Mission Statement: Eastfield College English faculty members help students become confident, competent writers who can communicate effectively in diverse situations to a variety of audiences, using writing skills as well as critical thinking to develop and express their ideas.

Course Start Date: Wednesday, 24 October 2018  Course End Date: Wednesday, 12 December 2018

Instructor: Elizabeth Huston, Ph.D.

Office: C-230  Email: ElizabethHuston@dcccd.edu

Office Hours: Mondays 2:30—3:30 p.m. and Wednesdays, 11:30—12:30 p.m.

English 1301: Composition I (3 credit hours)
This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD.

Prerequisite: One of the following must be met: (1) DREA 0093 AND DWRI 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards AND the college Writing score prerequisite requirement.

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

REQUIRED TEXTBOOKS:

ISBN: 978-0-393-61739-9

STUDENT LEARNING OUTCOMES:
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:
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.

All assignments and activities in this English 1301 course are designed to help students achieve these learning outcomes and core objectives.

ASSIGNMENTS:

- Reading and grammar quizzes
- Participation activities
- Four Formal Essay Assignments:
  - Two Exams:

WRITING EXPECTATIONS: Following the English 1301 student learning outcomes and the English pathway outcomes, students will compose academic prose that demonstrates clear purpose, logical organization, and relevant support through evaluation and synthesis. Students are expected to establish and maintain a clear, controlling idea that serves as a thesis statement in each essay. In addition, students are expected to revise, edit, and proofread all written assignments for grammatical accuracy and for the appropriate use of MLA style for manuscript formatting, in-text citations, and works cited documentation.

FINANCIAL AID STUDENTS: If you are receiving 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 cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974 (FERPA): In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

ACADEMIC HONESTY AND PLAGIARISM: 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 (writing any course assignment with another person and claiming the document solely as your own).

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: [Code of Student Conduct](https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/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 an author’s sentences, words, or ideas. For such an offense, a student will receive a zero on the assignment and can receive an “F” for the course. You cannot mix an 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. An author’s words, phrases, sentences must be put in your own words, in your own way of writing. When you do this, you are demonstrating the ability of understanding and comprehension.

If you summarize, paraphrase, or quote directly from an author, you must use the appropriate documentation because the “idea(s)” still belong to the author. Appropriate documentation means presenting an MLA parenthetical in-text citation for each use of a source AND the presentation of a list of Works Cited. Again, failure to document resources used in your writing will result in a finding of plagiarism and a zero on the assignment.

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: Code of Student Conduct (https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm)

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 Monday, October 29, 2018.

WITHDRAW POLICY If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by Saturday, December 1, 2018. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.
EVALUATION: In this course, grades are based on each student’s performance on four formal essay assignments, two exams that include grammar and other course materials, participation activities, and grammar and reading quizzes. For the grading criteria on all written assignments, please refer to the Grading Criteria document posted in the Course Library and the Assignments menu folders located in the eCampus course site. Always, grading is based on the purpose and nature of each assignment.

COURSE POINT SYSTEM

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Total Assignment Points</th>
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<tbody>
<tr>
<td>Four Formal Essay Assignments (125 points each)</td>
<td>500</td>
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<tr>
<td>Two Exams (125 points each)</td>
<td>250</td>
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<tr>
<td>3 Reading Quizzes</td>
<td>100</td>
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<tr>
<td>5 Grammar Quizzes (10 points each)</td>
<td>100</td>
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<tr>
<td>Participation activities</td>
<td>50</td>
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<tr>
<td><strong>Total Course Points Available</strong></td>
<td><strong>1000</strong></td>
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<tr>
<th>Essays 1-4 and Exams 1 and 2 = 125</th>
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<tr>
<td>112—125</td>
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<td>100—111</td>
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<td>87—99</td>
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<td>75—86</td>
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<td>74 or below</td>
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COURSE GRADE

