Course Format: This course is combination lecture/online (hybrid). Some course requirements will be fulfilled online via eCampus/Blackboard and Google Classroom. Course sequential corequisite: students should also be registered for DIRW 0315-41208 and have completed it in Harvesterm 1.

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 2014 Core Curriculum Foundational Component Area: 010 Communications

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

Core Objectives for English 1301
- Critical Thinking - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information. English 1301 demonstrates 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.
- Communication - to include effective development, interpretation, and expression of idea through written, oral, and visual communication. English 1301 demonstrates Communication by requiring students to respond to a variety of texts in the form of revised and edited academic essays.
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal. English 1301 students demonstrate Teamwork by requiring students to engage in collaborative writing and editing processes such as peer review.
- Personal Responsibility - to include the ability to connect choices, actions, and consequences to ethical decision-making. English 1301 develops Personal Responsibility by teaching students the ethical and accurate use of research through proper citation and documentation.


You may get the eBook, but if you do, it must be the correct edition that includes Parts 8 and 9.

Required Course Materials: Pens and paper, a working desktop or laptop computer (a tablet is not sufficient), internet access, an updated web browser compatible with Blackboard.
Evaluation Criteria
A = 89.46+  B = 79.46-89.45  C = 69.46-79.45  D = 59.46-69.45  F = 0-59.45

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethos/Netiquette</td>
<td>5%</td>
<td>Applied on final day of course</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>20%</td>
<td>Average of daily grades</td>
</tr>
<tr>
<td>RC Quizzes</td>
<td>10%</td>
<td>Average of Reading Comprehension quiz grades</td>
</tr>
<tr>
<td>HB Quizzes</td>
<td>10%</td>
<td>Average of Handbook quiz grades</td>
</tr>
<tr>
<td>Reader Responses</td>
<td>20%</td>
<td>Average of RR grades</td>
</tr>
<tr>
<td>Midterm Paper</td>
<td>10%</td>
<td>Grade for final submission, after all revisions and drafts</td>
</tr>
<tr>
<td>Research Paper</td>
<td>15%</td>
<td>Grade for final submission, after all revisions and drafts</td>
</tr>
<tr>
<td>Comprehensive Quiz</td>
<td>10%</td>
<td>Highest attempt stands</td>
</tr>
</tbody>
</table>

Description of Grading Categories
- **Ethos/Netiquette**: This grade considers participation, engagement, email etiquette, netiquette on eCampus/Blackboard (particularly in Discussions), and any other criteria that impact the establishment of and strength of your ethos as a student, such as proper MLA format for formal writing assignments.
- **Daily Grades**: Daily grades assess many things in different ways: attendance, participation, reading comprehension, quizzes that are not RC or HB, homework, outlines, drafts, revisions, workshops, group activities, etc.
- **Reading Comprehension Quizzes**: RC Quizzes are taken on Blackboard and cover assigned readings from the “Readings” section of Norton Field Guide. You are allowed a maximum of two attempts.
- **Handbook Quizzes**: HB Quizzes are on Blackboard and cover assigned readings from the “Handbook” section of the Norton Field Guide, including Sentences, Language, and Punctuation.
- **Reader Responses**: RRs are detailed written assignments in which you engage readings from the “Readings” section of the textbook. These use MLA format and standard, edited English.
- **Midterm Paper**: This formal essay uses academic language, style, and tone. You will use short quotes and paraphrases from primary and secondary texts to support your claims and to provide context/background. You will properly document any sources using MLA documentation. Drafting is on Google Classroom, while final submissions go to Blackboard as a .docx file.
- **Research Paper**: Also a formal composition, the research project is the culmination of the writing skills and strategies honed throughout the semester. It is a longer essay that breaks free from the “five-paragraph” structure used in the previous shorter writings. Significant outside research is required for this assignment. You will create your document in Google Classroom so that I can drop in and give comments throughout the drafting process. This allows you to fix things before the final submission. You will use short quotes and paraphrases from primary and secondary texts to support your claims and to provide context/background. You will synthesize information from several sources and you will properly cite them using MLA documentation. Drafting is on Google Classroom, while final submissions go to Blackboard as a .docx file.
- **Comprehensive Quiz**: This quiz covers content from throughout the entire term, including any material that you have previously been quizzed over. You will have multiple attempts and your highest score attempted within the quiz window will stand.

