/audio recordings are allowed to be taken in the classroom. This includes photos of the white board and projector screen. Not only do I encourage you to honour the privacy of your classmates,
but I urge you to write (or type) all information you need from the board/projector, thereby deepening your learning of the information.

7) I reserve the right to make changes to the syllabus/course agenda.

**ACADEMIC HONESTY & PLAGIARISM—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. Submitting work/essays from previous classes for assignments in this class will also constitute cheating. *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://www1dcccd.edu/cat0608/ss/code.cfm).

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this English 1301 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.

**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 1, 2018.

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 October 5, 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.

INSTITUTIONAL POLICIES relating to this course can be accessed from the following link:

Syllabus Acknowledgement

I, _____________________________, do hereby acknowledge that I have received the syllabus for English 1301, and I understand my responsibilities, as well as the grading scale, methods of evaluation, attendance policy, assignment policy, classroom decorum, student email, and academic honesty/plagiarism. I duly note that any act of plagiarism or academic dishonesty or lack of attendance may result in my failing the class.

_______________________________  ____________
Signature                  Date