Semester grades will be assigned according to the following point to letter scale:

| 900—1000   | A   |
| 800—899    | B   |
| 700—799    | C   |
| 600—699    | D   |
| 0—599      | F   |

Nonattendance (N) is given to students who do not attend class after the official drop date yet remain registered in the course. The N designation is a DCCCD grade that will affect the student’s ability to receive financial aid after the drop date. (Note: to indicate attendance in an online course, students must show participation by logging on to eCampus, by completing assignments by designated deadlines, and by contacting the instructor.)
TURNING IN PAPERS POLICY:
All essay assignments must be turned in the following two ways—

1) as an uploaded MS Word or RTF document through the eCampus portal designated for the specific assignment

2) as a print copy at the designated due date and time (e.g., at the beginning or end of class as noted in the course schedule).

NOTE: Essays not turned in both ways will not be graded, and a zero/0 will be added for the assignment in the Grade Center. In addition, do not email essays to the professor. Final drafts submitted through email will be deleted and the assignment will be given a zero/0.

LATE ASSIGNMENT POLICY: Deadlines are a part of the professional world and of life. Students must be timely in turning in their essays and in complete all other assignments or quizzes. Therefore, late assignments (essays, other assignments, or quizzes) will not be accepted. If you are having trouble with an assignment, are having a problem with your computer, or are experiencing another problem, please notify Dr. Huston as soon as possible and before the due date so that we can make other arrangements. Otherwise, the assignment will not be accepted, regardless that your computer crashed while you were writing it the night before.

All in-class activities and other assignments: There are no make ups. All missing assignments will receive a zero.

NOTE: Out of respect for all of the students in this class, Dr. Huston follows these guidelines carefully in order to treat all students the same. So please, do not request exceptions to these guidelines or to penalties.

Extra Credit: This course has ample materials for students to learn and to earn a fair grade. To be successful, students need to follow directions, to work through assigned materials and to turn in assignments on time. Therefore, extra credit assignments are not necessary for successful completion of this course. Please, do not ask for extra credit assignments. If an extra credit opportunity should become available, I will announce it to the whole class.

ATTENDANCE: Please note that attendance is required. Dr. Huston takes class roll during every class meeting. Students who are not present when roll is taken are marked absent. One point is deducted from the course total for every absence. If a student comes in late after roll has been taken, it is the student’s responsibility to notify the professor at the end of class of his or her presence. Failure to do so will result in the student being marked absent and losing one course point.

NOTE: Students who come into class late are a disruption to the entire class. If you must be late, come in quietly and sit at the nearest available seat. If a student is disruptive, he or she will be asked to leave.

CLASSROOM ENVIRONMENT: Students in this class are expected to behave like adults with professionalism and courtesy to the professor and to all their fellow course students. Therefore, students are required to be engaged in the class and to follow the DCCCD Code of Student Conduct
https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm

In addition, students in this English 1301 class will be expected to behave appropriately as follows:

➢ avoid excessive talking during class lectures or when class members are offering ideas.
➢ do not talk or mumble unless you are willing to share what you are saying with the whole class and the professor.
➢ be respectful of the professor and the other class members at all times.
➢ use appropriate, academic language in all class discussions (no abusive or colloquial/slang language).

Computer Use: Students may use the class computers for all English 1301 assignments and activities ONLY. However, these computers may not be used for personal use of any kind, including work for another course.
Electronic Devices in Class—Students may use iPhones, Androids, iPads, or laptops in class for textbooks ONLY. Because this class has computers, students do not need to bring their laptops. However, you may use your laptop if you wish. But note that students may not print from laptops.

ACCESSIBILITY TO eCAMPUS COURSE SITE: Eastfield College uses the Blackboard System for eCampus course sites. The following URL link provides information regarding accessibility to the Blackboard system. Here is a link to Blackboard's Accessibility statement:
The Blackboard System’s Accessibility Statement
http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx

Note: The instructor reserves the right to amend this syllabus and the course schedule at any time during the semester as necessary.