**Operations Policy**: The instructor reserves the right to make changes as necessary to the content and conduct of the course.
Class Websites and Email: You will be required to use eCampus/Blackboard in this course. **You are responsible for monitoring eCampus daily.** You may access the site through the internet via [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu). You may also access eCampus by going to the Eastfield College or DCCCD home page and clicking on “eCampus.” The Eastfield’s home page is [www.eastfieldcollege.edu](http://www.eastfieldcollege.edu) and DCCCD’s home page is [www.dcccd.edu](http://www.dcccd.edu). If you do not have a computer at home, you may access eCampus in the Eastfield library. **For grade-related questions or sending files, you must use your DCCCD Outlook Account, which is DCCCD’s official means of communication. Please set up that account now if you have not already.**

Technology Requirements: Some specific software is required for this class because it is online.

- **Safari, Chrome, Mozilla Firefox, Internet Explorer, or other web browser fully updated and compatible with Blackboard:** To navigate eCampus, you will need a web browser that has been recently updated.
- **A DCCCD student Outlook account:** A [DCCCD student Outlook](http://ecampus.dcccd.edu) account is required for sending files or asking questions regarding grades in this class. Do not email from personal email accounts, such as Yahoo! or Gmail, if you are writing concerning grades.
- **Microsoft Word or Google Docs:** For this course, you will need to use Microsoft Word or Google Docs/Google Classroom for typed assignments. You can use your free DCCCD Outlook account for Microsoft Word.
- **Adobe Reader:** You will also need to download Adobe Reader to view course learning materials. It is a free download available at [http://get.adobe.com/reader/](http://get.adobe.com/reader/).

Email Communication: Email is vital to communication in this course.

- Make sure your email address is accurate. If you need to update your email address, go to eCampus, click on “My DCCCD,” then go to “Tools” and click on "Personal Information." Change your email address and hit submit.
- Check to make sure that your junk mail or bulk mail filters do not delete or reroute emails sent from the user group in eCampus. Be especially careful with this if you are using a Yahoo! or Hotmail account.
- **PLEASE MAKE SURE THAT YOUR EMAIL IS CURRENT. This means the email I have for you is one you actually use.** Also, do not use someone else’s email address, even if it is a family member.
- Follow email etiquette (see policies below) any time you send an email to me or to your classmates.
- You are required to check your email daily to keep up with course correspondence.
- I will respond to emails within 24-48 hours, if not sooner.
- Emails concerning grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.

Certification: 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 is **October 29, 2018.**

The deadline to drop this course with a “W” is **December 1, 2018.**
COURSE POLICIES

- **Read course announcements regularly.** You must regularly check eCampus announcements and your email.
- Communicate all extenuating circumstances to me as soon as possible; the earlier you contact me, the better it will be for you and your grade.
- Written assignments must be submitted on eCampus by the due date/time specified. NO late work will be accepted unless I deem the situation/circumstances to be extenuating. Computer, internet, and technology problems do not excuse you from due dates.
- Respectful etiquette is expected of students at all times, in all course forums.
- The instructor reserves the right to make changes to the syllabus and course agenda. Changes will be announced in eCampus and in class.
- All email communication regarding grades or course progress must be through your DCCCD Office365 email, per Eastfield’s confidentiality policies. Go here to activate it:
  - **Follow proper e-mail etiquette: this establishes your ethos and affects your final grade in this course.** Here is a PowerPoint describing proper email etiquette at Eastfield College: [https://goo.gl/7ZlRBR](https://goo.gl/7ZlRBR). Also see this article from Purdue OWL: [https://owl.english.purdue.edu/owl/resource/694/1/](https://owl.english.purdue.edu/owl/resource/694/1/).
  - Provide a subject, a salutation, a body, and a signature.
  - NEVER send an email with just an attachment (you should always explain the purpose of your writing, including—and especially—in emails to professors). Sending a blank email with an attachment is considered rude in the professional world.
  - Complete, edited sentences are expected.
  - Remember what you should think about in all writing: audience (in this case, a college professor) and purpose (whatever your email is about).
  - If I have to remind you more than once to use correct email etiquette, it will negatively impact your Ethos/Participation grade.
- Plagiarism is not tolerated in this course (nor in any course at Eastfield!).
- All grades are posted on eCampus. You have the same access to grades and grading criteria that I do. **Hint: this means that emailing to ask whether or not it’s still possible to pass is unnecessary—you can do those calculations yourself.**