INSTITUTIONAL POLICIES:
All Institutional Policies relating to this course can be accessed from the following link:
Institutional Policies
URL link: https://www.eastfieldcollege.edu/syllabipolicies

### Week 1

**Wednesday, October 24**

**In Class**
- Class Overview and discussion: What is ENGL 1301 all about?
- What is the eCampus course site?
- What is a hybrid course and how does this work for ENGL 1301?

**Reading Assignment:**
--read carefully the ENGL 1301 Course Syllabus and Schedule
--take Orientation Quiz located in the Quizzes and Exams menu folder

*Field Guide*
--Review Chapter (CH) 1—“Writing in Academic Contexts,” pp. 3-9
--CH 40—“Describing,” pp. 399-407

**Grammar and Style Activities:**
--Read Part 9, S-4 to the end of section 4c—“Verbs,” pp. HB 12-19.

### Week 2

**Monday, October 29**

**In Class**
--Discuss the reading assignment
--Workshop on Grammar and Style reading assignment

**Reading Assignment:**
--Ch 19—“Profiles,” pp224-34
--James Hamblin, “Living Simply in a Dumpster,” pp. 885-91

**Grammar and Style Activities:**
--Take Grammar Quiz 1—due Tuesday, October 30, by 11:59 p.m.

**Wednesday, October 31**

**In Class**
- Define the term Essay
- Discuss reading assignment—be prepared to discuss!
- Workshop on grammar assignments

**Reading Assignment:**
--Marcia F. Brown, “Main’s First Graffiti Artist,” pp. 898-903
--Take Reading quiz 1—due Sunday, November 4, by 11:59 p.m.
### Week 3

**Monday, November 5**

**In Class**
- Discussion and activity on the reading assignment
- Discuss the writing process
- Discuss Essay 1 assignment and topic selection

**Writing Assignment:**
- Essay 1—due Monday, November 12, at the beginning of class
- Bring thesis statement to class on Wednesday, November 7

**Grammar and Style Activities:**
- Read Part 9, S-4d, e, f—“Active and Passive Voice,” “Mood,” Phrasal Verbs pp. 15-24

**Wednesday, November 7**

**In Class**
- workshop—Essay 1 thesis statements and writing introductions and conclusions
- discuss MLA manuscript formatting

**Reading Assignment:**
- CH 38—“Comparing and Contrasting,” pp. 380-87
- “Grant and Lee: A Study in Contrasts” by Bruce Catton—Handout

**Writing Assignment:**
- Essay 1—due Monday, November 12, at the beginning of class
- ALL essays this semester MUST be turned in two ways: 1) uploaded as an MS Word document; 2) in print at the beginning of class. Essays not turned in both ways will not be graded and will receive a 0/F in the Grade Center.

  **Note**—late assignments are not accepted (No stragglers, no exceptions)

**Grammar/Style Activities:**
- Review Sentence Structure Errors, Part 9, S-2—“Fragments, and S-3—“Comma Splices, Fused Sentences,” HB-7-11
- Take Grammar Quiz 2—due Sunday November 11, 11:59 p.m.

### Week 4

**Monday, November 12**

**In Class**
- Turn in Essay 1 at the beginning of class
- Discussion and activities on reading assignments
- Discuss Essay 2 assignment

**Writing Assignment:**
- Essay 2—Comparison/Contrast—due Monday, November 19—at the beginning of class

**Reading Assignment:**
- Part 2—“Rhetorical Situations,” pp. 53-70
- Take Reading Quiz 2—due Friday, November 16, by 12:00 p.m. (NOON)

**Grammar/Style Activities:**
- Read Part 9, S-5—“Subject-Verb Agreement,” HB-24-28
**Wednesday, November 14**

**In Class**
- Discussion and activities on reading assignments
- Discuss connecting ideas to form unity and coherence.

**Writing Assignment:**
--Essay 2—Comparison/Contrast—due Monday, November 19—at the beginning of class

**Grammar/Style Activities:**
--Read Part 9, S-6 “Pronouns,” HB-28-34
--Take Grammar Quiz 3—due Sunday, November 18, by 11:59 p.m.