EFC INSTITUTIONAL POLICIES
Click here for Eastfield College’s Institutional Policies: [https://www.eastfieldcollege.edu/syllabipolicies](https://www.eastfieldcollege.edu/syllabipolicies)
You are required to know all information provided in that link.

DCCCD 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](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.

Writing Expectations: Students will compose essays that adhere to grammatical and stylistic standards of edited academic American English and follow Modern Language Association (MLA) style in all particulars, including (but not limited to) double spacing, 1-inch margins on all sides, and in Times New Roman size 12 font, four-line MLA style heading, MLA style header with page numbering, and Works Cited page. All writing
assignments in this class expect original work, which means that turning in work you have created for a different class is considered academic dishonesty and a violation of the Student Code of Conduct.

**Classroom Etiquette:** Your enrollment in this class indicates acceptance of the standards of conduct published in the current edition of the Eastfield College Catalog. As you are a college student, I consider you to be a responsible adult. Therefore, any disruptive behavior in the classroom is not accepted and will not be tolerated. All rules, regulations, and guidelines as listed and explained in the EFC/DCCCD Catalog and Code of Student Conduct will be followed. It is important that you read the Code of Student Conduct carefully. Some specific expectations of you as a student are that you:

- Be on time for class and stay the entire class meeting.
- Silence cell phones and other electronic devices upon entering the classroom.
- Help maintain a classroom atmosphere in which everyone can work without disturbance.
- Come prepared for each class by having completed assignments.
  - Bring required texts and other materials to each class period.
- Use respectful verbal and body language toward all persons in the classroom.

**Student Conduct:** Your enrollment in this class indicates acceptance of the standards of conduct published in the current edition of the Eastfield College Catalog. As you are a college student, I consider you to be a responsible adult. Therefore, any disruptive behavior is not accepted and will not be tolerated. All rules, regulations, and guidelines as listed and explained in the EFC/DCCCD Catalog and Code of Student Conduct will be followed. It is important that you read the Code of Student Conduct carefully. Some specific expectations of you as a student are that you:

- Help maintain a classroom atmosphere in which everyone can work without disturbance.
- Be prepared for each class activity by having completed assignments.
- Have and use all required texts and other materials throughout the term.
- Use respectful verbal and body language toward all persons in your class, including the instructor.

**Email Etiquette:** Emails are a constant in the academic and professional worlds. Therefore, it is important that you practice proper email etiquette at all times. When emailing the professor, you are expected to:

- Include a subject, salutation, body, and signature. Open with a greeting or salutation and sign your name at the bottom of the email. This both professional and courteous.
- Use Standard Edited English and proper grammar, punctuation, and spelling. Remember the two most important considerations in writing: audience (in this case, a college professor) and purpose (whatever you are writing about).
- Never type in all uppercase letters. All-caps is one of the most offensive things you can do in a professional or academic email, and it almost always results in you not getting what you want.
- Use courteous language and tone; write professionally—all college writing is business formal, not something you send to friends or family.
- Remember audience and purpose. If you are asking for something, provide reasons. If you are claiming something, provide evidence. (Screenshots are often helpful.)
- **Emails concerning course grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.**

**Discussion Board Etiquette:** DBs are a significant part of almost any online class. Therefore, it is important you practice proper DB 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 and deadlines 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 and sign your name at the bottom of your response. This is both professional and courteous.
- Use tactful/courteous language with fellow students.
- Create an atmosphere where other students feel comfortable posting their responses. If you are worried that someone will misinterpret your tone, use an emoticon to demonstrate your tonal intent.
- Provide constructive criticism to fellow classmates’ responses and essays. See “What Is a Substantive DB Post” in the Discussion Board tab for more information on this.
- Avoid profanity and refrain from any disrespectful language.
- 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.

**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.