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**Week 5**

**Monday, November 19**

**In Class**
- Turn in Essay 2 at the beginning of class—late assignments not accepted (no stragglers, no exceptions)
- Grammar and Style review

**Reading Assignment:**
--CH 12—“Reporting Information,” pp. 129-37, 142-55
--CH 46—“Finding Sources,” pp. 445-72
--CHs 51-52—“Documentation” and “MLA Style,” 496-548

**Test Assignment:**
--Take Exam 1—available Monday, November 19, at 12:00 p.m. (NOON) through Friday, November 23, by 11:59 p.m. (125 points)

**Wednesday, November 21**

**In Class**
- Continue discussion and activities with the reading assignments
- Discuss Essay 3 assignment
- Discuss research methods for Essay 3

**Writing Assignment:**
--Essay 3—Report with Research—due—Wednesday, November 28, by the end of class
--Topic and thesis statement form due online, Friday, Monday, November 26, at the beginning of class

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**Week 6**

**Monday, November 26**

**In Class**
- Turn in topic and thesis form and discuss essay strategies
- MLA documentation and citation workshop

**Reading Assignment:**
--CH 36—“Arguing,” pp. 355-73

**Writing Assignment:**
--Essay 3—Report with Research—due—Wednesday, November 28, by the end of class
Grammar and Style Activities:
--Part 9, L-4—“Words often Confused,” HB-51-56

Reading Assignment:
--CH 13—“Arguing a Position,” pp. 156—82
--Nicholas Carr, “Is Google Making Us Stupid?” pp. 735-49

Wednesday, November 28
In Class
— Essay 3 editing workshop
— Complete Essay 3—due at the end of class
— Brief overview of Essay 4

Reading Assignment:
--Alex Weiss, “Should Gamers Be Prosecuted for Virtual Stealing?” pp. 731-34
--Take Reading Quiz 3—due Sunday, December 2, by 11:59 p.m.

Grammar and Style Activities: Part 9
--L-4—“Words often Confused,” HB-51-56
--L-7c, “Placing Modifiers Carefully,” HB-62-64
--Take Grammar Quiz 4—due Sunday, December 2, by 11:59 p.m.

Writing Assignment:
--Essay 4—Argument with Research—due Monday, December 10, at the end of class
  Reminder—Late assignments are not accepted.
--Topic and claim statement form due Monday, December 3 at the beginning of class

Week 7

Monday, December 3
In Class
--Discussion and activities on reading assignments
--Discuss Essay 4 topics and workshop on claim statements.

Writing Assignment:
--Essay 4—Argument with Research—due Monday, December 10, during class
  Reminder—Late assignments are not accepted.

Grammar and Style Activities: Read/Study/Prepare these sections of Part 9
--P-1—P-2—“Commas” and “Semi-Colons,” HB-77-84
--Take Grammar Quiz 5—due Sunday, December 9, by 11:59 p.m.

Wednesday, December 5
— Essay 4 workshop

Reading Assignment: Catch up and complete all unfinished reading assignments.

Writing Assignment:
--Essay 4—Argument—due Monday, December 10, during class
<table>
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<th>Week 8</th>
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| **Monday, December 10**  
**In-Class**  
--Writing workshop—complete Essay 4, turn in during class—Late assignments not accepted (no stragglers, no exceptions) |
| **Test Assignment:**  
--Take Exam 1—available Monday, December 10, through Wednesday, December 12, by **12:00 p.m. (NOON)** (125 points) |
| **Wednesday, December 12**  
--Course Complete! Grades tallied and turned in by Thursday, December 13 |